



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

7:00 p.m. Monday, April 21, 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>	Motion
7:03 PM	IV. <u>Interim City Manager Report</u>	
7:20 PM	V. <u>Presentations</u>	
7:30 PM	A. Paul Galdes of Fleis & VandenBrink – Proposed Kent Street Improvement Project	
	B. Police Chief Knobelsdorf – Introduction of Officer Timothy Fandel	
	VI. <u>Public Hearing(s)</u> - None	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:35 PM	A. First Reading of Ordinance 175HH to Amend the City Zoning Map	Motion
7:37 PM	B. Proposed Resolution 14-31 Setting a Public Hearing on the Budget Proposed for Fiscal Year 2014-2015	Motion
7:38 PM	C. Proposed Resolution 14-32 to Schedule a Special Meeting of the City Council for a Budget Workshop	Motion
7:40 PM	D. Proposed Resolution 14-33 Approving, Authorizing, and Directing the Mayor and Clerk to Sign a License Agreement to Farm the 52.9 Acres at Grand River and Cutler Rd.	Motion
7:43 PM	E. Proposed Resolution 14-34 of Financial Assurance of Local Funds for the City of Portland’s Proposed Kent Street Improvement Project	Motion
7:45 PM	F. Proposed Resolution 14-35 of Financial Assurance of Local Funds for the City of Portland’s Proposed Grand River Avenue Improvement Project	Motion
7:48 PM	G. Proposed Resolution 14-36 Approving the Interim City Manager’s Proposed Appointment of Eric Frederick as the City’s Part-Time Zoning Administrator and Approving, Authorizing, and Directing the Mayor and Clerk to Sign a Zoning Administrator Agreement	Motion
7:50 PM	H. Proposed Resolution 14-37 Approving the Park and Recreation Board’s Recommendation to Approve Epic Church’s Request to Hold a Family Fund Day Event on August 23rd, 2014 in Bogue Flats	Motion

**Estimated
Time**

**Action
Requested**

IX. Consent Agenda

- A. Minutes & Synopsis from the Regular City Council Meeting held on April 7, 2014
- B. Payment of Invoices in the Amount of \$64,168.40 and Payroll in the Amount of \$116,244.73 for a Total of \$180,413.13
- C. Purchase Orders over \$5,000
 - 1. Municipal Code Corporation in the amount of \$5,615.96 for Supplement No. 1 to the Code of Ordinances
 - 2. Reed City Power Line in the amount of \$8,890 for wire

X. Communications

- A. DDA Minutes from March 20th
- B. DDA Treasurer's Report for April 10th
- C. Parks and Recreation Board – Proposed Farmers Market Pavilion
- D. Revenue Expense Report for April 2014
- E. CL Trucking & Excavating, LLC – Estimated Construction Schedule
- F. April 2014 City Newsletter
- G. Community Wellness Day Information – May 17th
- H. WOW! – New Rates
- I. ICEA Invitation – Keynote Speaker Lt. Governor Calley
- J. Ionia County Board of Commissioners Agenda for April 8th
- K. Ionia County Board of Commissioners Agenda for April 15th
- L. Ionia County Board of Commissioners Minutes for April 8th
- M. Ionia County Board of Commissioners Minutes for April 15th

X. Public Comment (5 minute time limit per speaker)

XI. Other Business

XII. Council Comments

XIII. Adjournment

7:53 PM

7:58 PM

8:00 PM

8:05 PM

Motion

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

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

ORDINANCE NO. 175HH

AN ORDINANCE TO AMEND THE CITY ZONING MAP

THE CITY OF PORTLAND ORDAINS:

SECTION 1. AMENDMENT. The Official Zoning Map of the City of Portland is amended as follows:

A Parcels 34-300-091-000-050-00 and 34-300-091-000-270-00, located at 223 Charlotte Highway is rezoned from C-2 General Business District to R-2 Medium Density Residential District.

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: May 5, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: April 21, 2014

Adopted: May 5, 2014

Published: May 11, 2014

Effective: May 15, 2014

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No 175HH, which was adopted by the Portland City Council at a regular meeting, held on May 5, 2014, which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: May 5, 2014

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-31

**A RESOLUTION SETTING A PUBLIC HEARING ON THE BUDGET
PROPOSED FOR FISCAL YEAR 2014-2015**

WHEREAS, the Interim City Manager recommends that the City Council schedule a Public Hearing on the Budget proposed for Fiscal Year 2014-2015 on May 5, 2014 at 7:00 p.m. and direct the City Clerk to publish a notice of the hearing at least one week prior to the hearing to comply with the requirements of State Law and the City Charter.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves of scheduling a public hearing on the 2014-2015 budget for Monday, May 5, 2014 at 7:00 p.m. and directs the City Clerk to publish a notice of the hearing at least one week prior to the hearing to comply with the requirements of State Law and the City Charter.
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 21, 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. 14-32

**A RESOLUTION TO SCHEDULE A SPECIAL MEETING OF THE CITY
COUNCIL FOR A BUDGET WORKSHOP**

WHEREAS, the Interim City Manager is requesting that the City Council Schedule a special meeting for a budget workshop at 7:00 pm on April 23, 2014.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves scheduling a special meeting at 7:00 pm on Wednesday April 23, 2014 for a budget workshop.
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 21, 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. 14-33

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR AND CLERK TO SIGN A LICENSE AGREEMENT TO FARM THE 52.9 ACRES AT GRAND RIVER AND CUTLER ROAD

WHEREAS, the City owns approximately 58 acres of property at the corner of Grand River Avenue and Cutler Road (the "Property") that it purchased for economic development purposes; and

WHEREAS, the City Council charged its Economic Development Corporation (EDC) with planning and making recommendations for development on the Property; and

WHEREAS, the City has sold off 2.34 acres and anticipates some off-site development activity on approximately 2.96 acres of adjacent property; and

WHEREAS, the EDC anticipates that no development activity will occur on the remaining 52.9 acres during 2014 and recommends that the City permit a license to farm that portion of the portion of the Property; and

WHEREAS, Mr. Francis Hoerner has indicated that he would like to farm the remaining 52.9 acres that is not being developed during 2014 and is willing to renew the license to farm of the Property on the same terms as the prior license, a copy of the proposed License Agreement for 2014 is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves renewing the license on the same as 2013 and authorizes the Mayor and Clerk to sign a new License 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 21, 2014

Monique I. Miller, City Clerk

LICENSE AGREEMENT

This License Agreement is made as of April 21, 2014, between the City of Portland, a Michigan municipal corporation the principal business address of which is 259 Kent Street, Portland, MI 48875-1495 (the "City"), and Mr. Francis Hoerner, an individual whose address is 10006 Barnes Road, Portland, MI 48875 ("Mr. Hoerner").

RECITALS

A. In 2008 the City purchased approximately 58 acres of property for economic development purposes that is described and depicted on the attached Exhibit A.

B. The City has sold some of the property described in the attached Exhibit A for the development of a Family Farm & Home store but desires to license 52.9 acres of the property of the remaining acreage, which is depicted on the attached Exhibit B. (the "Property"), because no development activity is anticipated to occur on it during the remainder of 2012.

B. Mr. Hoerner would like to use the Property during the 2014 growing season to grow and harvest corn or soy beans, consistent with prior use of the Property.

C. The parties believe it is in their mutual best interests to provide for that use of the Property during the remainder of 2014, so long as the City has the needed access for surveying, testing, inspection and other activities that might lead up to its development.

TERMS AND CONDITIONS

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

1. Grant of License. The City licenses Mr. Hoerner's use the Property under the terms and conditions of this Agreement for the purpose of planting, growing and harvesting corn or soy beans and for no other purpose or use.

2. Term. Unless terminated earlier pursuant to this Agreement, the term of the license commences on the date first written above and terminates on December 30, 2014.

3. Fee. The license fee is \$7,875.00 to be paid no later than May 1, 2014.

4. Use Restrictions. Mr. Hoerner's use of the Property shall comply with applicable all laws, ordinances, rules, regulations, permit and license requirements, orders and directives of governmental bodies and officials of competent jurisdiction and, to the extent they do not conflict with the foregoing, with generally accepted farming practices. Mr. Hoerner shall not bring any hazardous substances or materials onto the Property except as may be generally used to grow corn or soy bean crops and, then, in accordance with the foregoing requirements.

5. Assignment or Use by Others Prohibited. Mr. Hoerner may not assign this Agreement or its rights, privileges, duties or obligations under this Agreement and may not allow any other person or entity to use the Property for any purpose without the City's prior written consent.

6. Condition of Property. This license is granted on an "as is" basis. The City makes no representations or warranties about the condition of the Property or its fitness for any purpose or use, and shall have no duty to maintain, repair, replace or improve any portion of the Property. While the City is currently unaware of the presence of any hazardous substances on the Property in violation of any applicable laws, rules or regulations, the City makes no representations or warranties and expressly disclaims all representations and warranties as to the presence or absence of hazardous substances on, in, or under the Property.

7. Utility Costs. If Mr. Hoerner needs or desires any utility services to the Property, he shall place all utility services to the Property in his name, shall pay all required deposits or initial fees and shall

7

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 the utility service to the Property.

8. Changes to Property. No buildings or other structures shall be built or placed on the Property, no additions or improvements may be made to the Property, and no changes may be made to the grading of the Property without the City's prior written consent which the City may for any reason decline.

9. Indemnification and Insurance.

(A) The City shall not be responsible for any loss or damage from whatever cause to personal property located on the Property. Mr. Hoerner shall hold the City (defined for purposes of this paragraph to 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 Mr. Hoerner's use or occupancy of the Property. This provision shall not apply to crop losses due to entry on the property as otherwise specifically provided in this Agreement or to losses due to the City's early termination of the license as otherwise specifically provided in this Agreement.

(B) Mr. Hoerner shall obtain and maintain a general liability insurance policy covering the Property and his activities on the Property in minimal coverage amounts of \$500,000 per occurrence. That policy 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.

10. Breach and Remedies. 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.

11. Termination. The license granted pursuant to this Agreement is terminable at the will of the City Council of the City of Portland.

(A) However, prior to terminating the license, the City shall first give Mr. Hoerner 14 days 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 Mr. Hoerner may address the City Council prior to the Council's action.

(B) The obligations to pay 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 license granted under this Agreement whether such termination is due to the expiration of the license term or a result of action taken by the City pursuant to this paragraph.

(C) If the City terminates the license pursuant to this paragraph, the City will compensate Mr. Hoerner for any loss of income if the corn was to be sold or costs of buying replacement corn if Mr. Hoerner intended to keep the corn for feeding livestock. In determining lost profits or other amounts to be paid under this paragraph, the parties shall account for Mr. Hoerner's fuel, seed, fertilizer, herbicides, pesticides and other materials, including any savings he experiences in those costs due to early termination, for any amounts Mr. Hoerner paid or no longer needed to pay others for work to farm grow or harvest the crop, for costs or savings in equipment rentals to the

extent Mr. Hoerner uses the equipment of others, and for other out-of-pocket costs Mr. Hoerner incurred or saved. The City will compensate Mr. Hoerner under this paragraph by paying an amount agreed upon by the parties. If they cannot agree, the parties shall consult an agent of the Michigan State University Agricultural Extension Service whose decision as to the amount to be paid shall be binding on the parties.

12. Access. The City and its agents may enter upon the Property at such reasonable times as will not unreasonably interfere with Mr. Hoerner's use of it in order to plan for its possible development, by surveying it, making soil borings, taking soil and groundwater samples, showing it to potential persons who might market, develop, purchase, lease, occupy or use the Property. If crop damage occurs because of such entry upon the property, the City will compensate Mr. Hoerner for that crop loss by paying an amount agreed upon by the parties. If they cannot agree, the parties shall consult an agent of the Michigan State University Agricultural Extension Service whose decision as to the amount to be paid for the crop loss shall be binding on the parties. Notwithstanding the foregoing the City will have access along the west 30 feet of the property for a distance 300 feet south of the Cutler Road right-of-way and the east 20 feet of the property for a distance of 50 feet south of the Cutler Road right-of-way for the purpose of installing and maintaining City owned utilities.

13. 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 or usage of trade. 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 signed this Agreement as of the date first written above.

CITY OF PORTLAND

FRANCIS HOERNER

By: _____
James E. Barnes, Mayor

Francis Hoerner

Date signed: _____, 2014

By: _____
Monique I. Miller, Clerk

Date signed: _____, 2014

EXHIBIT A
DESCRIPTION AND DEPICTION OF "PROPERTY"

LEGAL DESCRIPTION: THE NORTH 104 ACRES OF THE NE 1/4 OF SECTION 3, T5N-R5W, IONIA COUNTY, MICHIGAN EXCEPT THAT PORTION OF LAND LYING EAST OF GRAND RIVER AVENUE. ALSO EXCEPTING LAND DESCRIBED AS: BEGINNING AT A POINT ON THE CENTERLINE OF GRAND RIVER AVENUE 430.2 FEET SOUTHEASTERLY FROM THE INTERSECTION OF SAID HIGHWAY WITH THE SECTION LINE BETWEEN SECTION 3, T5N-R5W, AND SECTION 34, T6N-R5W; THENCE SOUTHEASTERLY 195.92 FEET; THENCE SOUTHWESTERLY 415 FEET ALONG AN EXISTING FENCE LINE; THENCE NORTHWESTERLY 195.92 FEET IN A LINE PARALLEL WITH THE HIGHWAY; THENCE NORTHEASTERLY 415 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL ALSO BEING DESCRIBED AS: BEGINNING AT THE NORTH 1/4 CORNER OF SECTION 3, T5N-R5W, DANBY TOWNSHIP, IONIA COUNTY, MICHIGAN; THENCE N 89° 39' 24" E 1061.25 FEET ALONG THE NORTH LINE OF SECTION 3 TO THE CENTERLINE OF GRAND RIVER AVENUE; THENCE ALONG SAID CENTERLINE S 31° 22' 02" E 430.20 FEET (MEASURED 430.67 FEET); THENCE S 59° 27' 02" W 415.00 FEET (MEASURED 415.49 FEET); THENCE S 31° 17' 14" E 195.92 FEET; THENCE N 59° 28' 39" E 415.00 FEET (MEASURED 415.77 FEET) TO THE CENTERLINE OF GRAND RIVER AVENUE; THENCE ALONG SAID CENTERLINE S 31° 22' 02" E 1332.87 FEET; THENCE S 89° 42' 15" W 2066.64 FEET ALONG THE SOUTH LINE OF THE NORTH 104 ACRES OF THE NE 1/4 OF SECTION 3; THENCE N 00° 30' 02" W 1677.63 FEET ALONG THE NORTH-SOUTH 1/4 LINE OF SECTION 3 TO THE POINT OF BEGINNING.

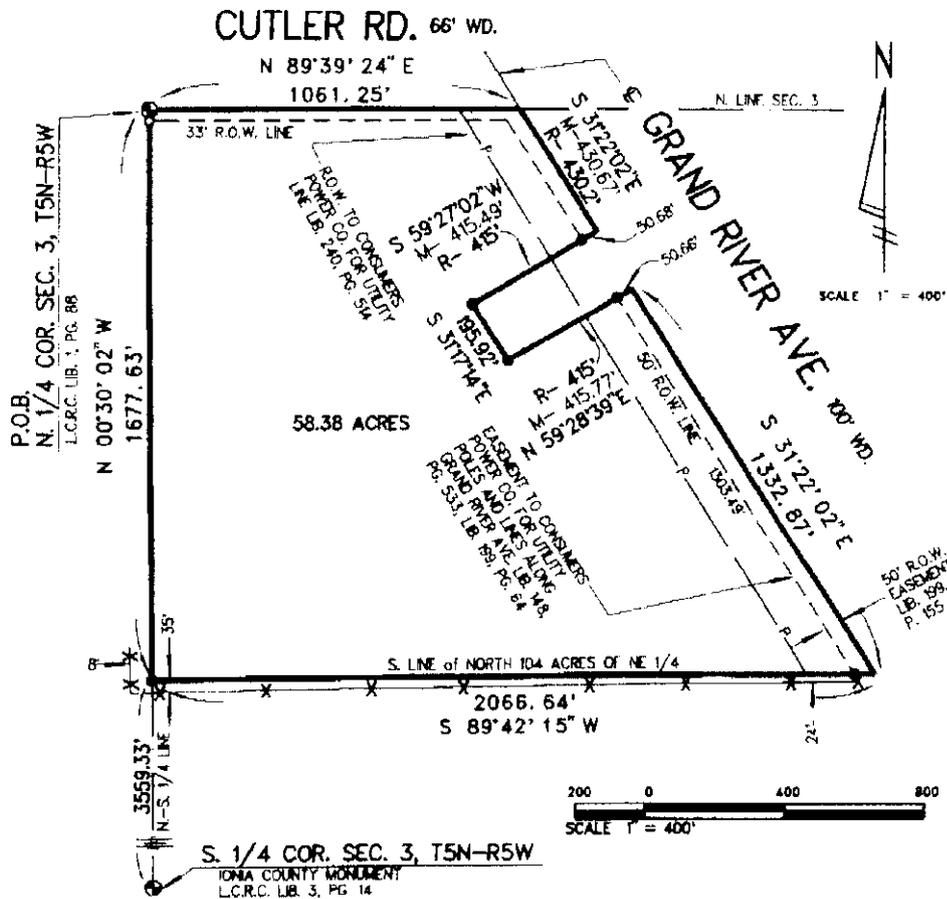


Exhibit B

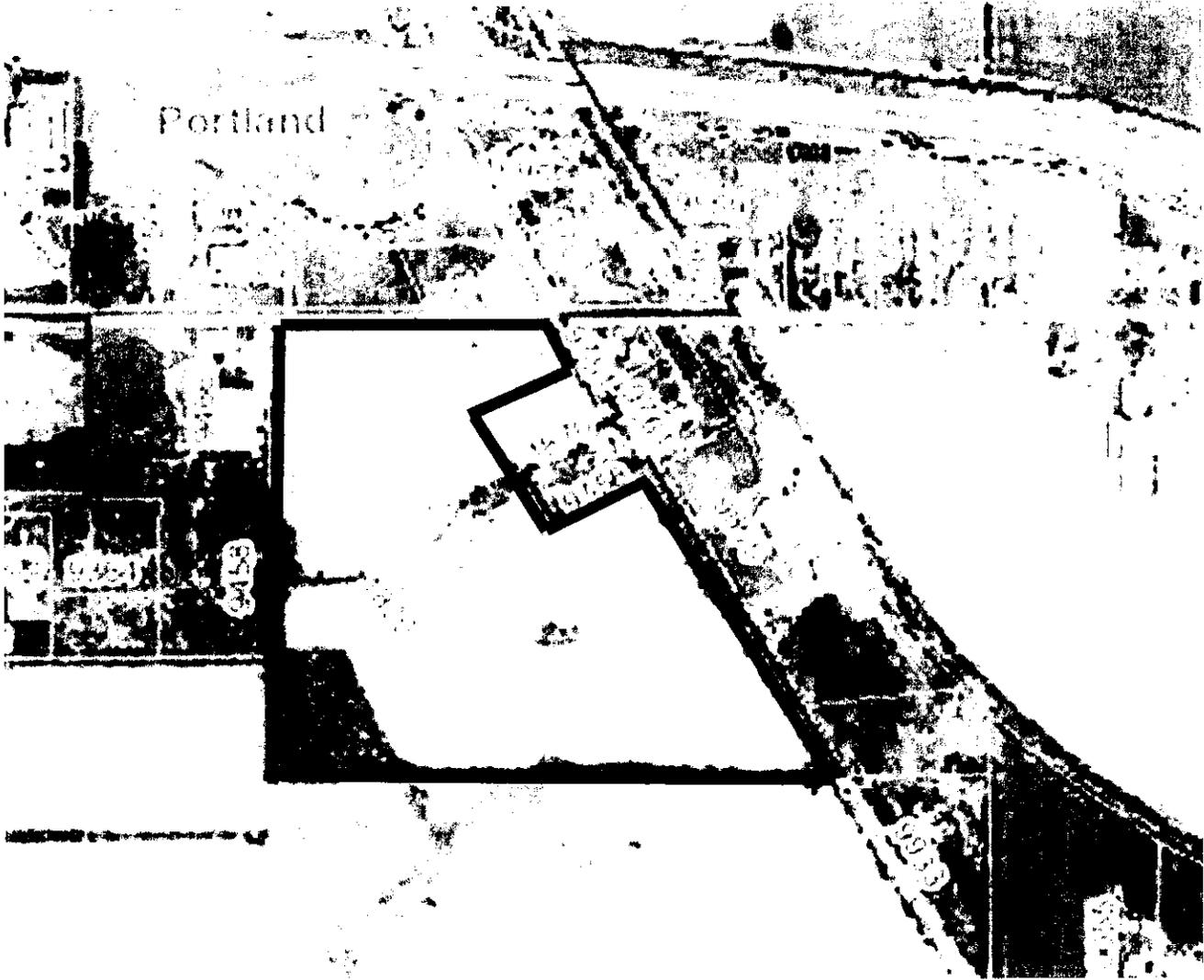


Exhibit
B

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-34

A RESOLUTION OF FINANCIAL ASSURANCE OF LOCAL FUNDS FOR THE CITY OF PORTLAND'S PROPOSED KENT STREET 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 Proposed Kent Street Improvement Project received priority for the 2015 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 \$724,200 with the City's costs amounting to \$349,200; and

WHEREAS, the City 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 \$349,200 to carry out the proposed Kent Street Improvement Project and commits to owning, operating and funding

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-35

**A RESOLUTION OF FINANCIAL ASSURANCE OF LOCAL FUNDS FOR THE
CITY OF PORTLAND'S PROPOSED GRAND RIVER AVENUE
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 Proposed Grand River Avenue Improvement Project received priority for the 2017 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 \$500,000 with the City's cost amounting to \$75,000 and Ionia County's cost amounting to \$50,000; and

WHEREAS, the City 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. Ionia County will utilize _____ funds for their portion of the joint project costs.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council commits the matching funds \$75,000 to carry out the proposed Grand River Avenue 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 21, 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. 14-36

A RESOLUTION APPROVING THE INTERIM CITY MANAGER'S PROPOSED APPOINTMENT OF ERIC FREDERICK AS THE CITY'S PART-TIME ZONING ADMINISTRATOR AND APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR AND CLERK TO SIGN A ZONING ADMINISTRATOR AGREEMENT.

WHEREAS, City Manager Thomas Dempsey resigned from being the City Manager and Zoning Administrator in March of 2014; and

WHEREAS, Section 42.6 of the City Code of Ordinance defines the Zoning Administrator as "the person designated by the city council to administer the provisions" of the Portland Zoning Code of Ordinance; and

WHEREAS, the Interim City Manager proposes to appoint Eric Frederick as the new City of Portland Zoning Administrator on a part-time, contractual basis; and

WHEREAS, Eric Frederick has a vast knowledge of the City of Portland's Zoning Code of Ordinance and currently serves as the Chairperson of the Portland Zoning Board of Appeals; and

WHEREAS, the Zoning Administrator will be an independent contractor and will be compensated \$35.00 per hour and will be for a minimum of five hours per week, with any unutilized hours being banked and rolled into the following week.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the appointment of Eric Frederick as the Part-Time Zoning Administrator.
2. The Portland City Council approves, authorizes and directs the Mayor and Clerk to sign a Zoning Administrator Agreement with Eric Frederick, a copy of which is attached as Exhibit A.
3. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

CITY OF PORTLAND
PART-TIME ZONING ADMINISTRATOR AGREEMENT

This Agreement is made on April 21, 2014 by and between the City of Portland, a public body corporate, the address of which is 259 Kent Street, Portland, Michigan 48875 (the CITY), and Eric Frederick, of Civic Mosaic LLC, whose address is 324 Elm Street, Portland Michigan 48875 (ZONING ADMINISTRATOR).

WITNESSETH

WHEREAS, the CITY has established the need for a ZONING ADMINISTRATOR to administer and interpret the City of Portland's Zoning Ordinance; and

WHEREAS, the ZONING ADMINISTRATOR has proposed to provide professional zoning services for the City of Portland on a part-time basis;

NOW THEREFORE, in consideration of and reliance on the following representations, warranties, terms, conditions, mutual covenants, and agreements stated herein and of the payments for services hereinafter described, the parties hereto do mutually agree as follows:

1. Employment of ZONING ADMINISTRATOR. The CITY hereby agrees to engage the ZONING ADMINISTRATOR and ZONING ADMINISTRATOR agrees to perform the services hereinafter set forth.
2. Time of Performance. This Agreement and all rights and duties created hereunder will commence April 22, 2014 (subject to approval of all parties) and will proceed by mutual agreement or terminated earlier as provided in this Agreement.
3. Scope of Service. ZONING ADMINISTRATOR, as an independent contractor, agrees to provide zoning administrative services to the CITY in accordance with the City of Portland Charter and City of Portland Zoning Ordinances.
4. Contacts for Administrative Responsibility. The ZONING ADMINISTRATOR will report to the Portland City Council, Planning Commission, Zoning Board of Appeals, and the Portland City Manager, as necessary.
5. Compensation. Compensation shall be \$35.00 per hour which shall be paid monthly, for the previous month of service. The ZONING ADMINISTRATOR will work and be paid for five (5) hours each week, unless otherwise approved by the City Manager. The ZONING ADMINISTRATOR will send a weekly report to the City Manager of hours worked, projects completed, and other outstanding or ongoing issues. Any hours not used will roll over to the following week and will not be charged to the CITY.
6. Independent Contractor. The ZONING ADMINISTRATOR, in performing services under this Agreement, is an independent contractor and shall not act as nor be an agent or employee of City of Portland. The ZONING ADMINISTRATOR will receive a 1099 from the City and the ZONING ADMINISTRATOR, not the City of Portland, will be responsible for all applicable withholdings and taxes.
8. Nonassignability. This Agreement shall not be assigned by the ZONING ADMINISTRATOR and any attempt to do so shall be void and have no effect.
9. Compliance. ZONING ADMINISTRATOR shall comply with all applicable laws, statutes, ordinances, rules and regulations of all governmental entities, if applicable under the scope of work and ZONING ADMINISTRATOR bears full responsibility to ensure

Exhibit

A

that all services provided under this Agreement conform to said laws, rules, regulations and guidelines. ZONING ADMINISTRATOR shall also comply with all applicable policies of the City of Portland. Alcohol, drugs, profane and abusive language and sexual harassment of any kind on City property are specifically prohibited. Any failure by ZONING ADMINISTRATOR to abide by this Section (9) shall provide the basis, at the City's discretion, to terminate this Agreement for cause under the terms of Section (10) below.

10. Termination of Agreement for Cause. If either party shall fail to fulfill in a timely and proper manner any material obligation under this Agreement, the non-breaching party shall thereupon have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof. In that event, and at the option of the non-breaching party, all finished and unfinished documents, data, surveys, drawings, maps, models, photographs, reports and/or other materials prepared by ZONING ADMINISTRATOR shall become the property of the CITY and ZONING ADMINISTRATOR shall be entitled to receive payment for all professional services rendered satisfactory based on a pro rata share of the total compensation provided for in this Agreement.
11. Termination for Convenience. Either party may terminate this Agreement without cause at any time by giving written notice, and specifying the effective date thereof, at least two weeks (14 days) before the effective date of such termination. In that event, all finished documents and other materials prepared by ZONING ADMINISTRATOR and/or provided by the CITY shall become the property of the CITY. ZONING ADMINISTRATOR shall be entitled to receive payment for all professional services satisfactorily rendered based on a pro rata share of the total compensation provided for in this Agreement.
12. Publication, Reproduction and Use of Material. Except as specifically authorized by the City in writing, information and other data developed or acquired by or furnished to ZONING ADMINISTRATOR in the performance of this Agreement shall be used only in connection with services provided to the City.
13. Confidentiality. Except to the extent disclosure is consented to by the CITY, the ZONING ADMINISTRATOR shall communicate information derived from the City, its counsel, and from ZONING ADMINISTRATOR'S service, as well as ZONING ADMINISTRATOR'S views and conclusions, to City in a confidential fashion.
14. Prohibited Use of CITY'S Name. ZONING ADMINISTRATOR shall not use City's name or logo in connection with this work or in any other manner without the prior written consent of City.
15. Attorneys' Fees. Both parties agree that should either party reasonably retain an attorney to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs, including fees and costs of corporate staff counsel.
16. Indemnification. To the fullest extent permitted by law, ZONING ADMINISTRATOR shall defend, indemnify, protect, save and hold harmless the CITY, as well as its officers, directors, employees, and agents from and against any and all claims, liability, loss, cost, damage or expense arising before or after the effective date of this Agreement from ZONING ADMINISTRATOR'S use of City's facilities or from the conduct of its program or from any activity, work, or thing done permitted or suffered by ZONING ADMINISTRATOR, its partners, agents, servants, contractors, representatives, guests, employees, invitees or customers in or about CITY premises or elsewhere, or for any default in the performance of any obligation on ZONING ADMINISTRATOR'S part to be performed under this Agreement or from any act or negligence of ZONING ADMINISTRATOR or its guests, employees, invitees or customers. The indemnity obligations of ZONING ADMINISTRATOR include, without limitation, ZONING

ADMINISTRATOR'S obligation to indemnify the CITY for all attorney's fees and costs incurred by the CITY in connection with the enforcement of the provisions contained in this Paragraph. The CITY may, at its option, require ZONING ADMINISTRATOR to assume City's defense in any action covered by this Paragraph.

17. Insurance. Without limiting ZONING ADMINISTRATOR'S indemnification, ZONING ADMINISTRATOR covenants and agrees to obtain and maintain during the term of this Agreement, at ZONING ADMINISTRATOR'S expense, all of the following insurance, which shall be primary to and not contributory with any insurance or self-insurance maintained by the CITY:

ZONING ADMINISTRATOR shall maintain liability insurance covering all vehicles used by ZONING ADMINISTRATOR as required by Michigan law and comprehensive general liability insurance coverage in an amount not less than one million dollars (\$1,000,000) which shall name the CITY as an additional insured. Insurance must be placed with an insurance carrier authorized to transact business in the State of Michigan.

ZONING ADMINISTRATOR ACKNOWLEDGES AND AGREES that no workers' compensation insurance, or any other type of insurance has been or will be obtained by the CITY on account of ZONING ADMINISTRATOR or ZONING ADMINISTRATOR'S employees. ZONING ADMINISTRATOR shall obtain and maintain in force during the term of this Agreement workers' compensation insurance coverage covering all employees of ZONING ADMINISTRATOR.

ZONING ADMINISTRATOR shall not use any employees or contractors in the performance of the Scope of Service to be provided under this Agreement without first obtaining such insurance coverage

All insurance policies required by this Section shall provide that they may not be cancelled or materially modified except upon thirty days written notice to the CITY.

ZONING ADMINISTRATOR shall maintain all the insurance coverage described above in effect for the term of the Agreement and any extensions. ZONING ADMINISTRATOR shall furnish CITY insurance certificates to evidence the insurance required herein is kept current by ZONING ADMINISTRATOR.

18. Integrated Document. This Agreement and any attached Exhibit or Addendum, etc. shall embody the entire agreement between CITY AND ZONING ADMINISTRATOR for the scope of services and the terms and conditions. No verbal agreements or conversation with any officer, agent or employee of either party prior to the execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement.
19. Severability of Provisions. If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.
20. Controlling Provisions. In the case of an inconsistency between the provisions of this Agreement and any Schedule, Exhibit, or Addendum attached hereto, the terms of this Agreement shall govern.
21. Amendments. This Agreement may be amended at any time by mutual written agreement of the parties that is approved by the CITY at a properly notice public meeting.
22. Applicable Law. This Agreement shall be governed by Michigan law.
23. Force Majeure. If the CITY'S performance of obligations under this Agreement is materially hampered, interrupted, or interfered with for reasons including, but not limited

to: fire, casualty, lockout, strike, labor conditions, unavoidable accident, riot, war, earthquake, landslides, or other acts of God, or by the enactment, issuance, or operation of any municipal, county, State, or federal law, ordinance or executive, administrative, or judicial regulation, order or decree, or by any local or national emergency, the CITY shall be excused from performance of this Agreement and will not be responsible for payment of services not yet rendered.

24. Notice. All notices required or permitted under this Agreement shall be in writing and sent either by mail or personal delivery. If by mail, notice shall be deposited in the U.S. mail, postage prepaid, registered or certified mail, return receipt requested, and addressed to the party to whom the notice is directed. If by personal delivery, notice shall be personally delivered to the party to whom the notice is directed. Notice shall be deemed effective on the date post marked, if by mail, or on the date of delivery, if personally delivered.

IN WITNESS WHEREOF, the CITY and ZONING ADMINISTRATOR have executed this Agreement as of the date first written above.

CITY OF PORTLAND

FRANCIS HOERNER

By: _____
James E. Barnes, Mayor

Francis Hoerner

Date signed: _____, 2014

By: _____
Monique I. Miller, Clerk

Date signed: _____, 2014

PORTLAND CITY COUNCIL

Ionia County, Michigan

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

RESOLUTION NO. 14-37

**A RESOLUTION APPROVING THE PARK AND RECREATION BOARD'S
RECOMMENDATION TO APPROVE EPIC CHURCH'S REQUEST TO HOLD
A FAMILY FUN DAY EVENT ON AUGUST 23, 2014 IN BOGUE FLATS**

WHEREAS, Epic Church has requested permission to hold a "Family Fun Day" on August 23, 2014, in the Bogue Flats Recreation Area; and

WHEREAS, the Parks and Recreation Board met on April 17, 2014 and approved a motion to recommend that the City Council approve the request to hold a Family Fun Day in Bogue Flats near the Horse Arena (where the Circus had been held in the past) contingent upon Epic Church obtaining all necessary health permits; a transient trader permit from the City; all necessary liability insurance; and that the church reserve the Bogue Flats Pavilion through the Parks and Recreation Department. A copy of the proposal from Epic Church is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Parks and Recreation Board's Recommendation to approve holding a Family Fun Day event on August 23, 2014.
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 21, 2014

Monique I. Miller, City Clerk



Epic Community Church | 1455 E Grand River Ave | Portland, MI 48875

Portland Parks and Recreation Board
259 Kent Street
Portland, MI 48875

Re: Proposal for Community Family-Focused Event

Epic Community Church is pleased to submit this proposal to manage and organize a Family Fun Day event to be held at the Bogue Flats on behalf of Epic Community Church in partnership with the Portland Area Ministerial Association.

We believe investing in family focused events leads to better marriages, healthier families, and a stronger community. The Family Fun Day will be an opportunity for families to enjoy one another's company, and a day to get out and meet other families in the community. We believe the Family Fun Day will be an event to remember.

Together with this cover letter, we enclose a proposal that outlines the details of the event.

Should you have any further questions regarding this material, please do not hesitate to contact me at my number or email below. Thank you for your consideration.

Warmest regards,

A handwritten signature in black ink, appearing to read "Duane Bower", with a horizontal line extending to the right.

Duane Bower
Lead Pastor
Epic Community Church
duane@epic-community.org
517-803-1450

Exhibit

A

Content

1. Event Details
2. Planned All-Day Activities
3. Specific Time Events
4. Food
5. Promotion
6. Requirements

1. Event Details

Proposed Event: Family Fun Day
Organizers: Epic Community Church
w/ Portland Area Ministerial Association
Date/Time: August 23rd, 2014
Duration: 11:00am - 5:00pm
Venue: Bogue Flats Recreation Area

All events will be free with the exception of food/drink (everything is \$1 or less), and the dime toss game which will be used as a fund-raiser for our Panama Missions Team. We estimate about 500 people at the event throughout the course of the day.

2. Planned All-Day Activities

3 Large Blow-up toys (bouncy house, slide, tether run)
Children's sticker tattoos and face painting
Petting Zoo and Pony Rides
Dime toss
Various Carnival and lawn Games
Dunk Tank
Kid's crafts (birdhouses, plant pots, etc.)
Collecting School Supplies for students in need

3. Specific Time Events

Watermelon eating contest
Various Bands including the Epic band throughout the event
Potato Sack race
Three-legged race
Open Kickball game
Ice cream social
Tug of War
Water Balloon Slingshot game

4. Food

Food will be served in a tent with tables and chairs.

Hotdog and chips - \$1

Pop - \$1

Water - \$1

5. Promotion

Advertised in the Portland R and O

Ionia Sentinel Standard

Chamber of Commerce

6. Requirements

Electricity for stage and blow-up toys

Pavilion - *Charge*

1 ball field for kickball game

Open field next to the river walk for parking/activities

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, April 7, 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; Noreen Logel 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 DPW has hauled 110 loads of brush within the past two weeks due to the ice storm over the winter. The DPW and Parks Department will be renting a tub grinder for two days to grind up the pile of brush.

The City received word that it was not selected during the lottery drawing to receive the SAW Grant it applied for last fall. This grant is for Stormwater, Asset Management and Wastewater funds. The City's application will automatically be reentered for another drawing for receipt of funding.

The Block Party will be held on Saturday, May 17th and will include entertainment, children's activities, crafters, a BBQ contest and many other fun-filled activities.

The Portland Pay Day, shop local campaign, will begin June 1st and will run through August 31st.

Under Presentations, Noreen Logel with the Friends of the Red Mill presented the 2nd draft of plans for the proposed Red Mill pavilion project. The plans for the structure have been presented to and approved by the Parks and Recreation Board. The pavilion is a bit larger than was originally proposed and was moved from the North side of the mill to the South side. There is some question as to the location of the structure. One plan is to move the pavilion back from the street 35 feet in order to allow for handicap parking. This would require the River Trail to be moved. They are proposing to leave the current trail, which will only be 2 feet off from the pavilion, and add another section closer to the trees that are already planted along the current trail.

There was discussion.

Mayor Barnes stated that the plans for the structure look beautiful. He said there was concern about separation of activity at the pavilion and on the trail. The addition of another portion of trail would allow pedestrians on the River Trail to move away from activities taking place in the pavilion if desired, but any decision by the City Council would be based on input from the Parks and Recreation Board.

Mrs. Logel stated that one citizen has come forward with a possible donation of Ash trees for the project. It is still being determined if the trees can be used as they have been down for some time. The Friends of the Red Mill are meeting with local groups to join efforts in fundraising, etc.

Council Member Sunstrum inquired where the funds for the additional section of the River Trail would come from.

Mrs. Logel stated the Friends of the Red Mill are planning to include this in the cost of the project. They will be looking to the City for any help it may be able to provide.

Council Member Krause asked if there could be discussion about the necessity to add the addition section of River Trail 10 feet from the pavilion as she didn't feel it should be needed. She further suggested a row of hedges be added between the pavilion and the current section of river trail for some separation.

Interim City Manager Reagan stated the Parks and Recreation Board are concerned with the safety of pedestrians on the River Trail with the pavilion so close to it.

Mayor Pro-Tem VanSlambrouck commented that when the pavilion is in use, the added section of trail would allow pedestrians not participating in the event to move away from the area.

Mayor Barnes noted that his impression was that having another section of trail added 10 feet away would allow the area to remain open for movement. He reiterated that the Parks and Recreation Board and Director Scheurer are the experts in such matters.

There was continued discussion.

Mrs. Logel inquired if it would be okay to forward the proposed plans on to the engineers for further planning and drafting.

The Council voiced their approval of the plans for the structure with the input and consent of the Parks and Recreation Board regarding its placement with respect to the trail.

Mayor Barnes presented the Arbor Day Proclamation noting the City of Portland has been designated a Tree City USA since 2002 and noted the Tree Management Commission and Parks and Recreation Board will hold a tree planting at Two Rivers Park on Friday, April 25th at 1:00 P.M. Seedlings will also be distributed to 2nd graders at Portland Public Schools and St. Patrick Schools.

Under New Business, the Council held the Second Reading and consideration of proposed Ordinance 175EE to amend Section 42-411 of the Portland City Code of Ordinances to amend 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 pop outs."

Mayor Pro-Tem VanSlambrouck inquired if these changes would apply to the downtown.

Interim City Manager Reagan stated it would not; these changes are for the C-2 and C-3 districts.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Ordinance 175EE to amend Section 42-411 of the Portland City Code of Ordinances.

Yeas: Fitzsimmons, VanSlambrouck, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council held the Second Reading and consideration of Proposed Ordinance 175FF to amend Section 42-298 of the Portland City Code of Ordinances that clarifies the ordinance to allow either a concrete slab or a foundation for accessory buildings.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Ordinance 175FF to amend Section 42-298 of the Portland City Code of Ordinances.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council held the Second Reading and consideration of Proposed Ordinance 175GG to amend Section 42-310 of the Portland City Code of Ordinances to allow temporary structures for seasonal sales for up to 30 days.

Motion by Sunstrum, supported by Krause, to approve Resolution 175GG to amend Section 42-310 of the Portland City Code of Ordinances.

Yeas: Sunstrum, Krause, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-27 to appoint Council Member Stacy Krause as the City of Portland representative on the Ionia County Economic Alliance (ICEA) Board of Directors. The ICEA is a county-wide organization dedicated to retaining and attracting businesses to Ionia County and provides comprehensive economic development services including business retention, expansion and attraction support to Ionia County businesses. The City of Portland has been a member in good standing since 2007.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-27 appointing Council Member Stacy Krause as the City of Portland representative on the Ionia County Economic Alliance Board of Directors.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-28 to authorize the Mayor and Clerk to sign a Boardwalk Café Permit Agreement with Cheeky Monkeys LLC to place tables and chairs on the boardwalk in front of their establishment at 176 Kent Street.

Motion by Krause, supported by Sunstrum, to approve Resolution 14-28 approving, authorizing, and directing the Mayor and Clerk to sign a Boardwalk Café Permit Agreement.

Yeas: Krause, Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-29 to authorize the Mayor and Clerk to sign a Recreation Services Agreement with Danby Township. The City operates a Recreation Department to program activities for adults and youth in the community. 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 residents are eligible to participate in programs at the same cost as City residents. The City and Danby Township desire to enter into an interlocal agreement so that Danby Township will provide \$7,500 to be deposited in the City's Recreation Fund to help defray the costs of programming recreation services to the community and so that Danby Township residents would be eligible to receive recreation services at the same rates as City residents.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-29 approving, authorizing, and directing the Mayor and Clerk to sign a Recreation Services Agreement with Danby Township.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-30, a resolution of financial assurance of local funds for the City of Portland's Cutler Road Improvement Project. The City of Portland now qualifies to receive Federal Surface Transportation Program (STP) funds from the Small Urban Program administered by MDOT. The Small Urban Task Force, comprised of representatives from the City of Portland and Ionia County Road Commission, met on March 12th to prioritize projects for 2014 through 2017 and the City's Cutler Road Improvement Project received priority for the 2014 application year. 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, which are estimated by the City's engineers to be \$599,600. The City's costs amounting to \$224,600. 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, streets lights, and related water and sewer infrastructure improvements.

Motion by Sunstrum, supported by Krause, to approve Resolution 14-30 a resolution of financial assurance of local funds for the City of Portland's Cutler Road Improvement Project.

Yeas: Sunstrum, Krause, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Krause, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on March 17, 2014, 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. There were no purchase orders over \$5,000.00.

Yeas: Krause, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Under Council Comments, Council Member Krause commented that last year Shane Hagadorn, a former Portland resident, filmed a movie in the City of Portland called "Ashes of Eden". His movie will be premiered at the Capital City Film Festival on Sunday, April 13th.

Mayor Pro-Tem VanSlambrouck thanked the DPW for their hard work after a relentless winter of snow removal and for their continued efforts in removing the brush left after the ice storm in late December.

Mayor Pro-Tem VanSlambrouck reminded residents that the Citywide Clean Up will be held Saturday, April 26th. This is an excellent opportunity to clean up their homes and yards.

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

Yeas: Krause, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Meeting adjourned at 7:44 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the April 7, 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

Presentation - Noreen Logel with the Friends of the Red Mill presented the 2nd draft of the proposed Red Mill pavilion project.

Presentation - Mayor Barnes presented the Arbor Day Proclamation.

Second Reading and Consideration 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.

All in favor. Approved.

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

All in favor. Approved.

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

All in favor. Approved.

Approval of Resolution 14-27 appointing Council Member Stacy Krause as the City of Portland representative on the Ionia County Economic Alliance Board of Directors.

All in favor. Approved.

Approval of Resolution 14-28 approving, authorizing, and directing the Mayor and Clerk to sign a Boardwalk Café Permit Agreement.

All in favor. Approved.

Approval of Resolution 14-29 approving, authorizing, and directing the Mayor and Clerk to sign a Recreation Services Agreement with Danby Township.

All in favor. Approved.

Approval of Resolution 14-30 a resolution of financial assurance of local funds for the City of Portland’s Cutler Road Improvement Project.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:44 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
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	975.36
GRAINGER, INC.	00172	SDS BINDER - ELECTRIC	60.25
STATE OF MICHIGAN	00428	SALES TAX - ELECTRIC	48.68
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	357.50
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	2,154.43
AT&T	00686	TELEPHONE SVC - WASTE WTR	186.98
AT&T	00686	TELEPHONE SVC - WASTE WTR	21.31
BLUE CROSS BLUE SHIELD OF MICHIGANMISC		REIMB FOR OVERPAYMENT- AMBULANCE	662.42
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	488.26
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	499.66
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	483.17
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	277.87
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	8.96
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	163.57
B&W AUTO SUPPLY, INC.	00030	PARTS, SUPPLIES - AMB, ELEC, MTR POOL	801.82
CENTURYLINK	01567	TELEPHONE SERVICE - VARIOUS DEPTS	32.49
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - POLICE	115.30
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - ELECTRIC	78.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	415.16
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	675.47
CMP DISTIBUTORS INC.	01745	AERKO FREEZE & P LIVE CHEMICAL IRRITANT-POLICE	95.60
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	2,923.90
DUANE CROSS	00642	SOCKET - WATER	18.35
DUANE CROSS	00642	SAFETY GOGGLES- ELECTRIC	87.00
DIESEL EQUIPMENT SALES	02074	PMD COOLER/LIFT HARNESS - MOTOR POOL	276.02
DORNBOS, SIGN & SAFETY, INC.	00067	GALV U - CHANNEL POST - LOC STS	171.00
DVT ELECTRIC INC.	02262	REPAIR TO SPLIT BOLT CONNECTORS - WASTE WATER	725.00
FAMILY FARM & HOME	01972	MISC ELECTRICAL PARTS & CONNECTORS - WASTE WTR	25.74
GANNETT MICHIGAN NEWSPAPERS	00236	MARCH LEGAL SERVICES - GEN, ASSESS, CODE	358.72

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GORMAN LAW PLLC	02250	APRIL LEGAL SERVICE - POLICE	800.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	7,233.91
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - CEM, PARKS, MTR POOL	364.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE -POLICE, COMM PROMO, ELECTRIC	148.40
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WATER	148.40
GRANGER CONTAINER SERVICE	00175	RECYCLING SERVICE - REFUSE	879.80
THE JANT GROUP LLC	01883	POLY BINDERS - ASSESSOR	176.00
HYDRO DESIGNS, INC.	01308	INSPECTION & REPORTING SERVICES - WATER	465.00
KEUSCH SUPER SERVICE	00228	TOW AMBULANCE FOR REPAIR - MOTOR POOL	150.00
LANSING UNIFORM COMPANY	00962	PANTS, BOOTS - AMBULANCE	299.95
LITE'S PLUS	00243	STREET LIGHT BULBS - COMM PROMO	215.40
LITE'S PLUS	00243	STREET LIGHT LAMPS - COMM PROMO	239.40
MARK WOODMAN PLUMBING & HEATING	01816	PLUMBING FIXES AT CITY HALL - GENERAL	210.00
MENARDS	00260	SUPPLIES - PARKS	63.48
MCKENNA ASSOCIATES	02263	MASTER PLAN SERVICES - CODE	3,249.35
METTLER TOLEDO	01938	ANNUAL MAINTENANCE & CERTIFICATION FOR LAB SCA	284.14
MHR BILLING	01780	MARCH MONTHLY BILL - AMBULANCE	1,260.00
MICHIGAN ASSN OF CHIEFS POLICE	00266	POLICE EXEC & NEW CHIEF SCHOOL - POLICE	995.00
MICHIGAN MUNICIPAL LEAGUE	00285	2014 CAPITAL CONFERENCE - COUNCIL	100.00
MICHIGAN MUNICIPAL LEAGUE	00285	2014 CAPITAL CONFERENCE - COUNCIL	100.00
MICHIGAN MUNICIPAL LEAGUE	00285	WEBSITE CLASSIFIED ADS - WATER	130.90
MIRECS	01928	SERVICES - ELECTRIC	80.82
MUNICIPAL CODE CORPORATION	00321	COPIES OF THE CODE ORDINANCES /IMAGES - CODE	5,615.96
MUNICIPAL SUPPLY CO.	00324	SEWER FLAGS WITH METAL STAFFS - WASTE WATER	18.00
PAMA	01370	CITY'S SHARE OF REPAIRS & DEPOSITS - COMM PROM	754.80
LEXISNEXIS RISK DATA MANAGEMENT	IN01309	PEOPLE SEARCHES - GENERAL, POLICE	50.00
POLLY PRODUCTS LLC	01137	PLASTIC SHAPE BENCH END - PARKS	18.00
POLYDYNE INC.	02196	POLYMER - WASTE WTR	580.50
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	59.95

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - MOTOR POOL	230.06
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - AMBULANCE	266.60
ELECTION SYSTEMS & SOFTWARE	01480	ELECTION EQUIPMENT MAINT - ELECTIONS	158.53
QUALITY CONTROL EQUIPMENT COMPANY	02264	REPAIR INDOOR WASTE WATER SAMPLER - WASTE WTR	4,139.00
R.E. RISK & ASSOC.	01315	SERVICE FEES - INCOME TAX	58.00
RESCO	00392	METER SOCKET - ELECTRIC	178.10
RIVERSIDE INTEGRATED SYSTEMS	01441	ANNUAL MONITORING FOR WARE HOUSE - ELECTRIC	300.00
SCHAFFER PETROLEUM, INC.	00405	GALLONS OF DIESEL FUEL - MOTOR POOL	499.69
SENTINEL-STANDARD, INC.	00212	LEGAL NOTICE FOR CUTLER ROAD PROJECT- LOCAL ST	126.00
SLICK SHIRTS SCREEN PRINTING	02003	ADULT VBALL CHAMPION SHIRTS - RECREATION	100.00
SLICK SHIRTS SCREEN PRINTING	02003	ADULT BBALL CHAMPION SHIRTS - RECREATION	221.00
SPARROW OCCUPATIONAL HEALTH	00340	PHYSICAL - ELECTRIC	49.00
SPRINT	00859	CELL PHONE SERV - POLICE	122.36
STAPLES BUSINESS ADVANTAGE	00426	INK, PAPER, SUPPLIES - VARIOUS DEPTS	1,417.86
STAPLES	00426	BUSINESS CARDS FOR ACCIDENT REPORTS/GEN REPORT	99.97
STEVE'S METER SERVICE	00442	DOUBLE METER SOCKET - ELECTRIC	500.00
UPS	MISC	POSTAGE -GENERAL, WATER	98.78
USA BLUEBOOK	01850	MASK, PUMP, PAINT - WASTE WATER	254.00
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
UTILITY SERVICE CO. INC.	02133	QUARTERLY MAINT HILL ST WATER TOWER - WATER	8,857.47
VILLAGE LAUNDRY	01490	DRY CLEANING UNIFORMS - POLICE	60.50
WEX BANK	02181	MOTOR FUEL & OIL - ELECTRIC, MOTOR POOL	6,822.48
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - ELECTRIC	32.97
POLYDYNE INC.	02196	DRUMS OF POLYMER - WASTE WATER	1,161.00
TGM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	311.88
Total:			\$64,168.40

**BI-WEEKLY
WAGE REPORT
April 14, 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.	7,225.13	205,189.91	4,932.56	96,476.38	301,666.29
ASSESSOR	1,143.36	25,355.40	420.53	7,617.40	32,972.80
CEMETERY	3,264.75	60,964.63	1,317.98	20,802.38	81,767.01
POLICE	13,086.16	283,134.41	6,928.85	96,889.31	380,023.72
CODE ENFORCEMENT	570.01	13,062.83	225.08	4,085.50	17,148.33
PARKS	1,525.33	45,903.20	732.28	12,731.98	58,635.18
INCOME TAX	1,453.86	31,342.23	1,545.97	20,728.74	52,070.97
MAJOR STREETS	3,016.44	75,578.41	2,879.30	46,126.85	121,705.26
LOCAL STREETS	2,933.34	49,766.99	3,025.00	31,400.41	81,167.40
RECREATION	1,758.81	44,109.45	1,218.67	20,477.85	64,587.30
AMBULANCE	8,108.61	216,487.97	2,229.28	42,618.58	259,106.55
DDA	-	31,150.94	-	10,138.07	41,289.01
ELECTRIC	14,617.42	354,598.84	11,162.15	179,798.03	534,396.87
WASTEWATER	7,834.59	180,471.93	6,495.09	95,162.45	275,634.38
WATER	2,966.92	112,428.05	2,124.06	52,667.23	165,095.28
MOTOR POOL	677.35	46,924.62	825.85	28,144.08	75,068.70
TOTALS:	70,182.08	1,776,469.81	46,062.65	765,865.24	2,542,335.05

**BI-WEEKLY CASH BALANCE ANALYSIS
4/21/2014**

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	580,719.14	4,730.41	71,151.95			514,297.60	235,000.00	749,297.60
INCOME TAX	632.19		3,136.60	20,000.00		17,495.59	10,000.00	27,495.59
MAJOR STREETS	206,974.04		13,922.82			193,051.22	-	193,051.22
LOCAL STREETS	13,133.90	7,492.35	6,492.25	4,590.58		18,724.58	-	18,724.58
RECREATION	21,227.96	4,554.00	3,405.36			22,376.60	-	22,376.60
AMBULANCE	140,315.46	5,690.24	17,362.74			128,642.96	-	128,642.96
CAPITAL IMPR-WELLHEAD GRANT	(935.86)					(935.86)		(935.86)
CAPITAL IMPROVEMENT-STREETS	1,345,707.87				5,571.25	1,340,136.62		1,340,136.62
REFUSE COLLECTION	28,636.73	4,594.89	8,151.95			25,079.67	-	25,079.67
ELECTRIC	180,598.18	144,494.45	95,323.19			229,769.44	540,000.00	769,769.44
WASTEWATER	(28,026.15)	36,986.84	32,031.24	6,382.81	19,117.00	(35,804.74)	-	(35,804.74)
WATER	505,964.02	24,979.35	20,861.40			510,081.97	420,000.00	930,081.97
MOTOR POOL	7,328.71		12,101.93			(4,773.22)	-	(4,773.22)
DDA	37,294.03	3,151.65	26,243.76			14,201.92	-	14,201.92
TOTALS:	3,039,570.22	236,674.18	310,185.19	30,973.39	24,688.25	2,972,344.35	1,205,000.00	4,177,344.35
							390,000.00	390,000.00
							170,000.00	170,000.00
							130,000.00	130,000.00
							570,490.82	570,490.82
							119,436.61	119,436.61
							166,367.71	166,367.71
							73,385.83	73,385.83
							146,918.43	146,918.43
							2,971,599.40	5,943,943.75

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

PURCHASE ORDER

CITY OF PORTLAND

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

TO

Municipal Code Corporation
 PO BOX 2235
 Tallahassee, FL 32316

SHIP TO

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
4/16/2014						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	15 Copies of Supplement 1 to the Code Ordinances					\$5,615.96
	101.371.804000	Code	Contractual Services	\$5,615.96		

NOT FOR RESALE FOR RESALE TAX NUMBER _____ AUTHORIZED SIGNATURE _____

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



municode

Municipal Code Corporation • PO Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.575.8852 • www.municode.com • FEIN: 59-0649026

INVOICE

PRINTED

Portland, Michigan
259 Kent Street
Portland, MI 48875-1495

Invoice Number	00240627
Invoice Date	3/28/2014
Job Number	
Customer Id	10-3946
Payment Terms	Net 30

	Description	Quantity	Unit Price	Total Price
230	SUPPLEMENT PAGES		\$23.000	\$5,290.00
2	NO CHARGE PAGES		\$0.000	\$0.00
31	IMAGES,GRAPHS & TABULAR MATTER		\$10.000	\$310.00

15 COPIES OF SUPPLEMENT 1
TO THE CODE ORDINANCES

Subtotal	\$5,600.00
Discount	\$0.00
Freight	\$15.96
Tax	\$0.00
Total	\$5,615.96

Please remit one copy with payment

PURCHASE ORDER

CITY OF PORTLAND

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

TO Reed City Power Line

SHIP TO Electric

582-539-775

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
4-17-14						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
2	Rolls of wire Brenau, Hi Score 1/0				.87	\$1740.00
5	Rolls of wire Sweetbriar Hi Score 4/0				1.43	\$7150.00
						\$8890.00

[Handwritten Signature]

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

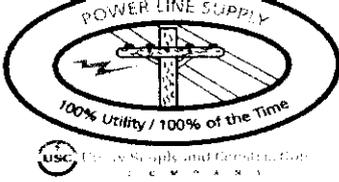
AUTHORIZED SIGNATURE _____

ORIGINAL

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

RESCO — \$ 1.02 *[initials]*
 \$ 1.54 *[initials]*





Power Line Supply
 420 Roth Street Suite A
 Reed City, MI 49677
 USA
 231-832-2297

QUOTATION

Order Number	
1812921	
Order Date	Page
4/16/2014 11:17:27	1 of 1

Bill To:

Portland, City Of
 259 Kent Street
 Portland, MI 48875

Ship To:

Portland, City Of
 723 E. Grand River
 Electric Department
 Portland, MI 48875

517-647-6912

Requested By: Mr. Mike Hyland

Customer ID: 100482

PO Number	Ship Route	Taker
Brenau and Sweetbriar HS	TUE	LORI MANACK

Quantities					Item ID Item Description	Pricing UOM/Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				

Order Note: quote valid till 4/29/14

Order Note: manufactured by Southwire

2,000.0000	0.0000	2,000.0000	FT	(001) 30845201	FT 1.0	0.8700	1,740.00
			1.0	Wire 1/0 Brenau HS			Lead Time Days ARO: 21
5,000.0000	0.0000	5,000.0000	FT	(002) SWEETBRIAR RH 1000	FT 1.0	1.4300	7,150.00
			1.0	Wire Sweetbriar 4/0-19 Tplx UG HDXLP 100			Lead Time Days ARO: 21
				Neutral: 2/0-19 IIS			

Customer Part#: 30851001

Total Lines: 2

THIS QUOTATION AND/OR ACKNOWLEDGMENT ARE SUBJECT TO OUR
 STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT:
[HTTPS://WWW.U-S-C-CO.COM/TERMS/TACA.ASPX](https://www.u-s-c-co.com/terms/taca.aspx) OR WE WILL SEND YOU A
 COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 8,890.00

TAX: 0.00

AMOUNT DUE: 8,890.00

U.S. Dollars

RECO — \$1.02 #
 \$1.54 #



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

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

Members Present: Blastic, Smith, Dumas, Barnes, Briggs, Antaya, Clement

Absent: Tyler, Urie, Sunstrum

Staff: Interim City Manager & DDA Director Reagan, Main Street Manager Perry, City Clerk Miller

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

Motion by Barnes, supported by Antaya, to approve the proposed Revised Agenda including the excusal of Members Tyler and Urie.

All in favor. Adopted.

Motion by Antaya, supported by Briggs, to approve the Minutes of the February 20, 2014 Regular Meeting as presented.

All in favor. Adopted.

Motion by Barnes, supported by Dumas, to approve the March 2014 Treasurer's Report as presented

All in favor. Adopted.

Under New Business, Director Reagan presented the proposed Fiscal Year 2014-2015 DDA Budget.

Member Clement arrived at 3:38 P.M.

Motion by Briggs, supported by Blastic, to approve the proposed Fiscal Year 2014-2015 DDA Budget.

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. Both he and Member Sunstrum will be speaking at the conference.

Main Street Manager Perry reported that the Michigan Main Street Center (MMSC) held Associate Level Training at Portland City Hall on Wednesday, March 12th. It was a very good meeting with a lot of good information shared.

Under Committee Updates, Main Street Manager Perry reported the Design Committee has opened the Sign Incentive Grant application process focused on creative signage. To this point, an application is expected from Hot Shots.

The Promotions & Marketing Committee is planning the 5th Annual Block Party, scheduled for Saturday, May 17th. Planning for Portland Pay Day is also underway, and is scheduled to begin on June 1st.

The Organization and Finance Committee is 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 recordings have been completed and should be finished by the end of May. The March 2014 edition of the “On the Street” newsletter was also completed.

Motion by Antaya, supported by Blastic, to adjourn the meeting at 3:50 P.M.
All in favor. Adopted

Respectfully submitted,


Kory Blastic, Secretary



DATE: April 10, 2014

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

AMOUNTS

PREVIOUS BALANCE:	<u>03/20/14</u>	\$ 127,698.18
INTEREST EARNED:		\$ 5.25
DEPOSITS:		
TRANSFER FOR BOND PRINCIPAL AND INTEREST ESCROW ACCOUNT		\$ 19,215.00

CHECKS WRITTEN:

NEW BALANCE:	<u>04/17/14</u>	\$ 146,918.43
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REGULAR ACCOUNT

AMOUNTS

PREVIOUS BALANCE:	<u>03/20/14</u>	\$ 36,230.72
INTEREST EARNED:		\$ 1.65
DEPOSITS:		
4/8/2014	2014 BLOCK PARTT PARTICIPATION FEES	\$ 3,150.00

CHECKS WRITTEN:

CK NO.	PAYEE	AMOUNT
1341	SHELLEY PERRY-Contracted Service for DDA Director	\$ 887.15
1342	SHELLEY PERRY-Contracted Service for DDA Director	\$ 2,500.00
1343	SHELLEY PERRY-Reimburse for Main St National Conf hotel	\$ 492.00
1344	CHARLSIE ABEL-Reimburse for Main Street stationary purchase	\$ 236.39
1345	CITY OF PORTLAND-Reimb for Postage, Computer purch, telephone, legal serv	\$ 1,849.91

ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT.	\$ 19,215.00
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TOTAL EXPENSES:	\$ (25,180.45)
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NEW BALANCE:	<u>04/17/14</u>	\$ 14,201.92
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City of Portland
Downtown Development Authority
Portland Main Street
Friday, March 14, 2014

Payment Request

This request is for Shelley Perry, for her contracted work as Interim Main Street Manager, in the sum of \$887.15. This is a prorated amount for the period beginning March 10, 2014 to March 20, 2014.

This payment should be charged to 248-275-⁸⁰¹⁰⁰⁰~~702-000~~ "DDA ^{Contractual Service}~~"S&W Fulltime"~~"



Patrick T. Reagan, DDA Director

**CITY OF PORTLAND DOWNTOWN DEVELOPMENT AUTHORITY
INTERIM MAIN STREET MANAGER AGREEMENT**

This Agreement is made on February 20, 2014 by and between the Portland Downtown Development Authority, a public body corporate, the address of which is 259 Kent Street, Portland, Michigan 48875 (DDA), and Patricia (Shelley) Perry, whose address is 3397 Knoll Road, Portland Michigan 48875 (INTERIM MAIN STREET MANAGER).

WITNESSETH

WHEREAS, the DDA has established the need for certain professional services in the area of downtown revitalization within the context of historic preservation and economic development; and

WHEREAS, INTERIM MAIN STREET MANAGER has proposed to provide professional economic development services for the DDA;

NOW THEREFORE, in consideration of and reliance on the following representations, warranties, terms, conditions, mutual covenants, and agreements stated herein and of the payments for services hereinafter described, the parties hereto do mutually agree as follows:

1. Employment of INTERIM MAIN STREET MANAGER. DDA hereby agrees to engage INTERIM MAIN STREET MANAGER and INTERIM MAIN STREET MANAGER agrees to perform the services hereinafter set forth.
2. Time of Performance. This Agreement and all rights and duties created hereunder will commence March 10, 2014 (subject to approval of all parties) and will proceed on a month-to-month basis, unless extended later by mutual agreement or terminated earlier as provided in this Agreement.
3. Scope of Service. INTERIM MAIN STREET MANAGER, as an independent contractor, temporarily agrees to provide consulting and administrative services to the DDA in accordance with the position description that is attached to this Agreement and incorporated by reference, until the DDA's Main Street Manager returns or the DDA hires a new DDA Director/ Main Street Manager as a full time employee.
4. Contacts for Administrative Responsibility. The INTERIM MAIN STREET MANAGER reports to the DDA Director, the Portland Main Street Board of Directors, and the DDA Board. Between DDA meetings the designated representative of DDA for purposes of administering this Agreement shall be the Portland DDA Director.
5. Compensation. Compensation shall be \$2,500.00 per month which shall be paid monthly, upon approval by the DDA at their regular monthly meeting, for the previous month of service. Pay for partial months of service shall be prorated. Attendance at conferences where the INTERIM MAIN STREET MANAGER will represent the Portland Main Street program will be approved by the Portland Main Street Board and the DDA Board of Directors on a case by case basis and expenses will be reimbursed pursuant to DDA Policy.
6. Independent Contractor. INTERIM MAIN STREET MANAGER, in performing services under this Agreement, is an independent contractor and shall not act as nor be an agent or employee of City of Portland or the Portland DDA. INTERIM MAIN STREET MANAGER will receive a 1099 from the City and INTERIM MAIN STREET MANAGER, not the City or DDA, will be responsible for all applicable withholdings and taxes.

8. Nonassignability. This Agreement shall not be assigned by INTERIM MAIN STREET MANAGER and any attempt to do so shall be void and have no effect.
9. Compliance. INTERIM MAIN STREET MANAGER shall comply with all applicable laws, statutes, ordinances, rules and regulations of all governmental entities, if applicable under the scope of work and INTERIM MAIN STREET MANAGER bears full responsibility to ensure that all services provided under this Agreement conform to said laws, rules, regulations and guidelines. INTERIM MAIN STREET MANAGER shall also comply with all applicable policies of the City of Portland. Alcohol, drugs, profane and abusive language and sexual harassment of any kind on City property are specifically prohibited. Any failure by INTERIM MAIN STREET MANAGER to abide by this Section (9) shall provide the basis, at the DDA'S discretion, to terminate this Agreement for cause under the terms of Section (10) below.
10. Termination of Agreement for Cause. If either party shall fail to fulfill in a timely and proper manner any material obligation under this Agreement, the non-breaching party shall thereupon have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof. In that event, and at the option of the non-breaching party, all finished and unfinished documents, data, surveys, drawings, maps, models, photographs, reports and/or other materials prepared by INTERIM MAIN STREET MANAGER shall become the property of DDA and INTERIM MAIN STREET MANAGER shall be entitled to receive payment for all professional services rendered satisfactory to DDA based on a pro rata share of the total compensation provided for in this Agreement.
11. Termination for Convenience. Either party may terminate this Agreement without cause at any time by giving written notice, and specifying the effective date thereof, at least two weeks (14 days) before the effective date of such termination. In that event, all finished documents and other materials prepared by INTERIM MAIN STREET MANAGER and/or provided by DDA shall become the property of DDA. INTERIM MAIN STREET MANAGER shall be entitled to receive payment for all professional services satisfactorily rendered based on a pro rata share of the total compensation provided for in this Agreement.
12. Publication, Reproduction and Use of Material. Except as specifically authorized by the City in writing, information and other data developed or acquired by or furnished to INTERIM MAIN STREET MANAGER in the performance of this Agreement shall be used only in connection with services provided to the City or its DDA.
13. Confidentiality. Except to the extent disclosure is consented to by the City INTERIM MAIN STREET MANAGER shall communicate information derived from the City, its counsel, and from INTERIM MAIN STREET MANAGER'S service, as well as INTERIM MAIN STREET MANAGER'S views and conclusions, to City in a confidential fashion.
14. Prohibited Use of CITY'S Name. INTERIM MAIN STREET MANAGER shall not use City's name or logo in connection with this work or in any other manner without the prior written consent of City.
15. Attorneys' Fees. Both parties agree that should either party reasonably retain an attorney to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs, including fees and costs of corporate staff counsel.
16. Indemnification. To the fullest extent permitted by law, INTERIM MAIN STREET MANAGER shall defend, indemnify, protect, save and hold harmless the City and its DDA, as well as its officers, directors, employees, and agents from and against any

Reservation Details

Confirmation number: 327XSPTN

Your hotel: Detroit Marriott at the Renaissance Center

Check-in: 18-May-2014 (Check-in time: 3:00 PM)

Check-out: 21-May-2014 (Check-out time: 12:00 PM)

Room type: Standard Room - One or Two Beds

Number of rooms: 1

Guests per room: 1

Guest name: Patricia Perry

Reservation confirmed: 04-Apr-2014

Guarantee method: Credit card

Summary of Room Charges	Cost per night per room (USD)
18-May-2014 - 21-May-2014	164.00
Estimated taxes and fees	Room Rates shown do not include 15.00% Hotel Room Tax (subject to change). Total room charges will include all room fees and taxes. Only 6% of the 15% is state tax.
Total for stay (for all rooms) not including applicable taxes/fees	492.00
Detroit Marriott at the Renaissance Center will make every effort to accommodate the below requests, however they are not guaranteed.	



CAPITAL IMAGING

2521 East Michigan Ave.
Lansing, MI 48912

Invoice

PP-C

Invoice No:

242505

Invoice Date:

Mar 31, 2014

Page:

1

Sold To:

Cash, Check or Charge

Address

Lansing, MI 48912

United States

Ship to:

Charlsie Abel

1.616.890.4946

Lansing, MI 48912

United States

Work Order # 2158

Work Order #	Customer Project Name / PO / Job #	Payment Terms	Due Date	
Hand Deliver	Folding Cards	Prepaid	3/31/14	
Quantity/Sq. Ft.	Item No.	Description	Unit Price	Extension
250.00	9000	8.5x5.5 (scored and folded to 4.25x5.5) single sided, full color, no bleed on 80# uncoated cover	0.1714	42.86
1.00	9041	Box of 250 A2 envelopes	0.1600	0.16
1,000.00	9041	Envelopes - #10	0.1800	179.99

Voice: (517) 482-2292 ex. 31
Accounting Fax: (517) 482-6930
Production Fax: (517) 487-1920

"Minimum invoice charge may apply"

Payment Method: V033114

Email: invoice@capital-imaging.com (Accounting)
customerservice@capital-imaging.com (Production)
Website: www.capital-imaging.com

Subtotal	223.01
Sales Tax	13.38
Total Invoice Amount	236.39
Payment Received	236.39
TOTAL	0.00

A New Spring Scene

Banner & yard sign season is upon us!

Free heat welded hems!
No more visible banner stitches.

Free grommets!
Ensures sturdy banner installation.

Fast turnaround • No minimum quantity
Design services available • No hassle

budding banners

↑ Add custom shape cutting! ↓

sprouting yard signs

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: 0000000822
Service Date: 04/02/2014
Invoice Date: 04/02/2014
Due Date: 05/02/2014

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET - APRIL 14	112.00	112.00
1	POSTAGE	0.69	0.69

Total Invoice:	112.69
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	112.69

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: 0000000822
Service Date: 04/02/2014
Invoice Date: 04/02/2014
Due Date: 05/02/2014

Property Address:
259 KENT ST.



Date	Invoice	Description/Detail	Amount
03/03/2014	2775275	PHONE SVC - CITY HALL	419.16
	101-172-851.000	TELEPHONE SERVICE	41.52
	101-201-851.000	TELEPHONE SERVICE	166.06
	101-209-851.000	TELEPHONE SERVICE	41.52
	101-751-851.000	TELEPHONE SERVICE	41.52
	101-728-856.000	MISCELLANEOUS EXPENSES - Telephone	41.91
	105-254-851.000	TELEPHONE SERVICE	41.52
	208-690-851.000	TELEPHONE SERVICE	41.53

Total: 419.16

COASTLINE SYSTEMS - Taylor, MI - 1-800-955-1234

CITY OF PORTLAND - PORTLAND, MICHIGAN 48875

CITY OF PORTLAND
159 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74-347-1724

035273

Date: 03/17/14

AMOUNT
\$415.16

Four Hundred Fifteen and 16/100 Dollars

TO THE
CLEAR RATE COMMUNICATIONS
PO BOX 27308
LANSING MI 48909

CITY OF PORTLAND - PAYING ACCOUNT

James Hansen
Monique White

PAID BY
CITY OF

⑈035273⑈ ⑆072403473⑆ 01151128209⑈

STAPLES

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
3/01/14	DET 1041516	8028976585
PLEASE PAY BY	TERMS	AMOUNT DUE
3/31/14	Net 30 Days	451.66

INVOICE DETAIL

Staples Advantage Federal ID #:04-3390816

CITY OF PORTLAND
 THOMAS DEMPSEY
 259 KENT ST
 PORTLAND, MI 48875

CITY OF PORTLAND
 ATTN: NIKKI MILLER
 259 KENT ST
 PORTLAND, MI 48875



Bill to Account: 1016054

Ship to Account: PORTLAND

Budget Ctr:
 P. O Number:
 Ordered by: NIKKI MILLER

Release:
 Job:

Invoice Number: 3224664312
 Order: 7113838193-000-001
 Order Date: 2/22/14

Order Line	Item Number	Description	Order Qty	B/O Qty	Unit Meas	Ship Qty	Unit Price	Extended Price	
1	490936 101.201.740	PASIFIS 8 5X11 GREEN PAPER RM	1		RM	1	5.14	5.14	
2	752472 101.201.727	OPTIMA 40 DESK STAPLER	1		EA	1	18.65	18.65	
3	752463 101.201.727	OPTIMA PREMIUM STAPLES	1		BX	1	4.23	4.23	
4	137948 DDA	HP PAVILION 23XI MONITOR	1		EA	1	169.95	169.95	
Light:			.00	Tax: (.0000%)		.00	Sub-Total:		197.97
							Total:	197.97	

Customer Service inquiries # 877-826-7755 Invoice Payment Inquiries 888-753-4104
 Make checks payable to Staples Advantage, Dept DET PO Box 83689, Chicago IL 60696-3689

Date	Invoice	Description/Detail	Amount
03/24/2014	STATEMENT	COMPUTER/CONFERENCES/SUPPLIES - VAR DEPTS	3,541.90
	101-201-864.000	CONFERENCE & WORKSHOP	454.00
	101-728-956.000	MISCELLANEOUS EXPENSES	1,506.76
	101-371-864.000	CONFERENCE & WORKSHOP	1,199.99
	882-701-787.000	OFFICE SUPPLIES	215.15
	101-101-956.000	MISCELLANEOUS EXPENSES	128.15
	101-201-740.000	OPERATING SUPPLIES	37.85

930.00
 546.42
 30.34 60
 1506.76
 Charge to
 Creditland

Total: 3,541.90

WARNING: DO NOT CASH UNLESS LOSS APPEARS IN BACK BOARD OF CHECK

CITY OF PORTLAND - PORTLAND, MICHIGAN 48875

CITY OF PORTLAND
 209 KENT STREET
 PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
 GRAND RAPIDS, MICHIGAN
 14-367172A

035354
 Date: 03/24/14

\$3,541.90

Three Thousand Five Hundred Forty-One and 90/100 Dollars**

BUSINESS CARD
 P. O. BOX 14796
 WILMINGTON DE 19886-5796

CITY OF PORTLAND - PAYING ACCOUNT
 James Hannon
 Mayor
 Monique Melh
 Clerk

Patrick Reagan

From: Dell Financial Services [us_dfsdirectsales_cs@dell.com]
Sent: Friday, February 21, 2014 11:33 AM
To: ddamainstreet@portland-michigan.org
Subject: DFS Direct Payment Thank You

Dear Patrick,

Thank you for your purchase from Dell Financial Services. We appreciate your business. Your order #20842135 has been received and is currently being processed. Your complete order information is listed below. If you have any questions about your order, please contact us at 1.800.891.8595 or email us at us_dfsdirectsales_cs@dell.com.

ORDER INFORMATION

Order #: 20842135

Order Items (2):

Package	Service Tag	Price	Title
SHP-15324996	1RJKNN1	\$606.00	Dell OptiPlex 980/SMT 8GB RAM 1024GB HDD
SHP-15324997	WARRANTY_DT	\$39.00	DELL DESKTOP EXTENDED WARRANTY

Subtotal: \$ 645.00
Shipping & Handling: \$ 21.99
Tax: \$ 30.93

Discount : -\$ 151.50 Grand Total: \$ 546.42 Your order is being shipped to:

Patrick Reagan
259 Kent Street

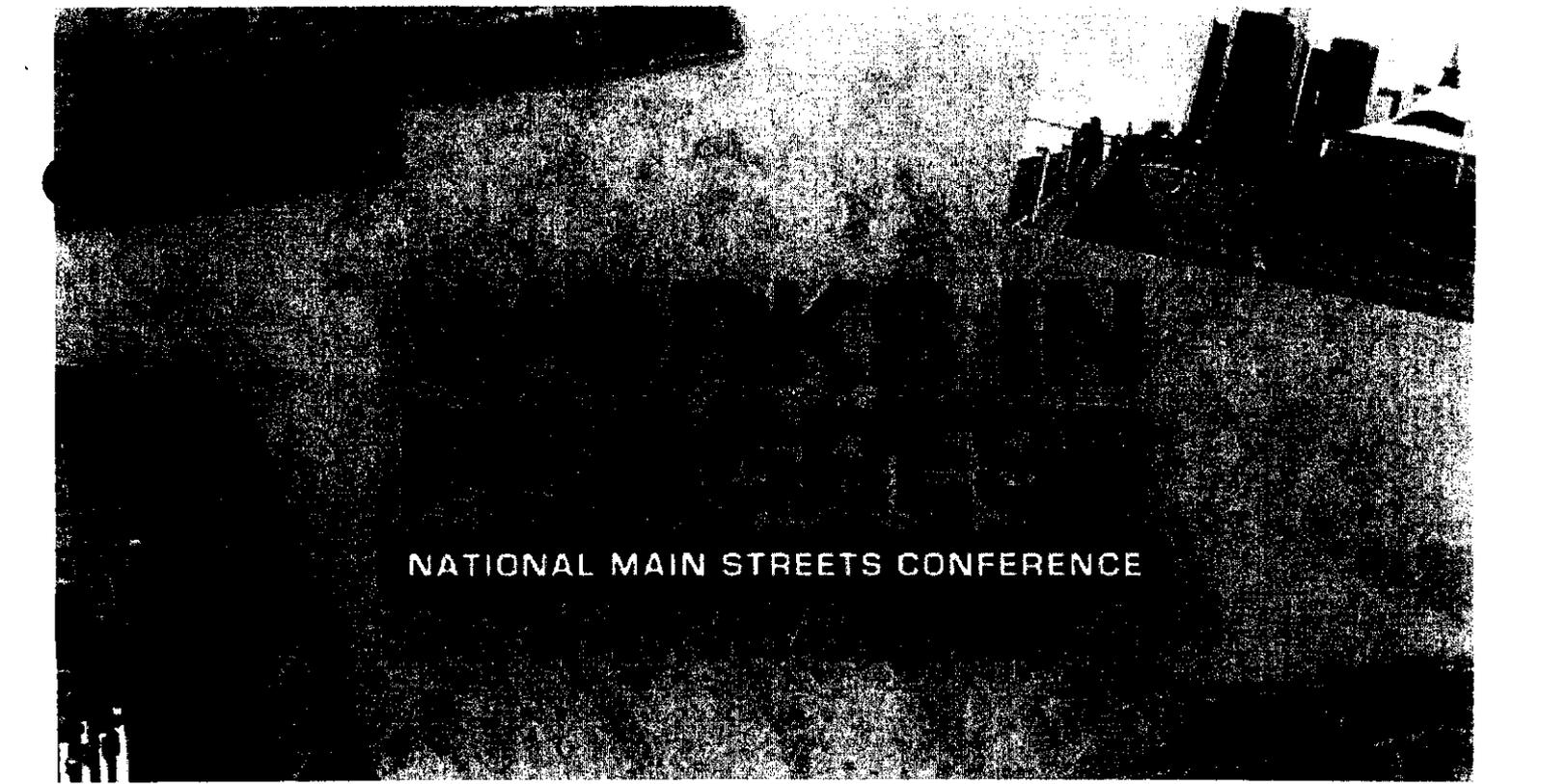
Portland,MI 48875
517-647-5027

Notes:

- Total order processing time is estimated to be 2 - 3 business days after payment approval.
- You will receive a Ship Confirmation email after the order has been fully processed and shipped.
- Transit times will vary, based on location and the ship method that was selected.

Again, thank you for shopping DFSDirectSales.com.

Sincerely,
Dell Financial Services
www.DFSDirectSales.com
1.800.891.8595



NATIONAL MAIN STREETS CONFERENCE

2014 National Main Streets Conference
Saturday, May 17, 2014 - Wednesday, May 21, 2014

Detroit Marriott Renaissance Center
100 Renaissance Center
Detroit, Michigan 48243
United States
Phone: 734-677-0503 [Email Us](#)

[Personal Info](#) [Agenda](#) [Checkout](#) **Confirmation**



NATIONAL MAIN STREETS CONFERENCE

Personal Info

Registration ID: 66009723

Registrant: Shelley Perry
Manager
Portland Main Street
259 Kent Street
Portland, MI 48875



Registration Date: 2/27/2014 12:43 PM

Registrant Type: Member Registration

Status: Confirmed

Work Phone: 5176475027

Home Phone: 6165585863

Cell Phone: 6165585863

Email: ddamainstreet@portland-michigan.org

Name as it would appear on the badge: Shelley Perry

Agenda

Big Bash (Details)



Tuesday, May 20, 2014 6:30 PM - 11:00 PM (Eastern Time)

\$55.00

Fees

Fee	Quantity	Unit Price	Amount
Fee			
Tuesday Only Re Event Fee	1	\$200.00	\$200.00
Speaker Registr Event Fee	1	\$100.00	\$100.00
Speaker Registr Event Fee	1	\$0.00	\$0.00
Member Registra Event Fee	1	\$355.00	\$355.00
Member Registra Event Fee	1	\$0.00	\$0.00
Big Bash	5	\$55.00	\$275.00
Subtotal:			\$930.00
Total:			\$930.00

By using a discount code, you have saved: \$455.00.

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	2/27/2014	\$930.00	\$930.00
Online Credit Card Payment (*****9828) Details	2/27/2014	(\$930.00)	\$0.00
Current Balance:			\$0.00

User: BRENDA
DB: Portland

PERIOD END: 04/30/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 04/30/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
Fund 248 - DDA FUND						
Revenues						
Dept 000						
248-000-402.000	REAL PROPERTY TAXES	307,549.00	275,000.00	0.00	32,549.00	89.42
248-000-551.000	RIVERSIDE FACADE GRANT	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
248-000-665.000	INTEREST INCOME	50.00	50.99	0.00	(0.99)	101.98
248-000-674.000	CONTRIBUTION-PROPERTY OWNERS	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
248-000-678.010	REIMBURSEMENTS-RIVERFEST	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
248-000-678.012	REIMBURSEMENTS-MAIN STREET	28,000.00	15,197.15	1,150.00	12,802.85	54.28
248-000-698.000	BOND PROCEEDS	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
248-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 000		335,599.00	290,376.63	1,150.00	45,222.37	86.52
TOTAL Revenues		335,599.00	290,376.63	1,150.00	45,222.37	86.52
Expenditures						
Dept 275-ADMINISTRATION						
248-275-702.000	S & W FULLTIME	40,799.08	27,867.58	0.00	12,931.50	68.30
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	835.33	0.00	364.67	69.61
248-275-715.000	S & W SOCIAL SECURITY	3,152.00	2,214.92	0.00	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	0.00	(164.90)	134.72
248-275-718.000	PENSION	17,655.00	15,664.88	0.00	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	0.00	34.77	13.08
248-275-730.000	POSTAGE	300.00	312.83	0.69	(12.83)	104.28
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	2,179.42	1,422.00	5,320.58	29.06
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	8,095.18	378.73	6,809.82	54.31
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	18,160.00	9,789.15	0.00	8,370.85	53.91
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	0.00	0.00	0.00	0.00	0.00
248-275-801.000	LEGAL SERVICE	100.00	19.00	19.00	81.00	19.00
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	3,937.15	2,500.00	(1,437.15)	157.49
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	671.64	41.51	(171.64)	134.33
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
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	5,000.00	5,085.91	716.37	(85.91)	101.72
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
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	0.00	(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: 04/30/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 04/30/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	* BDGT USED
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	277,268.38	5,078.30	55,945.70	83.21
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	277,268.38	5,078.30	55,945.70	83.21
Fund 248 - DDA FUND:						
TOTAL REVENUES		335,599.00	290,376.63	1,150.00	45,222.37	86.52
TOTAL EXPENDITURES		333,214.08	277,268.38	5,078.30	55,945.70	83.21
NET OF REVENUES & EXPENDITURES		2,384.92	13,108.25	(3,928.30)	(10,723.33)	549.63



April 17 2014

To: City Council / City Manager
From: Parks and Recreation Board
Re: Proposed Farmers Market Pavilion

Dear Council,

The Director was contacted by Aaron Cross and Noreen Logel to discuss the revised plans of the proposed Farmers Market building with the Parks and Recreation Board prior to the April 7, 2014 City Council meeting. As a result the Director had contact the Board members regarding this issue. At that time the Board members all strongly felt that the new pavilion posts should be at least ten feet from the edge of the trail due to safety and maintenance concerns of trail. Furthermore, if the trail were to be relocated the Parks Department would not be responsible for the cost of the removal of the existing trail nor the new trail construction. This issue was discussed at the last Council meeting.

The Director updated the Board at the monthly Board meeting held on Thursday April 17 on the most recent meeting with Aaron and Noreen of the Red Mill Committee. This meeting was held at 2:30pm on 4/17/14 at City Hall. The Red Mill Committee had already informed the Council last Monday that they would cover the cost to relocate the existing trail. At this afternoon meeting the Director informed the Committee that the Parks and Recreation Board wanted to make sure the existing trail was going to be removed due to safety and maintenance issues. Due to the fact the proposed pavilion is 2 foot off from the existing trail with a concrete base and 12" x 12" oak posts 2 foot from the trail and the proposed roof would hang over the existing trail. Aaron and Noreen agreed the existing trail would be removed and concrete would be installed around the new pavilion as indicated on the original print. That today they were requesting to close down that section of the trail from Bud Plant Drive to Plant Street during construction. During discussion at the Board meeting the Board also had a question regarding Liability Insurance during construction. A motion was then

"The City of Portland is an equal opportunity provider and employer."

made by Cross to recommend to the Council to approve the request from the Red Mill Committee with the following stipulations. That the new relocated trail would be paid for by the Red Mill group and that the existing trail would be removed and that concrete be placed six foot around the new pavilion as indicated on the draft plans. Furthermore, that the Red Mill group have proof of Liability Insurance during construction of the pavilion. The Parks and Recreation Board also did not have a problem with closing the trail from Bud Plant Drive to Plant Street during construction, seconded by Foote. Motion carried.

If you have any questions at all in regards to the above information please let me know.

Respectfully,

A handwritten signature in cursive script, appearing to read "Mary Ellen Scheurer".

Mary Ellen Scheurer
Parks, Recreation & Cemetery Director

User: NIKKI
DB: Portland

PERIOD ENDING 04/30/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2014 (ABNORMAL)	MONTH 04/30/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	986,000.00	948,231.83	0.00	37,768.17	96.17
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,600.00	0.00	0.00	1,600.00	0.00
101-000-445.000	PENALTY & INTEREST	8,000.00	6,972.49	0.00	1,027.51	87.16
101-000-445.022	1994A SPEC ASSESS - INTEREST	300.00	185.19	0.00	114.81	61.73
101-000-447.000	TAX COLLECTION FEES	42,400.00	40,715.89	0.00	1,684.11	96.03
101-000-448.000	SPECIAL ASSESSMENT FEES	15.00	13.92	0.00	1.08	92.80
101-000-451.000	BUSINESS PERMITS	100.00	1,048.40	0.00	(948.40)	1,048.40
101-000-453.000	CABLE TV FEES	28,000.00	22,709.96	0.00	5,290.04	81.11
101-000-455.000	TRAILER FEES	975.00	1,761.00	30.00	(786.00)	180.62
101-000-476.000	NON-BUSINESS PERMITS	1,500.00	1,989.00	1,224.00	(489.00)	132.60
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	5.79	0.00	(5.79)	100.00
101-000-501.000	CHRC-FEDERAL STIMULUS GRANT	0.00	0.00	0.00	0.00	0.00
101-000-510.000	COPS-CHRP GRANT	0.00	0.00	0.00	0.00	0.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,200.00	492.65	0.00	707.35	41.05
101-000-570.000	LIQUOR FEES	3,000.00	3,157.55	0.00	(157.55)	105.25
101-000-575.000	REVENUE SHARING-CONST SALES	290,915.00	199,290.00	0.00	91,625.00	68.50
101-000-576.000	REVENUE SHARING-STAT SALES	98,376.00	67,954.00	0.00	30,422.00	69.08
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00
101-000-620.000	PBT TESTING FEES	4,500.00	4,430.00	0.00	70.00	98.44
101-000-622.000	DEVELOPMENT AND REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-623.000	TRANSCRIPT FEES	400.00	3,262.82	0.00	(2,862.82)	815.71
101-000-624.000	MISCELLANEOUS FEES	0.00	3.10	0.00	(3.10)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	239,130.00	0.00	79,727.00	75.00
101-000-629.000	TOWNSHIP FIRE FEES	0.00	0.00	0.00	0.00	0.00
101-000-630.000	CEMETERY LOT SALES	2,500.00	4,450.00	250.00	(1,950.00)	178.00
101-000-633.000	CEMETERY CARE FEES	0.00	4,253.80	934.40	(4,253.80)	100.00
101-000-634.000	GRAVE OPENING FEES	8,000.00	9,935.00	350.00	(1,935.00)	124.19
101-000-656.000	DISTRICT COURT FINES	15,000.00	11,450.08	1,204.90	3,549.92	76.33
101-000-661.000	PARKING FINES	3,200.00	3,834.00	775.00	(634.00)	119.81
101-000-662.000	DRUG FORFEITURE MONEYP	0.00	2,786.85	0.00	(2,786.85)	100.00
101-000-663.000	MISCELLANEOUS FINES	2,500.00	2,368.21	140.00	131.79	94.73
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	400.00	318.42	35.94	81.58	79.61
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	500.00	175.70	19.87	324.30	35.14
101-000-665.003	INTEREST INCOME-CURRENT TAX	0.00	0.00	0.00	0.00	0.00
101-000-667.000	RENTAL INCOME	7,875.00	535.00	70.00	7,340.00	6.79
101-000-669.000	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	0.77	0.00	(0.77)	100.00
101-000-676.002	DONATION - POLICE EXPLORERS	0.00	0.00	0.00	0.00	0.00
101-000-676.003	DONATIONS-DOG PARK	0.00	246.05	246.05	(246.05)	100.00
101-000-676.004	DONATION-OLD MILL BUILDING	2,000.00	5,000.00	0.00	(3,000.00)	250.00
101-000-676.005	DONATION - DARE	0.00	0.00	0.00	0.00	0.00
101-000-676.006	DONATION - PARKS	0.00	330.00	0.00	(330.00)	100.00
101-000-676.007	DONATION - PORTLAND TWP	0.00	0.00	0.00	0.00	0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	1,154.70	0.00	(404.70)	153.96
101-000-678.002	REIMBURSEMENTS-AMBULANCE COLL.	0.00	0.00	0.00	0.00	0.00
101-000-678.003	REIMBURSEMENTS-RAILROAD LEASES	0.00	0.00	0.00	0.00	0.00
101-000-678.004	REIMBURSEMENTS-PATROL	0.00	0.00	0.00	0.00	0.00
101-000-678.005	REIMBURSEMENTS-WORKER'S COMP	0.00	3,359.38	0.00	(3,359.38)	100.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	15,000.00	9,575.95	1,508.61	5,424.05	63.84
101-000-678.007	REIMBURSEMENTS-PAMA	0.00	592.80	0.00	(592.80)	100.00
101-000-678.008	REIMBURSEMENTS-RETIREE HEALTH	0.00	0.00	0.00	0.00	0.00
101-000-678.009	REIMBURSEMENTS-RETIREE LIFE	0.00	0.00	0.00	0.00	0.00
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	1,200.00	1,033.99	0.00	166.01	86.17
101-000-694.000	SALE OF LAND	0.00	0.00	0.00	0.00	0.00
101-000-698.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00

User: NIKKI
DB: Portland

PERIOD ENDING 04/30/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 04/30/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
101-000-698.002	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
101-000-699.001	TRANSFER FROM VOL FIRE DEPT.	0.00	0.00	0.00	0.00	0.00
101-000-699.105	CONTRIBUTION FROM INCOME TAX	0.00	0.00	0.00	0.00	0.00
101-000-699.403	TRANSFER FROM DNR/MDOT GRANT	0.00	0.00	0.00	0.00	0.00
101-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	49,792.00	49,792.00	0.00	0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	31,764.00	0.00	0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	31,764.00	31,764.00	0.00	0.00	100.00
101-000-699.812	TRANSFER FROM SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		1,958,383.00	1,716,074.29	6,788.77	242,308.71	87.63
Expenditures						
100	COUNCIL	96,707.00	93,181.75	0.00	3,525.25	96.35
101	COMMUNITY PROMOTIONS	259,322.50	191,031.56	5,121.53	68,290.94	73.67
172	CITY MANAGER	183,829.35	154,460.95	3,943.59	29,368.40	84.02
191	ELECTIONS	11,365.00	4,557.38	158.53	6,807.62	40.10
201	GENERAL ADMINISTRATION	360,277.35	267,016.56	8,925.69	93,260.79	74.11
209	ASSESSING	56,957.00	43,472.00	1,759.89	13,485.00	76.32
265	CITY HALL	68,613.50	36,248.74	1,742.57	32,364.76	52.83
276	CEMETERY	181,770.00	109,099.02	5,172.47	72,670.98	60.02
301	POLICE	696,160.00	475,538.55	25,497.44	220,621.45	68.31
336	FIRE	0.00	0.00	0.00	0.00	0.00
371	CODE ENFORCEMENT	61,028.00	36,279.45	820.09	24,748.55	59.45
728	ECONOMIC DEVELOPMENT	11,000.00	6,887.96	60.06	4,112.04	62.62
751	PARKS	149,640.00	91,155.05	3,569.75	58,484.95	60.92
999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		2,136,669.70	1,508,928.97	56,771.61	627,740.73	70.62
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,958,383.00	1,716,074.29	6,788.77	242,308.71	87.63
TOTAL EXPENDITURES		2,136,669.70	1,508,928.97	56,771.61	627,740.73	70.62
NET OF REVENUES & EXPENDITURES		(178,286.70)	207,145.32	(49,982.84)	(385,432.02)	116.19

User: NIKKI

DB: Portland

PERIOD ENDING 04/30/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 04/30/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	668,759.00	390,438.25	0.00	278,320.75	58.38
	TOTAL EXPENDITURES	239,914.45	144,418.94	2,999.83	95,495.51	60.20
	NET OF REVENUES & EXPENDITURES	428,844.55	246,019.31	(2,999.83)	182,825.24	57.37
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	2,500.00	2,450.00	0.00	50.00	98.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	2,500.00	2,450.00	0.00	50.00	98.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	232,300.00	183,401.68	34,544.19	48,898.32	78.95
	TOTAL EXPENDITURES	335,116.00	218,048.46	9,840.09	117,067.54	65.07
	NET OF REVENUES & EXPENDITURES	(102,816.00)	(34,646.78)	24,704.10	(68,169.22)	33.70
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	470,484.00	168,232.47	19,701.62	302,251.53	35.76
	TOTAL EXPENDITURES	522,660.00	183,201.31	9,569.00	339,458.69	35.05
	NET OF REVENUES & EXPENDITURES	(52,176.00)	(14,968.84)	10,132.62	(37,207.16)	28.69
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	148,450.00	133,184.00	14,869.00	15,266.00	89.72
	TOTAL EXPENDITURES	125,665.00	112,008.64	4,020.48	13,656.36	89.13
	NET OF REVENUES & EXPENDITURES	22,785.00	21,175.36	10,848.52	1,609.64	92.94
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	472,556.00	449,738.40	13,091.18	22,817.60	95.17
	TOTAL EXPENDITURES	546,716.36	453,763.60	15,662.23	92,952.76	83.00
	NET OF REVENUES & EXPENDITURES	(74,160.36)	(4,025.20)	(2,571.05)	(70,135.16)	5.43
Fund 245 - MSHDA LOFT FUND						
Fund 245 - MSHDA LOFT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	335,599.00	290,826.63	1,600.00	44,772.37	86.66
	TOTAL EXPENDITURES	333,214.08	277,268.38	5,078.30	55,945.70	83.21
	NET OF REVENUES & EXPENDITURES	2,384.92	13,558.25	(3,478.30)	(11,173.33)	568.50
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	935.86	0.00	(935.86)	100.00
	NET OF REVENUES & EXPENDITURES	0.00	(935.86)	0.00	935.86	100.00

User: NIKKI
DB: Portland

PERIOD ENDING 04/30/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 04/30/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
TOTAL REVENUES		1,400,000.00	1,400,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		361,250.00	59,863.38	5,571.25	301,386.62	16.57
NET OF REVENUES & EXPENDITURES		1,038,750.00	1,340,136.62	(5,571.25)	(301,386.62)	129.01
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		97,100.00	83,576.68	8,375.27	13,523.32	86.07
TOTAL EXPENDITURES		90,600.00	70,484.12	0.00	20,115.88	77.80
NET OF REVENUES & EXPENDITURES		6,500.00	13,092.56	8,375.27	(6,592.56)	201.42
Fund 528						
Fund 528:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,507,622.00	2,866,913.21	275,954.99	640,708.79	81.73
TOTAL EXPENDITURES		4,163,011.50	3,141,155.41	61,353.31	1,021,856.09	75.45
NET OF REVENUES & EXPENDITURES		(655,389.50)	(274,242.20)	214,601.68	(381,147.30)	41.84
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		867,500.00	612,234.52	61,529.59	255,265.48	70.57
TOTAL EXPENDITURES		987,754.00	631,929.98	23,708.59	355,824.02	63.98
NET OF REVENUES & EXPENDITURES		(120,254.00)	(19,695.46)	37,821.00	(100,558.54)	16.38
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		625,070.00	444,396.15	41,676.95	180,673.85	71.10
TOTAL EXPENDITURES		752,033.30	522,185.90	20,106.48	229,847.40	69.44
NET OF REVENUES & EXPENDITURES		(126,963.30)	(77,789.75)	21,570.47	(49,173.55)	61.27
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		375,469.00	324,078.06	22,515.94	51,390.94	86.31
TOTAL EXPENDITURES		517,971.68	365,798.06	3,644.60	152,173.62	70.62
NET OF REVENUES & EXPENDITURES		(142,502.68)	(41,720.00)	18,871.34	(100,782.68)	29.28
Fund 662 - INTERNAL SERVICE FUND						
Fund 662 - INTERNAL SERVICE FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 812 - SPECIAL ASSESSMENT FUND						
Fund 812 - SPECIAL ASSESSMENT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

User: NIKKI

DB: Portland

PERIOD ENDING 04/30/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDT USED
		AMENDED BUDGET	04/30/2014 (NORMAL (ABNORMAL))	MONTH 04/30/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
TOTAL REVENUES - ALL FUNDS		9,203,409.00	7,349,470.05	493,858.73		1,853,938.95	79.86
TOTAL EXPENDITURES - ALL FUNDS		8,975,906.37	6,181,062.04	161,554.16		2,794,844.33	68.86
NET OF REVENUES & EXPENDITURES		<u>227,502.63</u>	<u>1,168,408.01</u>	<u>332,304.57</u>		<u>(940,905.38)</u>	<u>513.58</u>

CL Trucking & Excavating, LLC

256 East Parmeter, Ionia, MI 48846
Phone: 616-527-9352 Fax: 616-527-8424

March 10, 2014

City of Portland
259 Kent Street
Portland, MI 48875

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

**RE: City of Portland – 2014 Street & Utility Improvements
Knox, Barley & Storz Avenues Reconstruction
Elm & Smith Streets Mill & Resurface
Project Schedule**

Itemized below is our estimated construction schedule for the City of Portland - 2014 Street & Utility Improvements project:

Phase 1

1) Site Removals (Pavement/Curb & Gutter/Sidewalks/Etc)	3 Days	05-05 to 05-07
2) Water Main Installation	3 Days	05-08 to 05-10
3) Sanitary Sewer Main Installation	5 Days	05-12 to 05-16
4) Initial Water Main Tie-In	1 Day	05-17 to 05-17
5) Water Services & Sanitary Laterals	6 Days	05-19 to 05-27
6) Storm Sewer Installation	5 Days	05-28 to 06-02
7) Machine Grading/Sand Subbase/Aggregate Base/Underdrain	6 Days	06-03 to 06-09
8) Concrete Work	3 Days	06-10 to 06-12
9) Fine Grade Aggregate Base	1 Day	06-13 to 06-13
10) Place Base Course Asphalt	1 Day	06-14 to 06-14
11) Grading of Green Areas & Cleanup	2 Days	06-16 to 06-17

Phase 2

12) Site Removals (Pavement/Curb & Gutter/Sidewalks/Etc)	3 Days	06-16 to 06-18
13) Water Main Installation	4 Days	06-19 to 06-23
14) Sanitary Sewer Main Installation	5 Days	06-24 to 06-28
15) Initial Water Main Tie-In	1 Day	06-30 to 06-30
16) Water Services & Sanitary Laterals	6 Days	07-01 to 07-09
17) Storm Sewer Installation	4 Days	07-10 to 07-14
18) Machine Grading/Sand Subbase/Aggregate Base/Underdrain	7 Days	07-15 to 07-22
19) Concrete Work	3 Days	07-23 to 07-25
20) Fine Grade Aggregate Base	1 Day	07-26 to 07-26
21) Place Base Course Asphalt	1 Day	07-28 to 07-28
22) Grading of Green Areas & Cleanup	2 Days	07-29 to 07-30

Phase 1 & 2 Combined

23) Casting Adjustments	1 Day	07-31 to 07-31
24) Place Top Course Asphalt	1 Day	08-01 to 08-01
25) Place Permanent Pavement Markings	1 Day	08-02 to 08-02

Milling & Resurfacing of Elm & Smith Streets

26) Milling of Asphalt	1 Day	06-17 to 06-17
27) Necessary Chipping & Cleaning	1 Day	06-18 to 06-18
28) Asphalt Resurfacing	1 Day	06-19 to 06-19

Final Green Area Restoration & Seeding

29) Restoration of Disturb Green Areas	6 Days	09-19 to 09-26
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Sincerely,

CL Trucking & Excavating, LLC

John Lepien
Estimator Project Manager



CITY OF PORTLAND NEWSLETTER

www.portland-michigan.org

April 2014



ANNUAL COMMUNITY CLEAN UP

The Annual Community Clean Up will be held Saturday, April 26th at the DPW compound at 451 Morse Dr. **This year's Clean Up will again be a joint effort between the City of Portland, Portland Township and Danby Township!** Hours will be from 7:00 a.m. to 3:00 p.m.

Any type of junk or trash that can legally be placed in a landfill will be accepted. We **cannot accept** the following items; tires, lead acid batteries, sewage, yard trimmings, hazardous waste, liquids, radioactive materials, barrels or drums which are not empty and crushed, compressed gas cylinders which are not empty and disabled, appliances containing Freon (unless a valid reclamation sticker is attached). To keep our environment clean **do not** cut the Freon lines on appliances, they **WILL NOT** be accepted without a sticker. Any container with a hazardous waste label, ignitable, corrosive, reactive or toxic materials, medical wastes (unless sterilized and labeled), and asbestos wastes unless double wrapped, labeled and manifested **WILL NOT BE ACCEPTED. Absolutely No Hazardous Wastes Will Be Accepted, please dispose of these on Saturday, May 1st at the Hazardous Waste Disposal.**



We will also be separating recyclable items such as tin, steel, aluminum, etc. We will have dumpsters on site for these items, so please keep this in mind when loading your truck or trailer.

You must be a resident of the City of Portland, Danby Township, or Portland Township to participate in the Community Clean Up. You will be asked to furnish a picture I.D. by the DPW attendant before being allowed to unload your truck or trailer.



Call Ken at 647-6129 from 7:00 a.m. to 3:30 p.m., Monday through Friday with any questions. Please take advantage of this **FREE** opportunity to clean up your property, garage and home. If everyone does a little bit, we can all make a big difference in improving the appearance of our community. **Share the news of this joint effort with your friends and family that reside in either Portland Township or Danby Township!**

INCOME TAX REMINDER



The 2013 tax forms can be found at City Hall, the Portland District Library, or online at www.portland-michigan.org. Tax returns are due April 30, 2014. The City of Portland Income Tax applies to both homeowners and renters. Please call 647-2941 with questions.

TORNADO SIREN TESTING



At Noon on the first Saturday of each month the City's tornado sirens will be tested by Ionia County Central Dispatch. At any other time you hear the tornado siren, it means that a tornado warning has been issued for our area and you should seek shelter immediately.

HAZARDOUS WASTE DISPOSAL



Hazardous Wastes will be collected for disposal on Saturday, May 3rd from 8 a.m. - Noon on the East side of the Fire Station. Melissa Eldridge would appreciate it if you would contact her at 616-527-2620 prior to disposal, although it is not required. You can also contact her at Melissa.eldridge@mi.nacdn.net.

RIVERWALK CLEAN UP DAY

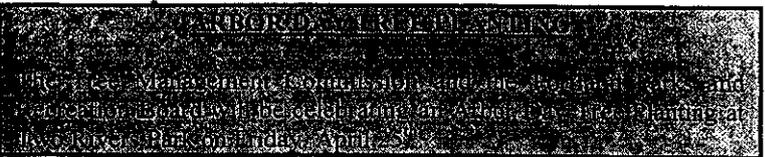


The Parks and Recreation Director has scheduled a Riverwalk Clean-Up Day for Saturday, April 26th. Anyone interested in helping should meet at the Railroad Bridge at 9:00 a.m. For more info or if you have a group interested in helping please call Mary at 647-7985.

FIRE HYDRANT FLUSHING SCHEDULED



The City Water Department will conduct its semiannual preventative maintenance program on the water system by systematically flushing all fire hydrants from May 5th to the 16th. Please call Ken at 647-2948 to determine when crews will be in your area, and **remember that rusty or discolored water can occur after flushing.** If your water is discolored make sure to run your cold water until it clears up. Make sure to check your tap water before washing clothes and to let the water run until its clear before using.



ADULT SOFTBALL

There may be a few openings left in the Men's, Women's, and Coed Leagues. Call Neil at 647-3207 ASAP if you would like to add a team.



GIRLS SOFTBALL

REGISTRATION

1st/2nd and 3rd/4th grade leagues; registration deadline was April 1st. To inquire about possible openings contact Neil ASAP. Practices are scheduled to begin late April/early May. Games

will be played on weekday evenings; up to 2 per week. Parent volunteer coaches are **NEEDED** for these leagues. For more information contact Neil at 647-3207.



GIRLS SOFTBALL

5th/6th GRADE

Practices are scheduled to begin in late April/early May. Games will be played on weekday evenings; up to 2 per week. Registration forms are available in the schools, at City Hall and online at www.portland-michigan/parksrec. The registration deadline is April 14th. Parent volunteer coaches are **NEEDED** for this league. For more information contact Neil at 647-3207.

KINDERGARTEN COACH PITCH

BASEBALL

The registration deadline was April 1st. To inquire about possible openings contact Neil ASAP. Practices are scheduled to begin in late April/early May. Games will be played on weekday evenings; up to 2 per week. Parent volunteer coaches are **NEEDED**. For more information contact Neil at 647-3207.



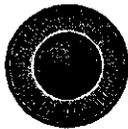
T-BALL: 4 & 5 YEAR OLDS

Practices will begin in late June/early July. Games will be played on weekday evenings; up to 2 per week. Registration forms are available in the schools, at City Hall and online. The registration deadline is **Tuesday, May 27th**. Parent volunteer coaches are **NEEDED** for these leagues. For more information about registration or coaching contact Neil at 647-3207.

1ST - 6TH GRADE

BASKETBALL UNIVERSITY

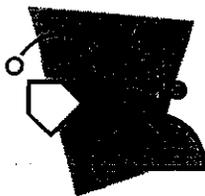
For both beginners and experienced basketball players this intense, skill development program will help improve fundamental techniques, knowledge and confidence. Lead Trainer, Marcus Wourman has been recognized by the Jr. NBA/Jr. WNBA for his outstanding work in youth basketball skill development. Sessions held **Tuesdays, April 22nd - May 13th at Portland Middle School**. Registration forms are available in the schools, at City Hall, and online. The registration deadline is April 16th. For more information call 647-3207.



MEN'S SOFTBALL BLOCK PARTY TOURNAMENT

Registration forms will be available at City Hall and online for the Tournament being held on May 17th in conjunction with the Portland Main Street Downtown Block Party. The

registration deadline is Thursday, May 1st. For more information call 647-3207.



PITCH HIT & RUN COMPETITION - The Recreation Dept. will be offering a FREE baseball/softball skills competition for 7-14 year old boys and girls on Saturday, May 3rd at 9:00 a.m. at Powers Park. All local winners will advance to a sectional competition. Registration forms will be in the schools, at City Hall and online. For more info call Neil at 647-3207



ADULT ROLLER HOCKEY LEAGUE

The Recreation Department will be offering an Adult Roller Hockey League on Sunday afternoons/evenings at the City Roller Hockey rink at the Flats. For a registration form or more info contact Neil at 647-3207.

CEMETERY DEPARTMENT

Artificial flowers securely fastened in the urns and still in good shape were left in the urns this spring, if not, they will be removed starting April 1st. Grave blankets and other items put on graves over the winter must be removed prior to April 1st; if they were not Cemetery employees starting April 1st.



CITY MEETING SCHEDULE

City Council meets the first and third Monday of each month at 7 p.m. at City Hall. *City Council members are Mayor Jim Barnes, Mayor Pro-Tem Joel VanSlambrouck, Stacy Krause, Patrick Fitzsimmons, and Nicole Sunstrum*

Downtown Development Authority meets at City Hall at 3:30 p.m., on the third Thursday of each month.

Portland Area Fire Authority meets the first Tuesday of each month at 7:00 p.m. at the Danby Township Hall.

Zoning Board of Appeals meets at City Hall at 7 p.m., on the second Monday of the month as needed.

Economic Development Corporation meets at City Hall at 7 p.m. on the fourth Monday of the month as needed.

Planning Commission meets at City Hall at 7 p.m. on the second Wednesday of each month.

Parks Board meets at City Hall at 5:30 p.m., on the third Thursday of each month.

Board of Light & Power meets at the Electric Department, 4 p.m., on the last Tuesday of each month.

Main Street Board meets at Cheeky Monkeys the second Wednesday of each month at 8:00 a.m.

Mayor Barnes is available to meet with citizens at City Hall on the Sat. following Council meetings from 9-11 a.m.

CITY OF PORTLAND

259 KENT ST • PORTLAND, MI 48875

PHONE 517-647-7531 • FAX 517-647-2938

HOURS (M-F) 8:00-5:00

www.portland-michigan.org

The City of Portland is an equal opportunity provider and employer.

CITY HALL 647-7531

Assessor	647-2943	Parks	647-7985
Ambulance	647-2935	Police(Records)	647-1960
Cemetery	647-7985	Police(Non-ER)	647-7521
City Clerk	647-3211	Recreation	647-3207
City Manager	647-2931	Streets	647-6129
Code/Zoning	647-2935	Wastewater	647-6926
DDA	647-5027	Water	647-2948
Electric	647-6912	Treasurer	647-2933
Fire/Burn Pmt	647-4111	Utility Billing	647-3205
Income Tax	647-2941		

“Dr. Jason Williamson DC & Willemin Chiropractic”

Presents:

Proceeds Benefit
Portland
Community
Fund Association

RAIN OR SHINE

COMMUNITY WELLNESS DAY

Healthy
food

May 17th

12PM-3PM

Portland High School Gym
1100 Ionia Road
Park in back of school

Activities

- Portland Fire & Police
- Financial Wellness
- Identity Protection Info
- Environmental Tips
- Free Food & Drink
- Free Health Screenings
- Free Massage Station
- Senior Safety Info
- Face Painting for Kids
- And Much Much More

Admission
is
FREE
For all
ages

**FREE
HEALTH
ASSESSMENTS!**

**Fire trucks, Police
& Ambulances to explore**

FREE
MASSAGES

**Free ID theft
Prevention &
Internet Safety
information**

Learn Ways to
be Healthy

Sponsors

Willemin Chiropractic PFCU Keusch Super Service Electric Sunshine
 Jeneen Savage's Nails Miracle Ear Sparrow Ionia Hospital Pooches Parlor
 TLC Eyecare & Laser Center Snap Fitness Ionia Commission on Aging
 Ionia Community Mental Health Healthsource Young Living

For More Info Call **517-647-7585**
& Like Us On Facebook at *Community Wellness Day Portland*



April 10, 2014

Tom Dempsey, City Manager
City of Portland
259 Kent St.
Portland, MI 48875

This letter is to inform you that effective May 19, 2014, we will be changing and/or implementing new rates for certain services for both our Residential and Business customers. Most of these changes are non-recurring charges such as late fees or equipment pick-up fees.

The following rates are for our Residential and Business customers and will be adjusted effective May 19, 2014. Regardless of the customer's billing cycle, if the activity takes place May 19, 2014 or later, it will be billed at the May 19, 2014 rate shown below.

	Current Price	Monthly Rate as of May 19, 2014
Wall Fish	\$15.00	\$30.00
Phone Number Change Fee	\$5.00	\$8.00
Late Fee	\$8.00	\$10.00
Move, Bury or Relocate Drop underground	\$50.00	\$75.00
Move Aerial Drop	\$20.00	\$50.00
Additional Universal Remote Control	\$19.95 if damaged; \$0 wear/tear and mailed at no cost	For any reason including damage or wear/tear: \$0 if old remote is returned at local office; \$20 if old remote not returned; \$20 if remote is shipped to customer.
Additional HDMI cables - Available for local office pick-up only.	\$0	\$0 when included with receiver; \$40 for cables only.
Additional Component Cables	\$0	\$0 when included with receiver; \$20 for cables only
Move/Transfer Free (Residential Customers only)*	\$10.00	\$30.00

Previously, we communicated to you that the following charges would change for both Residential and Business customers on June 1, 2014. We have moved the date to May 19, 2014 to coincide with the changes listed above.

	Current Price	Monthly Rate as of May 19, 2014
Downgrade Fee (Truck Roll Required)	No charge	\$20.00
Equipment Return via pre-paid shipping (per location, per occurrence)	No charge	\$25.00**
Equipment Pick-up (Truck Roll Required)	No charge	\$50.00**
Service Reactivation after interruption of service as a result of non-payment	\$5.00	\$22.00
Service Reactivation after disconnection of service as a result of non-payment	\$30.00	\$40.00
Downgrade Fee (No truck roll)	No charge	\$2.50

*Customers will continue to have the option to return the equipment to a local WOW! office at no cost.

If you have any questions, please contact Betty Gingas at (517) 319-3137.

Sincerely,

Christian Andersen
Father, St. Louis Cardinals Fan, Fisherman
System Manager, Mid-Michigan
WOW! Internet – Cable – Phone

CHAIR
Chris Thelen
Consumers Energy

VICE-CHAIR
Jason Eppler
City of Ionia

TREASURER
Sue Dahms
Union Bank

SECRETARY

Mark Bender
Village of Lake Odessa

Terry Frewen
Coldwell Banker Realty
Frewen Real Estate

Susan Hatto
Montcalm
Community College

Bill Kavanagh
First Bank

Robert Kjolhede
Ionia County
Intermediate Schools

Mathew Macauley
Bellamy Creek
Correctional Facility

Jennifer Meyers
Independent Bank

Meg Mullendore
City of Belding

Roger Wills

Randy Zenk
Village of Pewamo

Stephanie Hurlbut
Ionia County
Administrator
Ex-Officio with Voting Rights

Jim Banks
Ionia County Commissioner
Ex-Officio with Voting Rights

Twayne Howard
The Right Place
Ex-Officio with Voting Rights

Tuesday, April 15, 2014

Mr. Patrick Reagan
City of Portland
259 Kent Street
Portland, MI 48875

Dear Patrick,

Join The Ionia County Economic Alliance (ICEA), Lt. Governor Brian Calley, local business and community leaders for the ICEA update event.

Lt. Governor Calley, State of Michigan will provide an insight into Michigan's economic comeback and future growth. Chris Thelen, Ionia County Economic Alliance Chair will provide a summary report of the organization's 3-year results.

Date & Time: Thursday, May 15, 2014, 8:00 - 9:30 a.m.
Registration and breakfast at 7:30 a.m.

Keynote Speaker: Lt. Governor Brian Calley, State of Michigan

Location: Ionia County Intermediate School District
2191 Harwood Road, Ionia, MI

RSVP: Please RSVP by May 8, 2014 to:
rsvp@rightplace.org or call (616) 771-0327

Thank you for your continued support and investment in ICEA.

Regards,



Chris Thelen
Consumers Energy
ICEA Board Chair

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

Agenda
April 8, 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. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
 - A. Mass Alert and Notification System
 - B.
- VIII. New Business**
 - A. National Public Safety Telecommunications Week Resolution
 - B. Grant agreement for upgrading Qualified Voter File
 - C. Agreement to access driver and vehicle records
 - D. Tax Allocation Board Request
 - E. Acknowledgement of Applications for Appointment
 - 1. Economic Development Corporation/Brownfield Redevelopment Authority –
Three three-year terms
 - F.
- IX. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator
- X. Reports of Special or Ad Hoc Committees**

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

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Board of Directors – One two-year term, expiring January 31, 2016.
- Central Dispatch Board of Directors – One General Public Representative, expiring December 31, 2015.
- Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2014 which serves as the Private Sector Representative.
- Construction Board of Appeals – One two-year terms, expiring October 2015. This position serves as an alternate member.

Appointments for consideration in the month of May 2014: None

Appointments for consideration in the month of June 2014: None

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

Committee-of-the-Whole Agenda

April 15, 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. Facilities Discussion
- VII. New Business
 - A. Community Mental Health Annual Report
 - B. Departmental Reports
 1. Commission on Aging
 2. Public Health
 - B. Discussion/Review of Revised Sanitary Code
 - 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

Regular Meeting

April 8, 2014

4:00 p.m.

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

Members present: Lynn Mason, Larry Tiejema, Jim Banks, Brenda Cowling-Cronk,
Scott Wirtz, Jack Shattuck and Julie Calley

Others present: Tom Thelen, Barbara Walters, Karen Bota, James Valentine,
Doug DeVries, Bob Vanlente, Charlie Noll, Stephanie Hurlbut,
Tonda Rich and Stephanie Leuenberger

Approval of Agenda

Moved by Mason, supported by Cowling-Cronk, to approve the agenda. Motion carried
by voice vote.

Public Comment

Barbara Walters commented on actions taken by Animal Control.

Action on Consent Calendar

Hearing no objections, Chair Calley declared the Consent Calendar approved.

Unfinished Business

- A. Moved by Tiejema, supported by Cowling-Cronk, to enter into an agreement
with Rave Mobile Safety to receive Rave Alert and Smart Prepare for three
years with an annual fee not to exceed \$14,500 per year and authorize
appropriate signatures. Motion carried by voice vote.

New Business

- A. Moved by Mason, supported by Shattuck, to adopt the National Public Safety Telecommunications Week Resolution. The Resolution was adopted by the following roll call vote: yes – all. The Resolution is as follows:

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK RESOLUTION 2014-6

We gather here to pay tribute to the personnel of Ionia County Central Dispatch for their faithful and dedicated service to our community.

WHEREAS, the week of April 13 - 19, 2014 has been designated as National Public Safety Telecommunications Week in tribute to all public safety communications personnel; and

WHEREAS, Ionia County Central Dispatch is a vital link in the protection of life and property in Ionia County; and

WHEREAS, the personnel of Ionia County Central Dispatch are a vital and highly valued part of Ionia County; and

WHEREAS, in recognition of their excellent and dedicated service to Ionia County, it is fitting and proper that they be highly commended and praised.

NOW, THEREFORE, BE IT RESOLVED, that the Ionia County Board of Commissioners, by this Resolution, declares the week of April 13 - 19, 2014 as Public Safety Telecommunications Week in Ionia County and expresses its heartfelt gratitude to the personnel of Ionia County Central Dispatch for their faithful and dedicated service; and that this Resolution be entered into the records of the Ionia County Board of Commissioners and a copy be forwarded to the dispatch center.

- B. Moved by Mason, supported by Wirtz, to authorize the grant agreement between the Michigan Department of State and Ionia County for the purpose of upgrading the Qualified Voter File that will be funded by the Help America Vote Act and to authorize the signature of Tonda Rich, County Clerk. Motion carried by voice vote.

- C. Moved by Shattuck, supported by Mason, to authorize the agreement between the Michigan Department of State and the Ionia County Clerk's Office that would allow access to driver and vehicle records over the internet and to authorize the signature of Tonda Rich, County Clerk. Motion carried by voice vote.

- D. Moved by Tiejema, supported by Cowling-Cronk, to adopt the request from the County of Ionia to the Tax Allocation Board as presented. Motion carried by voice vote.

- E. Chair Calley reminded the Board of the upcoming Appointments to the Economic Development Corporation/Brownfield Redevelopment Authority.

Chairperson's Report

- A. Chair Calley stated that the Brownfield meeting is this month on April 22, 2014 at 10 a.m.

County Administrator's Report

- B. Thanked the Finance Department for their help with the Workers Comp Audit.

Public Comment

Barbara Walters commented on Delinquent Taxes.

Moved by Wirtz, supported by Cowling-Cronk, to adjourn the meeting at 4:39 p.m.
Motion carried by voice vote.

Julie Calley, Chair

Stephanie Leuenberger, Deputy Clerk

Board Minutes approved on:

IONIA COUNTY BOARD OF COMMISSIONERS

Committee-of-the-Whole

April 15, 2014

4:00 p.m.

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

Members present: Lynn Mason, Larry Tiejema, Jim Banks, Brenda Cowling-Cronk,
Scott Wirtz and Julie Calley

Members absent: Jack Shattuck

Others present: Bob VanLente, Jim Valentine, Robert Lathers, Nancy Patera,
Ken Bowen, Lynette Seiler, Lisa Insley, Sue Gorby, Deb Steele,
Cheryl Pinnow, Don Ransom, Judy Clark, Frank Bednarek,
Stephanie Hurlbut and Stephanie Leuenberger

Approval of Agenda

Chair Calley requested that item A under Unfinished Business be heard after New Business. Moved by Mason, supported by Cowling-Cronk, to approve the amended agenda. Motion carried by voice vote.

New Business

- A. Community Mental Health Annual Report - Nancy Patera and Robert Lathers with Ionia County Community Mental Health invited the Commissioners and the public to a luncheon to be held on May 16, 2014 at 12:00 p.m. to learn more about the services offered at CMH and to meet the staff. Lathers spoke briefly about implementing a new Regional Activity Center for Autism and their partnership with Montcalm CMH. (A copy of the annual report is on file in the County Clerk's Office)
- B. Departmental Reports
 1. Commission on Aging - Director, Lynette Seiler, updated the Board on the services provided in 2013 by the Commission on Aging. Seiler stated that home delivered meals were their number one demand. Seiler further announced that there will be a Volunteer Dinner next week in recognition of the 200+ Commission on Aging volunteers.

Lisa Insley discussed nutrition and the importance of having a place for their clients to come and eat and be able to communicate with others.

Sue Gorby reported on the transportation needs for their clients.

Deb Steele discussed In-Home Services that are offered through COA which has a staff of 16 who help with bathing, cleaning and projects that need to be done around a client's home. (A copy of the report is on file in the County Clerk's Office)

2. **Public Health** – Public Health Officer, Ken Bowen, discussed the Ionia County Health Department and answered questions from the Board. (A copy of the report is on file in the County Clerk's Office)
- C. **Discussion/ Review of Revised Sanitary Code** – Bowen discussed the proposed changes to the Sanitary Code, stating he believes that some items in the Code may be better suited for the Building Department. Bowen pointed out that the Septic portion of the Sanitary Code is specific to just Ionia County. A public hearing will need to be scheduled for the adoption of the Sanitary Code.

Unfinished Business

- A. **Facilities Discussion** – Frank Bednarek, the facility planner, and Don Ransom, Physical Plant Director, presented the Board with draft plans of a new/remodeled building (old jail site) and discussed the county's options for relocating the Friend of the Court and other offices. (A draft copy of the proposed plan is on file in the County Clerk's Office)

Chairperson's Report

Chair Calley commented on the health rankings and an informative letter from MAC.

Commissioner's Report

Commissioner Mason updated the Board on the Michigan Township Association Meeting that was held Monday night at Boston Township.

Moved by Cowling-Cronk, supported by Wirtz, to adjourn the meeting at 6:24 p.m.
Motion carried by voice vote.

Julie Calley, Chair

Stephanie Leuenberger, Deputy Clerk

Minutes Approved on: