



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

7:00 p.m. Monday, April 7, 2014

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	
7:03 PM	IV. <u>Interim City Manager Report</u>	
7:20 PM	V. <u>Presentations</u>	
7:25 PM	A. Noreen Logel with Friends of the Red Mill – Pavilion Project	
7:28 PM	Conceptual Drawings	
	B. Arbor Day Proclamation	
	C. Police Chief Knobelsdorf – Introduction of Officer Timothy Fandel	Motion
	VI. <u>Public Hearing(s)</u> - None	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:32 PM	A. Second Reading and Consideration of Proposed Ordinance 175EE	Motion
7:35 PM	to Amend Section 42-411 of the Portland City Code of Ordinances	Motion
7:38 PM	B. Second Reading and Consideration of Proposed Ordinance 175FF	Motion
7:40 PM	to Amend Section 42-298 of the Portland City Code of Ordinances	Motion
7:43 PM	C. Second Reading and Consideration of Proposed Ordinance 175GG	Motion
7:45 PM	to Amend Section 42-310 of the Portland City Code of Ordinances	Motion
7:48 PM	D. Proposed Resolution 14-27 Appointing Council Member Stacy	
7:43 PM	Krause as the City of Portland Representative on the Ionia County	Motion
7:45 PM	Economic Alliance Board of Directors	
7:48 PM	E. Proposed Resolution 14-28 Approving, Authorizing, and Directing	Motion
7:45 PM	the Mayor and Clerk to Sign a Boardwalk Café Permit Agreement	Motion
7:48 PM	F. Proposed Resolution 14-29 Approving, Authorizing, and Directing	Motion
7:50 PM	the Mayor and Clerk to Sign a Recreation Services Agreement with	Motion
7:48 PM	Danby Township	Motion
7:50 PM	G. Proposed Resolution 14-30 Approving a Resolution of Financial	Motion
7:50 PM	Assurance of Local Funds for the City of Portland’s Cutler Road	Motion
7:50 PM	Improvement Project	Motion
7:50 PM	IX. <u>Consent Agenda</u>–	Motion
7:50 PM	A. Minutes & Synopsis from the Regular City Council Meeting held	Motion
7:50 PM	on March 17, 2014	Motion

<u>Estimated Time</u>		<u>Action Requested</u>
	<ul style="list-style-type: none"> B. Payment of Invoices in the Amount of \$61,874.57 and Payroll in the Amount of \$103,027.95 for a Total of \$164,902.52 C. Purchase Orders over \$5,000 – None 	
	X. <u>Communications</u>	
	<ul style="list-style-type: none"> A. DDA Minutes for February 20, 2014 B. Board of Light & Power FY 2014/2015 Budget Recommendation C. Utility Billing Report for February 2014 D. Wastewater Treatment Plant Report for March 2014 E. SAW Grant Application Status F. Water Department Report for March 2014 G. Police Department Report for March 2014 H. DDA Treasurer’s Report dated March 13, 2014 I. On the Street April 2014 J. PAMA Minutes for January 14, 2014 K. Portland Area Fire Authority Minutes for April 1, 2014 L. Portland Fire Department Alarms Report for March 2014 M. Portland Fire Department Run Sheet 14-024 N. Ionia County Board of Commissioners Minutes February 25, 2014 O. Ionia County Board of Commissioners Agenda for March 18, 2014 P. Ionia County Board of Commissioners Agenda for March 25, 2014 	
7:52 PM	X. <u>Public Comment</u> (5 minute time limit per speaker)	
7:55 PM	XI. <u>Other Business</u>	
8:00 PM	XII. <u>Council Comments</u>	
8:05 PM	XIII. <u>Adjournment</u>	
		Motion



ARBOR DAY 2014 PROCLAMATION

WHEREAS, in, 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, the City of Portland has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices; and

WHEREAS, seedlings will be distributed to all of the 2nd Graders in the Portland Public and St. Patrick's Schools to promote the importance of trees in our community; and

WHEREAS, the City has scheduled a ceremonial tree planting on Friday, April 25, 2014 in the Park adjacent to the trail along Water Street at 2:00 p.m. in recognition of Arbor Day.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PORTLAND JOINS ME IN PROCLAIMING APRIL 25, 2014 AS ARBOR DAY IN THE CITY OF PORTLAND.

BY ORDER OF THE CITY COUNCIL

James E. Barnes, Mayor

Joel T. VanSlambrouck,
Mayor Pro-Tem

Patrick Fitzsimmons

Nicole Sunstrum

Stacy Krause

Monique I. Miller, City Clerk

Dated: **APRIL 7, 2014**

SEAL

ARBOR DAY CELEBRATION 2014

**YOU ARE CORDIALLY INVITED TO CELEBRATE THE ANNUAL
COMMEMORATIVE ARBOR DAY TREE PLANTING**

The Portland Tree Management Commission and the Parks and Recreation Board are striving to bring awareness to the enhancement and preservation of our attractively planted City. We were designated as a TREE CITY USA by the National Arbor Day Foundation in 2002 and just completed our 12th year in 2013. There will be a short tree planting ceremony during our Annual Arbor Day planting this year the planting will take place in Two Rivers Park.

**THE PLANTING WILL TAKE PLACE:
FRIDAY, APRIL 25, 2014
AT
1:00 P.M.
In Two Rivers Park**

We hope you will plan to attend the ceremony



Your Portland Tree Management Commission:

**Henry Gingrich Sara Roberts
Chuck Carr**

Portland Parks & Recreation Board Members:

**Patrick Weller Greg Foote
Walter Cross Chad Williams
Dennis Cunningham**

**Mary Ellen Scheurer
Director of Parks, Recreation & Cemetery
City of Portland**



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

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

ORDINANCE NO. 175 EE

**AN ORDINANCE TO AMEND SECTION 42-411
OF THE PORTLAND CITY CODE OF ORDINANCES**

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 42-411 of the City Code of Ordinances is amended to read as follows:

Sec. 42-411. Design standards.

(a) In the C-1 central business district any side of a building immediately adjacent to a public road must be:

- (1) Comprised of at least 50 percent windows on the first floor and 25 percent on every floor thereafter;
- (2) Comprised of at least 30 percent of the following materials for the remaining portions of the building immediately adjacent to a public road:
 - a. Brick;
 - b. Decorative concrete block;
 - c. Cut stone;
 - d. Horizontal clapboard siding; and
 - e. Commercial grade horizontal vinyl siding (at least 0.44 gauge).

In no case will vertical siding, sheet metal, cement board, or EIFS be considered an acceptable building cover.

(b) In the C-2 and C-3 business districts any side of a building facing a public road must be:

- (1) Comprised of at least 25 percent windows on each floor;
- (2) Comprised of at least 25 percent of the following materials for the remaining portions of the building immediately adjacent to a public road:
 - a. Brick;
 - b. Decorative concrete block;
 - c. Cut stone;
 - d. Horizontal clapboard siding; and
 - e. Commercial grade horizontal vinyl siding (at least 0.44 gauge); and
 - f. Architectural sheet metal that not only meets the purpose of creating a water tight structure but also lends to the aesthetic beauty of a structure

by incorporating architectural accents or design elements.

- (3) The Planning Commission may, in its sole discretion, deviate from the minimum percentages in the above design standards where the building design incorporates patterns and materials that provide visual interest through changes in color, material, or relief, such as the inclusion of beltlines, pilasters, recesses, and pop-outs.

(c) Lighting must comply with the provisions of section 42-304, in addition to the provisions noted below:

- (1) Off-street parking areas must be adequately lit to ensure security and safety;
- (2) Light fixtures must use light cut-off fixtures that direct light downward. Lighting may not be attached to buildings or other structures that permit light to be directed horizontally;
- (3) Lighting may only illuminate only the parking lot or other areas approved for illumination by the planning commission; and
- (4) Canopy lighting must be mounted flush with the canopy surface.

SECTION 2. PUBLICATION AND EFFECTIVE DATE. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: _____, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: _____, 2014

Adopted: _____, 2014

Published: _____, 2014

Effective: _____, 2014

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No _____, which was adopted by the Portland City Council at a regular meeting, held on _____, 2014 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: _____, 2014

Monique I. Miller, City Clerk

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

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

ORDINANCE NO. 175 FF

**AN ORDINANCE TO AMEND SECTION 42-298
OF THE PORTLAND CITY CODE OF ORDINANCES**

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 42-298 of the City Code of Ordinances is amended by replacing paragraph (a) (9) to read as follows:

- (9) Any accessory building with an area greater than 120 square feet must be permanently constructed on a concrete slab or foundation and must conform to all applicable building and other similar codes. The architectural character must be compatible with, and similar to, the main building with respect to materials, scale, design, and aesthetic quality as determined by the zoning administrator.

SECTION 2. PUBLICATION AND EFFECTIVE DATE. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: _____, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: _____, 2014

Adopted: _____, 2014

Published: _____, 2014

Effective: _____, 2014

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No _____, which was adopted by the Portland City Council at a regular meeting, held on _____, 2014 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: _____, 2014

Monique I. Miller, City Clerk

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

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

ORDINANCE NO. 175 GG

**AN ORDINANCE TO AMEND SECTION 42-310
OF THE PORTLAND CITY CODE OF ORDINANCES**

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 42-310 of the City Code of Ordinances is amended to read as follows:

Sec. 42-310. Temporary buildings and uses.

Temporary uses, buildings and structures, not used for dwelling purposes, may be placed on a lot or parcel and occupied only under the following conditions as authorized by a permit issued by the zoning administrator.

- (1) Construction buildings and structures, including trailers, incidental to construction work on a lot, provided:
 - a. Construction buildings and structures may only be used for the storage of construction materials, tools, supplies and equipment, for construction management and supervision offices, and for temporary on-site sanitation facilities, related to construction activity on the same lot. An enclosed structure for temporary sanitation facilities is required on all construction sites; and
 - b. Construction buildings and structures must be removed from the lot within 15 days after an occupancy permit is issued by the zoning administrator for the permanent structure on such lot, or within 15 days after the expiration of a building permit issued for construction on the lot.

- (2) Sales offices or model homes may be placed on a lot, provided:
 - a. The location of the office is specified in the permit;
 - b. The permit will be valid for a period of up to one year. A temporary permit may be renewed by the zoning administrator for up to two successive one year periods or less, at the same location if the office is still incidental and necessary; and
 - c. Only transactions related to the development in which the structure is located may be conducted within the structure. General offices for real estate, construction, development or other related businesses associated with the project are not be permitted.

- (3) Administration of temporary uses.
 - a. The zoning administrator may require a performance guarantee pursuant

to section 42-35 in an amount equal to the estimated cost of removing any temporary structure permitted.

- b. All temporary uses must meet the following standards:
1. The nature of the temporary use and the size and placement of any temporary structure must be planned so that the temporary use or structure will be compatible with existing development;
 2. The parcel must be of sufficient size to adequately accommodate the temporary use or structure;
 3. The location of the temporary use or structure must be such that adverse effects on surrounding properties will be minimal, particularly regarding the traffic generated by the temporary use or structure;
 4. Off-street parking areas are of adequate size for the particular temporary use or structure and properly located and the entrance and exit drives are laid out so as to prevent traffic hazards and nuisances;
 5. Signs must conform with the City's sign ordinance;
 6. Any lighting must be directed and controlled so as to not create a nuisance to neighboring property owners; and
 7. An appeal of a decision by the zoning administrator relative to denial of a temporary use, building or structure or of a temporary zoning permit or renewal thereof may be taken to the zoning board of appeals pursuant to section 42-71(a).

(4) Temporary structures to facilitate seasonal commercial sales may be placed on commercial property for up to 30 days without a permit, subject to the standards set forth in Section 42-310(3) b.

SECTION 2. PUBLICATION AND EFFECTIVE DATE. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: _____, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No _____, which was adopted by the Portland City Council at a regular meeting, held on _____, 2014 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: _____, 2014

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-27

**A RESOLUTION APPOINTING COUNCIL MEMBER STACY KRAUSE AS
THE CITY OF PORTLAND REPRESENTATIVE ON THE IONIA COUNTY
ECONOMIC ALLIANCE BOARD OF DIRECTORS**

WHEREAS, the Ionia County Economic Alliance (ICEA) is a county-wide organization dedicated to retaining and attracting businesses to Ionia County, the Ionia County Economic Alliance provides comprehensive economic development services including business retention, expansion and attraction support to Ionia County businesses; and

WHEREAS, the City of Portland has been a member in good standing with the ICEA since 2007; and

WHEREAS, the ICEA has a Board of Directors, which meets monthly and is comprised of representatives of various member organizations; and

WHEREAS, the ICEA has requested that the City of Portland designate a representative to this Board.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves appointing Council Member Stacy Krause as the City of Portland representative on the Ionia County Economic Alliance Board of Directors.
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: April 7, 2014

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-28

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR
AND CLERK TO SIGN A BOARDWALK CAFÉ PERMIT AGREEMENT**

WHEREAS, Cheeky Monkeys LLC has requested permission to place tables and chairs on the boardwalk in front of their establishment at 176 Kent Street; and

WHEREAS, Section 30.011 of the City Ordinances provides that, “it shall be unlawful to place or maintain any obstruction of any nature whatever on the sidewalk or other public ways of the City without first obtaining permission from the City Manager.”; and

WHEREAS, the City Manager has prepared a proposed Boardwalk Café Permit Agreement, a copy of which is attached as Exhibit A, to grant Cheeky Monkeys permission to use the boardwalk and protect the City’s interests.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves, authorizes and directs the Mayor and Clerk to sign the Boardwalk Café Permit Agreement, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 7, 2014

Monique I. Miller, City Clerk

BOARDWALK CAFÉ PERMIT AGREEMENT

This **Boardwalk Café Permit Agreement** is made as of April 7, 2014, between the City of Portland, a Michigan municipal corporation the principal business address of which is 259 Kent Street, Portland, MI 48875 (the "City"), and Cheeky Monkeys, a Michigan Limited Liability Corporation, the principal business address of which is 176 Kent Street, Portland, Michigan, 48875(Cheeky Monkeys).

RECITALS

- A. The City's public Boardwalk is adjacent to the property located at 176 Kent Street (the "Boardwalk Property").
- B. Cheeky Monkeys owns and/or operates a coffee shop/bakery located adjacent to and abutting the Boardwalk Property,
- C. Cheeky Monkeys desires to use a limited portion of the Boardwalk Property for outdoor service of its patrons.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Grant of Permit. The City grants to Cheeky Monkeys a revocable permit to use a portion of the Boardwalk Property described and depicted on the drawing attached as Exhibit A to this Agreement (the "Permitted Premises"). This is a permit to use the Permitted Premises and does not constitute any legal, equitable, or possessory interest in the Permitted Premises. This permit is granted subject to compliance with all of the provisions of this Agreement.
2. Term. Unless terminated earlier pursuant to this Agreement, the term of the permit shall commence on May 1, 2014, and terminate on April 30, 2015.
3. Fee. The annual permit fee is \$1.00 payable on execution of this Agreement.
4. Use. The Permitted Premises shall be used only for serving seated patrons food and non-alcoholic drink from 7:00 a.m. until 9:00 p.m. (the "Permitted Use") by Cheeky Monkeys and for no other purpose. Such use shall comply with applicable all laws, ordinances, rules, regulations, orders and directives of governmental bodies and officials of competent jurisdiction. The Permitted Premises shall at all times during the term of this Agreement be used, operated, repaired and maintained in accordance with plans and specifications filed with and approved by the City.
5. Assignment or Use by Others Prohibited. Cheeky Monkeys may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement without the City's prior written consent. Cheeky Monkeys may not allow any other person or entity to use the Permitted Premises for any purpose without the City's prior written consent.
6. Condition of Permit Premises. This permit is granted on an "as is" basis. The City makes no representations or warranties about the condition of the Permitted Premises or its fitness for any purpose or use, and shall have no duty to maintain, repair, replace or improve any portion of the Permitted Premises. During the term of this Agreement, Cheeky Monkeys shall, at its sole expense, perform all maintenance necessary to keep the Permitted Premises in as good condition as they are on the date of this Agreement, reasonable wear and tear excepted including, without limitation, removing all trash and broom sweeping at least once each day.
7. Taxes and Special Assessments. Cheeky Monkeys shall pay all personal taxes assessed against any personal property located on the Permitted Premises which are billed anytime during the calendar year 2014. If the real property comprising the Permitted Premises is assessed, then Cheeky Monkeys shall pay any taxes resulting from such assessment which are billed anytime during the calendar year 2014. Cheeky Monkeys shall also pay any installments of special

assessments against the Permitted Premises which are due and payable anytime during the term of this agreement.

8. Utility Costs. If Utility service is made available, Cheeky Monkeys shall place all utility services to the Permitted Premises in its name, shall pay all required deposits or initial fees and shall timely pay (*i.e.*, before the date on which they can no longer be paid without penalties or interest) all rates, fees and charges for natural gas, telephone, fiber optic, electricity, water, sanitary sewer, storm sewer, cable television, telecommunications or any other utility service to the Permitted Premises.

9. Changes to Permitted Premises. No changes may be to the Permitted Premises and no additions may be made to the Permitted Premises without the City's prior written consent which the City may for any reason decline. The City may require detailed plans and specifications and require that any such work be performed by a contractor acceptable to the City. At the termination of this permit, such work shall become the property of the City. No liens arising from such work shall be placed against the Property, the Permitted Premises or any part of the Permitted Premises.

10. Indemnification and Insurance. The City shall not be responsible for any loss or damage from whatever cause to personal property located on the Permitted Premises. Cheeky Monkeys shall hold the City (defined for purposes of this paragraph to also include the City's officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any demand, claim, judgment, award, legal proceeding or loss of any kind arising from Cheeky Monkeys use, occupancy, maintenance (or failure to maintain), or repair (or failure to repair) the Permitted Premises. Cheeky Monkeys shall obtain and maintain a general liability insurance policy covering the Permitted Premises and Cheeky Monkeys activities on the Permitted Premises in minimal coverage amounts of \$1,000,000 per occurrence and fire and casualty insurance with an extended coverage endorsement on any improvements placed or constructed by Cheeky Monkeys on the Permitted Premises equal in amount to the full insurable value of such improvements. All policies shall name the City as an additional insured and certificate holder. Copies of certificates of insurance showing the coverage to be in place, that the premiums are fully paid, and that coverage cannot be terminated or modified except after 30 days prior written notice to the City, shall be provided to the City. Upon request, the City shall be provided copies of the policies of insurance and all endorsements.

11. Breach and Remedies. All remedies in this Agreement are cumulative of all other remedies available at law or in equity. Remedies may be exercised simultaneously or sequentially. The failure to initially use any remedy is not a waiver of that remedy. To the extent not otherwise prohibited by law, the prevailing party in any action brought pursuant to or to enforce any provision of this Agreement shall, in addition to any other remedies, be entitled to recover its actual costs, including without limitation, actual reasonable attorneys fees, incurred to bring, maintain or defend such action from the first demand through any and all appellate proceedings, and jurisdiction and venue of any action brought pursuant to or to enforce this Agreement shall be solely in the state courts in Ionia County, Michigan. The failure of either party to act upon any breach of this Agreement shall not be deemed a waiver of that breach.

12. Termination. The permit granted pursuant to this Agreement is terminable at the will of the City Council of the City. However, prior to terminating the permit the City shall first give Cheeky Monkeys written notice that it is considering such action and the date and time of the City Council meeting at which such action will initially be considered so that Cheeky Monkeys may address the City Council. The permit is also subject to immediate revocation by the City in the event Cheeky Monkeys fails to maintain the Permitted Premises in strict accordance with the requirements of any ordinances regarding Boardwalk cafés, or to comply other applicable laws, rules, regulations, orders or directives. The obligations to pay taxes, special assessments and utility rates, fees and charges as provided in this Agreement and the obligation to provide insurance coverage and to indemnify the City as required in this Agreement shall survive any termination of the permit granted under this Agreement whether such termination is due to the expiration of the permit term or a result of action taken by the City pursuant to this paragraph.

13. Right of Entry. The City and its agents shall have the right to enter the Permitted Premises at such reasonable times as will not unreasonably interfere with Cheeky Monkeys normal use of it.

14. Environmental Issues. Cheeky Monkeys shall not cause or permit any hazardous or toxic substances to be released, stored, produced, emitted, disposed of or used upon the Permitted Premises and/or the Property. As used in this paragraph, the term "hazardous or toxic substance or material" shall include, but not be limited to any material or substance which is deemed a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, 42 USCA §9661, or pursuant to the Michigan Natural Resources and Environmental Protection Act, MCLA 324.101, and rules and regulations promulgated under either Act. Cheeky Monkeys shall hold the City harmless from, indemnify it for, and defend it against any and all cost, claims, losses, liability, damages, administrative and criminal proceedings, or other actions as a result of the Cheeky Monkeys breach of such condition.

15. Miscellaneous.

(a) This Agreement is written pursuant to the laws of the State of Michigan and was made in Ionia County, Michigan. This is the entire agreement between the parties regarding its subject matter. There are no prior or contemporaneous agreements. It may not be modified or amended except in writing, signed by all parties. It shall not be affected by any course of dealing. The captions are for reference only and shall not affect its interpretation. More than one copy of this Agreement may be signed, but all constitute but one agreement.

(b) Any notices shall be made in writing to the addresses first written above or such other addresses as indicated by notice and shall be made by personal delivery or by postage prepaid United States first-class mail and shall be deemed completed when actually received or, if by first-class mail, three business days after mailing.

The parties have caused this Agreement to be executed as of the date first above written.

CITY OF PORTLAND

CHEEKY MONKEYS , LLC

By: _____
James E. Barnes, Mayor

By: _____
Joan Tichvon, Member

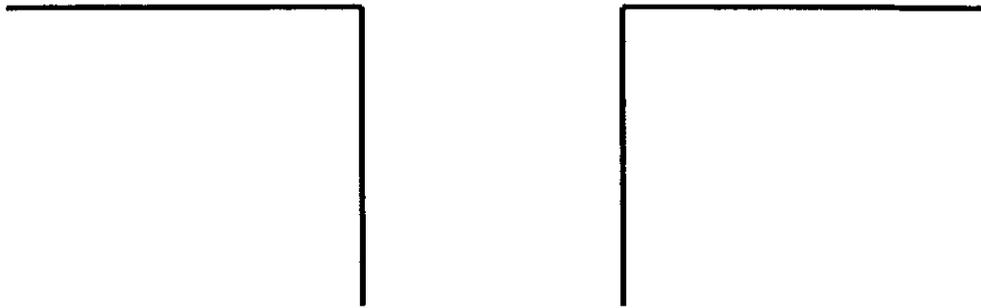
By: _____
Monique I. Miller, Clerk

EXHIBIT A

The Permitted Premises consists of the access deck and that portion of the Boardwalk Property located within three feet of the westernmost railing attached to the concrete deck adjacent to the building occupied by Cheeky Monkeys, LLC

GRAND RIVER

Boardwalk Property



CHEEKY MONKEYS BUILDING
176 KENT STREET



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-29

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR AND CLERK TO SIGN A RECREATION SERVICES AGREEMENT WITH DANBY TOWNSHIP

WHEREAS, the City operates a Recreation Department to program activities for adults and youth in the community; and

WHEREAS, the City's Recreation Department does not cover all of its operating costs from registration fees but receives financial support from the City's General Fund and from communities that provide financial support so that their resident are eligible to participate in programs at the same costs as City residents; and

WHEREAS, the Urban Cooperation Act, Public Act 7 of 1967, Extra Session, MCL 124.501, as amended ("Act 7"), allows local governmental units to enter interlocal agreements providing for the joint exercise of any power, privilege or authority which the local governmental units might exercise separately; and

WHEREAS, the City and Township desire to enter an interlocal agreement so that Township residents would be eligible to receive Recreation Services from the City's Recreation Department at the same rates as City residents; and

WHEREAS, Danby Township will provide \$7,500.00 which will be deposited into the City's Recreation Fund to help defray the costs of programming recreation services to the community.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves, authorizes, and directs the Mayor and Clerk to sign the Recreation Services Agreement (attached as Exhibit A) so that Danby Township residents would be eligible to receive recreation services from the City's Recreation Department at the same rates as City residents, per the stipulations of the agreement, attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: April 7, 2014

Monique I. Miller, City Clerk

**AGREEMENT FOR
RECREATION DEPARTMENT SERVICES**

This Agreement for Recreation Department Services is made as of _____, 2014, between the City of Portland, a Michigan home rule city organized and existing under the Home Rule Cities Act, 1909 PA 279, as amended, MCL 117.1 *et seq.* ("Act 279"), with its offices at 259 Kent Street Portland, MI 48875-1495 (the "City") and the Township of Danby, a Michigan general law township organized and existing under RS 1846, c.16, as amended, MCL 41.1 *et seq.*, with its offices at 13122 Charlotte Hwy, Sunfield, MI 48890 (the "Township").

RECITALS

- A. The City operates a Recreation Department to program activities for adults and youth in the community.
- B. The City's Recreation Department does not cover all of its operating costs from registration fees but receives financial support from the City's General Fund and from communities that provide financial support so that their resident are eligible to participate in programs at the same costs as City residents.
- C. The Urban Cooperation Act, Public Act 7 of 1967, Extra Session, MCL 124.501, as amended ("Act 7"), allows local governmental units to enter interlocal agreements providing for the joint exercise of any power, privilege or authority which the local governmental units might exercise separately.
- D. The City and Township desire to enter an interlocal agreement so that Township residents would be eligible to receive Recreation Services from the City's Recreation Department at the same rates as City residents.

TERMS AND CONDITIONS

In exchange for the consideration in or referred to by this Agreement, the parties agree:

- 1. **Financial Support.** The Township will provide \$7,500 which will be deposited in the City's Recreation Fund to help defray the costs of programming recreation services in the community.
- 2. **Recreation Services.** The City will provide Township residents with the same recreation services at the same rates that are offered to City residents.
- 3. **Term and Termination.** This Agreement will commence on April 1, 2014 and terminate on March 31, 2015, unless extended by Agreement of the parties. Either party may terminate this Agreement without cause by providing 90 days written notice. If the City terminates this Agreement, the Township will be entitled to a pro-rated refund of its financial support. If the Agreement is terminated by the Township then no refund of its financial support is due.
- 4. **Reporting.** The City's Recreation Department will provide the Township with a copy of its Annual Report by the 15th day of February so that the Township has an opportunity to evaluate participation levels in determining whether to extend the term of this Agreement.
- 5. **Indemnification.** If the Township or its officers or employees incur liabilities or costs defending claims or suits against them directly or indirectly as a result of entering into this Agreement, except liabilities or costs incurred as a result of a dispute between the parties to this Agreement, the City agrees to defend, to hold harmless and indemnify the Township and its officials and employees from and against any fees, costs, damages, judgments, liabilities or claims required to defend or settle said actions.

**Exhibit
A**

6. Miscellaneous.

(a) Any notice, demand or communication required, permitted, or desired to be given under this Agreement shall be deemed effectively given when personally delivered or mailed by prepaid certified mail, return receipt requested, addressed as follows:

Township of Danby
Attention: Supervisor
13122 Charlotte Hwy
Sunfield, MI 48890-9784

City of Portland
Attention: City Manager
259 Kent Street
Portland, MI 48875-1495

Any changes to the above addresses shall be promptly communicated to the other party in the manner described above.

(b) No assignment of this Agreement or the rights and obligations hereunder shall be valid without the specific written consent of both parties hereto.

(c) The waiver by either party of or failure of any party to seek a remedy for a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.

(d) The headings in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. However, the recitals form an integral part of this Agreement.

(e) This Agreement supersedes all previous or contemporaneous contracts and constitutes the entire agreement between the parties. Neither party shall be entitled to any benefits other than those specified herein. No oral statements or prior or contemporaneous written material not specifically incorporated herein shall be of any force and effect, and both parties specifically acknowledge, in entering into and executing this Agreement, that they rely solely upon the representations and agreements contained in this Agreement and no others. This Agreement may not be amended except in writing signed by the parties following public hearings before and resolutions adopted by the Township Board and the City Council. This Agreement may be executed in any number of counterparts and each such counterpart shall be considered a valid original.

(f) There are no intended third party beneficiaries of this Agreement.

(g) This Agreement shall bind the City and the Township, as well as their respective officers, agents, and successors in interest.

The parties have signed this Agreement as of the date first written above by authority of the respective City Council and Township Board.

CITY OF PORTLAND

TOWNSHIP OF DANBY

By: _____
James E. Barnes, Mayor

By: _____
Richard Pohl, Supervisor

By: _____
Monique I. Miller, Clerk

By: _____
Dan Platte, Clerk

Signed: _____, 2014

Signed: _____, 2014

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-30

A RESOLUTION OF FINANCIAL ASSURANCE OF LOCAL FUNDS FOR THE CITY OF PORTLAND'S CUTLER ROAD IMPROVEMENT PROJECT

WHEREAS, Cities, villages, transit agencies, and road commissions located within or serving urbanized areas as defined by U.S. Census with a population of 5,000 to 50,000 are eligible to receive Federal Surface Transportation Program (STP) funds from the Small Urban Program; and

WHEREAS, the Michigan Department of Transportation (MDOT) administers the Small Urban Program and issued a call for projects in February 2014 (attached as Exhibit A); and

WHEREAS, the Small Urban Task Force, comprised of representatives from the City of Portland and the Ionia County Road Commission, met on March 12, 2014 to prioritize projects for 2014 through 2017 and the City's Cutler Road Improvement Project received priority for the 2014 application year (minutes of which are attached as Exhibit B); and

WHEREAS, prior to an official program application being submitted to the Small Urban Program, MDOT requires assurances of a required local match of 20% of road construction costs; and

WHEREAS, the road construction costs are estimated by the City's engineers to be \$599,600 with the City's costs amounting to \$224,600; and

WHEREAS, the City issued General Obligation Limited Tax Bonds in the amount of \$1,400,000 to cover street improvement projects, including the Cutler Road Improvement Project. The City also has a local income tax, dedicated to street improvements such as paving, curb and gutter, sidewalks, street lights, and related water and sewer infrastructure improvements, which generates between \$550,000 and \$700,000 annually and is utilized for projects such as this.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council commits the matching funds \$224,600 to carry out the Cutler Road Improvement Project and commits to owning, operating and funding and

implementing a maintenance program over the design life of the facility constructed with the Small Urban Program Grant Funds.

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: April 7, 2014

Monique I. Miller, City Clerk



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

February 12, 2014

Small Urban Transportation Agencies
Regional Planning and Development Agencies

Subject: Fiscal Year 2014-2017 Small Urban Program Call for Projects

The Michigan Department of Transportation (MDOT) will be accepting Small Urban Program project applications for Fiscal Years (FYs) 2014-2017. Funding criteria for the Small Urban Program is listed below:

- Transportation projects are awarded on a rotating basis to small urban areas with populations of 5,000 to 50,000 according to the most recent U.S. Census.
- The maximum amount awarded for a project is \$375,000 in federal dollars.
- The implementing agency must provide a 20 percent local match.
- All proposed projects must be within the approved federal-urbanized area boundary and/or be located on the federal highway system.
- Funding can only be used for construction costs or capital purchases (for transit vehicles).

Due to the advancement of projects to use additional statewide obligation authority in FY 2013, MDOT is seeking additional projects in FY 2014. The remaining amount available for programming in FY 2014 is approximately \$3 million. The annual available funding for the Small Urban Program for FYs 2015-2017 is approximately \$8.9 million statewide. MDOT leadership believes Congress will continue to fund transportation beyond FY 2014 when the current federal transportation legislation expires. Reauthorization activities for a new federal transportation bill have already begun.

Beginning in FY 2014, Michigan's 14 state Regional Planning & Development Agencies (RPAs) will become more integrated in the planning process. The RPAs are now responsible for scheduling meetings and submitting applications on behalf of the implementing agencies. Information regarding the required planning process and instructions for completing the project applications are available online at www.michigan.gov/mdotsmallurban.

Project applications must be submitted to MDOT by April 30, 2014. If you have any questions regarding the Small Urban Program or would like an MDOT representative to attend your committee meeting, please contact Brandon Wilcox, Small Urban Program Manager at 517-335-2948 or wilcoxbl@michigan.gov.

Sincerely,

Denise B. Jackson, Administrator
Statewide Transportation Planning Division



DRAFT MINUTES

Portland, Michigan Small Urban Transportation Program
March 12, 2013
1:30 p.m.
City of Portland
259 Kent Street
Portland, Michigan 48875

1. Introduction & Opening remarks

Thomas Dempsey opened the meeting and introductions were made. Those in attendance included:

- Paul Spitzley, Ionia County Road Commission
- Thomas Dempsey, City of Portland
- Patrick Reagan, City of Portland
- Paul Galdes, Fleis and VandenBrink Engineering
- Amy Zokvic, Michigan Department of Transportation
- Brandon Wilcox, Michigan Department of Transportation
- Dave Bee, West Michigan Regional Planning Commission

2. Additions/Deletions to Agenda

There was no formal agenda. This was the first meeting of the Portland Small Urban Program.

3. Approval of Minutes

No previous minutes were taken.

4. Appoint Representatives

The following are the appointed representatives for the Portland Small Urban Program:

- Ionia County Road Commission: Paul Spitzley (Representative)
- City of Portland: Patrick Reagan
- Transit: None

5. Discussion of Bylaws

Sample bylaws will be available at the next meeting.

6. General Discussion

Thomas Dempsey informed everyone that his last day with the City will be March 14. He discussed that Cutler Road should be the 2014 project. It was discussed that any project in the Small Urban Area is either in the City of Portland or is an entryway that serves the City. Portland has no transit, so any decisions are between the City and the Ionia County Road Commission. Portland has a City Income Tax that is dedicated to transportation improvements that raises between \$550,000 and \$700,000 annually. There was some general discussion about what types of improvements can be funded with the Small Urban Surface Transportation Fund. Small Urban Communities can typically

Exhibit

B

expect \$375,000 every other year from the Federal Program. The program requires a 20 percent local match. Michigan receives about \$9.0 million every year and has 56 Small Urban Areas. 2014 is an exception, with separate prioritization and a shorter deadline. This is the first year the West Michigan Regional Planning Commission is involved in the program. The Committee needs to establish separate priorities for years 2015-2017. Projects should be prioritized every year and each year should have a back-up project.

7. Citizens Comments

No Comments were made

8. Discussion and Action -- Projects for FY 2014-2017

A MOTION WAS MADE by Paul Spitzley to list Cutler Road (Project Application Attached) as the 2014 Project for the Portland Small Urban Area. **MOTION SUPPORTED** by Patrick Reagan. **MOTION APPROVED.**

A MOTION WAS MADE by Paul Spitzley accept the following list of projects for the years 2015-2017 for the Portland Small Urban Area. **MOTION SUPPORTED** by Patrick Reagan. **MOTION APPROVED.**

2015 Projects (prioritized)

1. Kent Street
2. Divine Highway
3. Grand River Avenue

2016 Projects (prioritized)

1. Kent Street
2. Divine Highway
3. Grand River Avenue

2017 Projects (prioritized)

1. Kent Street
2. Divine Highway
3. Grand River Avenue

The Project Applications for the three projects are attached to the minutes.

9. Any additional projects

There were no additional projects.

10. Other Business

Brandon Wilcox stated that both the City of Portland and the Ionia County Road Commission will need to have a resolution for local assurance of matching funds. Applications for the 2014 cycle must be in by April 30, 2014.

11. Adjournment.

The meeting adjourned at 2:45 p.m.

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 17, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons and Sunstrum; Interim City Manager and DDA Director Reagan; City Clerk Miller; Police Chief Knobelsdorf

Guests: Kathy Parsons; Aaron Cross of the Friends of the Red Mill; Tom Thelen of the Review & Observer

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

Motion by VanSlambrouck, supported by Krause, to approve the revised Agenda as presented.

Yeas: VanSlambrouck, Krause, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Under the City Manager Report, Interim City Manager Reagan presented information on the action items for consideration on the Agenda.

Interim City Manager Reagan reported the preconstruction meeting for the Barley, Knox, and Storz Street Improvement Project was held March 13th with representatives of CL Trucking, Consumers Energy, Portland Public Schools, City staff, and engineers from Fleis & VandenBrink. Phase I of the project will begin on Knox Avenue, with a completion date of June 17th. Phase II is scheduled to begin upon completion of Phase I, with a completion date in early August depending on weather.

A meeting of the Small Urban Task Force was held March 12th to select and revise the scope and budget for projects receiving funding as part of the 2014 MDOT Small Urban Program. Fleis & VandenBrink has designs for Cutler Road nearly complete for submittal. The City should know by May or June if we are awarded funding. The goal is to begin improvements on Cutler Road this fall with completion before winter.

Under New Business, the Council held First Readings of Proposed Ordinances 175EE, 175FF, and 175GG.

Proposed Ordinance 175EE to amend Section 42-411 of the Portland City Code of Ordinances is based on amending the design standards for the C-2 and C-3 districts to allow "architectural sheet metal" to be utilized on buildings within this district. The second change would allow the Planning Commission to "deviate from the minimum percentages in the design standards where the building design incorporates patterns and materials that provide visual interest through changes in color, material, or relief, such as the inclusion of beltlines, pilasters, recesses, and popouts."

Proposed Ordinance 175FF to amend Section 42-298 of the Portland City Code of Ordinances clarifies the ordinance to allow either a concrete slab or a foundation for accessory buildings.

Proposed Ordinance 175GG to amend Section 42-310 of the Portland City Code of Ordinances seeks to allow temporary structures for seasonal sales for up to 30 days.

The Council considered Resolution 14-22 to authorize the Mayor and Clerk to sign Ambulance Services Agreements and to approve the Care Plan Membership Agreement Form at a cost of \$60.00 per household per year and covers all medically necessary ambulance transports.

Motion by Krause, supported by Sunstrum, to approve Resolution 14-22 approving, authorizing, and directing the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and approving the Care Plan Membership Agreement Form.

Yeas: Krause, Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-23 to approve participation in the MiDeal State Bid Process for Winter Road Salt for 2014-2015, as has been done for the past eight years in order to get more competitive pricing. The MiDeal contracts also guarantee the City's ordered quantity, additional product is available if needed, and the City is only required to accept 70% of its seasonal backup commitment. The ordering must be done on-line by April 15, 2014. City Staff recommends submitting the requisition for 400 tons for early delivery, which would refill the salt barn, and 250 tons for the seasonal backup.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-23 approving participation in the State Bid Process for Winter Road Salt 2014-2015.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-24 to approve Fleis & VandenBrink's proposal to provide bridge inspection services for 2014 for the Grand River Avenue Bridge, the Veterans Memorial Bridge, and the Divine Highway Bridge. The inspections of these bridges are required by the Michigan Department of Transportation (MDOT). Inspection of these bridges ensures the City that these bridges are safe for both vehicular and pedestrian traffic in the future.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-24 approving Fleis & VandenBrink's proposal to provide bridge inspection services for 2014.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-25 to ratify Interim City Manager Reagan's action in submitting an application for a Byrne Justice Assistance Grant for a dedicated video recording system for the

Portland Police Department. Chief Knobelsdorf identified this grant opportunity after the last Council meeting; the date for submittal was March 4th.

Chief Knobelsdorf stated that the grant, in the amount of \$7,885, will allow the Police Department to have an HD video recording system on the premises. This system will also allow them to accurately question all persons in custody, thus ensuring their rights are protected.

Motion by Sunstrum, supported by VanSlambrouck, to approve Resolution 14-25 ratifying the Interim City Manager's action in submitting a Byrne Justice Assistance Grant Application for a dedicated video recording system for the Portland Police Department.

Yeas: Sunstrum, VanSlambrouck, Krause, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-26 to authorize and direct the Mayor and Clerk to sign a Donation and Development Agreement with the Friends of the Red Mill who are looking to fundraise and build a timber-frame structure that would be of great benefit to the Portland community. The agreement would allow the group to fundraise with the help of the City, as checks and cash would be made out and deposited to the City for this fund and this fund only.

Aaron Cross, of the Friends of the Red Mill, stated their group is in agreement that the proposed pavilion should be placed on the south side of the Red Mill which will allow for flexibility in the size of the structure and will not require the relocation of utilities. Ed Leik is currently working on new plans for the pavilion that will be brought back to the City Council. The group is working on developing the volunteer base for fundraising.

Motion by Krause, supported by Fitzsimmons, to approve Resolution 14-26 approving, authorizing, and directing the Mayor and Clerk to sign a Donation and Development Agreement with the Friends of the Red Mill.

Yeas: Krause, Fitzsimmons, VanSlambrouck, Sunstrum, Barnes

Nays: None

Adopted

Motion by Krause, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on March 3, 2014, payment of invoices in the amount of \$87,001.26 and payroll in the amount of \$98,990.05 for a total of \$185,991.31. Purchase orders to Farabee Mechanical in the amount of \$7,476.60 for Nordberg Engine Repair, Wesco in the amount of \$5,168.00 for a VersaPad 2-way gear, and Newkirk Electric in the amount of \$20,100 for maintenance on a recloser were included.

Yeas: Krause, Fitzsimmons, VanSlambrouck, Sunstrum, Barnes

Nays: None

Adopted

Under Council Comments, Mayor Pro-Tem VanSlambrouck reported on the Portland Area Fire Authority. Everything is going well and is on budget. The performance review of the Chief is being conducted. A credit card policy is being considered.

Council Member Krause noted the Executive Search Proposals included in the Communications and asked who will lead the search process.

Interim City Manager Reagan stated the Mayor and Council will lead the search and make all decisions.

Mayor Barnes stated that former City Manager Dempsey suggested using the MML and DeVries and had requested proposals from both which are included in the Communications. There may be other firms and possibilities to use for the search.

Council Member Krause congratulated Parks, Recreation and Cemetery Director Mary Scheurer on the nomination by former City Manager Dempsey as the MAMC Cemetaryian of the Year. She further noted how beautiful Portland's cemetery is, especially on Memorial Day with the placement of all of the United States flags.

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

Yeas: Fitzsimmons, VanSlambrouck, Krause, Sunstrum, Barnes

Nays: None

Adopted

Meeting adjourned at 7:33 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the March 17, 2014 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 Krause, Fitzsimmons and Sunstrum; Interim City Manager and DDA Director Reagan; City Clerk Miller; Police Chief Knobelsdorf

First Reading of Proposed Ordinance 175EE to amend Section 42-411 of the Portland City Code of Ordinances would amend the design standards for the C-2 and C-3 districts to allow “architectural sheet metal” to be utilized on buildings.

First Reading of Proposed Ordinance 175FF to amend Section 42-298 of the Portland City Code of Ordinances clarifies the ordinance to allow either a concrete slab or a foundation for accessory buildings.

First Reading of Proposed Ordinance 175GG to amend Section 42-310 of the Portland City Code of Ordinances seeks to allow temporary structures for seasonal sales for up to 30 days.

Approval of Resolution 14-22 approving, authorizing, and directing the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and approving the Care Plan Membership Agreement Form.

All in favor. Approved.

Approval of Resolution 14-23 approving participation in the State Bid Process for Winter Road Salt 2014-2015.

All in favor. Approved.

Approval of Resolution 14-24 approving Fleis & VandenBrink’s proposal to provide bridge inspection services for 2014.

All in favor. Approved.

Approval of Resolution 14-25 ratifying the Interim City Manager’s action in submitting a Byrne Justice Assistance Grant Application for a dedicated video recording system for the Portland Police Department.

All in favor. Approved.

Approval of Resolution 14-26 approving, authorizing, and directing the Mayor and Clerk to sign a Donation and Development Agreement with the Friends of the Red Mill.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:33 P.M.

All in favor. Approved.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	2,115.00
AT&T	00686	TELEPHONE SVC - WASTE WTR	11.37
AT&T	00686	TELEPHONE SVC - WASTE WTR	198.91
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - ELECTRIC	74.00
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - POLICE	114.30
CLIA LABORATORY PROGRAM	00736	ANNUAL IDENTIFICATE FEE - AMBULANCE	170.00
DUANE CROSS	00642	HIGH PERFORMANCE FLASHLIGHT - WATER	70.00
CONSUMERS ENERGY	00098	GAS SERVICES - VARIOUS DEPTS	5,442.72
D&E ELECTRIC OF PORTLAND, LLC	00107	WIRE NEW HEATERS - ELECTRIC	300.00
D&E ELECTRIC OF PORTLAND, LLC	00107	SO COPD - ELECTRIC	69.92
D&K TRUCK COMPANY	02257	ABS SNOOP - MTR POOL	71.00
FAMILY FARM & HOME	01972	SUPPLIES - CEMETERY	48.97
JOHN DEERE FINANCIAL	01818	SUPPLIES, PARTS- GEN, PAPER, MTR POOL	211.81
MICHAEL KAPCIA	00223	ODL REINS - ELECTRIC	48.00
LITE'S PLUS	00243	RULES - ELECTRIC	162.38
MENARDS	00260	SUPPLIES - CEMETERY, PARKS	80.37
MODEL FIRST AID SAFETY/TRAINING	00313	FIRST AID SUPPLIES -WASTE WTR	27.30
MODEL FIRST AID SAFETY/TRAINING	00313	RESTOCK 1ST AID KIT - ELECTRIC	51.00
MUNICIPAL SUPPLY CO.	00324	METER COUPLING W GASKET - WATER	199.37
NORTH CENTRAL LABORATORIES	00959	NITRIFICATION INHIBITOR, DISPENSER - WASTE WTR	169.26
PURITY CYLINDER GASES, INC.	00360	OXYGEN - AMBULANCE	59.45
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	52.90
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	52.90
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	52.90
RESCO	00392	ARRESTER - ELECTRIC	169.20
DUANE CROSS	00642	TOOLS - ELECTRIC	44.15
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC,WW,WTR,M POOL	130.29
VILLAGE LAUNDRY	01490	DRY CLEANING UNIFORMS - POLICE	55.00
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - ELECTRIC, WASTE WTR, MTR POOL	103.91

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ELECTRICAL AND SECURITY MANAGEMENT	MISC	ENERGY OPTZ - ELECTRIC	2,425.00
SOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	452.94
PLEUNE SERVICE COMPANY INC.	00741	REPAIR BOILER IN WAREHOUSE ELECTRIC	411.00
GRANTER CONTAINER SERVICE	00175	SAFETY DATA SHEET PRINTER - ELECTRIC	83.25
WDF: INTERNET-CABLE PHONE	02132	CABLE SERVICES - ELECTRIC	41.50
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	2,960.00
BUSINESS CARD	02075	COMPUTER/CONFERENCE/SUPPLIES - VAR DEPTS	2,541.21
HASSELBRING-CLARK	00073	STAPLES FOR COPIER - GENERAL	74.81
ENDRESS & HAUSER	02258	WATERPILOT - WASTE WTR	242.75
UPS	MISC	SHIPPING CHARGES - ELECTRIC, WASTE WTR	108.07
WINZER CORPORATION	01686	BOLTS, WASHERS, NUTS - ELECTRIC	222.98
KATHY'S CLEANING	01684	CLEANING SERVICE - CITY HALL	723.00
EIHORN ENGINEERING	00139	EL-CHILD CABODY - WATER	297.67
RIETH-RILEY CONSTRUCTION CO.	00395	COLD PATCH - LOC & MAT SIS	484.00
RIETH-RILEY CONSTRUCTION CO.	00395	COLD PATCH - LOC & MAT SIS	612.72
BADGER METER INC.	02247	TRIMBLE ANTENNA, HANL STRAP - WATER	22.16
BADGER METER INC.	02247	RNG 3 HAND STRAP WTY SOCKET - WATER	41.32
GRAINGER, INC.	00172	FACESHIELD ASSEMBLY- WATER	23.88
WINZER CORPORATION	01686	SUPPLIES - MOTOR POOL	28.70
COCK BROS EXCAVATING	00101	SLEET SAND - LOCAL STREETS	330.00
MODEL FIRST AID SAFETY/TRAINING	00313	RESTOCK MEDICINE CABINET - MTR POOL	30.00
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	30.00
INTERSTATE BILLING SVC	00202	MAG BEACON, GASKETS PERM MOUNT - MTR POOL	222.63
FREDRICKSON SUPPLY LLC	02104	PRESSURE GAUGE - MOTOR POOL	43.55
PSYBBS	00391	PSYCHOLOGICAL EVALUATION - POLICE	515.00
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY INSPEC 30# FILTERS INCLD- GENERAL	713.00
PLEUNE SERVICE COMPANY INC.	00741	REPLACE DRUM ON BOILER #1 CITY HALL - GENERAL	14.36
MUZZALL GRAPHICS	00326	BUSINESS CARDS - CITY MANAGER	58.09
PLEUNE SERVICE COMPANY INC.	00741	BY ANNUAL INSPECT - ELECTRIC	530.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
LITE'S PLUS	00243	LAMPS FOR CITY HALL - GENERAL	96.75
FLEIS & VANDENBRINK	00153	DESIGN ENGINEERING OUTLET ROAD -LOC ST,WFP,WW	2,684.75
FLEIS & VANDENBRINK	00153	WWTP ASSISTANCE WITH RAW SEWAGE PUMPS- WACHT. W	2,511.25
FLEIS & VANDENBRINK	00153	2014 STREET IMPROVEMENTS - LOC SIS,WTR, WASTE	3,680.15
CHEBBY HILL ESTATES	12381	3RD QUARTER ASSOCIATION FEE - MOON LEVELMENT	60.06
FP MAILING SOLUTIONS	01753	POSTAGE RESET - GENERAL	12.00
SOS OFFICE SUPPLY	02012	COPY PAPER - GENERAL	399.50
VERIZON WIRELESS	00471	TELEPHONE SERVICE -CITY MGR,DEM,FRKS,AKR,ELECT	361.92
STATE OF MICHIGAN	00423	SALES TAX - ELECTRIC	11,524.50
MUNICIPAL INSPECTION SERVICES	10333	NON BUSINESS PERMITS - GENERAL	6,426.00
CITY OF PORTLAND-PETTY CASH	11701	POSTAGE, SAFETY MEETING SUPPLIES, MILEAGE REIM	178.78
RENEE LETK	01943	VOLLEYBALL INSTRUCTION - RECEPTION	500.00
JAYLEN BARKER	02253	VOLLEYBALL INSTRUCTION - REC	80.00
MARIAH KRAMER	12261	VOLLEYBALL INSTRUCTION - REC	100.00
KENADEE LEFKE	12173	VOLLEYBALL INSTRUCTION - REC	100.00
THOMAS LOWE	12261	VOLLEYBALL INSTRUCTION - REC	100.00
THOMAS SCHNEIDER	02150	VOLLEYBALL INSTRUCTION - REC	100.00
Total:			61,874.57

**BI-WEEKLY
WAGE REPORT
March 31, 2014**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	22,561.31	197,964.78	1,708.18	91,543.82	289,508.60
ASSESSOR	1,143.36	24,212.04	88.16	7,196.87	31,408.91
CEMETERY	1,635.70	57,699.88	124.64	19,484.40	77,184.28
POLICE	12,885.02	270,048.25	1,257.67	89,960.46	360,008.71
CODE ENFORCEMENT	570.03	12,492.82	43.60	3,860.42	16,353.24
PARKS	1,305.49	44,377.87	99.38	11,999.70	56,377.57
INCOME TAX	1,418.37	29,888.37	106.96	19,182.77	49,071.14
MAJOR STREETS	4,211.40	72,561.97	319.22	43,247.55	115,809.52
LOCAL STREETS	1,906.23	46,833.65	144.35	28,375.41	75,209.06
RECREATION	1,758.81	42,350.64	133.39	19,259.18	61,609.82
AMBULANCE	15,435.96	208,379.36	1,389.21	40,389.30	248,768.66
DDA	-	31,150.94	-	10,138.07	41,289.01
ELECTRIC	14,356.71	339,981.42	1,101.08	168,635.88	508,617.30
WASTEWATER	10,498.68	172,637.34	808.24	88,667.36	261,304.70
WATER	4,315.01	109,461.13	339.00	50,543.17	160,004.30
MOTOR POOL	1,267.30	46,247.27	95.49	27,318.23	73,565.50
TOTALS:	95,269.38	1,706,287.73	7,758.57	719,802.59	2,426,090.32

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

Held on February 20, 2014
In Council Chambers at City Hall

Members Present: Dumas, Blastic, Clement, Dempsey, Antaya, Briggs, Urie, Barnes, Sunstrum

Absent: Smith, Tyler

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

The meeting was called to order at 3:33 P.M. by Chair Dumas.

Motion by Antaya, supported by Clement, to excuse Member Smith.
All in favor. Adopted.

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

Motion by Briggs, supported by Blastic, to approve the Minutes of the January 16, 2014 Regular Meeting as presented.
All in favor. Adopted.

Motion by Barnes, supported by Clement, to approve the February 2014 Treasurer's Report as presented
All in favor. Adopted.

Under Presentations, Chair Dumas presented City Manager Dempsey with a plaque in recognition of his service to Downtown Portland and the Downtown Development Authority Board of Directors. City Manager Dempsey will end his career with the City of Portland on March 14, 2014 to take a position with Kent County as their Corporate Counsel.

City Manager Dempsey expressed how appreciative he is for those he has worked with and the time he has spent working for the City of Portland, many great things have been achieved.

Under New Business, Director Reagan reported that the City Council appointed him as Interim City Manager at its meeting on Tuesday, February 18th until the search for a new City Manager has been completed and a new person is hired. This process will likely take through August or September. With the required duties of taking on the Interim City Manager position Director Reagan recommended hiring Shelley Perry as Interim Main Street Manager, he will stay on as DDA Director. She is very interested in the position and is very involved and dedicated to Downtown Portland. Director Reagan recommended hiring Mrs. Perry as a month-to-month contract employee with a salary of \$2,500 per month. The contract would start March 10th and would include a 14-day termination clause.

City Manager Dempsey stated it is not uncommon for a city manager to also serve as the DDA Director, but not also as a main street manager.

Chair Dumas stated that he works with Mrs. Perry on the Main Street Board and she has proven to be very capable. He recommended her for the position.

Motion by Dumas, supported by Urie, to hire Shelley Perry as Interim Main Street Manager as proposed.

All in favor. Adopted.

Director Reagan stated that with City Manager Dempsey leaving a vacancy is left on the DDA Board and noted there are two options. Director Reagan recommended leaving the vacancy open until another City Manager is hired or it can be filled by someone else in the district.

Chair Dumas concurred that the position should be left open until a new City Manager is hired.

The consensus of the Board was to leave the seat vacant.

Director Reagan requested approval to submit an application for a Charitable Gaming License for Portland Pay Day, the same as has been submitted previously.

Motion by Clement, supported by Urie, to approve the submittal of the application for a Charitable Gaming License for the 2014 Portland Pay Day.

All in favor. Adopted.

Director Reagan requested approval to submit an application for a Special Event Liquor License for the 5th Annual Downtown Block Party to be held on May 17th. The application is the same as previously submitted.

Motion by Clement, supported by Blastic, to approve the submittal of the application for a Special Event Liquor License for the 5th Annual Downtown Block Party to be held on May 17th.

All in favor. Adopted.

Member Sunstrum arrived at 3:45 P.M.

Director Reagan requested approval to purchase a Dell computer and monitor at a cost of \$900 to replace the old computer he is using that was handed down from City Clerk Miller. There are funds available in Miscellaneous Expenses.

Motion by Dempsey, supported by Clement, to approve the purchase of a computer and monitor at a cost of \$900 as requested.

All in favor. Adopted.

Director Reagan presented a request to open the DDA Façade Incentive Grant Application Round. This would again be a 50/50 Matching Grant up to \$5,000, and possibly \$10,000 for a large project. There is a requirement that applicants must have attended a Building Basics

Seminar. Director Reagan is in the process of scheduling this seminar with Kelly Larson of the Michigan Main Street Center/State Historic Preservation Office so applicants would be able to meet this requirement. The Design Committee is hoping to receive applications next month with work to be completed by June 30th.

Motion by Urie, supported by Briggs, to open the DDA Façade Incentive Grant Application Round as requested.

All in favor. Adopted.

Under the Director's Report, Director Reagan reported that the 2014 National Main Street Conference will be held in Detroit on May 18th - 20th. There are a few Main Street members attending but there are more funds available if anyone else is interested in attending.

The Michigan Main Street Center (MMSC) will hold an Associate Level Training at Portland City Hall on Wednesday, March 12th.

A Public Meeting will be held in the Portland City Hall Council Chambers on Monday, February 24th from 6:00 - 7:00 P.M. to discuss the proposed DDA Extension. Any input from the public is welcome; questions, comments or concerns.

Under Committee Updates, Director Reagan reported the Design Committee has opened the Sign Incentive Grant application process focused on creative signage. This is similar to the DDA Façade Incentive Grant Application in that it is a matching grant, up to \$2,500.

The Promotions & Marketing Committee is planning the 5th Annual Block Party, scheduled for Saturday, May 17th.

The Economic Revitalization Committee was awarded a MMSC "Customer Service Training" workshop that will likely be held this summer. This service will advise small retailers and restaurateurs how to not just meet, but exceed your customers' expectations and therefore become more competitive in the marketplace.

The Organization and Finance Committee was also awarded a service from the MMSC which focuses on creating a "Fund Development Plan" for the Main Street program. A fund development plan is an important step in successful fundraising activities.

The Organization and Finance Committee will also be offering, as a competitive based service, a free webisode service to five selected Main Street District businesses which will highlight the chosen businesses, their products, goods, and services, and will give a glimpse to the wider world why Portland is a great place to do business. The winners have been selected and will be contacted shortly.

Director Reagan thanked Charlise Abel for her efforts in the publication of the February 2014 "On the Street" newsletter. Director Reagan also thanked Kurt Fedewa for his assistance in writing articles for the newsletter.

Under Board Member Comments, Member Sunstrum asked Director Reagan to elaborate on events at the 2014 Block Party.

Director Reagan noted this year's event will include a party pavilion, a BBQ contest, crafters and vendors, and a petting zoo. Billboards along I-96 will be utilized to advertise the event.

Member Sunstrum announced this year's event will also include the return of the Portland's Got Talent contest featuring Portland's own Shelby Miller, who appeared on American Idol, as a performer and presenter of the awards.

City Manager Dempsey further explained the Public Meeting on Monday, February 24th will be a relaxed setting and will not be televised. Anyone should feel comfortable in attending with any questions, comments or concerns they may have. If anyone is unable to attend they are also able to submit written comment. The goal of the DDA Extension is to secure TIF funding before legislation is passed at the State level making significant changes that would severely limit Portland's DDA.

Motion by Dempsey, supported by Antaya, to adjourn the meeting at 4:01 P.M.
All in favor. Adopted

Respectfully submitted,


Kory Blastic, Secretary

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

March 26th, 2014

Re: Light & Power Board recommendation

City Council
City Manager

Last night at the Light & Power Board meeting, the Light & Power Board passed the 2014/2015 budget recommendation to the City Council as required by the City Charter.

Respectfully submitted,



Jon M. Hyland

City of Portland, Board of Light & Power

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

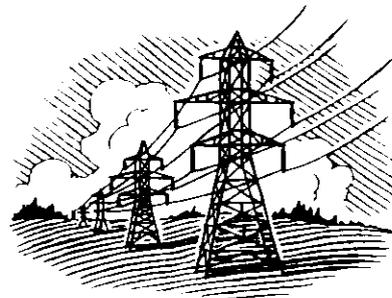
March 1, 2014
Feb 1-28, 2014

HYDRO GENERATION	86,198		
DIESEL PRODUCTION	0		
Kwh Purchased	3,042,404	Amount Paid	\$ 225,728.00
Total Kwh Purchased	3,042,404	Total Dollars Paid	\$ 225,728.00

Kwh Billed		Dollars Billed	
Residential	1,512,471	PCA Billed	\$ 392.88
Commercial	647,860	Residential	\$ 157,790.74
Large General	861,980	Residential EO Charge	\$ 2,593.00
City St. Lites Metered	31,183	Geothermal Discount	\$ (242.91)
St. Lites Unmetered		Commercial	\$ 69,398.00
Rental Lights		Commercial/LG EO Charge	\$ 2,500.00
Demand	2,515	Large General	\$ 59,821.47
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,616.60
Total Kwh Billed	3,056,009	St. Lights Unmetered	\$ 1,543.05
Arrears after billing	\$ 25,341.39	Rental Lights	\$ 259.99
Penalties Added	\$ 2,719.62	Demand	\$ 14,788.00
Arrears end of month	\$ 49,786.52	Tax	\$ 11,460.00
Fuel Cost Billed	\$ 14,535.79	Total Dollars Billed	\$ 322,939.22
Amount Collected	\$ 377,893.72	Power Cost Adj.	.00013
Total Adjustments	\$668.74		

Residential Customers	2,154
Commercial Customers	312
Large General	17
Total Customers	2,483

03/04/14



CITY OF PORTLAND
March-14

WATER DEPARTMENT REPORT

MONTH	Feb-14	PERIOD COVERED	Feb. 1-28, 2014
Customers Billed		Penalties Added	\$ 479.14
City	1,794	Dollars Collected	\$ 47,012.72
Rural	26	Arrears at end of Month	\$ 8,998.62
Total Customers	1,820	Adjustments	\$ 399.78
		Gallons Pumped	7,654,000
		Hydrant Flusing/Rental (unmetered)	0 (water leak)
Gallons Billed		Dollars Billed	
City	7,761,571		\$ 42,179.55
Rural	125,130		\$ 1,396.55
Total	<u>7,886,701</u>		<u>\$ 43,576.10</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,758	Dollars Billed	\$ 63,576.57
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 63,576.57

Penalties Added	\$ 750.61
Dollars Collected	\$ 68,148.91
Arrears at end of Month	\$ 15,318.69
Adjustments	\$ 314.36
Gallons Treated per Million	8.60



PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR MARCH 2014

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of March 2014. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged 11.1 million gallons for the month of March.

The WWTP Raw Sewage pumping has experienced many problems including the necessity of having two of the pumps sent out for repair after they failed. These problems began as soon as the pumps were started up. The WWTP upgrade design engineering firm, C2AE, was made well aware of the problems and was given every opportunity to correct them. Upon their evaluation, they stated that there were no problems with their design. The engineering firm Fleis & Vandenbrink was contacted for a second evaluation and opinion. They came to the WWTP to perform a visual inspection of the pumping system. After their inspection, they contacted ABS, the pump manufacturer, to discuss the problems with them. An analysis of the system hydraulics was also performed. The WWTP received the final letter from Fleis & VandenBrink for the evaluation of the raw sewage pumping and Hydraulics. They stated their findings of several issues that will need to be addressed to correct the pumping problems. This letter is available at the WWTP as well as the City Manager. The next item is to determine how the City will address this and what time frame we are looking at as this could be a catastrophe waiting to happen in a very high flow scenario.

The WWTP ordered and received a Vacuum-Pressure sampler to replace the dipper style sampler used for the Raw Sample required by our permit. The MDEQ was consulted to determine where they would like to see the representative composite sample taken from. This sampler will be fully operational by 4/14/2014. This will address one of the problems associated with the raw sewage pumping problems by eliminating a large bypass flow back to the raw sewage wet well ahead of the pumps. In other words, the pumps will not have to work to the maximum on the sampling days. The existing dipper sampler will be kept available in case of any sampler breakdowns that could interfere with required sampling.

Last April, the new raw sewage wet well level sensor failed which presented considerable problems while waiting for a new one to arrive. Of course this happened during the highest plant flows for the year. A new level sensor was ordered to keep on hand in case

such an emergency should occur again. This level sensor is also the same as the one used in the Return Activated Sludge wet well. By having one spare, we can cover two potential problems.

Mike and Tim discovered that the lead pump float at the Riverside lift station had broken. When this occurs, the lag pump float activates the lag pump. This then creates a situation where no lag pump is available if needed. They removed the broken float and obtained the materials to make a new float. They then reinstalled the float. Both floats are now back in service and working properly.

On March 7 a sewer backup on Riverside Dr. was reported. Since this was Doug Sherman's scheduled day off for working the previous weekend, Mike Owen and Tim Krizov responded to the call. The problem was in the City main and had caused a large amount of sewage to backup into their basement, resulting in a cleanup claim with the City. Doug was contacted by Tom Dempsey to write out a Standard Operating Procedure (SOP) for the WWTP for dealing with sanitary sewage backups. The WWTP has always had a SOP for dealing with sewer backups, but it was not in written form. After reviewing the backup with Mike and Tim, they had handled the backup as we always have. The same situation repeated itself on March 13. The WWTP crew used the Cues camera to inspect the city main to determine what the problem was. A series of large root masses existed in the main in the area where the blockage was encountered with the jet rodder. Doug and Tim returned with the root cutter attachment and ran the cutter through the line two times to clear the roots. This has taken care of the problem.

With the change of City Managers, it was necessary to notify the MDEQ of this change on or discharge permit. A letter was sent by Doug Sherman to the MDEQ stating this change. When a permanent City Manager is hired, they will have to be notified at that time also of the change.

Practical Environmental Consultants (PEC) contacted the WWTP to request the termination of the City Discharge Permit for the groundwater remediation at the Speedway service station. They stated that the required testing had been met and that no further remediation is necessary. The City Manager was consulted by Doug Sherman and authorization to terminate the permit was given. Doug sent a letter to PEC terminating the permit.

The WWTP personnel completed the annual root cutting of known trouble spots throughout the City. The sanitary sewer trouble-spot cleaning is currently current.

Maintenance & Capitol Expenses for March 1, 2014 to March 31, 2014

ITEM	COST
Tom's Do It Center – Electrical Supplies, Paint prep tools	\$ 40.06
NCL – Lab supplies	\$ 169.96
Midwest Gas – Gas meter semi-annual calibration	\$ 12.33
Model First Aid – First Aid Supplies	\$ 27.31

Municipal Supply – PVC parts for lift station float	\$ 76.88
Interstate Battery – AA Lithium Ion batteries	\$ 17.98
Endress+Hauser – Wet well level sensor	\$ 942.75
Total Expenses	\$ 1287.27
Total Spent YTD	\$29500.30

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	9010 feet
Routine cleaning	650 feet
Sewer call outs due to building services	2
Sewer call outs due to plugged City main	2
New connections to sewer main	0
Building Services Televised	2
Building Services Inspected	1
City Main Televised	1

SEWER CALLOUTS

March 7, 2014

At 10:30AM a call was received from Hank Klein, a plumber, working on a sewer backup in a duplex located at 708 & 710 Riverside Dr. The WWTP workers arrived on the scene at 10:40AM to investigate the problem. Sewage was backed up in the manhole C145. They immediately used the jet rodder truck to clear the blockage in the city main. The homeowner at 650 Riverside Dr. let the WWTP workers know that sewage had backed up into their basement as a result of the blockage. They cleaned the sewage up as best that they could. They let the homeowner know that they should contact City Hall about having the basement professionally cleaned and disinfected. The men left the scene at 1:00PM.

March 12, 2014

Diane Werner of 650 Riverside Dr. contacted the Doug Sherman from the WWTP at 8:00PM to notify the City that sewage was once again backing up into their basement. Doug immediately called Mike Owen for assistance with the jet rodder truck. They arrived on the scene at 8:30PM. Sewage was once again backed up in the manhole and their basement which had just been professionally cleaned from the previous backup. The jet rodder was used to clear the blockage. The men offered to clean things up that night, but the homeowner said that it could wait until morning. When Mike Owen returned in the morning, they would not let him do the cleanup and instead wanted it professionally cleaned and disinfected. This was cleared with the City Manager and would be submitted as a separate claim. A crew returned with the Cues camera to determine what the problem was in the main so that it could be corrected. Several large root masses in the area of the blockage were found. These were cut out with the root cutter and will be done annually in March.

March 17, 2014

A call was received at the WWTP from Clay Cross of 119 Smith St. that he was having a sewer backup. This call was received at 11:53AM. Upon arrival MH's C64 & C654 were inspected for any backup. The flow appeared to be normal in the manholes. The problem was in the house lateral. Clay was called back to let him know so that he could have his lateral cleaned. We also let him know that we would be cleaning the main in that area within a few days since it is on our routine maintenance list.

March 19, 2014

A call was received at the WWTP from Curt at MECO located at 1217 E. Grand River Ave. that they were experiencing a sewer backup. This call was received at 10:30AM by Doug Sherman at the WWTP. Doug arrived at the scene to investigate the problem. A small amount of sewage had backed up from a cleanout outside of their building. There was standing sewage in their lateral. The upstream and downstream manholes were checked and the flow was found to be normal. Doug recommended that they contact a plumber to clean their service lateral and that should resolve their problem.

Respectively Submitted,

Doug Sherman
WWTP Superintendent



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

VIA EMAIL

TO: SAW Grant Applicant, Consultant, or Applicant Engineer

FROM: Sonya T. Butler, Chief, Revolving Loan Section 
Office of Drinking Water and Municipal Assistance

DATE: March 31, 2014

SUBJECT: SAW Grant Application Submittal – Funding Limited

The Michigan Department of Environmental Quality (DEQ) has reviewed your Stormwater, Asset Management, and Wastewater (SAW) Grant Application received on December 2, 2013, and determined that the application is administratively complete.

On December 2, 2013, the DEQ received 673 SAW applications totaling \$541 million. For fiscal year 2014, \$97 million was allocated toward the SAW program; \$77M was available for grants. Due to the extraordinary demand, a random lottery was held to determine which grant applicants would receive SAW funding this fiscal year.

Unfortunately, your grant application cannot be funded this fiscal year. Depending on future funding for the SAW program, you may receive grant funding in a subsequent fiscal year. The DEQ will contact you when additional funding is available. You can visit our website at <http://www.michigan.gov/cleanwaterrevolvingfund> and click on the SAW Program Highlights link to view the list of lottery results.

SAW funding is not guaranteed. Proceeding with grant activities and expenditures, prior to the award of grant funds, is at the risk and expense of the SAW applicant. If you have any questions, you may contact the Revolving Loan Section by phone at 517-284-5433 or by mail at DEQ, P.O. Box 30241, Lansing, Michigan 48909-7741.

City Of Portland
 Water Department
 Monthly Water Report
 March 2014

Monthly Water Production	Daily Water Production
Well #4 8,286,000 Gallons	Well #4 267,290 Gallons
Well #5 0 Gallons	Well #5 0 Gallons
Well #6 1,000 Gallons	Well #6 32 Gallons
Well #7 0 Gallons	Well #7 0 Gallons
Daily Average Water Production For All Wells	267,322 Gallons
Total Water Production For The Month	8,287,000 Gallons
Total Water Production For The Previous Month	7,654,000 Gallons
Total Production Increased By	633,000 Gallons
Total Production For This Month From The Previous Year	7,532,000 Gallons
Total Production Increased By	755,000 Gallons

Kenneth L Gensterblum
Water Technician

PORTLAND POLICE DEPARTMENT

STATISTICAL REPORT

March 1st – March 31st, 2014

COMPLAINTS:

• DISPATCHED :	77 COMPTS	43 HRS 15 MINS
• PATROL ORGINATED:	16 COMPTS	24 HRS 30 MINS
• FOLLOW-UP:	46 COMPTS	30 HRS 15 MINS
• ASSISTING	31 COMPTS	20 HRS 30 MINS

TRAFFIC:

• STOPS:	93
• CITATIONS:	42
• VERBAL WARNINGS:	82
• PARKING:	73

ARREST:

• MISDEMEANOR:	17
• FELONY:	3
• ORDINANCE VIOLATIONS:	0
• JUVENILES	0

CONTACTS:

• PATROL CONTACTS:	421
• BUSINESS CONTACTS:	81
• SUBPOENA SERVICE	0

PORTLAND POLICE DEPARTMENT

REPORT SUMMARY

March 1st – March 31st, 2014

ASSISTS TO OTHER DEPARTMENTS:

March 12th, 2014 Assist to IOSH@ I-96 & MM73 Motorist assist.
March 12th, 2014 Assist to MSP @ Grand River DHS Referral
March 16th, 2014 Assist to MSP @ I-96 MM76 Accident & Arrests
March 31st, 2014 Assist to IOSH @ Charlotte Hwy in Danby Twp. PIA Deer & Motorcycle

CASE SUMMARY:

On March 1sr, 2014 Sgt. Ludwick was called to the area of Grand River & Bridge on a car accident. A female had ran off the road striking the stop sign. Investigation revealed that the female driver was intoxicated. She was arrested, but refused to take a breath test A search warrant was obtained for the suspect's blood which later revealed that she was over twice the legal limit and was subsequently charged under the super drunk statute.

On March 4th, 2014 Sgt. Ludwick & Ofc. Thomas were sent to Grant St. on a Domestic assault. Investigation revealed that the male subject had in fact assaulted his spouse and was subsequently arrested and charged with that assault.

On March 6th, 2014 Sgt. Ludwick & Ofc. Groenhof were sent to Gerdes Bar on Kent St. on a report that the bartender/manager was intoxicated and patrons were behind the bar serving themselves. Officers did find patrons behind the bar getting their own drinks. The bartender was cooperative but highly intoxicated. The bartender was issued a violation for allowing this and the bar was cited for the Liquor Control Violations.

On March 8th & 13th Officer Groenhof made traffic stop investigations for suspected drunk driving. In both incidences the drivers were found to be operated while intoxicated. They were arrested, their vehicles impounded and they were both lodged at the Ionia Co jail.

On March 18th, 2014 Officers Thomas & Heald made a traffic stop on a vehicle at Grand River & Bridge St. The investigation revealed that there was a quantity on marijuana in the vehicle. Further investigation revealed that the person possessing the marijuana was possessing with the intent of distributing it. He was arrested; his property was seized

and forfeited. The subject was taken to the Co jail where he was formally charged with delivery of marijuana.

On March 28th, 2014 Sgt. Ludwick was investigating a subject she had seen going into Tom's food center. Sgt. Ludwick recognized this subject as person known to purchase large quantities of pseudoephedrine along with other components used in the manufacturing of Methamphetamine. Sgt. Ludwick continued her surveillance from a safe distance and was able to confirm that the subject had purchased the necessary items. A stop of the subject was made after he had left the food center. Based on the investigation and statements made, the subject was arrested for possession of components used for the making/maintaining methamphetamine. The subject's vehicle and property were seized and forfeited and he was lodged at the county jail.

PORTLAND POLICE DEPARTMENT

INDIVIDUAL STATISTICS

March 1st – March 31st, 2014

CHIEF JIM KNOBELSDORF:

Dispatch Compts:	11	5 Hrs 45 Mins	Traffic Stops:	17
Self-Initiated Compts:	0	0 Hrs 00 Mins	Citations:	7
Follow-up:	8	8 Hrs 15 Mins	Warnings:	19
Assisting	3	1 Hrs 45 Mins	Arrests:	0

SGT. REBECCA LUDWICK - ADMINISTRATIVE

Dispatch Compts:	12	11 Hrs 15 Mins	Traffic Stops:	5
Self-Initiated Compts:	3	6 Hrs 45 Mins	Citations:	5
Follow-up:	12	6 Hrs 45 Mins	Warnings:	6
Assisting	8	6 Hrs 30 Mins	Arrests:	3

OFC. TOM TEITSMA:

Dispatch Compts:	19	3 Hrs 30 Mins	Traffic Stops:	10
Self-Initiated Compts:	1	1 Hrs 00 Mins	Citations:	1
Follow-up:	6	1 Hrs 45 Mins	Warnings:	11
Assisting	4	1 Hrs 15 Mins	Arrests:	1

OFC. STAR THOMAS:

Dispatch Compts:	13	10 Hrs 00 Mins	Traffic Stops:	14
Self-Initiated Compts:	4	5 Hrs 00 Mins	Citations:	9

Follow-up:	13	8 Hrs 30 Mins	Warnings:	10
Assisting	8	5 Hrs 00 Mins	Arrests:	9

OFC. TIM GROENHOF:

Dispatch Compts:	8	5 Hrs 30 Mins	Traffic Stops:	17
Self-Initiated Compts:	3	7 Hrs 45 Mins	Citations:	11
Follow-up:	4	2 Hrs 00 Mins	Warnings:	13
Assisting	2	2 Hrs 15 Mins	Arrests:	3

OFC. TOM HEALD:

Dispatch Compts:	5	3 Hrs 30 Mins	Traffic Stops:	34
Self-Initiated Compts:	3	4 Hrs 00 Mins	Citations:	8
Follow-up:	2	0 Hrs 30 Mins	Warnings:	25
Assisting	7	3 Hrs 15 Mins	Arrests:	5

OFC. KEVIN VENTON:

Dispatch Compts:	7	3 Hrs 45 Mins	Traffic Stops:	0
Self-Initiated Compts:	0	0 Hrs 00 Mins	Citations:	0
Follow-up:	3	2 Hrs 30 Mins	Warnings:	0
Assisting	3	0 Hrs 30 Mins	Arrests:	0

PORTLAND POLICE DEPARTMENT
COUNTY REPORT

March 1st – March 31st, 2014

TRAFFIC:

- STOPS: 00
- CITATIONS: 0
- WARNINGS: 0
- STATIONARY RADAR: 0 HRS 00 MINS
- PARKING: 0

ARRESTS: 0

CONTACTS:

- PATROL CONTACTS: 00
- PROPERTY CHECKS: 00

The Ionia County Sheriff's Department was only utilized for 6 hours in the month of March



DATE: March 13, 2014

REPORT OF FUNDS IN DDA AS OF:

<u>PRINCIPAL & INTEREST ACCOUNT</u>	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>02/20/14</u>	\$ 113,985.74
INTEREST EARNED:	\$ 4.06
DEPOSITS: TRANSFER FOR BOND PRINCIPAL AND INTEREST ESCROW ACCOUNT	\$ 19,215.00
CHECKS WRITTEN: CK# 224-PNC BANK, N.A.-Interest payment on DDA bond obligation	\$ (5,506.62)
NEW BALANCE: <u>03/20/14</u>	<u>\$ 127,698.18</u>

<u>REGULAR ACCOUNT</u>	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>02/20/14</u>	\$ 37,294.03
INTEREST EARNED:	\$ 1.88
DEPOSITS: 3/14/2014 PARTIAL TRANSFER #4 OF DDA TAX CAPTURE	\$ 25,000.00

CHECKS WRITTEN:		AMOUNT
CK NO.	PAYEE	
1337	GRIDER-PORTLAND AGENCY-2014 Block Party liquor liability insurance	\$ 585.00
1338	WHISPERING PINES MOBILE ZOO-Petting zoo for block party	\$ 100.00
1339	ADAMS OUTDOOR ADVERTISING-Billboards for block party	\$ 1,100.00
1340	CITY OF PORTLAND-Reimb for postage,telephone,and	\$ 404.75

ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT.	\$ 19,215.00
ACH TRANSFER-P. Reagan wages/fringes for pay period: 2/11/14 to 2/24/14	\$ 2,212.70
ACH TRANSFER-P. Reagan wages/fringes for pay period: 2/25/14 to 3/10/14	\$ 2,447.74

TOTAL EXPENSES:	<u>\$ (26,065.19)</u>
NEW BALANCE: <u>03/20/14</u>	<u>\$ 36,230.72</u>

Commercial Loan Statement

Direct any questions regarding your statement to the above address.

CITY OF PORTLAND
259 KENT STREET
PORTLAND MI 48875

Portfolio	Obligation	Obligor	Interest Paid
010	605805547	34276904	Year to Date
			0.00
Maturity Date	Billed Date	Due Date	Total Amount Due
10/01/16	03/07/14	04/01/14	5,506.62

Payment must be made in the amount indicated in the "Total Amount Due" section above to avoid additional interest and/or delinquency charges.

Loan Summary

Previous Interest Due	Interest Debits and Credits	Current Interest Due	Total Interest Due	Total Fees Due
7,125.82	7,125.82	5,506.62	5,506.62	0.00
Previous Principal Due	Principal Debits and Credits	Current Principal Due	Total Principal Due	Total Late Charges Due
175,000.00	175,000.00	0.00	0.00	0.00

Activity Detail

Date	Tran Description	Interest Rate	Fee Amount	Principal Amount	Principal Balance	Days	Interest
10/01/13	Balance Forward	1.720000			815,000.00		7,125.82
09/01/13	Interest Paymt	1.720000			815,000.00		7,125.82
09/01/13	Principal Paymt	1.720000		175,000.00	640,000.00		
10/01/13	Adjustment				640,000.00		58.53
04/01/14	Int. Accrual	1.720000			640,000.00	182	5,565.16



Grider-Portland Agency Insurance

INVOICE

Customer

Name Downtown Development Authority/Main Street
 Address 259 Kent St
 C/S/Z Portland MI 48875
 Phone _____

Date: 3/14/2014

Due Date: 5/1/2014

Expiration	Policy Number	Item	Premium
5/17/2014	Pending	Liquor Liability - Block Party	\$ 550.00
5/17/2014	Pending	License Bond - State of Michigan	\$ 35.00

Bill to:
 Insured
 Mortgagee
 Other

As always, we appreciate the opportunity to serve your insurance needs.

TOTAL PREMIUM DUE: \$ 585.00

Detach here and return the bottom portion with your payment.

Customer

Name Downtown Development Authority/Main Street
 Policy # Pending

Premium Due:

\$ 585.00

Due Date: 5/1/2014

Please make check payable and mail to:

Grider-Portland Agency Inc
 310 Kent St
 Portland MI 48875



10811 S. Deer Lake Rd ♦ Reed City, Michigan 49677 ♦ 810-334-2512
Email: whisperingpinesanimals@gmail.com ♦ Website: www.whisperingpinesmobilezoo.com
f www.facebook.com/coolanimals

CONTRACT FOR SERVICES

Organization/Event: Downtown Block Party in Portland
Organization mailing address: City of Portland Downtown Development Authority/ Portland MainStreet, 259 Kent Street
City/State/Zip: Portland, Michigan 48875 Business phone: (517) 647-5027
Contact person: Patrick T. Reagan, Director or Heather Wiborn cell phone: (231) 755-3574
Email address: ddamainstreet@portland-michigan.org or hwiborn@yahoo.com
Event location address: Parking lot in downtown Portland
Date(s): Saturday, May 17, 2014 Hours of operation: 11 am – 5 pm
Cost per day: \$700.00 Total number of days: 1 Total: \$700.00 10% Deposit: _____

Options (check as many boxes as applicable):

- Petting Zoo (approx. 40' x 50') Camel Rides (\$5 per ride) (min. 32' x 75') Reptile Trailer (\$2 entry) (min. 12' x 56') Exotic Exhibit (min 20' x 85')

Special provisions/notes: Set up on pavement

Event Organizer/Supplier: <ul style="list-style-type: none">• Minimum space requirements: as stated above• Access to Water• Site for manure and trash disposal• Payment in full LATEST on day of event	Whispering Pines Mobile Zoo LLC shall supply: <ul style="list-style-type: none">• Variety of healthy, well-behaved animals*• Animal shelters, fencing, signage, hand sanitizer• feed for sale• Knowledgeable and courteous staff <small>*Due to the nature of this business, animals booked may be subject to change.</small>
--	---

Please return a signed copy of this contract along with a \$100 deposit to:
Whispering Pines Mobile Zoo, 10811 S. Deer Lake Rd., Reed City, MI 49677

I have read and agree to the terms of this contract.

SIGNATURE: [Signature]
Event Representative

DATE: 3/5/14

Signature: [Signature]
Whispering Pines Mobile Zoo LLC Representative

Date: 02/19/2014



entered
2-28-14
JKW

ADAMS OUTDOOR ADVERTISING OF LANSING MI
MEDIA DISPLAY CONTRACT

3801 Capital City Blvd
Lansing, MI 48906
Tel: (517) 321-2121
DATE 2/19/2014

FAX: (517) 321-2122

CONTRACT # 201402147
ACCOUNT EXECUTIVE Alia Krusniak
(Print Name)

N R I P

ADVERTISER/CLIENT City of Portland Downtown Development Authority PRODUCT/CATEGORY Government
BILL TO City of Portland Downtown Development Authority
259 Kent Street
Portland, MI 48875

TEL 517-647-5027 FAX 517-647-2938 E-MAIL ddmainstreet@portland-michigan.org

The undersigned Advertiser hereby authorizes Adams Outdoor Advertising of Lansing, MI (hereafter referred to as "ADAMS") to display outdoor advertising upon the following terms and conditions:

Posting Dates: Week of													
Year	Unit #	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
20	14	585			21								
20	14	802			21								
20													
LOCATION/BOARD NO.							ALLOTMENT	NO. OF WEEKS	NET RATE PER PERIOD				
585 - I-96 0.5 mi E/O SR 100 SS							1	4	600				
802 - I-96 BL 0.4 mi W/O I-96 NS							1	4	0.00				

Addendum attached and incorporated herein by reference.

INSTALLATION: Advertiser agrees that performance shall be deemed rendered if copy is displayed within **FIVE (5) WORKING DAYS** of the scheduled start date and continues to be displayed for a period of not less than twenty-five (25) days for each display period indicated. If ADAMS fails to display the copy within the five (5) working day limit, credit shall be issued to the Advertiser based on the contracted per period rate herein set forth prorated on a daily basis for each and every unit not displayed within said limit.

TOTAL PER PERIOD: \$ 600
TOTAL SPACE AMOUNT: \$ 600
TOTAL PRODUCTION COST: \$ 500
ADDITIONAL ILLUMINATION: \$ 0
TOTAL CONTRACT AMOUNT: \$ 1,100

TERMS: Should credit be approved, Advertiser agrees to pay the full invoiced amount not later than thirty (30) days following the billing date. All payments in arrears shall bear interest at the highest rate permitted by law. In the event of default, Advertiser agrees to pay, in addition to any amount required hereunder, either reasonable collection fees or reasonable attorney's fees as by law provided.

THIS ORDER IS SIGNED AND ACCEPTED SUBJECT TO THE TERMS AND CONDITIONS STIPULATED ON BOTH SIDES OF THIS CONTRACT WHICH ARE ALL OF THE AGREEMENTS AND REPRESENTATIONS AS TO THIS CONTRACT MADE BY EITHER PARTY HERETO.

RESCISSION: THIS CONTRACT IS NON-CANCELABLE BY THE ADVERTISER, ITS ADVERTISING AGENCY, OR BY ITS SUCCESSORS OR PERMITTED ASSIGNS. If Advertiser elects to sign this Contract and then forward a facsimile copy to ADAMS, ADAMS will accept same in lieu of an original signature contract form. However, Advertiser agrees to be bound to the terms and stipulations hereunder as if Advertiser had affixed and forwarded to ADAMS an original signature to the Contract.

SPECIAL PROVISIONS: Poster and remaining amount of bulletin on Trade for Sponsorship Event.

REPRESENTATIONS: Any person (either an individual or an advertising agency) executing this contract on behalf of an Advertiser warrants that he/she has full authority to do so. Said person accepts full personal liability for all relevant obligations herein if he/she is not authorized to execute this contract in a representative capacity in behalf of an Advertiser.

ADAMS OUTDOOR ADVERTISING LIMITED PARTNERSHIP
By: Adams Outdoor GP, LLC
Its: General Partner

ADVERTISER/CLIENT AUTHORIZED BY: [Signature]
SIGNATURE OF AUTHORIZED SIGNER

[Signature] 2/28/14
GENERAL MANAGER DATE

Patricia T. Beay
PRINTED NAME OF AUTHORIZED SIGNER DATE

182
2-28-14



**ADAMS OUTDOOR ADVERTISING OF LANSING, MI
MEDIA DISPLAY CONTRACT**

TERMS AND CONDITIONS

COPY APPROVAL: If an advertising message is to be suggested by ADAMS, Advertiser shall not withhold, or delay, acceptance and approval unreasonably. If Advertiser rejects the advertising message suggested by ADAMS, Advertiser shall furnish Advertiser's own message at least thirty (30) days before the scheduled display date(s). Regardless of which party ultimately provides the advertising production, the start date(s) reflected on the face of this contract shall be considered immutable, and billing will commence on the contracted start date. Copy approval for digital display advertising, or Advertiser's own message if Advertiser is providing, must be received by ADAMS at least seven (7) days prior to the scheduled display date.

PRODUCTION: All production costs for display materials shall be paid by the advertiser. If the Advertiser/Client is to provide display materials, said materials must be received by ADAMS no less than seven (7) days prior to the scheduled start date. Further, if the Advertiser/Client is tardy or negligent in the delivery of completed display materials, the space in question will go into billing on the scheduled display date(s). In that event, the Advertiser/Client will be obligated to pay the invoices from that billing date. All creative concepts designed by ADAMS and any/all subsequent materials produced incorporating those concepts, including but not limited to vinyls and electronic formats, shall be and will remain the property of ADAMS. Further, any production materials, including but not limited to vinyls and electronic formats, conveyed or provided to ADAMS by an Advertiser or an independent third party shall be and will remain the property of ADAMS. Said production and creative materials will be discarded within seven (7) days of the end date of this Contract.

CREDIT: It is agreed that no claim resulting from failure of ADAMS to properly execute the display shall be valid unless reported to ADAMS promptly on discovery by Advertiser. Credit for total loss of service to Advertiser will be based on the "per period" rate herein set forth prorated on a daily basis for such period of time as there shall be a total loss of service. Unless otherwise stipulated, contracts for multiple faces will be scheduled with an allocation of illuminated and non-illuminated faces in a proportion consistent with the percentage of illuminated/non-illuminated faces for each media type existing in the market at the time of contracting. Illumination will be provided on a schedule determined by ADAMS based on local and seasonal conditions. Credit for loss of illumination due to any temporary condition not covered by the "Disaster Contingency" below will be given at a rate of twenty percent (20%) of the "per period" rate for any given face, prorated on a daily basis for the period of documented loss of illumination and ADAMS receipt of written notification thereof.

DISASTER CONTINGENCY: Should the display of an Advertiser's advertising message be interrupted for more than five (5) days due to natural events beyond the control of ADAMS (e.g., hurricane, tornado, wind storm, fire, earthquake, or similar Act of God), ADAMS will at its discretion provide as sole remedy for such interruption an extension of the contracted display period equal to the period of time in which the advertising was not displayed. In the case of a scheduling conflict for such extension, ADAMS reserves the right to provide at its discretion the extended advertising period on an available display unit of similar market value. Further, ADAMS may remove advertising displays in advance of a forecast severe weather event if such removal may result in minimizing potential damage to the structure. In such cases, should the interruption of the display exceed five (5) days, ADAMS will at its discretion provide an extension to the contracted advertising period as outlined above.

CONTINGENCIES: If by reason of strikes, concerted action by employees or labor organizations, shortages of labor or other materials, present or future governmental laws, ordinances, rules or regulations, expiration or other termination of ADAMS lease of any of the space(s) contracted for, or for any other reason whatsoever ADAMS shall be delayed or unable to post and maintain any of the space(s) covered hereby, such shall not constitute a breach of this Contract, and this Contract shall not terminate either in whole or as to any part, but ADAMS shall allow Advertiser credit at the rate for such space shown on the face hereof for the period during which services shall not be furnished or shall be discontinued or suspended. Such a credit shall be the exclusive remedy for ADAMS failure to perform any obligation under this Contract, and in no event shall ADAMS be liable for any consequential damages. Digital Media: ADAMS warrants that all scheduled digital advertising will display at least ninety percent (90%) of the contracted cumulative display time per each twenty-eight (28) day advertising period. Further, in the event of national, regional or local emergencies, advertising time may be interrupted to disseminate messages concerning public safety and welfare.

COPY: ADAMS reserves the right at any time, either before or after advertising is displayed, to censor, reject or withdraw any advertising message under this Contract if ADAMS believes, in good faith, the advertising message is unlawful or detrimental to the image of the Advertiser or ADAMS in the community.

EMBELLISHMENTS: The useful life of embellishments (cut-outs, pop-ups and extensions) is guaranteed for one year. All embellishments will remain the property of ADAMS.

TERMS: Advertiser agrees to pay all installments as and when due, and in the event of a default to make any required payment, the full contract price should then become payable to Adams Outdoor. All accounts payable under the stipulations of this Contract are payable net cash, thirty (30) days after invoice date. In the event that payment per the terms of this Contract becomes delinquent and it becomes necessary, at the sole discretion of ADAMS, to convey the collections of amounts due to a collections specialist, all fees charged by said specialist shall be borne by the advertising agency or client.

AGENCY LIABILITY: In the event this Contract is signed by an Advertising Agency, both the Advertising Agency and its principal shall be jointly and severally liable hereunder for all terms and conditions, including payment.

LOSS OF LOCATION: Any specific display locations indicated in this contract are subject to the terms of the lease agreements between ADAMS and its lessors. If any location becomes unavailable for use by ADAMS in its display inventory, whether by cancellation of lease or any other means, ADAMS will provide an alternate similar location, if available. In such an event, any advertising time lost during the relocation of the advertising copy will be added to the contracted display period. In the event that ADAMS, in its sole discretion, determines to convert any display which is the subject of this Contract to enhanced technological capabilities, ADAMS shall give sixty (60) days notice of such conversion to the Advertiser/Client, who shall then have the first option to enter into a new Contract for space on the enhanced display at the prevailing market rates.

ASSIGNMENT: Advertiser may not assign or subcontract this Contract, in whole or in part, without the prior written consent of ADAMS, which shall not be unreasonably withheld. ADAMS may assign this Contract, in whole or in part, in its sole discretion.

TERMINATION: In the event of any proceedings brought by or against Advertiser, whether or not voluntary, in bankruptcy or insolvency, or in the event of an appointment of a receiver or of an assignee for the benefit of creditors, ADAMS shall be entitled to cancel any unfilled portion of this Contract.

TRANSPARENCY: If this Contract is executed by an Advertising Agency on behalf of the Advertiser, Advertising Agency agrees to provide Advertiser full disclosure of the net rates charged by ADAMS under this Contract. Advertising Agency acknowledges that transparency is important to ADAMS' reputation and goodwill in its business and agrees that the failure to provide such disclosure will cause irreparable damage to ADAMS.

INTEGRATION: IT IS EXPRESSLY AGREED THAT ADAMS IS NOT BOUND BY ANY STIPULATION, REPRESENTATION OR AGREEMENTS, VERBAL OR OTHERWISE, WHICH ARE NOT PRINTED OR WRITTEN IN THIS CONTRACT, AND THAT THIS CONTRACT REPRESENTS A COMPLETE INTEGRATION OF ALL PRIOR NEGOTIATIONS, AND THAT ANY MODIFICATION OF THIS CONTRACT SHALL BE IN WRITING.

Client Initials: *JK*

Date: 2/28/14

INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

(517) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000820
Service Date: 03/04/2014
Invoice Date: 03/10/2014
Due Date: 04/10/2014

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET-MARCH 2014	112.00	112.00
1	POSTAGE	50.40	50.40

Total Invoice:	162.40
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	162.40

INVOICE

CITY OF PORTLAND
CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

(517) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000820
Service Date: 03/04/2014
Invoice Date: 03/10/2014
Due Date: 04/10/2014

Property Address:
259 KENT ST.



Vendor: 02075

BUSINESS CARD

Check #: 00000035243

03/05/14

Date	Invoice	Description/Detail	Amount
3/24/2014	STATEMENT	POSTAGE, SUPPLIES, -GEN, ASSESS, ECONDEV, REC, EL	678.43
	101-201-730.000	POSTAGE	24.99
	101-209-727.000	OFFICE SUPPLIES	91.40
	101-728-956.000	MISCELLANEOUS EXPENSES	242.35
	208-690-740.000	OPERATING SUPPLIES	298.77
	582-539-956.000	MISCELLANEOUS EXPENSES	20.92

299.77
+ 212.38
www.land1.com
toDaddy

Total: 678.43

PRINTING SYSTEMS • Taylor MI • 1 800 95-72345

CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK

CITY OF PORTLAND
259 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74-347/724

035243

Date: 03/05/14

AMOUNT
\$678.43

Six Hundred Seventy-Eight and 43/100 Dollars**

PAY

TO THE
ORDER
OF

BUSINESS CARD
P. O. BOX 15796
WILMINGTON

DE 19886-5796

CITY OF PORTLAND - PAYING ACCOUNT

James Tanner
MAYOR
Monique Miller
CLERK

WARNING: DO NOT CASH UNLESS ORIGINAL DOCUMENT APPEARS ON BACK OF CHECK

035243 072403473 01151128209



Thank you Patrick!

Your order has been **submitted**.

[Print This Page](#)

Order Details

Order Number: 647916960
Order Total: **4212.38**
Order Date: 2/4/2014
Paid With: #####9828

[Print receipt](#)

Account Information

Patrick Reagan
ddmainstreet@portland-michigan.org
259 Kent Street
Portland, MI 48875
United States
+1.5176475027

Need Help?

[\(480\) 505-8877](#)

[Schedule a call](#)

[Support](#)

SAVE \$10.00 on your next order of \$50.00 or more!

[Keep shopping](#)

It's go time!

Get started using your products now.

Check your email for verification instructions.

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[View All Products](#)

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NEED HELP? Call our award-winning support team 24/7 at (480) 505-8877

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

03/14/2014 10:01 AM
 User: BRENDA
 DB: Portland

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DDA FUND							
Revenues							
Dept 000							
248-000-402.000	REAL PROPERTY TAXES	307,549.00	275,000.00	25,000.00	32,549.00		89.42
248-000-551.000	RIVERSIDE FACADE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
248-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	50.00	44.09	0.00	5.91		88.18
248-000-674.000	CONTRIBUTION-PROPERTY OWNERS	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.005	REIMBURSEMENTS-WORKER'S COMP	0.00	128.49	0.00	(128.49)		100.00
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.010	REIMBURSEMENTS-RIVERFEST	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.011	REIMBURSEMENTS-CITY AND PACC	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.012	REIMBURSEMENTS-MAIN STREET	28,000.00	12,047.15	0.00	15,952.85		43.03
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
248-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		335,599.00	287,219.73	25,000.00	48,379.27		85.58
TOTAL Revenues		335,599.00	287,219.73	25,000.00	48,379.27		85.58
Expenditures							
Dept 275-ADMINISTRATION							
248-275-702.000	S & W FULLTIME	40,799.08	27,867.58	3,381.84	12,931.50		68.30
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	835.33	92.30	364.67		69.61
248-275-715.000	S & W SOCIAL SECURITY	3,152.00	2,214.92	265.78	937.08		70.27
248-275-716.004	RETIREE HEALTH CARE SAVINGS PLAN	420.00	0.00	0.00	420.00		0.00
248-275-717.000	LIFE/LTD INSURANCE	475.00	639.90	56.38	(164.90)		134.72
248-275-718.000	PENSION	17,655.00	15,664.88	862.79	1,990.12		88.73
248-275-719.000	OTHER FRINGE	100.00	283.13	0.00	(183.13)		283.13
248-275-720.000	WORKER'S COMPENSATION	725.00	0.00	0.00	725.00		0.00
248-275-723.000	UNEMPLOYMENT	40.00	5.23	1.35	34.77		13.08
248-275-730.000	POSTAGE	300.00	312.14	50.40	(12.14)		104.05
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	757.42	0.00	6,742.58		10.10
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	9,300.00	4,502.18	0.00	4,797.82		48.41
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	1,720.00	0.00	0.00	1,720.00		0.00
248-275-740.005	OPERATING SUPPLIES-O&F COMMITTEE	14,905.00	7,716.45	354.35	7,188.55		51.77
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	18,160.00	9,789.15	1,785.00	8,370.85		53.91
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	0.00	0.00	0.00	0.00	0.00	0.00
248-275-801.000	LEGAL SERVICE	100.00	0.00	0.00	100.00		0.00
248-275-802.000	AUDIT SERVICE	750.00	800.00	0.00	(50.00)		106.67
248-275-803.000	ENGINEERING SERVICE	0.00	138.72	0.00	(138.72)		100.00
248-275-804.000	CONTRACTUAL SERVICE	2,500.00	550.00	0.00	1,950.00		22.00
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	7,000.00	6,593.79	0.00	406.21		94.20
248-275-806.000	DATA PROCESSING	300.00	0.00	0.00	300.00		0.00
248-275-851.000	TELEPHONE SERVICE	500.00	630.13	0.00	(130.13)		126.03
248-275-886.000	FIREWORKS (DDA)	2,500.00	0.00	0.00	2,500.00		0.00
248-275-902.000	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	5,000.00	4,369.54	0.00	630.46		87.39
248-275-958.000	DUES & SUBSCRIPTIONS	300.00	0.00	0.00	300.00		0.00
248-275-967.001	FACADE RESTORATION (DDA)	10,000.00	0.00	0.00	10,000.00		0.00
248-275-982.000	CAPITAL OUTLAY-DDA EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00
248-275-992.000	PRINCIPAL PAYMENT	175,000.00	175,000.00	0.00	0.00		100.00
248-275-995.000	INTEREST PAYMENT	12,513.00	12,632.44	5,506.62	(119.44)		100.95
248-275-997.000	PAYING AGENT FEES	300.00	0.00	0.00	300.00		0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD END 03/31/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 03/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDG USE
Fund 248 - DDA FUND						
Expenditures						
248-275-999.202	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00
Total Dept 275-ADMINISTRATION		333,214.08	271,302.93	12,356.81	61,911.15	81.42
Dept 999						
248-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00	0.00
Total Dept 999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		333,214.08	271,302.93	12,356.81	61,911.15	81.42
Fund 248 - DDA FUND:						
TOTAL REVENUES		335,599.00	287,219.73	25,000.00	48,379.27	85.58
TOTAL EXPENDITURES		333,214.08	271,302.93	12,356.81	61,911.15	81.42
NET OF REVENUES & EXPENDITURES		2,384.92	15,916.80	12,643.19	(13,531.88)	667.39

She would like to attract new businesses and new customers to Portland's downtown area. "I see Portland as a walkable, attractive destination for shopping and as a special place to enjoy a meal and possibly some live music," she explains. "Portland has changed a lot since the 1970s when I was a high school student here. At that time the downtown area seemed to be in decline. But because of the hard work of many dedicated business owners and volunteers, and the

incentives that the Michigan Main Street program has offered, the downtown area is once again becoming a vibrant place that people enjoy visiting."

Contact Shelley:

ddamainstreet@portland-michigan.org

517-647-5027

Shelley would like people to know about several upcoming events that Portland Main Street is sponsoring. These programs include the Downtown Block Party on May 17, Wine the Walk in August, and Portland Pay Day, which runs June through August. Portland Pay Day encourages people to shop locally by allowing them to redeem their purchase receipts from participating businesses for a chance to win cash and prizes on August 28th. The drawing takes place during the Thursdays on the Grand free outdoor concert at the Two Rivers Park band shell.

Finally, Shelley praises our city for its outstanding community spirit and vision. "When you get involved in community affairs, you get to know a lot of very fine people. These people combine their strengths and talents in a cooperative way that improves our city." Shelley adds that, "These efforts by community volunteers are exactly what the Main Street Project is all about."

Shelley Perry is honored to serve our community in the role of Interim Main Street Manager. She is excited about being in a position to make a difference. Portland is a special place that deserves the best that its residents can give to it, and in this regard Shelley is representative of Portland's finest.

-Article submitted by: Kurt Fedewa, Main Street Volunteer

MAIN STREET BOARD

Joel VanSlambrouck-

Board Chairperson

Charles Dumas-

Board Vice Chairperson

Charlsie Abel-

Board Secretary
Organization & Finance
Committee Chairperson

Nicole Sunstrum -

Promotions & Marketing
Committee Chairperson

Kathy Parsons-

Design Committee
Chairperson

Chris Tyler-

Economic Revitalization
Committee Chairperson

Wanda Urie-

Board Member

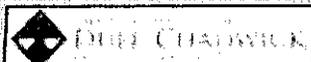
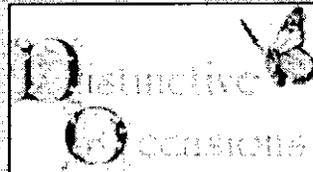
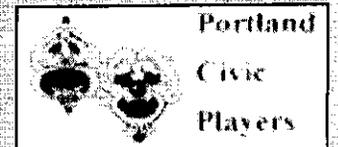
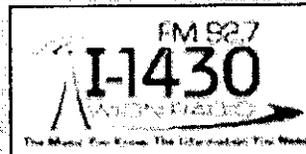
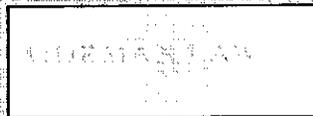
Rush Clement-

Board Member

Margery Briggs-

Board Member

We would like to thank our 2014 Block Party sponsors!



5th Annual Block Party: May 17, 2014

Rib Burn Competition

- *Opens at 11:00 a.m
- *Judging at 5:00p.m

Prizes:

- 1st Place: \$500
- 2nd Place: \$200
- 3rd Place: \$100

Entry forms are available at:
www.portlandmainstreet.org

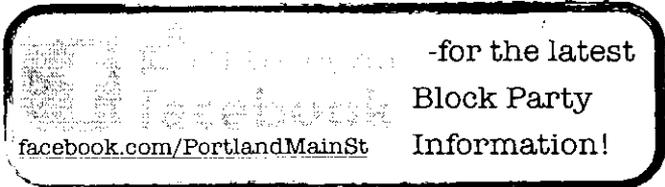
Bring your appetite downtown!
Some competitors will have ribs
available for purchase



Family Activities:

*Open at 12:00p.m

- Inflatables
- Whispering Pines Petting Zoo
- Food Vendors
- Face Painting
- and more!



Craft Booths:

*Open at 11:00 a.m

Interested in being a vendor? Entry
forms are available at:
www.portlandmainstreet.org

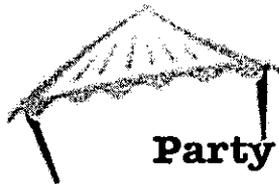
Softball Tournament:



Hosted by the Portland Parks & Recreation
Department

*Double Elimination

Interested in participating? Contact Neil Brown,
Recreation Programmer
517-647-3207
RecreationProgrammer@portland-michigan.org



Party Pavilion & Main Stage

*Opens at 12:00 p.m

Main Stage Events:

12:30 - 2:30 Old Time Music

2:30 - 3:00 Pie Eating Contest

3:00 - 5:00 Portland's Got Talent

**entry forms are available at www.portlandmainstreet.org*

5:00 - 7:30 Northern Lights & Friends

**featuring Shelby Miller, American Idol contestant*

8:00 - 11:00 Brenda Loomis Band

What's Happening:

MAIN STREET PROGRAM MEETING SCHEDULE:

- ▶ Main Street Board: Wednesday April 10, 2014, 8:00 a.m. at Cheeky Monkeys
- ▶ Design: Thursday April 11, 6:00 p.m. at Portland City Hall
- ▶ Economic Revitalization: Monday April 14, 12:00 p.m. at Portland City Hall
- ▶ Organization & Finance: Wednesday April 16, 7:00 p.m. at Portland City Hall
- ▶ DDA: Thursday April 17, 3:30 p.m. at Portland City Hall
- ▶ Promotions & Marketing: Friday April 25, 8:00 a.m. at Cheeky Monkeys

COMMUNITY CALENDAR:

- ▶ April 19: Portland Area Chamber of Commerce Easter Egg Hunt
- ▶ May 9: Portland Area Chamber of Commerce Women, Wine & Dessert
- ▶ May 17: Portland Main Street 5th Annual Downtown Block Party
- ▶ May 18-20: National Main Street Conference, Detroit, Michigan
- ▶ June 1-August 22: Portland Pay Day
- ▶ June 21-22: St Patrick Parish Summerfest
- ▶ June 28: Portland Area Chamber of Commerce Circus

More information about these events can be found at:

www.portlandmainstreet.com
www.portlandareachamber.com
www.freewebs.com/stpatsparishfestival

What We're About: Revitalizing Main Street

The goal of the Portland Main Street program is to actively revitalize Portland's vibrant, charming, and unique downtown into a gathering place—one that uses broad-based community support to:

- (1) Provide opportunities to entrepreneurs
- (2) Sustain a strong economic foundation for the region
- (3) Safeguard history, tradition, and a sense of community for residents and visitors.

For more information on how you can be part of this mission, visit the Portland Main Street website at www.portlandmainstreet.org or call the Portland Main Street offices at 517-647-5027.

Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

January 14, 2014

P.A.M.A. BOARD MEMBERS PRESENT: K. Cook, D. Pohl, D. Logel, R. Foote

VISITORS: None

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

SECRETARY'S REPORT:

- Motion to approve secretary's report as submitted by D. Logel supported by R. Foote.

TREASURER'S REPORT:

- Account balance as of 12-31-13 \$698.33
- 12-2-13 deposit Portland Twp. \$395.20
- 12-2-13 deposit Danby Twp. \$197.60
- Paid 11-5-13 City of Portland \$592.80
- Received invoice for garage door replacement from Mike Ward Construction for \$925.00 per quote.
- Invoices will be sent out to all entities Portland Twp. \$370.00 (40%) City of Portland \$370.00 (40%) Danby Twp. \$185.00 (20%)
- Motion to approve treasurers report as submitted by R. Foote supported by D. Logel

OLD BUSINESS:

- Motion by R. Foote and supported by K. Cook to invoice Portland Twp. \$395.20, Danby Twp. \$197.60, and pay City of Portland \$592.80 for building insurance.

NEW BUSINESS:

- Election of officers for 2014 D. Logel as chairman D. Pohl as treasurer, K. Cook as secretary
- Motion to approve officers made by D. Pohl seconded by R. Foote
- Meeting dates for 2014 April 1st, July 8th, October 7th, and January 6th 2015
- D. Logel reported that roof is leaking around hose tower and he has contacted Mike Ward to give an opinion of options to repair leak
- Board member D. Pohl will collect bids for 2014 concrete removal and replacement
- Board members discussed creating a yearly budget for repair items to be able to pay vendors on timely basis rather than the over 90 days that it sometimes takes to collect funds to pay vendors

Motion made by D. Logel supported by R. Foote to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

K. Cook, Secretary

NEXT MEETING: April 1st 7:30 p.m.



Portland Area Fire Authority

773 E Grand River Ave

Portland MI 48875

517-647-2935

[Draft 04-02-2014] Minutes of the Regular Board Meeting
Tuesday, April 1, 2014, 7:00 pm, Danby Township Hall.

Call to Order –

The meeting called to order at 7:00 pm. The Pledge of Allegiance was observed.

Roll Call

Present: Mark Ackerson, Kathy Parsons, Joel VanSlambrouck, Dick Pohl, Chris Jensen, Bill Stegenga, Chief John Baker

Guests: Patti Schafer

Public Comment - None

Agenda Approval

Mr. VanSlambrouck moved to approve the agenda as published. Mr. Jensen supported. **Motion carried.**

Approval of Minutes

Mr. Pohl moved to approve the minutes of the previous month's meeting as published. Mr. Stegenga supported. **Motion carried.**

Financial Report

Mr. Jensen gave a synopsis of the Financial Report. Mr. Stegenga moved to approve the Financial Report. Mr. VanSlambrouck supported. **Motion carried.**

Approval of Bill Payments

Mr. Ackerson asked if the expanded records showed truck repairs broken down by unit. Patti said yes. Mr. Stegenga moved to approve payment of bills in the amount of \$6,994.45 as presented. Mr. VanSlambrouck supported. **Motion carried.**

Correspondence - None

Chief's Report

Chief distributed the monthly report. He mentioned that the Hoppes family sent thank you cards to all of the departments that responded to the Reed & Hoppes impound yard fire last month, and they are giving a dinner April 2nd for all who responded.

A lesson of the Reed & Hoppes fire was the need for a portable saw to cut through buildings and various materials to make entry and help fight a fire, including rebar, concrete, and heavy materials, as well as extrication from vehicles. Chief Baker looked at several units and configurations. He made a proposal for purchase of two blades, and a Stihl circular saw from Badders in Portland, not to exceed \$1300, to come from the Equipment line.

Chief Baker explained the benefits of the circular-saw configuration with multi-purpose, easily changeable blades, over a chain-saw configuration, and that they last much longer under heavy use without replacement of a chain at about \$400 each. Mr. Pohl moved to purchase the equipment as proposed by Chief Baker. Mr. VanSlambrouck supported. Mr. Stegenga offered to abstain due to his employment with the proposed supplier. **Motion Carried**, with one abstention.

Committee Reports:

- Insurance - None
- Policy & Procedure –
Conflict of Interest policy is currently under development and will come to committee soon.
- Budget - None
- Personnel –
Nearly all responses are back from Board members for the Chief's review, and the report will be finalized next month.

Old Business:

- Department Support Group Update
In consideration of the Board and Department members' feedback the Chief included the provision that a prospective Support Volunteer would need to be approved by fellow Department members, and would be an unpaid position, and he is finalizing his policy.
- Truck Appraisal
Mr. Ackerson reported that the first appraiser he contacted fell through. He and the Chief contacted another individual who would do an appraisal for \$85 an hour, and that the job would take 3-4 hours. Another supplier contacted suggested he could do it for no cost. Mr. Ackerson asked for the Board's approval to authorize the paid appraiser if the no-cost option falls through also. Mr. Pohl moved to approve the Chair and Chief to contract with an appraiser if the no-cost option was not available. Mr. VanSlambrouck supported.

New Business – None

Board Comments and Public Comment

Mr. Jensen asked about past practice of charging \$500 to Townships for Ambulance Assists. Mr. Ackerson and the Chief told him that charge was from the townships to the person receiving the service, if the townships choose. Mr. Jensen also suggested adding wording to the Burn Permit policies regarding burning near wooden utility poles and anchors. The new materials used to coat wooden poles are highly flammable, and if ignited, the materials could burn out a pole without a fire being readily visible outside the pole. Chief agreed, and Mr. Jensen will send Ms. Parsons some suggested wording for the policy for her to add to the form.

Adjournment

Mr. VanSlambrouck moved adjourn. Mr. Jensen supported. **Motion carried.** Meeting adjourned at 7:30 pm.

Next meeting, Tuesday, May 6th at 7:00 pm at the Danby Township Hall.

Respectfully submitted,



Kathy Parsons, Secretary

Bills to be Approved at the Meeting

Accrual Basis
Num

Name

As of April 1, 2014

Memo

Credit

100 - Huntington Checking #1823

autodebit	City of Portland	Electric & W/S	423.44
autopay	WOW!Business	March pmt	62.31
EFTPS	EFTPS	46-0774317	31.60
1336	Douglas A Logel Sr.	March	173.20
1337	B & W Automotive	Blue Coral Alternate for LUB 701210	9.73
1338	Breathing Air Systems	Intake Filter	15.00
1339	Countryside Accounting	Mar & April	800.00
1340	Eaton County Fire Training Committee	Emergency Driving Class (VFIS) N. Lay	10.00
1341	Fire Pros, Inc.	O2 Cylinder Hydrotest	34.50
1342	Keusch Service	8 invoices	508.28
1343	MRE Services, Inc.	Feb. Consulting	110.00
1344	R & R Fire Truck Repair, Inc.	5 invoices - Lube/Oil & Filter Service all tri	4,659.35
1345	S & K Trophies and Plaques, Inc.	Aluminum Helmet Tags engaged	10.00
1346	Tom's Do It Center	Cold/Hot Hose & Electrical	18.06
1347	W.S. Darley & Co.	Bag Tool + Shipping	97.48
1348	State of Michigan	January - March withholding	25.50
1349	City of Portland	January-March Withholding	6.00

Total 100 - Huntington Checking #1823

6,994.45

TOTAL

6,994.45

Portland Area Fire Authority
Profit & Loss Budget vs. Actual
July 2013 through March 2014

	<u>Jul '13 - Mar 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
400 · Contributions/Grants	151,369.30	218,805.00	-67,435.70	69.18%
430 · Fund Balances	84,402.01	0.00	84,402.01	100.0%
440 · Interest	105.64	0.00	105.64	100.0%
450 · Rebates/Refunds	142.00	0.00	142.00	100.0%
460 · Donations	125.00	0.00	125.00	100.0%
Total Income	<u>236,143.95</u>	<u>218,805.00</u>	<u>17,338.95</u>	<u>107.92%</u>
Expense				
700 · Salaries	15,550.89	51,100.00	-35,549.11	30.43%
710 · Fringe Benefits	5,008.62	5,466.00	-457.38	91.63%
720 · Office Supplies	684.61	550.00	134.61	124.48%
728 · Dues & Subscriptions	250.00	300.00	-50.00	83.33%
730 · Operating Expenses	19,004.73	13,850.00	5,154.73	137.22%
746 · Turnout Gear	13,592.85	14,100.00	-507.15	96.4%
747 · Uniforms	605.20	752.00	-146.80	80.48%
748 · Gas & Fuel	3,031.94	3,000.00	31.94	101.07%
750 · Employee Program	398.94	1,150.00	-751.06	34.69%
770 · Equipment Maintenance	630.46	1,000.00	-369.54	63.05%
780 · Maintenance Agreements	2,866.56	4,200.00	-1,333.44	68.25%
790 · Building Maintenance	468.01	2,000.00	-1,531.99	23.4%
800 · Professional Services	4,244.78	5,300.00	-1,055.22	80.09%
810 · Advertising	0.00	500.00	-500.00	0.0%
815 · Audit Services	2,260.00	3,900.00	-1,640.00	57.95%
820 · Trash Removal/Sanitation	300.00	300.00	0.00	100.0%
824 · Training	1,147.50	3,000.00	-1,852.50	38.25%
840 · Insurance Expenses	11,860.00	12,932.00	-1,072.00	91.71%
850 · Communication Expenses	2,211.82	6,000.00	-3,788.18	36.86%
880 · Inner Department Expenses	1,475.98	4,400.00	-2,924.02	33.55%
920 · Utilities Expense	7,095.37	11,000.00	-3,904.63	64.5%
955 · Board Supplies	0.00	2,000.00	-2,000.00	0.0%
Total Expense	<u>92,688.26</u>	<u>146,800.00</u>	<u>-54,111.74</u>	<u>63.14%</u>
Net Ordinary Income	<u>143,455.69</u>	<u>72,005.00</u>	<u>71,450.69</u>	<u>199.23%</u>
Other Income/Expense				
Other Expense				
970 · Capital Outlay	10,142.52	72,005.00	-61,862.48	14.09%
Total Other Expense	<u>10,142.52</u>	<u>72,005.00</u>	<u>-61,862.48</u>	<u>14.09%</u>
Net Other Income	<u>-10,142.52</u>	<u>-72,005.00</u>	<u>61,862.48</u>	<u>14.09%</u>
Net Income	<u>133,313.17</u>	<u>0.00</u>	<u>133,313.17</u>	<u>100.0%</u>

Portland Area Fire Authority

Balance Sheet

As of March 31, 2014

ASSETS

Current Assets

Checking/Savings

100 · Huntington Checking #1823	21,692.98
102 · Huntington Savings #2589	
103 · Capital Outlay Fund	59,539.56
104 · Restricted Fund Balance	19,527.73
105 · Unrestricted Fund Balance	32,538.25
Total 102 · Huntington Savings #2589	<u>111,605.54</u>

108 · Petty Cash Acct #1836	500.00
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Total Checking/Savings	<u>133,798.52</u>
------------------------	-------------------

Total Current Assets	133,798.52
----------------------	------------

Fixed Assets

150 · Fixed Assets

153 · Equipment	5,700.00
159 · Accum. Depreciation	-285.00
Total 150 · Fixed Assets	<u>5,415.00</u>

Total Fixed Assets	5,415.00
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Other Assets

180 · Prepaid Expenses	35.15
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Total Other Assets	<u>35.15</u>
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TOTAL ASSETS	<u><u>139,248.67</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · Accounts Payable	5,872.40
Total Accounts Payable	<u>5,872.40</u>

Other Current Liabilities

205 · Payroll Liabilities

City Withholding	6.00
Federal Withholding	1.00
Medicare EE	2.90
Medicare ER	2.90
MI Withholding	25.50
Social Security EE	12.40
Social Security ER	12.40
Total 205 · Payroll Liabilities	<u>63.10</u>

Total Other Current Liabilities	<u>63.10</u>
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Total Current Liabilities	<u>5,935.50</u>
---------------------------	-----------------

Total Liabilities	5,935.50
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Equity

Net Income	133,313.17
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Total Equity	<u>133,313.17</u>
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TOTAL LIABILITIES & EQUITY	<u><u>139,248.67</u></u>
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**Portland Fire Department
Monthly Report
March 2014**

Total runs for month of March: 5

Breakdown of activity by run and area:

City of Portland: 1- Odor investigation.

Portland Twp.: 3. 2-MVA 1-Structure Fire.

Danby Twp.: 0.

Mutual Aid Given: 1. 1-Berlin-Orange.

Runs to date: 24. This Date 2013: 26.

Equipment purchase request. Entry saw.

Respectfully Submitted,
John A. Baker
John A. Baker, Chief
Portland Area Fire Authority

Portland Fire Department Monthly Alarms Report (Serving with Pride and Excellence)						Month of March 2014		
Type of Call	Danby Twp Alarms	Danby Twp Manhours	Portland Twp Alarms	Portland Twp Manhours	City Portland Alarms	City Portland Manhours	Apparatus Response	Amount
Ambulance/Police Assits							Engine # 1	2
Dwelling			1	22			Engine # 7	
Vehicle Fire							Engine # 11	3
Industrial/Commercial Fire					1	8	Tanker # 9	4
Wildland/Grass Fire							Brush # 6	
Garage/Storage Building Fire							Brush # 8	1
Barn Fire							Brush # 12	1
Tree Down							Light/Air # 2	2
Power Line/transformer							Command 10	
Rescue/Extrication/Water			2	46			Car # 4	
Smoke Alarm							Quad # 51	
Natural Gas/CO2 Leak							Marine # 3	
Tornado Warning								
Total for Month	0	0	3	68	1	8	Year	
Total for Year	4	99	8	127	6	101	Engine # 1	5
Mutual Aid Given	Alarms	Manhours			Mutual Aid Received	Alarms	Engine # 7	1
Grand Ledge					Grand Ledge		Engine # 11	13
Westphalia					Westphalia		Tanker # 9	15
Berlin/Orange	1	119			Berlin/Orange		Brush # 6	
Roxand Township					Roxand Twp.		Brush # 8	3
Lyons/Muir					Lyons/Muir		Brush #12	1
Pewamo					Pewamo		Light/Air # 2	5
Sunfield					Sunfield		Command 10	2
Delta Fire					Delta Fire		Car # 4	3
Other					Other		Quad # 51	
Totals for Month	1	119			Totals for Month		Marine # 3	
Totals for Year	6	258			Totals for Year	1	Total	48
	Alarms	Manhours						
Total for Month	5	195						
Total for Year	24	585						
Training for March 2014	Manhours		Training for Year	Manhours			Reported By	
	67			169			Nick Martin, Fire Marshal	

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 3/17/2014 **Run #** 14-024

Owner McDonalds
Address 1432 East Grand River
City Portland **State** MI **Zip** 48875 **Phone #** 647-4009

Occupant Same as above
Address
City **State** **Zip** **Phone #**

Township **Section #**

Times
Received 12:37 In service 12:44 On Scene 12:45 Controlled
Cleared 13:12 Back In Ser. 13:37

Total Hrs 1 **Total Man Hours** 8

Description of Response Toned for a smell of electrical fire. Nothing Found
Corporate Office 1021 Karl Greimel Dr. Brighton, MI 48116-94165
Phone 810-225-4593 Debbie Amordori

Location of Response 1432 East Grand River

Units Responding Eng 11

Mutual Aid Received None

Personnel Responding: (* denotes personnel on scene)

Chief	Asst Chief	Gensterblum*	Captain	Mosser
Captain	1st Lt	Logel, Sr *	2nd Lt	Logel, Jr*
1 Pline*		2 Chapman		3 Lay
4 Hurt-AMB		5 VanHorn		6
7		8		9
10		11		12
13		14		15
16		17		18
19		20		21
22		23		24

Reported By Martin

IONIA COUNTY BOARD OF COMMISSIONERS
February 25, 2014
Regular Meeting
7:00 p.m.

The Chair called the meeting to order and led with the Pledge of Allegiance.

Members present: Mason, Tiejema, Banks, Cowling-Cronk, Wirtz, Shattuck and Calley

Others present: Tom Thelen, Loren Gage, Charlie Noll, "Gus" Elliott, Jack Elliott, Don Ransom, Bob VanLente, Judy Clark, Stephanie Hurlbut and Tonda Rich

Approval of the Agenda

Chair Calley noted that due to illness, Ken Bowen, Health Officer, would not be present at tonight's meeting and requested that items D, E and F under New Business be removed from the agenda. Moved by Mason, supported by Cowling-Cronk, to approve the amended agenda. Motion carried by voice vote.

Public Comment

Jack Elliott commented on taxing real property. "Gus" Elliott commented on the Land Bank and also requested facts on the Friend of the Court building and what used to be the "Betsy Miller" building.

Consent Calendar

- A. Approve minutes of the previous meeting(s)
- B. Approve per diem and mileage
- C. Approve payment of General Fund payroll and accounts payable for the month of January 2014 - \$1,893,291.11
- D. Approve payment of Health Fund bills - \$133,142.50

County Clerk, Tonda Rich, requested to amend the February 18, 2014 board minutes, item A. under Unfinished Business to reflect that Frank Bednarek was the presenter of the remodel/new building plan. Commissioner Banks added his January 2014 per diem and mileage voucher for approval. Moved by Shattuck, supported by Mason, to approve the amended board minutes as discussed and to further approve the January 2014 per diem/mileage voucher for Commissioner Banks. Motion carried by voice vote.

Hearing no further objections to the remaining items on the Consent Calendar, the Chair declared it approved.

Unfinished Business

- A. Moved by Mason, supported by Tiejema, to appoint Jennifer Wangler to the West Michigan Regional Planning Commission Comprehensive Development Strategy Committee. Motion carried by voice vote.

New Business

- A. Moved by Mason, supported by Cowling-Cronk, to approve filling the part-time, seasonal position at Bertha Brock Park at a Grade 4, Step 1, for a total of 576 hours in 2014. Park Manager, Loren Gage, stated that this position was budgeted at a Grade 6, which is a savings of approximately \$1,400. Commissioner Shattuck recommended allotting the \$1,400 for additional help in the Park. It was the consensus that if the \$1,400 was needed, Gage would come back before the Board. Motion carried by voice vote.
- B. Moved by Tiejema, supported by Cowling-Cronk, to approve the Intergovernmental Agreement between the West Michigan Regional Development Commission and Ionia County for reimbursement purposes for Homeland Security related expenses and authorize appropriate signatures. Motion carried by voice vote.
- C. Moved by Mason, supported by Shattuck, to approve filling the Maintenance I position at a Grade 6. Each commissioner was given an opportunity to ask questions regarding the position and what the responsibilities are of a Maintenance I worker. County Administrator, Stephanie Hurlbut, recommended that the position not be filled at this time. Ransom discussed the duties his department is charged with and what duties are not being performed currently due to being short staffed. Chair Calley called for a vote by a show of hands. The motion carried with Shattuck, Wirtz, Cowling-Cronk, Mason and Tiejema voting yes. Commissioner Mason requested that on the Request for Discussion/ Action form, that if there is a request to fill a position that the form be modified to add a section for the County Administrator to mark her approval as a yes or no.
- D. Moved by Mason, supported by Tiejema, to approve a 3-year agreement with Orleans Township for additional Sheriff's Office Services. Motion carried by voice vote.
- E. Undersheriff Noll discussed purchasing two (2) Chevy Impalas, one (1) Ford Interceptor Police Utility through MIDeal and one (1) unmarked car for the Sheriff's Department. Noll stated that one police cruiser was totaled in January 2014 due to being hit by a semi and that given the amount of snow and the how the weather has been this winter, the Sheriff's Department is in need of a 4x

wheel drive vehicle. Moved by Tiejema, supported by Shattuck, to authorize the purchase of two (2) Chevy Impalas, one (1) - Ford Interceptor Police Utility and one (1) unmarked vehicle for the budgeted amount of \$80,000, plus an additional \$13,225 from the insurance money for the totaled Impala. Motion carried by voice vote.

Chairperson's Report

Chair Calley thanked Jim Valentine for his presentation on Smart 911 that he gave at Community Mental Health.

Public Comment

Jack Elliott addressed the Board regarding the Maintenance Department, the Friend of the Court and the County Treasurer.

Moved by Banks, supported by Cowling-Cronk, to adjourn the meeting at 8:08 p.m. Motion carried by voice vote.

Julie Calley, Chair

Tonda Rich, Clerk

Minutes approved on:

IONIA COUNTY BOARD OF COMMISSIONERS
“Collaborating For Safe, Strong and Healthy Communities”

Committee-of-the-Whole Agenda

March 18, 2014

4:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business
 - A.
- VII. New Business
 - A. Departmental Reports
 - 1. MSU Extension
 - 2. Register of Deeds
 - 3. Buildings and Grounds
 - 4. Information Technology
 - 5. Emergency Management
 - 6. Sheriff Department
 - 7. Prosecuting Attorney
 - B. Financing of new County facility
 - C.
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment

IONIA COUNTY BOARD OF COMMISSIONERS
“Collaborating For Safe, Strong and Healthy Communities”

Agenda
March 25, 2014
7:00 p.m.

- 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 February 2014 - \$1,036,009.78
 - D. Approve payment of Health Fund bills - \$94,846.92
 - E.
- VIII. Unfinished Business**
 - A. Appointments
 - 1. Community Mental Health Services Board – Five three-year appointments.
 - 2. Community Corrections Advisory Board – Business Community Representative.
 - 3. Construction Board of Appeals – Remainder of two-year appointment expiring October 31, 2015.
 - 4. Substance Abuse Initiative – District 6 Representative.
 - B.
- IX. New Business**
 - A. Resolution of Appreciation for Gerard Perry
 - B. Resolution Adopting the 2014-2018 Ionia County Recreation Plan
 - C. Grant Agreement with Michigan Dept of Community Health Amendment #2
 - D. Ingham Health Plan Corp Amendment #2
 - E. Health Department Budget Amendment
 - F. Agreement with Boston Township for Sheriff’s Office Services

- G. Agreement with City of Portland for Sheriff's Office Services
- H. Jail Camera Project Proposal
- I. Register of Deeds Document Imaging Proposal
- J.

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

XI. Reports of Special or Ad Hoc Committees

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

XIII. Closed Session

XIV. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Board of Directors – One two-year term, expiring January 31, 2016.
- Central Dispatch Board of Directors – One General Public Representative, expiring December 31, 2015.
- Community Corrections Advisory Board – One Business Community Representative (no expiration date).
- Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2014 which serves as the Private Sector Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2015. One position will be for an alternate member.
- Substance Abuse Initiative – One two-year term, expiring December 2015. Representative must be from Commissioner District #6.

Appointments for consideration in the month of April 2014:

- *Economic Development Corporation/Brownfield Redevelopment Authority* – Three three-year terms.

Appointments for consideration in the month of May 2014: None