



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

7:00 p.m. Tuesday, February 18, 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>City Manager Report</u>	
7:10 PM	V. <u>Presentations</u>	
	A. DDA/Main Street Manager Reagan – Downtown Report	
	VI. <u>Public Hearing(s)</u> – None	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:15 PM	A. Proposed Resolution 14-13 Approving Award of the Barley, Knox, and Storz Street Improvement Project to the Low Bidder, CL Trucking, Inc.	Motion
7:17 PM	B. Proposed Resolution 14-14 Approving McKenna Associates, Inc. Proposal to Update the City’s Master Plan	Motion
7:20 PM	IX. <u>Consent Agenda</u>–	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting held on February 3, 2014	
	B. Payment of Invoices in the Amount of \$70,393.62 and Payroll in the Amount of \$115,413.24 for a Total of \$185,806.86	
	C. Purchase Orders over \$5,000 – None	
	X. <u>Communications</u>–	
	A. Planning Commission Minutes from January 22, 2014	
	B. DDA Treasurer’s Report for February 14, 2014	
	C. Wastewater Treatment Plant Report for January 2014	
	D. Water Department Report for January 2014	
	E. Revenue-Expense Report for January 2014	
	F. MDOT: Accepting Small Urban Program Project Applications	
	G. WOW! Rate Increase Communication	
	H. Hazardous Waste Collection Information	
	I. Ionia County Health Department Prescription Drug Drop Box Info	
	J. Ionia County Board of Commissioners Agenda for February 11, 2014	

**Estimated
Time**

**K. Ionia County Board of Commissioners Agenda for February 18,
2014**

**Action
Requested**

7:25 PM

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

7:30 PM

XI. Other Business

7:35 PM

XII. Council Comments

7:45 PM

XIII. Adjournment

Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-13

A RESOLUTION APPROVING AWARD OF THE BARLEY, KNOX, AND STORZ STREET IMPROVEMENTS PROJECT TO THE LOW BIDDER, CL TRUCKING, INC.

WHEREAS, the City received eight bids in response to its request for sealed bids to reconstruct Barley, Knox, and Storz Streets (the Project), a copy of the Engineer's Bid Tabulation and recommendation is attached as Exhibit A; and

WHEREAS, the Engineer recommend award of the Project to the low bidder, CL Trucking, Inc., in the amount of \$695,729.85; and

WHEREAS, the City has issued bonds for street capital improvement projects and has sufficient bond proceeds to award the project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to award of the Project to the low bidder, CL Trucking, Inc., in the amount of \$695,729.85.
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: February 17, 2014

Monique I. Miller, City Clerk



FLEIS & VANDENBRINK

ELECTRICAL, MECHANICAL, & PLUMBING

February 14, 2014

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

**RE: City of Portland
2014 Street and Utility Improvements**

Dear Tom:

We have reviewed the bids for the above referenced project and summarized the bids on the attached spreadsheet. A total of 8 bids were received with 1 that was below our estimate of \$751,315. The bids appear fair and competitive.

The low bid was submitted by CL Trucking & Excavating, LLC in the amount of \$695,729.85. CL Trucking & Excavating, LLC has completed several projects in Portland and we have also worked with CL Trucking & Excavating, LLC on a number of other projects in other communities. Our experience with CL Trucking & Excavating, LLC indicates that they are capable of performing a quality job, on schedule for the project. Based on the above, we recommend award to CL Trucking & Excavating, LLC in the amount of \$695,729.85.

Please feel free to call me with any questions.

Sincerely,

FLEIS & VANDENBRINK

Paul R. Galdes, P. E.
Project Manager

Enclosure(s)

Exhibit

A

CITY OF PORTLAND
2014 STREET IMPROVEMENTS
 Knox, Barley & Stoiz Avenues (reconstruction)
 Elm & Smith Streets (mill and resurface)



2/13/2014

Bid Tabulation

Item No.	Item Description	Unit	Estimated Quantity	Engineer's Estimate			CL Trucking & Excavating, LLC			C&D Hughes, Inc			Cook Brothers Excavating			
				Unit Price	Amount	Unit	Price	Amount	Unit	Price	Amount	Unit	Price	Amount	Unit	Price
1	General Conditions, Bonds, and Insurances, Max. 5%	LS	1	36,500	\$36,500.00			34,000	\$34,000.00			38,000	\$38,000.00		11,352	\$11,352.00
2	Remove existing storm sewer	Fl	456	8.00	\$3,648.00			3.50	\$1,596.00			5.00	\$2,280.00		17.40	\$5,654.40
3	Remove existing storm manhole	Ea	2	800.00	\$1,600.00			185.00	\$370.00			500.00	\$1,000.00		275.00	\$550.00
4	Remove existing catch basin	Ea	13	600.00	\$7,800.00			185.00	\$2,405.00			500.00	\$6,500.00		200.00	\$2,000.00
5	Plug and abandon existing storm sewer	Fl	980	8.00	\$4,640.00			3.00	\$1,740.00			4.00	\$2,320.00		5.50	\$1,900.00
6	Remove existing sanitary sewer	Fl	1,461	8.00	\$11,688.00			1.00	\$1,461.00			4.00	\$5,844.00		3.00	\$4,383.00
7	Remove existing sanitary manhole	Ea	7	800.00	\$5,600.00			150.00	\$1,050.00			250.00	\$1,750.00		4.50	\$6,300.00
8	Remove existing concrete sidewalk	Syd	1,400	5.00	\$7,000.00			2.75	\$3,850.00			5.00	\$7,000.00		4.50	\$6,300.00
9	Roadway Grading	Sta	18.07	3,000.00	\$54,210.00			2,000.00	\$36,140.00			1,500.00	\$27,105.00		3,305.00	\$59,721.35
10	Subbase, Cip	Cyd	2,140	8.50	\$18,190.00			7.00	\$14,980.00			12.00	\$25,800.00		11.17	\$23,903.90
11	Aggregate Base, 6 inch	Syd	5,420	5.00	\$27,100.00			4.25	\$32,035.00			6.50	\$33,712.40		6.22	\$33,712.40
12	12-inch storm sewer	Fl	1,359	28.00	\$38,052.00			30.00	\$40,770.00			40.00	\$54,360.00		32.15	\$43,691.85
13	18-inch storm sewer	Fl	6	30.00	\$180.00			18.00	\$108.00			35.00	\$210.00		32.38	\$194.28
14	4-inch storm sewer	Fl	18	20.00	\$360.00			17.00	\$306.00			35.00	\$700.00		32.32	\$641.76
15	Connect to existing storm sewer	Ea	9	300.00	\$2,700.00			75.00	\$675.00			500.00	\$4,500.00		350.00	\$3,150.00
16	Adjust existing drainage structure	Ea	2	3,000.00	\$6,000.00			200.00	\$400.00			400.00	\$800.00		450.00	\$900.00
17	4" dia. Storm manhole	Ea	7	1,800.00	\$12,600.00			1,900.00	\$12,950.00			1,600.00	\$11,200.00		2,861.86	\$20,033.02
18	4" dia. Catch basin	Ea	17	1,500.00	\$25,500.00			1,300.00	\$32,300.00			1,600.00	\$27,200.00		2,224.00	\$37,808.00
19	Underdrain, Subbase, 6 inch	Fl	2,900	6.00	\$17,400.00			2.65	\$7,665.00			5.00	\$14,500.00		5.45	\$15,805.00
20	Cold milling	Syd	1,817	5.00	\$9,085.00			1.50	\$2,725.50			3.00	\$5,451.00		2.75	\$4,966.75
21	HMA, 13A	Ton	1,205	85.00	\$78,325.00			65.00	\$79,530.00			67.35	\$81,156.75		72.60	\$87,483.00
22	Drive Approach, Conc, 6 inch	Fl	2,640	10.00	\$26,400.00			3.25	\$8,562.50			10.78	\$38,915.80		13.86	\$50,034.60
23	Curb and Gutter, Conc, Det F4	Fl	1,560	3.50	\$5,460.00			3.25	\$5,062.50			3.05	\$5,032.50		3.86	\$6,369.00
24	Sidewalk, Conc, 6 inch	SF	1,560	3.00	\$4,680.00			2.65	\$3,960.00			2.42	\$3,212.00		3.16	\$4,217.60
25	Sidewalk, Conc, 4 inch	SF	13,600	3.00	\$40,800.00			2.70	\$36,720.00			17.00	\$7,650.00		19.20	\$8,640.00
26	Sidewalk Ramp, Conc, 6-inch, ADA	SF	450	12.00	\$5,400.00			27.00	\$12,150.00			3.15	\$1,393.50		4.47	\$1,475.10
27	Pav. Mfg. Only Cold Plastic, 6 inch Crosswalk	Fl	330	3.00	\$990.00			3.15	\$1,039.50			12.60	\$327.60		18.66	\$490.36
28	Pav. Mfg. Only Cold Plastic, 24 inch Stop Bar	Fl	26	9.00	\$234.00			12.50	\$321.60			275.00	\$750.00		322.50	\$845.00
29	Pav. Mfg. Only Cold Plastic, SCHOOL Legend	Ea	2	200.00	\$400.00			275.00	\$750.00			6,000.00	\$5,000.00		7,707.50	\$7,707.50
30	Construction signing and barricading	LS	1	10,000.00	\$10,000.00			12,680.00	\$12,680.00			5,000.00	\$5,000.00		2.86	\$5,451.20
31	Surface Restoration	Syd	2,240	2.50	\$5,600.00			3.50	\$7,840.00			4.00	\$8,960.00		0.52	\$882.40
32	Mulch Blanket	Syd	1,120	1.50	\$1,680.00			0.75	\$840.00			1.50	\$1,680.00		0.52	\$882.40
33	Retaining wall	SF	1,225	50.00	\$61,750.00			35.00	\$42,875.00			42.00	\$5,250.00		36.80	\$4,600.00
34	8-inch Sanitary Sewer	Fl	1,486	48.00	\$71,328.00			46.50	\$69,096.00			60.00	\$89,160.00		57.93	\$86,083.96
35	4" dia. sanitary manhole	Ea	6	2,000.00	\$12,000.00			2,500.00	\$15,000.00			2,500.00	\$15,000.00		2,694.09	\$16,164.54
36	Connect to Existing Sanitary Manhole	Ea	2	1,000.00	\$2,000.00			300.00	\$600.00			1,500.00	\$3,000.00		2,500.00	\$5,000.00
37	Wye, 6 inch x 6 inch	Ea	21	220.00	\$4,620.00			280.00	\$5,460.00			150.00	\$3,150.00		95.75	\$2,610.75
38	6-inch Sanitary Lateral	Fl	790	28.00	\$22,120.00			24.00	\$18,960.00			30.00	\$23,760.00		25.76	\$20,350.46
39	Sanitary Lateral, Reconnect	Ea	23	300.00	\$6,900.00			15.00	\$345.00			100.00	\$2,000.00		192.00	\$4,416.00
40	8-inch Water Main, DI	Fl	1,747	37.00	\$64,839.00			47.00	\$82,109.00			60.00	\$104,820.00		54.81	\$95,753.07
41	Connect to existing water main	Ea	3	1,000.00	\$3,000.00			750.00	\$2,250.00			2,500.00	\$7,500.00		846.00	\$2,544.00

CITY OF PORTLAND
2014 STREET IMPROVEMENTS
 Knox, Barley & Storz Avenues (reconstruction)
 Elm & Smith Streets (mill and resurface)

Bid Tabulation

Item No.	Item Description	TCI Inc.			E.T. MacKenzie Company			Schippers Excavating, Inc.			Leavitt & Stark Excavating			Joe Raica Excavating, Inc.		
		Unit	Amount	Price	Unit	Amount	Price	Unit	Amount	Price	Unit	Amount	Price	Unit	Amount	Price
1	General Conditions, Bonds, and Insurances, Max 5%	LS	\$ 35,000	\$35,000.00	\$ 43.000	\$43,000.00	\$ 39.500	\$39,500.00	\$ 45.000	\$45,000.00	\$ 40.040	\$40,040.00	\$ 40.040	\$40,040.00		
2	Remove existing storm sewer	Ft	\$ 3.00	\$1,368.00	\$ 8.70	\$3,987.20	\$ 8.00	\$3,548.00	\$ 7.00	\$3,192.00	\$ 14.84	\$6,575.84	\$ 14.84	\$6,575.84		
3	Remove existing storm manhole	Ea	\$ 300.00	\$600.00	\$ 320.00	\$640.00	\$ 280.00	\$560.00	\$ 400.00	\$800.00	\$ 473.00	\$1,948.00	\$ 473.00	\$1,948.00		
4	Remove existing catch basin	Ea	\$ 13	\$3,920.00	\$ 168.00	\$2,184.00	\$ 3.00	\$3,740.00	\$ 5.90	\$3,422.00	\$ 5.66	\$6,489.99	\$ 5.66	\$6,489.99		
5	Plug and abandon existing storm sewer	Ft	\$ 4.00	\$5,844.00	\$ 3.50	\$5,135.00	\$ 6.00	\$8,766.00	\$ 8.50	\$12,418.50	\$ 2.03	\$2,965.83	\$ 2.03	\$2,965.83		
6	Remove existing sanitary sewer	Ea	\$ 300.00	\$2,100.00	\$ 210.00	\$1,470.00	\$ 350.00	\$2,450.00	\$ 420.00	\$2,940.00	\$ 247.59	\$1,732.50	\$ 247.59	\$1,732.50		
7	Remove existing sanitary manhole	Syd	\$ 1,400	\$2,800.00	\$ 2.00	\$2,800.00	\$ 3.30	\$4,620.00	\$ 3.60	\$5,040.00	\$ 6.44	\$9,016.00	\$ 6.44	\$9,016.00		
8	Remove existing concrete sidewalk	Syd	\$ 2,798.00	\$50,559.86	\$ 2,690.00	\$48,608.30	\$ 3,240.00	\$58,948.80	\$ 1,951.00	\$35,977.37	\$ 2,907.06	\$52,530.57	\$ 2,907.06	\$52,530.57		
9	Roadway Grading	Cyd	\$ 12.21	\$26,129.40	\$ 7.00	\$14,980.00	\$ 8.20	\$17,548.00	\$ 25.90	\$55,426.00	\$ 9.48	\$20,287.20	\$ 9.48	\$20,287.20		
10	Subbase, CIP	Syd	\$ 3.90	\$21,138.00	\$ 9.40	\$34,688.00	\$ 5.15	\$57,378.00	\$ 56.48	\$76,756.32	\$ 44.89	\$61,141.41	\$ 44.89	\$61,141.41		
11	Aggregate Base, 8 inch	Syd	\$ 42.56	\$7,866.22	\$ 44.90	\$8,145.10	\$ 34.00	\$1,500.00	\$ 19.36	\$116.16	\$ 102.59	\$615.54	\$ 102.59	\$615.54		
12	12-inch storm sewer	Ft	\$ 33.70	\$202.20	\$ 25.00	\$150.00	\$ 34.00	\$204.00	\$ 19.16	\$54.88	\$ 7.27	\$1,282.86	\$ 7.27	\$1,282.86		
13	6-inch storm sewer	Ft	\$ 33.70	\$606.60	\$ 25.65	\$481.70	\$ 32.00	\$576.00	\$ 19.16	\$54.88	\$ 11.36	\$1,136.62	\$ 11.36	\$1,136.62		
14	4-inch storm sewer	Ft	\$ 400.00	\$3,600.00	\$ 150.00	\$1,350.00	\$ 250.00	\$2,250.00	\$ 483.00	\$4,437.00	\$ 1,136.67	\$10,230.03	\$ 1,136.67	\$10,230.03		
15	Connect to existing storm sewer	Ea	\$ 225.00	\$450.00	\$ 560.00	\$1,120.00	\$ 350.00	\$700.00	\$ 2,368.00	\$4,736.00	\$ 2,467.44	\$17,230.08	\$ 2,467.44	\$17,230.08		
16	Adjust existing drainage structure	Ea	\$ 2,252.00	\$8,284.00	\$ 1,970.00	\$33,490.00	\$ 2,180.00	\$37,950.00	\$ 2,118.00	\$36,096.00	\$ 2,457.26	\$41,723.42	\$ 2,457.26	\$41,723.42		
17	4' dia. Storm manhole	Ea	\$ 5.54	\$6,066.90	\$ 4.50	\$13,065.00	\$ 5.90	\$9,900.00	\$ 5.53	\$16,037.00	\$ 7.75	\$22,478.00	\$ 7.75	\$22,478.00		
18	4 dia. Catch basin	Ft	\$ 4.20	\$7,631.40	\$ 0.95	\$1,726.15	\$ 3.80	\$6,904.60	\$ 3.75	\$6,813.75	\$ 2.85	\$5,196.62	\$ 2.85	\$5,196.62		
19	Underdrain, Subbase, 6 inch	Syd	\$ 69.30	\$83,506.50	\$ 66.00	\$79,530.00	\$ 70.00	\$84,350.00	\$ 71.15	\$85,735.75	\$ 73.77	\$88,892.85	\$ 73.77	\$88,892.85		
20	Cold milling	Ton	\$ 4.90	\$12,936.00	\$ 3.95	\$13,428.00	\$ 3.00	\$7,920.00	\$ 3.33	\$8,791.20	\$ 4.95	\$13,068.00	\$ 4.95	\$13,068.00		
21	HMA, 1.5A	Syd	\$ 11.23	\$40,540.30	\$ 13.20	\$47,652.00	\$ 11.95	\$43,139.50	\$ 12.32	\$44,475.20	\$ 14.32	\$51,696.20	\$ 14.32	\$51,696.20		
22	Drive Approach, Conc. 6 inch	Syd	\$ 4.90	\$12,936.00	\$ 3.95	\$13,428.00	\$ 3.00	\$7,920.00	\$ 3.33	\$8,791.20	\$ 4.95	\$13,068.00	\$ 4.95	\$13,068.00		
23	Curb and Gutter, Conc. Det F4	Syd	\$ 3.610	\$13,113.00	\$ 3.40	\$12,324.00	\$ 3.03	\$10,995.00	\$ 3.33	\$12,123.00	\$ 4.32	\$15,624.00	\$ 4.32	\$15,624.00		
24	Sidewalk, Conc. 6 inch	Syd	\$ 3.22	\$43,732.00	\$ 2.35	\$39,440.00	\$ 2.35	\$31,960.00	\$ 2.67	\$36,312.00	\$ 3.24	\$44,084.00	\$ 3.24	\$44,084.00		
25	Sidewalk Conc. 4 inch	Syd	\$ 18.70	\$8,415.00	\$ 17.30	\$7,865.00	\$ 26.00	\$11,700.00	\$ 17.98	\$8,091.00	\$ 17.00	\$7,650.00	\$ 17.00	\$7,650.00		
26	Sidewalk Ramp, Conc. 6-inch, ADA	Ft	\$ 330	\$6,630.00	\$ 3.75	\$1,406.25	\$ 3.50	\$1,225.00	\$ 3.30	\$1,089.00	\$ 3.47	\$1,145.10	\$ 3.47	\$1,145.10		
27	Part Mfg. Ovy Cold Plastic, 6 inch Crosswalk	Ft	\$ 13.23	\$343.98	\$ 1.60	\$41.60	\$ 14.00	\$364.00	\$ 3.23	\$84.38	\$ 13.88	\$360.35	\$ 13.88	\$360.35		
28	Part Mfg. Ovy Cold Plastic, 24 inch Stop Bar	Ea	\$ 286.75	\$573.50	\$ 275.00	\$550.00	\$ 300.00	\$600.00	\$ 289.00	\$578.00	\$ 302.60	\$605.00	\$ 302.60	\$605.00		
29	Part Mfg. Ovy Cold Plastic, SCHOOL Legend	Ea	\$ 5,946.00	\$59,460.00	\$ 7,320.00	\$73,200.00	\$ 14,600.00	\$146,000.00	\$ 6,750.00	\$67,500.00	\$ 9,400.29	\$94,002.90	\$ 9,400.29	\$94,002.90		
30	Construction signing and barricading	LS	\$ 4.13	\$9,251.20	\$ 8.50	\$19,040.00	\$ 4.80	\$10,304.00	\$ 5.97	\$13,372.80	\$ 8.42	\$18,880.60	\$ 8.42	\$18,880.60		
31	Surface Restoration	Syd	\$ 1.28	\$1,433.60	\$ 2.00	\$2,240.00	\$ 1.10	\$1,433.60	\$ 1.28	\$1,433.60	\$ 2.46	\$2,755.20	\$ 2.46	\$2,755.20		
32	Mulch Blanket	Syd	\$ 25.40	\$3,675.00	\$ 36.00	\$4,500.00	\$ 36.00	\$4,500.00	\$ 44.10	\$5,612.50	\$ 30.71	\$3,838.75	\$ 30.71	\$3,838.75		
33	Retaining wall	Syd	\$ 64.84	\$96,352.24	\$ 69.10	\$87,822.60	\$ 71.00	\$105,906.00	\$ 80.00	\$118,880.00	\$ 60.87	\$90,452.62	\$ 60.87	\$90,452.62		
34	8-inch Sanitary Sewer	Ft	\$ 2,605.06	\$15,630.36	\$ 2,700.00	\$16,200.00	\$ 2,680.00	\$16,000.00	\$ 2,445.00	\$14,670.00	\$ 1,625.69	\$9,754.14	\$ 1,625.69	\$9,754.14		
35	4' dia. sanitary manhole	Ea	\$ 2	\$4,200.85	\$ 2,300.00	\$4,600.00	\$ 850.00	\$1,700.00	\$ 820.00	\$1,640.00	\$ 1,749.00	\$3,498.00	\$ 1,749.00	\$3,498.00		
36	Connect to Existing Sanitary Manhole	Ea	\$ 203.85	\$4,200.85	\$ 230.00	\$4,600.00	\$ 120.00	\$2,400.00	\$ 310.00	\$6,210.00	\$ 287.65	\$5,840.65	\$ 287.65	\$5,840.65		
37	Wye, 6 inch x 6 inch	Ea	\$ 790	\$25,390.60	\$ 32.30	\$2,539.60	\$ 36.00	\$28,440.00	\$ 34.45	\$27,216.50	\$ 37.44	\$29,577.60	\$ 37.44	\$29,577.60		
38	6-inch Sanitary Lateral	Ft	\$ 382.73	\$8,602.79	\$ 125.00	\$3,125.00	\$ 340.00	\$8,160.00	\$ 363.00	\$7,449.24	\$ 323.88	\$7,449.24	\$ 323.88	\$7,449.24		
39	Sanitary Lateral, Reconnect	Ea	\$ 57.89	\$101,133.83	\$ 75.60	\$142,950.00	\$ 55.00	\$99,000.00	\$ 68.14	\$119,040.59	\$ 55.06	\$96,189.62	\$ 55.06	\$96,189.62		
40	8-inch Water Main, DI	Ft	\$ 2,112.00	\$42,240.00	\$ 840.00	\$16,800.00	\$ 800.00	\$16,000.00	\$ 343.00	\$6,860.00	\$ 2,546.60	\$51,939.80	\$ 2,546.60	\$51,939.80		
41	Connect to existing water main	Ea	\$ 2,112.00	\$42,240.00	\$ 840.00	\$16,800.00	\$ 800.00	\$16,000.00	\$ 343.00	\$6,860.00	\$ 2,546.60	\$51,939.80	\$ 2,546.60	\$51,939.80		

CITY OF PORTLAND
2014 STREET IMPROVEMENTS
 Knox, Barley & Storz Avenues (reconstruction)
 Elm & Smith Streets (mill and resurface)

Bid Tabulation

Item No.	Item Description	Unit	Estimated Quantity	TCI Inc.		E.T. MacKenzie Company		Schippers Excavating, Inc.		Leavitt & Stark Excavating		Joe Raica Excavating, Inc.											
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount										
42	Cut and Plug Existing Water Main	Ea	6	\$ 280.97	\$ 1,745.82	\$ 375.00	\$ 2,250.00	\$ 600.00	\$ 3,600.00	\$ 443.00	\$ 2,658.00	\$ 975.32	\$ 5,651.32										
43	Remove existing hydrant	Ea	3	\$ 300.00	\$ 900.00	\$ 320.00	\$ 960.00	\$ 400.00	\$ 1,200.00	\$ 393.00	\$ 1,179.00	\$ 889.55	\$ 2,668.65										
44	Adjust existing valve box	Ea	2	\$ 150.00	\$ 300.00	\$ 120.00	\$ 240.00	\$ 200.00	\$ 400.00	\$ 350.00	\$ 700.00	\$ 781.00	\$ 1,562.00										
45	Remove existing valve box	Ea	4	\$ 125.00	\$ 500.00	\$ 120.00	\$ 480.00	\$ 250.00	\$ 1,000.00	\$ 245.00	\$ 980.00	\$ 192.50	\$ 770.00										
46	Hydrant extension	Ft	6	\$ 465.21	\$ 2,791.26	\$ 465.00	\$ 2,790.00	\$ 400.00	\$ 2,400.00	\$ 365.00	\$ 2,190.00	\$ 1,069.00	\$ 5,334.00										
47	8-inch 90 degree bend	Ea	1	\$ 369.24	\$ 369.24	\$ 350.00	\$ 350.00	\$ 370.00	\$ 370.00	\$ 440.05	\$ 440.05	\$ 308.00	\$ 308.00										
48	8-inch 90 degree bend	Ea	1	\$ 308.19	\$ 308.19	\$ 240.00	\$ 240.00	\$ 270.00	\$ 270.00	\$ 382.00	\$ 382.00	\$ 238.70	\$ 238.70										
49	6-inch 45 degree bend	Ea	2	\$ 294.87	\$ 589.74	\$ 230.00	\$ 460.00	\$ 240.00	\$ 480.00	\$ 370.00	\$ 740.00	\$ 238.41	\$ 476.82										
50	8-inch gate valve and box	Ea	5	\$ 890.94	\$ 4,454.70	\$ 860.00	\$ 4,300.00	\$ 950.00	\$ 4,750.00	\$ 1,043.00	\$ 5,215.00	\$ 1,514.52	\$ 7,572.60										
51	8-inch gate valve and box	Ea	6	\$ 1,237.26	\$ 7,423.56	\$ 1,270.00	\$ 7,620.00	\$ 1,300.00	\$ 7,800.00	\$ 1,368.00	\$ 8,208.00	\$ 1,678.32	\$ 10,086.32										
52	15" hydrant	Ea	4	\$ 2,458.98	\$ 9,835.92	\$ 2,300.00	\$ 9,200.00	\$ 2,350.00	\$ 9,400.00	\$ 2,894.00	\$ 11,576.00	\$ 3,006.07	\$ 12,032.28										
53	5" hydrant (double pumper)	Ea	2	\$ 4,917.96	\$ 9,835.92	\$ 2,770.00	\$ 5,540.00	\$ 2,625.00	\$ 5,250.00	\$ 3,043.00	\$ 6,086.00	\$ 3,013.57	\$ 6,027.14										
54	8" x 8" x 6" Tee	Ea	5	\$ 568.07	\$ 2,840.35	\$ 465.00	\$ 2,325.00	\$ 475.00	\$ 2,375.00	\$ 497.00	\$ 2,485.00	\$ 617.34	\$ 3,086.70										
55	8" x 8" x 8" Tee	Ea	1	\$ 631.36	\$ 631.36	\$ 520.00	\$ 520.00	\$ 545.00	\$ 545.00	\$ 545.00	\$ 545.00	\$ 640.20	\$ 640.20										
56	8" x 6" Reducer	Ea	1	\$ 316.62	\$ 316.62	\$ 260.00	\$ 260.00	\$ 290.00	\$ 290.00	\$ 395.00	\$ 395.00	\$ 416.39	\$ 416.39										
57	8" x 8" tapping sleeve	Ea	2	\$ 2,030.28	\$ 4,060.56	\$ 1,720.00	\$ 3,440.00	\$ 905.00	\$ 1,810.00	\$ 1,793.00	\$ 3,586.00	\$ 3,159.75	\$ 6,319.50										
58	8-inch tapping valve and box	Ea	2	\$ 2,530.89	\$ 5,061.78	\$ 1,200.00	\$ 2,400.00	\$ 2,150.00	\$ 4,300.00	\$ 1,615.00	\$ 3,230.00	\$ 1,600.86	\$ 3,201.72										
59	3/4-inch water service, copper	Ft	700	\$ 22.11	\$ 15,477.00	\$ 11.35	\$ 7,945.00	\$ 18.00	\$ 12,600.00	\$ 15.29	\$ 10,703.00	\$ 27.72	\$ 19,404.00										
60	3/4-inch corporation stop, curb stop and box	set	21	\$ 498.00	\$ 10,458.00	\$ 710.00	\$ 14,910.00	\$ 690.00	\$ 14,280.00	\$ 465.00	\$ 9,765.00	\$ 783.09	\$ 16,444.89										
61	Water Service, Reconnect	Ea	21	\$ 158.32	\$ 3,324.72	\$ 240.00	\$ 5,040.00	\$ 300.00	\$ 6,300.00	\$ 239.00	\$ 5,019.00	\$ 242.00	\$ 5,082.00										
62	SESC measures	LS	1	\$ 3,200.00	\$ 3,200.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 6,319.99	\$ 6,319.99	\$ 3,960.00	\$ 3,960.00										
63	Above ground video survey	LS	1	\$ 1,260.00	\$ 1,260.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,200.00	\$ 2,200.00										
64	Salvage and Haul Bit Millings	Syd	7.467	\$ 2.40	\$ 17,920.80	\$ 1.10	\$ 8,213.70	\$ 4.00	\$ 29,868.00	\$ 1.31	\$ 9,781.77	\$ 0.98	\$ 7,317.66										
				\$ 870,109.91				\$ 874,945.55				\$ 896,827.90				\$ 967,424.00				\$ 977,703.06			

PORTLAND CITY COUNCIL

Ionia County, Michigan

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

RESOLUTION NO. 14-14

A RESOLUTION APPROVING MCKENNA ASSOCIATES, INCORPORATED'S PROPOSAL TO UPDATE THE CITY'S MASTER PLAN

WHEREAS, State law requires that Cities review and update their Master Plan every five years; and

WHEREAS, the City of Portland adopted their most recent Master Plan in 2008 and adopted an amendment in 2010; and

WHEREAS, the City wishes to review and update its Master Plan to ensure that the existing plan is still relevant and to provide an opportunity for public input on the existing plan and new opportunities that have arisen since the adoption of the last plan (e.g., recently annexed territory, trails, Grand River corridor development, continued focus on the downtown) and to comply with state law; and

WHEREAS, the City Manager solicited a proposals from 12 planning firms and received responses from Civic Mosaic, I.S.L. Williams and Works, and McKenna Associates, Incorporated; and

WHEREAS, after reviewing the proposals with the Mayor, Planning Commission Chair, and the Assistant Zoning Administrator, The City Manager is recommending that the City Council approve the proposal from McKenna Associates, Incorporated, including the optional community survey for a sum not to exceed \$24,995, a copy of McKenna's Professional Services Agreement is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the City Manager's recommendation to enter a Professional Services Agreement with McKenna Associates, Incorporated, to update the City Master Plan as outlined in the attached Exhibit A, with the optional community survey for a sum not to exceed \$24,995.
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: February 17, 2014

Monique I. Miller, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into this _____ day of February, 2014, by and between the CITY OF PORTLAND, MICHIGAN, hereinafter referred to as "City" and MCKENNA ASSOCIATES, INCORPORATED, a Michigan corporation, hereinafter referred to as "Consultant."

WITNESS

WHEREAS, the City is desirous of updating the Comprehensive Master Land Use Plan; and

WHEREAS, the City has reviewed and approved the Consultant's proposal of November 26, 2013;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

SECTION 1. SCOPE OF SERVICES

The Consultant shall perform the necessary services under this Agreement

The above services and task end products are specified and described in the proposal to the City by the Consultant, dated November 26, 2013. The Program Tasks on pages 16 through 27 of said proposal are hereby attached to and made a part of this agreement. The Consultant shall carry out all activities specified in the above-cited proposal in a satisfactory and proper manner as set forth in the proposal.

SECTION 2. END PRODUCTS

- A. **DOCUMENT.** The Consultant shall provide the City with the Comprehensive Master Plan update, from preparation through adoption.
- B. **MEETINGS.** The Consultant shall prepare for and attend up to nine meetings as follows:
 1. Planning Commission (5 meetings)
 2. Focus Groups (1 meeting)
 3. Community Collaboration Forum (1 meeting)
 4. Planning Commission Public Hearing (1 meeting)
 5. City Council Adoption Meeting (1 meeting)

SECTION 3. COMPENSATION AND METHOD OF PAYMENT:

- A. The City shall pay the Consultant for the work as described in SECTION 1. SCOPE OF SERVICES and SECTION 2. END PRODUCTS the not-to-exceed amount of Twenty One Thousand Seven Hundred Ninety-Five Dollars (\$21,795.00)

As authorized by the City, McKenna will conduct the Optima Community Survey for Three Thousand Two Hundred Dollars (\$3,200.00)

- B. **ADDITIONAL SERVICES.** For additional professional services provided to the City, at the City's request (which are beyond the scope of services and End Products described in sections 1. and 2. above), including attendance at additional meetings or other services, the Consultant shall be compensated on an hourly basis as follows:

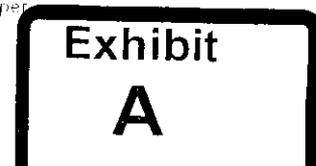
Professional Classification	Rate Per Hour ¹
President	\$150.00
Executive or Senior Vice President	\$135.00
Vice President	\$130.00
Director	\$120.00
Senior Principal or Manager	\$110.00
Principal	\$97.00
Senior	\$78.00
Associate	\$68.00
Assistant	\$65.00
Aide	\$44.00
Administrative Assistant	\$42.00

Note: These hourly rates are valid through December 31, 2014, after which the Consultant may increase the hourly rates per classification by a percentage equal to the increase in the Consumer Price Index.

- C. **PAYMENT.** Payment for services shall be monthly based upon Consultant's estimated percent complete and a description of services performed. Consultant shall submit an invoice, and the City shall within thirty (30) days satisfy itself as to the performance of such work and pay the amount for services and reimbursement requested by the invoice.

SECTION 4. CITY DATA AND SERVICES TO BE PROVIDED TO CONSULTANT

If requested by the Consultant and if available, the City shall furnish the following in digital format, or paper format if no digital version is available, without charge to the Consultant:



- b. Update the information on the map and data to reflect any changes in the information.
- c. Update the information on the map and data to reflect any changes in the information.
- d. Update the information on the map and data to reflect any changes in the information.
- e. Update the information on the map and data to reflect any changes in the information.
- f. Update the information on the map and data to reflect any changes in the information.
- g. Update the information on the map and data to reflect any changes in the information.
- h. Update the information on the map and data to reflect any changes in the information.
- i. Update the information on the map and data to reflect any changes in the information.
- j. Update the information on the map and data to reflect any changes in the information.
- k. Update the information on the map and data to reflect any changes in the information.
- l. Update the information on the map and data to reflect any changes in the information.
- m. Update the information on the map and data to reflect any changes in the information.
- n. Update the information on the map and data to reflect any changes in the information.
- o. Update the information on the map and data to reflect any changes in the information.
- p. Update the information on the map and data to reflect any changes in the information.
- q. Update the information on the map and data to reflect any changes in the information.
- r. Update the information on the map and data to reflect any changes in the information.
- s. Update the information on the map and data to reflect any changes in the information.
- t. Update the information on the map and data to reflect any changes in the information.
- u. Update the information on the map and data to reflect any changes in the information.
- v. Update the information on the map and data to reflect any changes in the information.
- w. Update the information on the map and data to reflect any changes in the information.
- x. Update the information on the map and data to reflect any changes in the information.
- y. Update the information on the map and data to reflect any changes in the information.
- z. Update the information on the map and data to reflect any changes in the information.

SECTION 5. SERVICES

The City hereby engages the services of the Consultant to perform the duties, provide the information, prepare and furnish maps and render such advice as are fully described herein.

SECTION 6. TIME

The Consultant shall complete the preparation and delivery of the maps and data to the City by the date specified in the attached Master Plan Map File with the City. The City shall be responsible for the costs of public utility information as and for other fees that are required to be paid for all information and data used for the preparation and delivery of the maps and data to the City.

SECTION 7. ACCEPTANCE

Consultant hereby agrees to perform the services described in this agreement.

SECTION 8. EQUAL EMPLOYMENT OPPORTUNITY

The City and Consultant agree to accept and observe the provisions of the Equal Employment Opportunity Act, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act of 1963. The City and Consultant agree to include, but not be limited to the following: employment, training, promotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other benefits, compensation, and selection criteria.

SECTION 9. OWNERSHIP OF DATA

All maps, data, maps, and other information developed by the Consultant shall remain the property of the City and shall not be furnished by any other party without the written consent of the City.

SECTION 10. COMPLIANCE WITH ALL LAWS

In performance of this agreement, the Consultant agrees to comply with all applicable federal, state and local statutes, ordinances and regulations, when applicable, including minimum wages, Social Security, non-employment compensation insurance, and Workers' Compensation, and to obtain any and all permits applicable to the performance of this agreement.

SECTION 11. NO CONFLICT OF INTEREST

During the term of this contract, the Consultant shall not engage in any activity that would create a conflict of interest for the City or for the Consultant, or for a public officer or employee of the City, or for a public officer or employee of the Consultant, or for a public officer or employee of the City and Consultant.

SECTION 12. COMPLIANCE WITH CODE OF ETHICS

The Consultant agrees to be bound by the American Planning Association Code of Professional Ethics.

IN WITNESS WHEREOF, the City and Consultant have caused this agreement to be signed and sealed on this day of the month of 2008.

WITNESS:

CITY OF PORTLAND, MICHIGAN

Optional: Community Survey: \$3,200

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

McKENNA ASSOCIATES, INCORPORATED

By: *Phillip C. McKenna*
Phillip C. McKenna, AICP, PUP, President

Kacey Smith

Scope of Work

We have designed the following work plan that will engage the public and create a dynamic master plan that builds upon Portland's assets and positions the City for sustainable future success.

Our work plan consists of five parts:

- 1 - Project Initiation: *Charting the Course*
- 2 - Identify, Quantify and Analyze: *Portland Today*
- 3 - Comprehensive Master Plan Approach: *Setting the Stage*
- 4 - Public Outreach/Collaboration: *Creating a Vision Together*
- 5 - Comprehensive Master Plan: *Our Future*

While carrying out the tasks outlined for each of the five major planning milestones, the McKenna team will "circle back" to the overarching values that reflect the community's character and goals, and perhaps others identified early-on in the planning process. The defined goals and values will inform all of our planning work so that the final product reflects a successful and supported vision for the future of Portland.

Project Initiation: *Charting the Course*

- A. **Project Initiation.** We will conference call or meet with the City's Project Manager to review the work plan and finalize a structure for review and management of the plan process to: 1) establish a working relationship, 2) reach an understanding of expectations and clarify project objectives, priorities, work products, project management, and reporting procedures, 3) answer questions, 4) identify key City staff and contacts to consult during the plan preparation process to ensure that the City's interests are best represented and to capitalize on institutional knowledge, 5) assess the availability of existing reports, maps and data, and 6) make any adjustments in the work plan. Our finalized work plan will be presented to the Planning Commission at the later kick-off meeting.

During the project initiation, we will also finalize procedures for public input, the framework for public forums and other mechanisms for public input, and identify important stakeholder groups.

- B. **Planning Commission Kick-off Meeting.** The purpose of the kick-off meeting is to introduce the planning process, to review the work plan elements and project schedule, to personally meet and establish a working relationship with the Planning Commission/City team, to gain further insights on local issues and sensitivities, to answer questions, and to make any adjustments necessary to the work plan.
- C. **Statutory Notice of Intent to Prepare Plan.** If the City has not already done so, we will assist you in notifying all entities required by the Michigan Planning Enabling Act, PA 33 of 2008, as amended, of the City's intent to update its master plan.



Portland is a vibrant, diverse, and resilient community. The city's rich history, natural beauty, and strong sense of community are its defining characteristics.

Portland's location, with its proximity to the coast and its access to the water, has shaped its identity and its economy. The city's commitment to sustainability and its focus on quality of life are its guiding principles. Portland's future is bright, and its potential is limitless. We are excited to work with the City to create a vision for the future of Portland that is inclusive, innovative, and inspiring.



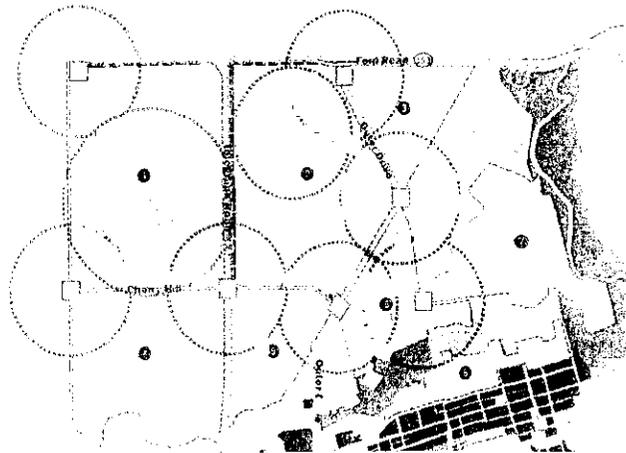
Identify, Quantify and Analyze Existing Conditions

A. Trends and Forecasts

The McKenna team will identify and discuss national and regional trends that are now and may in the future impact Portland and the Ionia County - Mid-Michigan area, and recent planning innovations and concepts. Specifically, we will analyze:

- Population and household trends
- Housing supply and character, including supply of undeveloped lots and sites
- Employment data and trends
- Assessor's data (as available) to identify values
- Commuting patterns

Among the trends that will be considered are: the housing impacts of young consumers who are waiting longer to get married and have children; the decline of home-buying by younger people who have seen the decline of home buying as a perceived good investment and also who have seen their parents' foreclosure problems; the rise of multiple family and single family rentals; specialty markets such as senior housing; and the rise of outpatient care and ambulatory centers.



An example neighborhood analysis from one of our recent plans. Squares are neighborhood centers, circles are 5-minute walking distances, and red dashed lines are census tract boundaries.

B. Existing Conditions Analysis

We will tour Portland with members of city staff, Planning Commission and others, to become intimately familiar with the issues facing the City. We will incorporate new research and previously completed inventory work, as available. In particular, we will:

- Map, quantify and analyze existing land uses, including undeveloped acreage and general available inventory
- Map civic uses, parks and schools
- Assess and map neighborhood character based on physical characteristics such as predominant unit types, lot size and area, age of structures, historic character, etc.
- Assess and categorize the character of streets in the area
- Analyze and map area's transportation, circulation and access system, including roads, rails, trails and pedestrian non-motorized transportation
- Map natural features and environmental assets
- Map utility data available, including broad band and wireless, as available
- Identify boundaries for special consideration and mixed use opportunities

C. Economic Analysis

The purpose of the economic analysis will be to assess where Portland stands as an economic entity within the region and to provide an idea of the amount of development (residential, office, industrial and/or retail) which is feasible in the area.

Using the data previously gathered, McKenna will prepare an economic analysis that depicts development opportunities for the City. Attitudes, preferences and local knowledge will be accounted for when establishing the project market area. McKenna will also account for the following factors:

- The likely retail, office and/or residential mix
- Existing or potential specialization areas (market niches) that may be capitalized on to appeal to a specific segment of the City's market (i.e. specialty supplies, "green" businesses, or restaurants) or appeal to a specific group of consumers (i.e. families or young professionals)
- Supportable building space vis-à-vis market demand
- Competitive development locations and use mixes
- Portland's visibility and accessibility as compared to competitive areas
- Transportation networks and regional travel patterns
- Existing tourism, entertainment and cultural nodes, and
- Qualitative or anecdotal barriers such as cultural preferences or community issues or concerns.

As part of our economic analysis, we will explore concepts that can be implemented in Portland, such as fostering the creation of incubator spaces and employee-owned or cooperative business models that provide opportunities to existing residents for employment and creation of wealth.

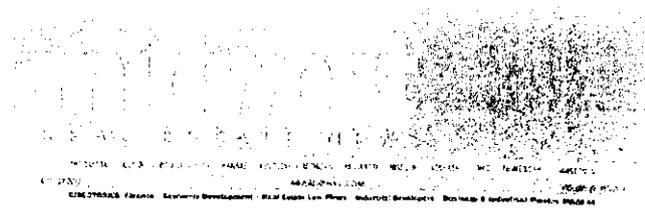
Tourism, Culture, Education, Recreation, Entertainment and Services. We will identify important tourism, cultural, educational, recreation, entertainment and services that are located in and around Portland that benefit overall quality of place. This planning task is a particularly important one in that it enables McKenna and the City to hone in on those characteristics – physical and cultural – that give Portland its "community character".

D. Asset Mapping

We will review and assess existing plans and documents for the City, Township and County, and other agencies for their relevance to Portland's Comprehensive Master Plan update. McKenna will develop an asset map that identifies the local resources in Portland in areas such as education, social services, recreation, the arts, etc. We expect to "crowd source" this map to some extent by having residents map these assets during the Community Collaboration Forum, and also using the on-line forums in our public outreach strategy. Combined with our own research, this will yield a comprehensive picture of community opinions and resources – the fabric that binds people together and to Portland.

E. Summary of Opportunities and Challenges

All analyses will be presented in map and graphic form with tables and text. This analysis with forecasts will serve as grounding for discussions during public meetings and other events described in our public outreach strategy for Comprehensive Master Plan update, and will be used to identify key opportunities and challenges.



Multi-family continues to boom across the Midwest

Developers still need good fundamentals to nab financing

Deliverables: Identify, Quantify and Analyze

- Draft Trends and Conditions chapter with maps and graphics
- Draft Economic Analysis chapter with graphics
- Asset map
- Summary of opportunities and challenges

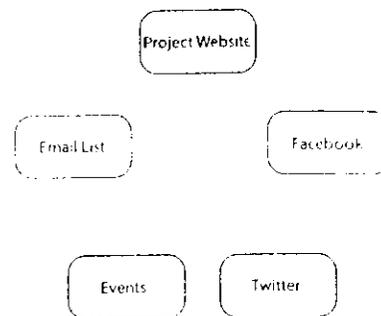
Comprehensive Master Plan Project Approach: Healthy and Thriving

A. Public Outreach

We propose a collaborative public engagement process that has proven successful in many of our past planning efforts. McKenna's approach is based upon the philosophy that effective public participation is essential to shaping the plan, maximizing its community benefits, and identifying and resolving potential issues as early as possible. Putting the onus of public direction and change into the hands of the citizens, businesses and property owners means there is "skin-in-the game"; this is when change happens.

McKenna's process is designed to achieve quality participation, rather than only participation gaged by quantitative measures. The number of people that attend are not all that counts - people today have limited time and will choose what they can afford to be involved in. For that reason, we give the public a choice of "lower time cost" engagement opportunities (like social media and web-based venues) and "higher time cost" participation (like public workshops and focus groups.)

Public outreach and involvement will be an ongoing effort through the entire duration of the planning process; it includes all meetings, outreach efforts to stakeholders, residents, and business owners, solicitation of general public feedback, and meetings with the public. We will provide sufficient staff to handle this public outreach experience, and will:



The Participation Web

Engage the Public - We view the plan as a collection of the aspirations and visions of the residents of Portland and we will seek unique ways to engage them in the planning process. We have received numerous accolades for our public outreach programs and typically use a combination of interviews, focus groups, surveys, and creative exercises at meetings to generate interest and connection. McKenna has successfully used social media and other web tools to achieve effective participation and collaboration in past planning projects. These programs have revolutionized the way people communicate, and have the potential to unlock unprecedented levels of engagement in the public process.

Participatory Methods - True collaboration does not begin and end with the project team, and in the case of Portland, collaboration will include important public outreach. We believe we need to reach out to people in ways that are fun, interactive, and beyond traditional public meetings. We are experienced in bringing diverse viewpoints into projects through participatory planning methods that include:

- Public Forums
- Work Sessions
- Focus Groups
- Displays
- Social Media and Web

best fit the needs of everyone. These invested stakeholders will also come back to defend the plan, providing staff and elected leaders critical project development support.

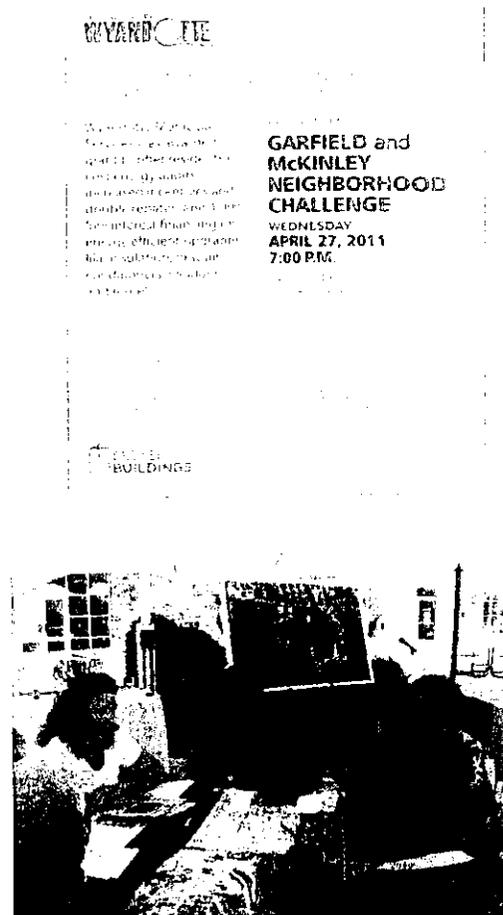
B. Public Involvement Techniques and Methods

McKenna deploys a rich toolbox of innovative techniques, strategies and methods to communicate and collaborate with citizens and stakeholders. We propose the following:

- 1. Project Name and Logo.** The team will work with the City to choose a distinguishing project name and to prepare a logo in order to give the Comprehensive Master Plan a brand and recognizable symbol. That identification will be used throughout the process. For example, "Plan2030Oaks", "Positively Lewiston", and "Save a Watt in Wyandotte" are recent McKenna projects.
- 2. Website.** Working with the City's webmaster, McKenna will prepare content for placement on either the City's website or on a website created specifically for the project. A successful website must be updated regularly to maintain interest, so it will be important to keep the website fresh and current even during the periods in the process when there is little public activity occurring. The website will also keep the public abreast of the status of the Comprehensive Master Plan update process, including information such as:
 - The purpose and value of the Comprehensive Master Plan
 - Ways to get involved
 - Public meeting announcements
 - Project calendar
 - Draft documents
 - Map(s), photos and similar project materials

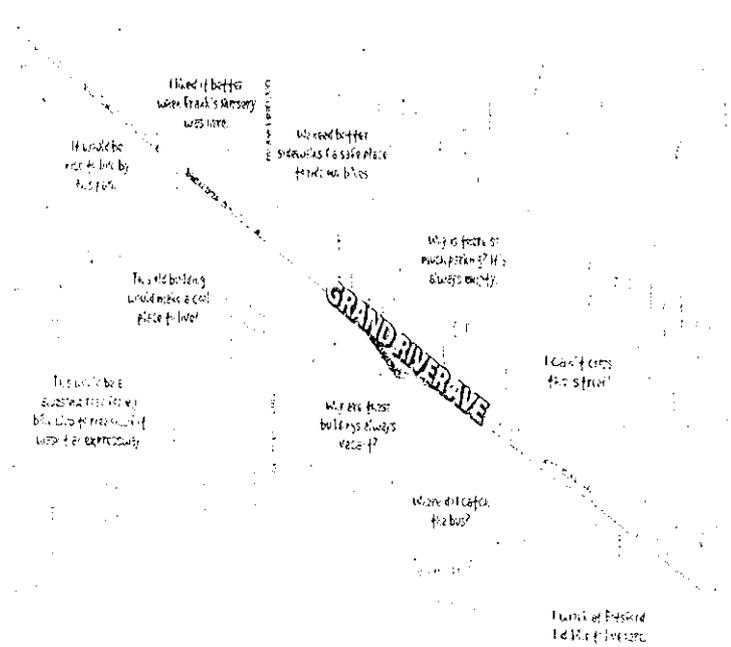
We will create the web material and update it periodically (up to 4 times) throughout the project. The web content will be graphic and attractive. All content and materials generated by McKenna during the process will be delivered to the City in electronic format suitable for placement on the website.

- 3. Facebook and Twitter.** McKenna will coordinate and oversee Facebook and Twitter feeds as they relate to the Comprehensive Master Plan update. Facebook and Twitter will be incorporated into the project website in a way that is most appropriate and will gather the most pertinent information.



4. **Collaborative Mapping.** We will create an on-line Google map for the City to add to its website that enables any user to add ideas geographically. The map will be an on-line catalog of community ideas and help to identify improvements from the ground up. This tool can provide the process with hundreds of specific ideas and views by local residents.

As not everyone has ready access to the internet, we will also create a large format hard-copy of the interactive map which can be placed at City Hall. The hard-copy map will use stickers and notecards to mimic the Google map and will be scaled to generate ideas and insights by neighborhood or district. The exact size and distribution of the hard copy map will be determined with the City.



5. **Focus Group Meetings.** The team will work with City staff and the Planning Commission to organize four focus groups to discuss the City and its potential future. Focus groups are small groups of about 8 - 10 participants that allow for a rich discussion of specific topic areas. Each focus group will last approximately one hour (all on the same day) and will be facilitated by a representative of the McKenna team. For cost-savings we would hold the focus group sessions the same day as we have a Planning Commission meeting. We will prepare an agenda, an overview of existing conditions data and target discussion in response to specific questions generated by the team. City staff and/or the Planning Commission will be responsible for inviting focus group participants, securing meeting space, and providing light refreshments. Potential stakeholder groups may include (but are not limited to):

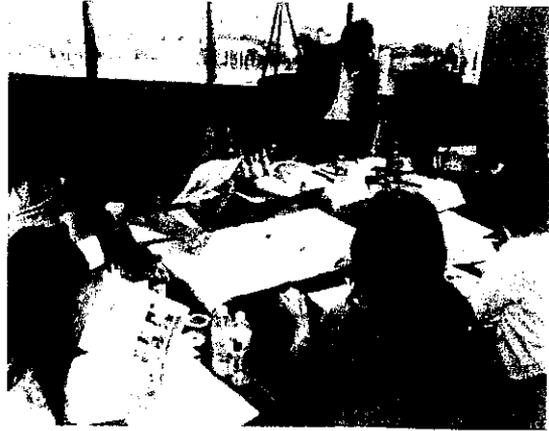
- a. Community members
- b. Neighborhood group representatives
- c. Arts, civic and cultural institutions
- d. Schools
- e. Elected and appointed officials (Council members, department heads, etc.)
- f. Real estate professionals (brokers, developers, etc.)
- g. Major employers, merchants
- h. Large property owners
- i. Youth

6. **OPTION - Public Opinion Survey.** Surveys lend additional credibility to public engagement programs and expand the circle of people who participate. As an option, for an additional fee, McKenna will develop a brief survey to ascertain public opinion on community issues, values and concerns relevant to the master plan process. McKenna will develop the survey as an interactive web-based survey, and we will compile the results for reporting to the Planning Commission.

We will use a prioritization exercises such as piggy banks and fake money, to help participants understand budget constraints and communicate what is most important to them.

Presenting Community Vision: The team will present the results to the Planning Commission for its further input, to respond to and refine the preliminary goals, policies, and strategies. Potential projects for implementation will also be discussed.

The team will create effective and attractive graphic summaries of each public presentation for wide distribution in hard copy and /or online.



A vibrant public engagement process is essential to the planning process.

C. Creating a Vision Together Deliverables

- Summary of Facebook/Twitter and collaborative map comments
- Focus group meetings, and Community Collaboration Forum
- Games and exhibits designed to elicit feedback on key issues
- Materials for press releases, notices and postcards to help raise awareness and build support and to post to the City's website and Facebook page.
- Written summary of Collaboration Forum with tally of comments and conclusions



6. The Comprehensive Master Plan for a Future

Following the collection and analysis of existing data and plans, hearing ideas and opinions from the public, Planning Commission and staff, the McKenna team will draft the Comprehensive Master Plan update. The plan will be an update which builds off the 2008 Plan and 2010 Amendment, and include the following:

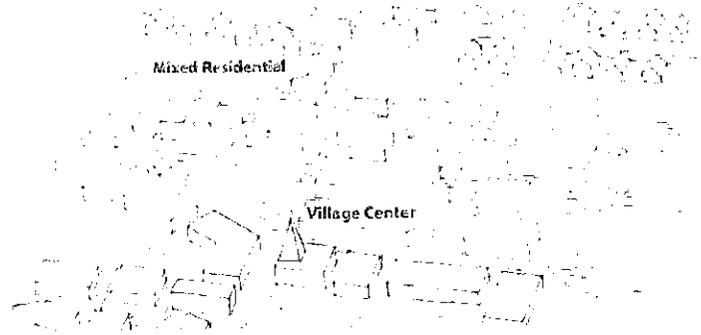
A. Guiding Planning Principles

The guiding planning principles will be formed through the course of public outreach and engagement process, with the early ideas born in the existing Comprehensive Master Plan and initial discussions with the Planning Commission. Our team will develop, refine, and finalize the principles throughout the project and provide consistent updates throughout the planning process and at key thresholds in the engagement and communication process. Based upon the goals, objectives and policies that result from the planning process, the team will develop a decision-making "rubric" against which future land use decisions can be made.

B. The Portland Plan

The Plan will be a future land use plan, and will also identify a range of recommended characteristics for the various planning areas within the City. The plan will go beyond land use, as its intent is to create or preserve great community character and quality of place. This focus on character and place requires planning for more than just land use.

Community character is defined by the quality of the built environment, the quality of public space, and the mixture of land uses.



The plan includes illustrative concept design plans that demonstrate how different uses can be integrated in a cohesive manner instead of being strictly separated in a conventional suburban manner

The Plan and map will identify actions and recommendations to create the desired possible quality of place for Portland, and will contain recommendations on:

- Land use and densities (residential, retail, office, industrial, public, mixed use, etc.)
- Building character and disposition (i.e. zero lot line, set back from the street, building heights, etc.)
- Public spaces (streets, sidewalks, parks, riverfronts)
- Housing and neighborhoods
- Economic development
- Quality of life
- Transportation plan and Complete Streets implementation (roads and bridges, transit, non-motorized pathways)
- Tourism arts and cultural amenities
- Recreation, open space and the environment
- Underused/vacant land management strategies and techniques (i.e. retail and industrial development opportunities, and potential business and districts)
- Infrastructure plan
- Green and sustainability



C. Implementation Plan

Crafting an implementation plan requires balance. We need to be careful about raising expectations beyond what can be easily accomplished while at the same time encouraging community organizations and residents to roll up their sleeves and work collaboratively with the City to move Portland forward. The success of the Implementation Plan depends to a great extent upon the success of public engagement process and how well it reflects the desires of the citizenry.

The plan will be implementation-focused throughout. The Portland Comprehensive Master Plan will identify land use, character, design, and infrastructure improvements that should be made. The implementation plan will list each of the projects necessary to see the plan to completion in a matrix format.

1. **Implementation Matrix.** A matrix that includes specific recommendations, priorities, capital improvement expenditures, programs, and actions will be provided in a format similar to the one at the bottom of this page. The matrix will identify:
 - a. Each project,
 - b. Its importance,
 - c. A timeframe for completing the project,
 - d. The person, body or organization responsible for overseeing the project, and
 - e. Funding opportunities for the project

PLANNING and ZONING								
PROJECT	PRIORITY	TIMEFRAME	RESPONSIBILITY			FUNDING		
			Village	Other Gov't	Private	Public	Private	DFP
Review the zoning ordinance to be consistent with this Plan			PC					
Create building design guidelines			PC/AM	MS				
Create architectural design standards for the Downtown	A		PC	MS	FD			
Create architectural design standards for the Commercial Corridor area	B		PC					
Create and adopt local historic districts	B		VC/AM	MS				
Adopt, Update Parks and Recreation Plan every 5 years	B		VC	MS				
Record properties according to the Official Plan and new Zoning Ordinance	B		PC/AM					
Develop and enforce a storm water management program	C	3	PC/AM					
Raise awareness of the benefits of green building standards	C	5	PC/AM					
Revise the Master Plan every 5 years	C	5	PC/AM					
Encourage LEED Energy Star Certification for new or renovated buildings	C	5	PC/AM					

Priority	Timeframe	Responsibility (Center)
A Most important	1 1 year	Project Lead
B Very Important	2 1-2 years	Key Participant
C Important	3 2-3 years	Contributor
	4 As Available	
	5 Ongoing	

Responsibility (Abbreviation)	
B	Portland Township
CC	Clark County, PUDs, Regional Organizations
CO	City of Commerce
FD	Franklin County
MS	Marion County
PC	Portland City Council
PD	Property Owners
VC	Village Council
VM	Village Manager, Administration

Funding	
Public	Includes public funds from the Village operating budget, County and State funding, Medicaid and other local government funds.
Private	Includes funds from private sources such as grants, mortgages, corporate funding, or property owners.
DFP	All current funding provided by an authorized donor. Please refer to the Summary of Economic Development Tools on page 92.

Implementation Matrix Example: While it appears complex, in reality it is an elegant method of summarizing all of the implementation actions recommended in the plan and showing their timing and responsibility on one sheet of paper. We recommend printing the matrix at poster size and hanging it in a prominent place. This keeps implementation in a position of importance, and allows the community to demonstrate progress by checking off projects as they are completed.

2. **Zoning Plan.** A zoning plan will also be provided as part of the implementation component of the Comprehensive Master Plan. The Zoning Plan will describe the relationship between the future land use classifications in the Master Plan and the zoning districts on the Zoning Map. The Zoning Plan will also:
 - a. Describe changes to the Zoning Map suggested by the Master Plan and the conditions under which those changes should be made.
 - b. Guidelines for amendments to the dimensional or use standards of specific zoning districts.
 - c. Guidelines for the creation and adoption of new zoning districts.

D. Review and Adoption

McKenna will assist with the City with the adoption process. The City is bound by the Michigan Planning Enabling Act (PA 33 of 2008). We identify a potential adoption process below that is based on our experience developing master plans for communities across the state:

1. *Planning Commission Draft Review Meeting.* McKenna will present the draft Comprehensive Master Plan as outlined above to the Planning Commission for review.
2. *Distribution of Draft Plan.* After review and recommendation by the Planning Commission, a copy of the first draft Master Plan will be submitted to the City Council for its approval to be distributed to the surrounding jurisdictions, Ionia County, and other entities for comment as required by state law.
3. *Review of Comments.* Upon conclusion of the state-mandated review and comment periods for the noticed entities, McKenna will review all comments submitted to it by the City and, if deemed necessary by the Planning Commission, make one set of modifications to the draft Plan.
4. *Final Review and Public Hearing(s) and Adoption.* McKenna will attend the required public hearing, explain the Comprehensive Master Plan to the public, and assist with the adoption by the Planning Commission and City Council.
5. *Final Document.* Subsequent to adoption, McKenna will prepare the document for delivery to the City.

Comprehensive Master Plan: Deliverables

Working Drafts

- One (1) digital copy of draft documents (including reduced-size maps [11 x 17 or 8.5 x 11]), delivered in time for meeting packets
- Original presentation materials
- One (1) hard copy of maps and documents.

Final Plan

- One (1) 24" x 36" copy of each map developed
- One (1) hard copy and a compact disc with the plan in digital format (PDF and Word). Additional copies to be provided at McKenna's documented cost.

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, February 3, 2014

In Council Chambers at City Hall

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

Guests: Kathy Parsons; Librarian Cory Grimminck, Portland District Library; 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 led by Cory Grimminck.

Motion by VanSlambrouck, supported by Krause, to approve the proposed Agenda.

Yeas: VanSlambrouck, Krause, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

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

City Manager Dempsey noted under Communications, the City received the results of the Flood Insurance Study from the FEMA. In comparison to the old map the flood area has shrunk a bit. Copies are available at City Hall for review. There is an opportunity for comment before the map is adopted.

Danby Township is currently going through the Master Plan process; the City has received a copy for review. The document is available at City Hall for review. It will also be presented to the Planning Commission.

City Manager Dempsey extended his compliments to the Department of Public Works (DPW) for their snow removal efforts this winter. They have been working every weekend for quite some time. The budgeted funds for winter maintenance are being spent and the salt supply is decreasing. The salt will be used more judiciously and will be mixed with sand in order to stretch the supplies out over a longer period of time, as 6 more weeks of winter are predicted.

Salt is in limited supply across the State from suppliers and the City is 80% through the winter budget. Snow removal will continue to be done by the same standard. The budget may have to be amended which could affect the summer maintenance budget. In previous years there have been surplus winter maintenance funds not spent and used for summer maintenance.

Royal Thomason, DPW Superintendent, retired this past week. The crew is doing very well, but is getting a bit worn out as this has been a very challenging winter season. It takes approximately 3 days to

clear snow after a snowfall event; including the streets, sidewalks and downtown. This winter as soon as the snow is cleared from one snowfall event, there is another.

Under Presentations, Librarian Cory Grimminck presented the Portland District Library Annual Report. There were 2 new employees hired that are working out very well. Circulation is at a level rate, but there has been an increase in e-book rentals. Access to ancestry.com was added this past year for genealogy research and has been very popular. A patron survey was conducted in 2013 with very interesting feedback; the Board is currently looking into requests received. The Board is in the process of selecting a new circulation system. In terms of building upkeep, there have been some plumbing issues and a broken book drop; all items have been repaired.

Council Member Sunstrum extended her appreciation for all of the great work at the library. Her family is avid patrons of the library; they love the programs and available options.

Under New Business, the Council considered Resolution 14-11 to approve M&M Pavement Marking's bid for 2014 street painting at a cost of \$8,532.16. A bid was also received from Michigan Pavement Marking LLC in the amount of \$9,753.86.

Mayor Pro-Tem VanSlambrouck inquired if street painting needs to be done every year? Is there another type of paint that could be used?

City Manager Dempsey stated the City uses the same paint specification as Ionia County. A different type of tape could be used that lasts approximately 3 to 4 years but it is much more expensive and snow plows could possibly tear it up. Currently, the surrounding areas all have street painting done annually.

Motion by VanSlambrouck, supported by Krause, to approve Resolution 14-11 approving M&M Pavement Marking's bid for 2014 street painting.

Yeas: VanSlambrouck, Krause, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-12 to approve the Economic Development Corporation's (EDC) recommendation to approve an exclusive listing agreement with Coldwell Banker Frewen Realty to market the vacant land at Cutler Rd. and Grand River Ave. The EDC met on January 27th and reviewed the listing activity report, and the proposed listing agreement including the concept of listing smaller 2 to 4 acre parcels along the street frontage.

Council Member Krause expressed her appreciation to the EDC for constantly coming up with new ideas for the development property at Cutler Rd. and Grand River Ave. while adhering the Master Plan.

Motion by Krause, supported by Sunstrum, to approve Resolution 14-12 approving the Economic Development Corporation's recommendation to approve an exclusive listing agreement with Coldwell Banker Frewen Realty to market the vacant land at Cutler Rd. and Grand River Ave.

Yeas: Krause, Sunstrum, 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 January 20, 2014 and the City Council Goal Setting Session held on January 25, 2014, payment of invoices in the amount of \$55,722.39 and payroll in the amount of \$129,395.62 for a total of \$185,118.01. There were no purchase orders over \$5,000.

Yeas: Krause, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Under Council Comments, Council Member Krause commented that the Council Goal Session held on January 25th was a very productive meeting.

Council Member Krause also extended congratulations to local resident, Shelby Miller on receiving a “golden ticket” to Hollywood on American Idol. Shelby is a 16-year old student at St. Patrick’s.

Council Member Krause stated her belief that the process followed for the renewal of the DDA would have been done differently so as not to avoid the forming of a Citizen Advisory Council; she does not want to see the size of the DDA decreased. She does not want to avoid any comment from the public.

City Manager Dempsey commented that it has planned to publish the proposed plan for review and comment and the Public Hearing is scheduled for March 3rd to take comment from the public. As soon as the DDA became award of potential legislation in October/November 2013 they began looking at options to extend the life of the DDA. A DDA with a population over 100 requires a Citizen Advisory Council be formed. The DDA has been open to public comment throughout the entire process but due to a timing issue of the potential legislation they opted to decrease the size of the DDA. DDA Director Reagan and City Manager Dempsey will be addressing the legislature on Wednesday in regard to this issue and explain how important TIF (Tax Increment Financing) is.

City Manager Dempsey commented the decision was made, not to exclude citizen participation, but in an effort to get an extension in place before there could be a long-term adverse situation put on the DDA by the State legislature.

Mayor Pro-Tem VanSlambrouck stated the Director Reagan does a very good job of getting information distributed to all parties and believes they are well informed.

Council Member Krause expressed her hope is that the City would go above and beyond the required public notices in order for the public to be informed and to make sure the community knows their input is desired.

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

Yeas: Fitzsimmons, VanSlambrouck, Krause, Sunstrum, Barnes

Nays: None

Adopted

Meeting adjourned at 7:40 P.M.

7

City of Portland
Synopsis of the Minutes of the February 3, 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; City Manager Dempsey; City Clerk Miller; DDA/Main Street Director Reagan; Police Chief Knobelsdorf

Presentation - Librarian Cory Grimminck presented the Portland District Library Annual Report.

Approval of Resolution 14-11 approving M&M Pavement Marking's bid for 2014 street painting.

All in favor. Approved.

Approval of Resolution 14-12 approving the Economic Development Corporation's recommendation to approve an exclusive listing agreement with Coldwell Banker Frewen Realty to market the vacant land at Cutler Rd. and Grand River Ave.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:40 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
BASIC	01983	QUARTERLY FEE FOR HRA ADMINISTRATION-GENERAL	207.00
B&W AUTO SUPPLY, INC.	00030	SUPPLIES, PARTS - VARIOUS DEPTS	767.10
DUANE CROSS	00642	EXTENSIONS/TORX DRIVE SET - ELECTRIC	472.25
DETROIT SALT COMPANY	01497	ROCK SALT-MAJ STS, LOC STS	2,491.87
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 - REFUSE	1,024.75
GRIDER-PORTLAND AGENCY INC.	01851	NOTARY BOND - GENERAL	110.00
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	149.06
IONIA COUNTY CENTRAL DISPATCH	01807	TALON SOFTWARE FOR LEIN ACCESS-POLICE	100.00
KEUSCH SUPER SERVICE	00228	4 TIRE DISPOSAL - MOTOR POOL	12.00
LYONS TOWNSHIP	00247	REIMB AMB PAYMENT - AMBULANCE	25.00
MENARDS	00260	HEATERS/WEATHER STRIPPING - WASTE WATER	42.31
MRPA	01481	STATE WIDE TRAIL MEETING - PARKS	50.00
MID MICHIGAN EMERGENCY EQUIPMENT	02216	INTERFACE BOX FOR VIDEO CAMERA - POLICE	320.00
MIRECS	01928	DUES - ELECTRIC	263.08
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,457.00
POLLY PRODUCTS LLC	01137	BENCH - PARKS	299.00
SEBEWA TOWNSHIP	01125	REIMB FOR AMB PAYMENT- AMBULANCE	254.80
TRUCK & TRAILER	00461	FLAME HARDENED BLADE - MOTOR POOL	351.20
TRUCK & TRAILER	00461	SINGLE CARBIDE - MTR POOL	322.75
TRUCK & TRAILER	00461	SINGLE CARBIDE - MOTOR POOL	475.10
TRUCK & TRAILER	00461	SINGLE CARBIDE - MOTOR POOL	475.10
TRUCK & TRAILER	00461	SINGLE CARBIDE - MOTOR POOL	475.10
TRUCK & TRAILER	00461	SINGLE CARBIDE - MOTOR POOL	475.10
TRUCK & TRAILER	00461	SINGLE CARBIDE - MOTOR POOL	266.50
TRUCK & TRAILER	00461	SINGLE CARBIDE - MOTOR POOL	266.50
USA BLUEBOOK	01850	GLAV PIPE NIPPLE - WASTE WATER	75.77
UPS	MISC	POSTAGE - WASTE WTR	15.74

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
VERIZON WIRELESS	00470	CELL PHONES-CITY MGR, PARKS, CEN, AMR, ELECTRIC	367.65
DAVID WARD	MISC	WASH & DETAIL BACKHOE - MTR POOL	20.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT - COMM PROMO	14,655.10
DANEY TOWNSHIP	00110	ANNEX AGREEMENT - COMM PROMO	1,784.48
CHROUCH COMMUNICATTON, INC.	00092	MAINT CONTRACTS - POLICE	115.30
CHROUCH COMMUNICATTON, INC.	00092	MAINT CONTRACTS - ELECTRIC	78.00
CHEEKY MONKEYS	01782	FOOD FOR COUNCIL GOAL SESSION- COUNCIL	44.00
CLAR RATE COMMUNICATIONS	02221	PHONE SVC - CITY HALL	415.16
UPS	MISC	POSTAGE - GENERAL	18.44
PURITY CYLINDER GASSES, INC.	00390	OXYGEN - AMBULANCE	90.90
FAMILY FARM & HOME	01972	ELIIPS LONG NOSE - ELECTRIC	4.99
WAYNE DOOR CO. OF ST. JOHNS	00476	COMMERCIAL LAECR - CEMETERY	85.00
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE ECA FACTOR - ELECTRIC	325.00
STATE OF MICHIGAN	00425	AIR. FEE FOR NOCLARY 2) - GENERAL	10.00
DINTAS-725	00083	RUG & UNIFORM CLEANING - VARIOUS DEPTS	701.91
CENTURYLINK	01567	PHONE SERVICE - VARIOUS DEPTS	24.29
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	46.10
HYDRO DESIGNS, INC.	01308	INSPECTION & REPORTING SVC- WFR	465.00
MUNICIPAL SUPPLY CO.	00324	MARKING PAINT - ELECTRIC	96.00
MUNICIPAL SUPPLY CO.	00324	SEAL CLAMP - WATER	230.30
MIKE WARD CONSTRUCTION	MISC	REPLACE A BROKEN DOOR KNOB LOCK - POLICE	42.00
LAERDAL MEDICAL CORPORATION	02229	GER BOOKS - AMBULANCE	365.14
WEX BANK	02181	MOTOR FUEL & OIL - ELECTRIC, MTR POOL	7,621.93
STATE OF MICHIGAN	00425	SALES TAX - ELECTRIC	11,009.68
STATE OF MICHIGAN	00425	SALES TAX - ELECTRIC	46.54
TOM'S FOOD CENTER	00452	SUPPLIES, PARTS - VARIOUS DEPTS	502.79
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE- REFUSE	3,001.95
WOW! INTERNET-CABLE PHONE	02112	CABLE SERVICES - ELECTRIC	30.97
RUSSELL LAUNDRY LLC	02249	DRY CLEANING UNIFORMS - POLICE	24.50

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SPRINT	00859	MONTHLY DATA & CELL PHONE - POLICE	270.69
LEXISNEXIS RISK DATA MANAGEMENT	IN01809	PEOPLE SEARCHES - GEN, POLICE	50.00
GRANSEA CONTAINER SERVICE	00175	REFUSE SVC- CBM, PARKS, MOTOR POOL	364.00
MICHIGAN COMPANY, INC.	00273	CALCIUM CHLORIDE - ELECTRIC	1,785.00
MANE	01580	MASTER ACADEMY REGISTRATION-GENERAL	450.00
STAPLES BUSINESS ADVANTAGE	00426	PAPER, INK, SUPPLIES - VARIOUS DEPTS	546.37
BRIAN KRIEGER	00568	OFFICIALS - REC	40.00
BRYAN SCHEURER	00600	OFFICIALS - REC	40.00
NICHOLAS NURENBERG	02039	OFFICIALS - REC	100.00
RYAN WILCOX	01734	OFFICIALS - REC	60.00
FRED KRAMER	00564	OFFICIALS - REC	60.00
MARCEL MILLER	02245	OFFICIALS - REC	60.00
JORDAN RUSSELL	01377	OFFICIALS - REC	110.00
BRIAN RUSSELL	00593	OFFICIALS - REC	60.00
GEORGE LACROIX	01576	OFFICIALS - REC	60.00
DONALD CHUBB	01799	OFFICIALS- REC	60.00
MIKE FULLER	01601	OFFICIALS - REC	60.00
BRANDON GRICE	02240	OFFICIALS - REC	110.00
MANDY SIMON	02084	OFFICIALS - REC	60.00
ALLISON RUSSELL	01954	SCOREKEEPERS - REC	21.00
SHILBI WILCOX	01439	SCOREKEEPERS - REC	21.00
TAYLOR WILCOX	02159	SCOREKEEPERS - REC	21.00
ALYSSA PUNG	02160	SCOREKEEPERS - REC	28.00
SHET SCHRABUEN	02162	SCOREKEEPERS - REC	21.00
BRYANT PETTIT	02163	SCOREKEEPER - REC	14.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	28.00
JANET PUTZ	02030	SCOREKEEPERS - REC	60.00
BATLEY VAN HOUTEN	02197	SCOREKEEPERS - REC	14.00
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE - GEN, ELRC, WW, WTR	997.38

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FIRST ADVANTAGE INS OCC. HEATH SOLG	1915	CLINIC COLLECTION - MOTOR POOL	16.95
RURAL GAS & APPLIANCE	00396	PROPANE - PARKS	547.53
NICTA	01836	ANNUAL DUES - GENERAL	100.00
MICHIGAN MUNICIPAL LEAGUE	00285	ANNUAL MEMBERSHIP DUES - GENERAL	2,825.00
MHR BILLING	01790	JANUARY BILL SERVICE - AMBULANCE	1,422.00
GERMAN LAW PLLC	02250	FEBRUARY LEGAL SERVICES - POLICE	800.00
GANNETT MICHIGAN NEWSPAPERS	00236	LEGAL NOTICES - GEN, ECON DEV	760.89
AUTOMATED BUSINESS EQUIPMENT	00027	SERVICE ON FOLDING MACHINE- GENERAL	1,222.60
FLEIS & VANDENBRINK	00153	WELFARE PROTECTION PLAN REVIEW/UPDATE- WELFARE	644.25
TRIMATRIX LABORATORIES INC	01806	LABORATORY SERVICES -ELECTRIC	585.00
Total:			377,199.62

**BI-WEEKLY
WAGE REPORT
February 17, 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.	8,592.71	156,176.52	2,937.02	81,403.47	237,579.99
ASSESSOR	1,143.36	20,853.42	393.06	6,352.88	27,206.30
CEMETERY	1,342.55	52,945.77	458.20	18,085.21	71,030.98
POLICE	12,901.66	231,332.19	1,678.50	80,232.46	311,564.65
CODE ENFORCEMENT	570.03	10,782.73	195.62	3,427.94	14,210.67
PARKS	1,121.61	40,417.65	383.40	10,791.64	51,209.29
INCOME TAX	1,418.37	25,562.36	480.44	17,166.80	42,729.16
MAJOR STREETS	6,798.51	60,300.88	2,174.37	38,548.41	98,849.29
LOCAL STREETS	4,336.91	41,372.92	1,187.67	26,212.92	67,585.84
RECREATION	2,039.19	37,074.22	696.17	17,429.11	54,503.33
AMBULANCE	12,454.64	178,140.80	2,146.91	35,295.98	213,436.78
DDA	1,614.95	27,676.80	555.20	8,951.77	36,628.57
ELECTRIC	14,350.02	295,651.93	5,411.93	151,664.44	447,316.37
WASTEWATER	8,402.57	145,608.84	2,903.88	78,813.70	224,422.54
WATER	8,851.66	92,413.15	2,330.64	43,397.64	135,810.79
MOTOR POOL	4,870.56	41,705.38	670.93	25,124.38	66,829.76
TOTALS:	90,809.30	1,458,015.56	24,603.94	642,898.75	2,100,914.31

BI-WEEKLY CASH BALANCE ANALYSIS
2/17/2014

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	580,892.92	4,738.14	61,428.74	113,320.00	5,265.00	632,257.32	235,000.00	867,257.32
INCOME TAX	14,726.79		2,099.43			12,627.36	10,000.00	22,627.36
MAJOR STREETS	173,137.96	17,314.02	10,491.98		3,615.00	176,345.00	-	176,345.00
LOCAL STREETS	24,043.43	5,991.25	6,545.31		3,246.00	20,243.37	-	20,243.37
RECREATION	(12,514.83)	4,720.00	4,244.57			(12,039.40)	-	(12,039.40)
AMBULANCE	139,322.61	7,858.59	18,239.88		4,167.00	124,774.32	-	124,774.32
CAPITAL IMPR-WELLHEAD GRANT	-		644.25			(644.25)		(644.25)
CAPITAL IMPROVEMENT-STREETS	1,359,877.23				7,066.94	1,352,810.29		1,352,810.29
REFUSE COLLECTION	25,941.03	2,489.40	6,215.51			22,214.92	-	22,214.92
ELECTRIC	107,898.79	205,441.33	185,632.81		50,175.00	77,532.31	550,000.00	627,532.31
WASTEWATER	(27,891.81)	21,920.68	13,436.40	14,503.35	53,823.00	(58,727.18)	-	(58,727.18)
WATER	519,435.04	16,505.69	12,542.83		34,348.00	489,049.90	420,000.00	909,049.90
MOTOR POOL	(15,795.05)		17,150.71	22,202.00		(10,743.76)	-	(10,743.76)
DDA	65,052.07	2.53	27,760.57			37,294.03	-	37,294.03
TOTALS:	2,954,126.18	286,981.63	366,432.99	150,025.35	161,705.94	2,862,994.23	1,215,000.00	4,077,994.23
							380,000.00	380,000.00
							170,000.00	170,000.00
							130,000.00	130,000.00
							503,304.85	503,304.85
							180,950.36	180,950.36
							135,667.71	135,667.71
							73,010.77	73,010.77
							113,985.74	113,985.74
							2,901,919.43	5,764,913.66

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

ELECTRIC-RESTRICTED CASH
CUSTOMER DEPOSIT CD
PERPETUAL CARE CD
INCOME TAX SAVINGS
ELECTRIC-PRIN & INT ESCROW
WASTEWATER -DEBT ESCROW
WASTEWATER-REPAIR ESCROW
DDA-PRIN/INT ESCROW

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, January 22, 2014 at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Gorman, Fitzsimmons, Swaney-Frederick, Kmetz, Hinds, Grapentien

Absent: Clement

Staff: City Manager Dempsey, City Clerk Miller, Code Officer Gensterblum

Guests: Craig Patterson of the WODA Group, Inc.

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Motion by Kmetz, supported by Swaney-Frederick, to excuse the absence of Member Clement. All in favor. Approved.

Motion by Kmetz, supported by Gorman, to approve the Agenda as presented. All in favor. Approved.

Motion by Kmetz, supported by Gorman, to remove the approval of the minutes from the November 13, 2013 meeting from the table. All in favor. Approved.

Motion by Fitzsimmons, supported by Kmetz, to approve the minutes of the November 13, 2013 meeting. All in favor. Approved.

Motion by Swaney-Frederick, supported by Fitzsimmons, to approve the minutes of the December 11, 2013 meeting. All in favor. Approved.

Under New Business, City Manager Dempsey presented and gave a review of the site plan request submitted by the WODA Group, Inc. to renovate the Old School Manor property at 306 Brush Street into a 29-unit affordable housing project known as Portland School Apartments. Because the plan is a permitted use in this zoned R-3 district and because there is no change to the building footprint and will be a legal non-conforming use this request would have been reviewed administratively. Due to the potential impact of development it is being brought to the Planning Commission for review.

City Manager Dempsey recommended approval of the site plan contingent on the following:

- Acceptable final utility, lighting and landscaping plans depicting compliance with City Ordinances.
- Require the removal of the diagonal fence that runs from the building to the northeast corner of the property.
- Pedestrian connections be provided from the front sidewalk back to the gazebo/community garden area.

Planning Commission Minutes
January 22, 2014

- Installation of sidewalks connecting the parking lot to the sidewalk along Hill Street.

Member Swaney-Frederick asked if historically there have been any problems with drainage.

City Manager Dempsey stated there had been no problems that he is aware of. Some repairs are needed to the parking lot and sidewalk. It is noted in the proposed plan that these repairs will be made.

Mr. Patterson, of the WODA Group, Inc. noted they plan to add amenities to the common areas of the property that will be shared with the community. For example, the gazebo for parents and grandparents to watch their children play. He further noted they have a commitment to MSHDA to only use indigenous species in the landscaping.

Mr. Patterson stated that The WODA Group, Inc. recognizes that this property is a historical asset to the community and will be accenting how it was built. As an example, windows will be replaced, but with something that matches the period. They will not be seeing historic credits as the inside of the building was significantly changed by the previous developer.

City Manager Dempsey asked Mr. Patterson if he foresees any concerns with the noted recommendations.

Mr. Patterson stated that he seen no concerns that couldn't be reviewed administratively.

Motion by Fitzsimmons, supported by Gorman, to approve the site plan proposed by the WODA Group, Inc. to renovate the Old School Manor Property at 306 Brush Street into a 29-unit affordable housing project known as Portland School Apartments.

City Manager Dempsey added a friendly amendment that the following conditions be met:

- Acceptable final utility, lighting and landscaping plans depicting compliance with City Ordinances.
- Require the removal of the diagonal fence that runs from the building to the northeast corner of the property.
- Pedestrian connections be provided from the front sidewalk back to the gazebo/community garden area.
- Installation of sidewalks connecting the parking lot to the sidewalk along Hill Street.

Member Fitzsimmons and Member Gorman accepted those conditions.

City Clerk Miller held the vote for the motion on the floor.
All in favor. Approved.

City Manager Dempsey presented Ordinance 175EE to address changes to design standards to allow the use of sheet metal on buildings, recognizing those types that have architectural design elements.

There was discussion.

Motion by Kmetz, supported by Swaney-Frederick, to set Ordinance 175EE for a Public Hearing.

1
Planning Commission Minutes
January 22, 2014

All in favor. Approved.

City Manager Dempsey presented Ordinance 175FF to clarify wording for construction of an accessory building on a concrete slab or foundation.

There was discussion.

Motion by Fitzsimmons, supported by Gorman, to set Ordinance 175FF for a Public Hearing.
All in favor. Approved.

City Manager Dempsey presented Ordinance 175GG to address temporary buildings and structures for sales.

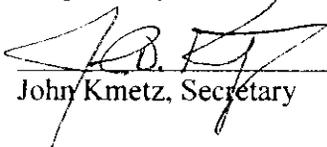
There was discussion.

Motion by Fitzsimmons, supported by Kmetz, to set Ordinance 175GG for a Public Hearing.
All in favor. Approved.

Under Planning Commission Member comments, Chairman Grapentien noted that he would have liked to have received the site plan for the property at 306 Brush St. earlier in order to have more time to review it.

Motion by Gorman, supported by Fitzsimmons, to adjourn the meeting at 7:48 P.M.
All in favor. Approved.

Respectfully submitted,



John Kmetz, Secretary



DATE: February 14, 2014

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>01/16/14</u>	\$ 113,984.88
INTEREST EARNED:	\$ 0.86
DEPOSITS:	
TRANSFER FOR BOND PRINCIPAL AND INTEREST ESCROW ACCOUNT	
CHECKS WRITTEN:	
NEW BALANCE: <u>02/20/14</u>	<u>\$ 113,985.74</u>

REGULAR ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>01/16/14</u>	\$ 65,052.07
INTEREST EARNED:	\$ 2.53
DEPOSITS:	

CHECKS WRITTEN:

CK NO.	PAYEE	AMOUNT
1333	IONIA SENTINEL STANDARD-DDA notice of public hearing	\$ 228.00
1334	STATE OF MICHIGAN-2014 Portland Pay Day charitable gaming license	\$ 50.00
1335	STATE OF MICHIGAN-2014 Block Party liquor license	\$ 50.00
1336	CITY OF PORTLAND-Reimb for postage, telephone, and	\$ 1,786.76

ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT.	\$ 19,215.00
ACH TRANSFER-P. Reagan wages/fringes for pay period: 12/31/13 to 1/13/14	\$ 2,094.37
ACH TRANSFER-P. Reagan wages/fringes for pay period: 1/14/13 to 1/27/14	\$ 2,166.29
ACH TRANSFER-P. Reagan wages/fringes for pay period: 1/28/14 to 2/10/14	\$ 2,170.15

TOTAL EXPENSES:	<u>\$ (27,760.57)</u>
NEW BALANCE: <u>02/20/14</u>	<u>\$ 37,294.03</u>

02/02/14

SENTINEL-STANDARD INC
114 N DEPOT STREET
IONIA MI 48846
Questions? Call: (616)527-2100

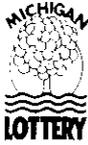
INVOICE/STATEMENT
Copy No. 1
Page No. 1

CUST# 161775 11

CITY OF PORTLAND
259 KENT ST
PORTLAND MI 48875

INVOICE	DATE	DESCRIPTION	QUANTITY	RATE	TAX	AMOUNT
BALANCE FORWARD						.00
7012262	01/30/14	DDA NOTICE REVISED	24.00	9.5000	.00	228.00

CURRENT	30 DAYS	60 DAYS	90 DAYS	PLEASE PAY -->	228.00
228.00	.00	.00	.00		



Charitable Gaming Division
 c/o Accounting
 Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing, MI 48933
 (517) 335-5780
 www.michigan.gov/cg

RAFFLE LICENSE APPLICATION

For Bureau Use Only

ALLOW 6 WEEKS FOR PROCESSING.
 PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

QUALIFICATION INFORMATION	1. Organization Name City of Portland Downtown Development Authority				2. Organization ID Number or Last License Number Issued 133988	
	3. Organization Street Address 259 Kent Street		City Portland	State MI	Zip Code 48875	
	Organization Mailing Address 259 Kent Street		City Portland	State MI	Zip Code 48875	County 34 Ionia
	4. Has your organization ever received a license such as bingo, millionaire party, raffle, charity game ticket, or numeral game? <input checked="" type="checkbox"/> Yes - Complete application and submit with the appropriate fee. <input type="checkbox"/> No - Please follow the instructions on the qualification guideline. If a guideline was not included or you do not understand it, contact our office at (517) 335-5780 to inquire as to what documentation must be submitted to qualify for licensing.					
5. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			6. Has your organization received contributions or made expenditures of \$500 or more in the last calendar year for the purpose of influencing or attempting to influence the action of voters for or against the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

SIGNATURE(S)	7. Provide name, title, home address, and telephone numbers for the PRINCIPAL OFFICER, e.g., president, grand knight, worthy matron, etc., and the vice president or equivalent and one other officer of the organization. SIGNATURE OF PRINCIPAL OFFICER REQUIRED - OR - signatures of the vice president or equivalent and one other officer. NOTE: Executive director signature not acceptable.		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Principal Officer Charles V. Dumas	9015 Sylvan Drive	Day (517) 647-4161
	Title Board Chairperson	Portland, MI 48875	Evening (517) 647-2987
	Signature of Principal Officer		Date 02/20/14
	- OR -		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Vice President or Equivalent Thomas Antaya	405 West Geneva	Day (517) 647-4861
	Title Vice Chairperson	DeWitt, Michigan 48820	Evening (517) 647-4861
	Signature of Vice President or Equivalent		Date 02/20/14
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Other Officer Kory Blastic	182 Kent Street	Day (517) 647-2787
Title Treasurer	Portland, Michigan 48875	Evening (517) 647-2787	
Signature of Other Officer		Date 02/20/14	
By signing above, I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.			

**PLEASE COMPLETE THE BACK PAGE OF THIS APPLICATION
 PLEASE MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS**



COMPLETION Required for licensure
 PENALTY: No license will be issued.

BSL-CG-1655 (R07/06)

RAFFLE INFORMATION

8. Contact Person Patrick T. Reagan			9. Raffle Location (building name, if any) Portland City Hall		
Mailing Address Where License Should Be Sent 259 Kent Street			Street Address 259 Kent Street		
City Portland	State MI	ZIP Code 48875	City Portland		
Telephone Number (Day) (517) 647-5027	Telephone Number (Evening) (517) 647-5027		ZIP Code 48875	County 34 Ionia	
10. List name, home address, and telephone numbers of the person(s) in charge of raffle. Must be member for 6 months. If more than one chairperson, attach additional list.					
Raffle Chairperson Nicole Sunstrum		Street, City, State, ZIP Code 855 Union Street Portland, Michigan 48875		Telephone Numbers Day (517) 881-9450 Evening (616) 292-6670	
11. If the total value of all prizes awarded in one day is \$500 or LESS, complete this section.					
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.)			License Fee		
S M A L L	Date _____	Time a.m. _____ to _____ p.m.	All drawing dates included on this application must be at the same location. \$15 for 1, 2, or 3 drawing dates plus \$5 for each additional drawing date. (Example: 1 drawing date = \$15 fee, 6 drawing dates = \$30 fee.) Enter the total number of small drawing dates. <u>0</u> \$15		
	Date _____	Time a.m. _____ to _____ a.m.			
	Date _____	Time a.m. _____ to _____ a.m.			
<input type="checkbox"/> Check here if there are additional drawing dates and attach list.					
-OR- If the total value of all prizes awarded in one day is MORE than \$500, complete this section.					
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.)			License Fee:		
L A R G E	Date <u>08/28/14</u>	Time p.m. <u>6:00</u> to <u>8:00</u> p.m.	All drawing dates included on this application must be at the same location. \$50 <u>1</u> = \$50 Number of Dates		
	Date _____	Time a.m. _____ to _____ a.m.			
	<input type="checkbox"/> Check here if there are additional drawing dates and attach list.				

TICKET INFORMATION

12. Will you be conducting an in-house raffle ONLY where there is no presale of the raffle tickets before the occasion? Yes No
If yes, there is no need to complete the raffle ticket below.

13. Complete the boxes below in ink; ensure the ticket is printed with all of the required items. See Raffle Rule 506.

- Indicate any additional information that will appear on the actual tickets.

RAFFLE <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> City of Portland Downtown Dev. Authority <small>Name of Licensee</small> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; width: 20%;"> <u>8/28/14</u> <small>Drawing Date(s)</small> </div> <div style="border: 1px solid black; padding: 2px; width: 20%;"> <u>7:00 p.m.</u> <small>Drawing Time(s)</small> </div> </div> <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">\$1,200.00 <small>First Prize *</small></td> </tr> <tr> <td style="text-align: center; padding: 5px;">\$200.00 <small>Second Prize (if applicable)</small></td> </tr> <tr> <td style="text-align: center; padding: 5px;">\$100.00 <small>Third Prize (if applicable)</small></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><small>Minimum 50/50 Prize (if applicable)</small></td> </tr> </table> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <u>203 Divine Hyw, Portland</u> <small>Raffle Location</small> </div> <div style="border: 1px solid black; padding: 5px; width: 20%; text-align: center;"> \$10.00 <small>Ticket Price</small> </div> </div> <div style="margin-top: 10px; text-align: right;"> <small>(to be added when issued)</small> <small>License Number</small> </div>	\$1,200.00 <small>First Prize *</small>	\$200.00 <small>Second Prize (if applicable)</small>	\$100.00 <small>Third Prize (if applicable)</small>	<small>Minimum 50/50 Prize (if applicable)</small>	<div style="text-align: center; margin-bottom: 20px;"> <u>001</u> <small>Ticket #</small> </div> <hr/> <div style="text-align: center; margin-bottom: 20px;"> <u>001</u> <small>Ticket #</small> </div> <hr/> <div style="text-align: center; margin-bottom: 20px;"> <small>Purchaser's Name</small> </div> <hr/> <div style="text-align: center; margin-bottom: 20px;"> <small>Purchaser's Address</small> </div> <hr/> <div style="text-align: center;"> <small>Purchaser's Phone #</small> </div>
\$1,200.00 <small>First Prize *</small>					
\$200.00 <small>Second Prize (if applicable)</small>					
\$100.00 <small>Third Prize (if applicable)</small>					
<small>Minimum 50/50 Prize (if applicable)</small>					

* For large prizes, you may want to include a disclaimer that states "If xxx (indicate number) tickets are not sold, the drawing will revert to a 50/50 raffle with the minimum prize of \$xxx (indicate dollar amount) awarded."

Make checks payable to: STATE OF MICHIGAN
 Submit completed application, supporting documents, and license fee to:
 Charitable Gaming Division, c/o Accounting, Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY: 101 E. Hillsdale, Lansing, MI 48933



Part I

Application for Special License for Sale of Beer and Wine Only or Beer, Wine and Spirits for Consumption on the Premises

1. Application for: Wine Auction Beer & Wine Only Beer, Wine & Spirits

2. Has your organization received a license before? Yes No

3. Is your organization a non-profit entity? Yes, in existence since (mm/dd/yy) 1/1/1987 No - You do not qualify

4. Applicant Information - Contact must be at least 21 years of age to sign and receive a license.

Name of applicant organization: City of Portland Downtown Development Authority

Address of applicant organization: 259 Kent Street, Portland, Michigan 48875

Contact name and phone number: Patrick T. Reagan, (517) 647-5027

E-mail address and fax for contact: ddamainstreet@portland-michigan.org (517) 647-2938

Date of meeting of the membership or board of directors which passed the resolution allowing the application for a special license to the MLCC: Feb 20, 2014

*Your application for a Special License will not be considered if a copy of your resolution, or minutes from your meeting is not attached to this application.

**Name and Address of where you would like the license sent (if different from above):

5. Event Information:

Event date(s) and the hours of operation for each: Saturday, May 17, 2014 -- 12:00 pm -- 12:00 am

Type of Event: Fundraiser

Location Name: Portland City Hall Parking Lot

Address of event: 259 Kent Street, Portland, Michigan 48875

This location is in the (city, incorporated village or township) of: Portland County of: Ionia

Will this event be held outdoors? Yes No *If yes, enclose a diagram that contains the dimensions of the area and how it will be contained, secured and maintained to prevent sales to minor and sales to visibly intoxicated persons.

All applicants - We certify that all profits derived from the sale of beer, wine and/or spirits will go to the organization and not to any individual. We further certify that the statements made are true. We further agree to abide by all provisions of the Liquor Control Code and Administrative Rules; that any license issued by the Commission is a contract subject to suspension or revocation by the MLCC, that there shall be no liability on the part of the State of Michigan, the MLCC, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

President (Print and sign name) Charles Dumas

Home address and daytime phone 9015 Sylvan Drive, Portland, Michigan 48875 (517) 647-4161

Witness (Print and sign name) _____

Notary name, signature and date _____

Notary public, State of Michigan, County of _____ My commission expires _____ Acting in the County of _____

Secretary (Print and sign name) Kory Blastic

Home address and daytime phone 182 Kent Street, Portland, Michigan 48875 (517) 647-2787

Witness (Print and sign name) _____

Notary name, signature and date _____

Notary public, State of Michigan, County of _____ My commission expires _____ Acting in the County of _____

6. Church or School Approval:

Is the proposed location within 500 feet of a church or school? Yes No *If yes - the church or school officials must approve the application by completing the information contained in this section.

I, the authorized representative of the named church and/or school, state that we have no objection to the issuance of a special license to the applicant organization, at the location entered on the resolution.

Name of church and/or school: _____

Name of clergyman or superintendent: _____

Address of church and/or school: _____

Phone number and e-mail address: _____

X _____

Signature and date of the authorized church clergyman and/or school superintendent: (Attach additional sheets if necessary)

7. Military Installation:

Is the proposed location at a military installation or a facility operated by the military? Yes No

If you answered "yes," you must also complete and submit the local government resolution in Part IV of this application package.

Military Agreement Number: _____

We understand the granting of this license and operation under such license are subject to all regulations of the Department of Military Affairs, the provisions of the Liquor Control Code and MLCC Administrative Rules

8. Sunday Sales:

Will this event be held on a Sunday? Yes No

If you answered "yes," section 1113, being MCL 436.2113(2), requires that proceeds received from the sale of food and other goods and services will exceed 50% of the total gross receipts on your event date.

Will your event commence prior to noon? Yes No If yes, verify that your local unit of government allows early morning sales of alcohol

Will your event include the sale of spirits? Yes No If yes, verify that your local unit of government allows sales of spirits on Sundays

9. Police Approval - The agency with primary jurisdiction in the local governmental unit where the event is held must complete this section:

Approval is required of the chief of police or sheriff who has primary jurisdiction where the proposed special license is to be located. Provide a copy of your diagram to the police agency that has jurisdiction over the event.

Is the organization requesting a Sunday Sales Permit to be utilized in conjunction with this event? Yes No

Are there any county or local governmental prohibitions against the sale of beer wine and/or spirits for consumption on Sundays? Yes No

Is the proposed location within 500 feet of a church or school? Yes No *Please enter the name and address of the church and/or school

Name of church and/or school: _____

Name of clergyman or superintendent: _____

Address of church and/or school: _____

Phone number and e-mail address: _____

Attach additional sheets if necessary if there are multiple churches and/or schools located within 500 feet.

I certify that I have investigated the application of this organization for a Special License for the sale of beer and wine or beer, wine and spirits for consumption on the premises and approve the issuance of a license by the Michigan Liquor Control Commission.

Name of law enforcement agency _____

Name and title of approving officer (please print): _____

Signature and date of approving officer: _____

Phone number and e-mail of approving officer: _____

INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

(7) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000813
Service Date: 01/09/2014
Invoice Date: 02/06/2014
Due Date: 03/06/2014

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ELEC-ST LIGHT DECORATIONS	1,184.35	1,184.35
1	ELEC-SCOUT PARK	22.65	22.65
1	ELEC-BOARDWALK LIGHTS	186.79	186.79

Total Invoice:	1,393.79
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	1,393.79

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: 0000000813
Service Date: 01/09/2014
Invoice Date: 02/06/2014
Due Date: 03/06/2014

Property Address:
259 KENT ST.



INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000814
Service Date: 02/06/2014
Invoice Date: 02/10/2014
Due Date: 03/10/2014

(517) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET - FEB 2014	112.00	112.00
1	POSTAGE	59.80	59.80

Total Invoice:	171.80
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	171.80

INVOICE

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

Customer ID: 00017
Invoice Number: 0000000814
Service Date: 02/06/2014
Invoice Date: 02/10/2014
Due Date: 03/10/2014

(517) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Property Address:
259 KENT ST.



Date	Invoice	Description/Detail	Amount
02/03/2014	13	SAFETY MEETING LUNCH - VARIOUS DEPTS	322.14
	101-201-734.000	SAFETY SUPPLIES	96.64
	101-276-734.000	SAFETY SUPPLIES	22.55
	101-728-956.000	MISCELLANEOUS EXPENSES	9.66
	210-302-734.000	SAFETY SUPPLIES	22.55
	582-538-734.000	SAFETY SUPPLIES	61.21
	590-548-734.000	SAFETY SUPPLIES	35.44
	591-441-734.000	SAFETY SUPPLIES	12.89
	661-441-734.000	SAFETY SUPPLIES	61.20

Total: 322.14

PRINTING SYSTEMS - Taylor, MI - 800-95-12345

CITY OF PORTLAND - PORTLAND, MICHIGAN 48875

CITY OF PORTLAND
259 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74-9471724

035071

Date: 02/03/14

AMOUNT
\$322.14

Three Hundred Twenty-Two and 14/100 Dollars

PAY

TO THE ORDER

WAGON WHEEL
7888 E. GRAND RIVER AVE.

PORTLAND

48875

CITY OF PORTLAND - PAYING ACCOUNT

James Hansen

MAYOR

Monique Miller

AP
CLERK

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

⑈035071⑈ ⑆02031403473⑆ 01151128209⑈

DATE	EDT	CLASS	DESCRIPTION	REP RUN	DEPTH	COL	LINE SIZE	RATE	AMOUNT
1220			BALANCE FORWARD						244.73
0123			PAYMENT THANK YOU						244.73
0112	SPRO	3280	SYNOPSIS-PRO-1119115 <i>General</i>	1	5.85	3		17.55	94.43
0119	SPRO	3280	NOTICE-PRO-1120014 <i>Gen</i>	1	13.34	6		80.07	395.14
0126	SPRO	3280	NOTICE-PRO-1121153 <i>Gen</i>	1	6.32	3		18.96	101.20
	SPRO	3280	NOTICE-PRO-1121155 <i>econ Dew</i>	2	5.54	3		33.28	170.12

CURRENT	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	OVER 120 DAYS	TOTAL DUE
760.89	.00	.00	.00	.00	760.89

		SALES PERSON MONROE
--	--	------------------------

TO ENSURE PROPER CREDIT, PLEASE RETURN TOP SECTION AND INCLUDE YOUR CUSTOMER NUMBER ON REMITTANCE For your records

CUSTOMER NO.	NAME	INVOICE NUMBER	AMOUNT PAID
L09363	CITY OF PORTLAND	2112979510	
		DUE DATE	

GANNETT MICHIGAN NEWSPAPERS
ADVERTISING INVOICE/STATEMENT

Date	Invoice	Description/Detail	Amount
01/20/2014	2709099	PHONE SVC - CITY HALL	413.91
	101-172-851.000	TELEPHONE SERVICE	41.39
	101-201-851.000	TELEPHONE SERVICE	165.57
	101-209-851.000	TELEPHONE SERVICE	41.39
	101-751-851.000	TELEPHONE SERVICE	41.39
	101-722-956.000	MISCELLANEOUS EXPENSES	41.39
	105-254-851.000	TELEPHONE SERVICE	41.39
	200-640-851.000	TELEPHONE SERVICE	41.39

Total: 413.91

Check # 0000034924 - Taylor, MI - 1-800-95-1234

CITY OF PORTLAND - PORTLAND, MICHIGAN 48875

CITY OF PORTLAND
259 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTING FOR NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74-947 / 724

034924

Date: 01/20/14

Amount
\$413.91

Four Hundred Thirteen and 91/100 Dollars**

PAY

TO THE
ORDER OF

CLEAR RATE COMMUNICATIONS
PO BOX 27308

LANSING

MI 48909

CITY OF PORTLAND - PAYING ACCOUNT

James S. Bauer

Margie Milk

MAYOR

CLERK

⑈034924⑈ ⑆072403473⑆ 01151128209⑈

User: BRENDA

DB: Portlan

PERIOD END 02/28/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	02/28/2014 NORMAL (ABNORMAL)	MONTH 02/28/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA FUND						
Revenues						
Dept 000						
248-000-402.000	REAL PROPERTY TAXES	307,549.00	250,000.00	0.00	57,549.00	81.29
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	38.15	0.00	11.85	76.30
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	26,000.00	12,047.15	0.00	15,952.85	43.03
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
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	262,213.79	0.00	73,385.21	78.13
TOTAL Revenues		335,599.00	262,213.79	0.00	73,385.21	78.13
Expenditures						
Dept 275-ADMINISTRATION						
248-275-702.000	S & W FULLTIME	40,799.08	24,485.74	3,137.60	16,313.34	60.02
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	743.03	92.30	456.97	61.92
248-275-715.000	S & W SOCIAL SECURITY	3,152.00	1,949.14	247.10	1,202.86	61.84
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	583.52	72.94	(108.52)	122.85
248-275-718.000	PENSION	17,655.00	14,802.09	784.56	2,852.91	83.84
248-275-719.000	OTHER FRINGE	100.00	283.13	9.66	(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	3.88	1.94	36.12	9.70
248-275-730.000	POSTAGE	300.00	261.74	59.80	38.26	87.25
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	757.42	0.00	6,742.58	10.10
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	9,300.00	4,502.18	0.00	4,797.82	48.41
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	1,720.00	0.00	0.00	1,720.00	0.00
248-275-740.005	OPERATING SUPPLIES-O&F COMMITTEE	14,905.00	7,362.10	112.00	7,542.90	49.39
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	18,160.00	8,004.15	100.00	10,155.85	44.08
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	0.00	0.00	100.00	0.00
248-275-802.000	AUDIT SERVICE	750.00	800.00	0.00	(50.00)	106.67
248-275-803.000	ENGINEERING SERVICE	0.00	138.72	0.00	(138.72)	100.00
248-275-804.000	CONTRACTUAL SERVICE	2,500.00	550.00	0.00	1,950.00	22.00
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	7,000.00	6,593.79	1,393.79	406.21	94.20
248-275-806.000	DATA PROCESSING	300.00	0.00	0.00	300.00	0.00
248-275-851.000	TELEPHONE SERVICE	500.00	630.13	41.39	(130.13)	126.03
248-275-886.000	FIREWORKS (DDA)	2,500.00	0.00	0.00	2,500.00	0.00
248-275-902.000	ADVERTISING	0.00	0.00	0.00	0.00	0.00
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	4,369.54	398.12	630.46	87.39
248-275-958.000	DUES & SUBSCRIPTIONS	300.00	0.00	0.00	300.00	0.00
248-275-967.001	FACADE RESTORATION (DDA)	10,000.00	0.00	0.00	10,000.00	0.00
248-275-982.000	CAPITAL OUTLAY-DDA EXPANSION	0.00	0.00	0.00	0.00	0.00
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	7,125.82	0.00	5,387.18	56.95
248-275-997.000	PAYING AGENT FEES	300.00	0.00	0.00	300.00	0.00

User: BRENDI

DB: Portlan

PERIOD END: 02/28/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD
		AMENDED BUDGET	02/28/2014 NORML (ABNORMAL)	MONTH 02/28/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	258,946.12	6,451.20	74,267.96	77.71
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	258,946.12	6,451.20	74,267.96	77.71
Fund 248:						
TOTAL REVENUES		335,599.00	262,213.79	0.00	73,385.21	78.13
TOTAL EXPENDITURES		333,214.08	258,946.12	6,451.20	74,267.96	77.71
NET OF REVENUES & EXPENDITURES		2,384.92	3,267.67	(6,451.20)	(882.75)	137.01

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR JANUARY 2014

NPDES COMPLIANCE

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

OPERATIONS

The WWTP treated and discharged 10.2 million gallons for the month of January.

January 2014 turned out to be one snowy cold miserable month. Through the sub-zero temperatures we discovered that the heaters in the two new buildings are inadequate. The Thickener building has to stay above 40°F for the polymer to be able to work. We saw the temperature dip in this room as low as 32°F with the new heater turned up as high as it will go. Two new electric space heaters were purchased as a temporary fix. We have now been able to keep the area where the polymer is stored above 40°F.

In the Grit /Screening building the temperatures dipped below freezing with the heater set on the maximum setting. As a result the auger on the grit washer froze solid; the water to the fine screen froze; and the copper water line for the garden hose blew apart at a solder joint. We were able to free up the auger by running water over it and chipping the ice out. We had to leave the ventilation fans off to get the room temperature warm enough to thaw the water lines on the fine screen. A ¼ turn shutoff valve was installed ahead of the point of freezing on the water line and the joint was re-soldered. The valve will be turned off during the cold months and the ventilation fans have to remain off when it is extremely cold outside. The grit washer and fine screen suffered no damage from the freezing.

The lab building also suffered from the cold as the new heaters could not keep up with the extreme cold. When the old heater in the chemical feed room was turned on to try to warm the lab, Tim noticed a hot electrical smell in the service building. Upon a thorough investigation by the operators, the source was found to be in an electrical junction box where the main electrical feed line goes from the service building to the lab building. An electrician was called and found the old split wire connectors were extremely hot. This was due to corrosion of the wire and connectors causing very high amperage draw. The connectors were replaced and solved the immediate problem. The electrician pointed out that the feed wire is aluminum and is actually undersized for the application. We will be

contacting D&E Electric for his evaluation and quotation if the wire does indeed need to be replaced.

New weather stripping was installed by the WWTP workers on the East lab door.

Doug and Tim required CDL physicals as both of theirs were due to expire in February.

Mike Owens performance evaluation was completed and turned in to the City Manager.

The #2 Raw Sewage pump was suffering from prematurely worn out motor bearings. With the upcoming thaws and rainy season, it was decided to get this pump repaired before catastrophe strikes. A quote for repairs was obtained using our spare parts kit from HydroDynamics. The pump was sent in for repairs and was returned to us at the first of February.

Several composite sampler suppliers was contacted for obtaining quotes to replace the troublesome Raw Sewage sampler with a peristaltic or vacuum pump style to eliminate the excessive bypass flow back to the raw sewage wet well. These types of pumps are able to blow pressure through the suction line to clear any blockages and assure a sample at each interval. They also do not need to return any flow to the wet well and will help to reduce the additional wear and tear on the raw sewage pumps. The quotes should be in by mid-February so that a decision can be made.

Hometown Sports experienced another sewer main blockage exactly one year to the day from the last one. A new manhole was installed upstream of their sewer connection by the DPW and WWTP workers. This spot was chosen as two major problems existed in the sewer main and could be resolved by placing the manhole there. The WWTP workers were able to clear the blockage from this point, however this causes sewage to flow up out of the Hometown Sports clean out next to their building. In the subzero temperatures this immediately froze to the parking lot surface. The workers washed down the area immediately outside of his entrance door. Due to inclement weather, they had to return several days later with the loader and a dump truck to scrape and remove the remaining frozen sewage and disposed of it in the WWTP drying beds. When an attempt was made to TV the line with the Cues camera, another obstruction was found in the sewer main 5' – 6' from the new manhole. It appears to be a gas house service line which can be verified by hand digging this spot as the sewer main is only 2 feet deep. It is recommended that Cook Brothers be contacted to install a downstream manhole where another problem area exists. This is where the six inch line changes elevations and joins an eight inch line. A manhole at this point would allow the proper approach for cleaning the line and clearing any root obstructions.

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

ITEM	COST
Tom's Do It Center – Distilled H2O, Sledge Hammer, etc.	\$ 126.13
Menards – Two space heaters and door weather strip	\$ 42.31
NCL – Lab Supplies	\$ 259.41
USA Bluebook – Gloves, SS ball valve	\$ 364.16
Synagro – December Biosolids haul	\$ 6263.40
Total Expenses	\$ 7055.41
Total Spent YTD	\$27258.15

WASTEWATER COLLECTION SYSTEM ACTIVITY

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

SEWER CALLOUTS

January 7, 2014

At 7:30AM a call was received from Mike ward from Hometown Sports located at 200 W. Bridge St. He stated that sewage was backed up to the top of the cleanout just outside his entrance door and that the drains were not working. The flow was checked at the upstream and downstream manholes. The problem appeared to be in the City Main. The Jet rodder truck was set up at the upstream manhole as this is the only access to the main where his service connects. Using a penetrating nozzle the blockage in the main was cleared. While clearing the blockage sewage was forced from the building clean out onto the parking lot. With the ambient temperature at 3°F, the sewage immediately froze to the parking lot surface. The WWTP workers flushed the area immediately outside of the entrance door to the building with water to clean the surface. They then had to use the loader and a dump truck to scrape and remove the remaining frozen sewage for disposal in one of the WWTP drying beds. It is highly recommended that quotes be obtained to have a downstream manhole installed by a contractor.

January 7, 2014

A call was received at the WWTP from Keith Burhan of 358 Divine Hwy at 3:00PM. He stated that their drains would not go down. Doug Sherman arrived on scene at 3:10PM to investigate the problem. The upstream manhole was checked for flow. The flow was

normal with no indication of surcharges. Doug pointed out the location of the main from the house and recommended that he have a plumber clean the service lateral to the house.

January 17, 2014

A call was received at the WWTP from Renada Cross at 119 Smith St. She stated that the sewer was backing up and the drains were draining slowly. Mike Owen arrived on the scene at 8:45AM and checked the flow at the upstream and downstream manholes. He determined that the problem was in the house service. He recommended that she have the landlord contact a plumber to have the house service lateral cleaned. She did not claim to have any damage.

January 23, 2014

A call was received at the WWTP from Mike Psalm of 850 Kent St. at 11:00AM stating that there was sewage backing up in their basement. Doug Sherman arrived at the residence at 11:05AM to investigate the problem. A plumber was already on sight and stated that he had cleaned approximately 110 feet. A quick measurement showed that the lateral should only be approximately 60 feet long. The downstream manhole was checked for flow. There was none. Tim Krizov was contacted to bring the Vac truck out to jet rod the City Main. Using the penetrating nozzle, the blockage was cleared and flow was restored. A small area of the basement floor was wet and advice was given for disinfecting the area. No damages were noted.

January 23, 2014

A call was received from Brian Russell of 904 Union St. at 3:00PM stating that they had a sewer back up. Doug Sherman arrived at the house at 3:05PM and checked the flow in the upstream and downstream manholes. The flow appeared to be normal with no indications of surcharging. A plumber was already at the house and he stated that the problem was in the house plumbing. No damages were noted.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

City Of Portland
 Water Department
 Monthly Water Report
 January 2014

Monthly Water Production

Well #4	10,290,000 Gallons
Well #5	0 Gallons
Well #6	3,000 Gallons
Well #7	0 Gallons

Daily Water Production

Well #4	331,935 Gallons
Well #5	0 Gallons
Well #6	97 Gallons
Well #7	0 Gallons

Daily Average Water Production For All Wells

332,032 Gallons

Total Water Production For The Month

10,293,000 Gallons

Total Water Production For The Previous Month

7,707,000 Gallons

Total Production Increased By

2,586,000 Gallons

Total Production For This Month From The Previous Year

8,539,000 Gallons

Total Production Increased By

1,754,000 Gallons

Kenneth L Gensterblum
Water Technician

User: NIKKI
DB: Portland

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2014 (ABNORMAL)	MONTH 01/31/2014 (DECREASE INCREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000		986,000.00	944,726.10	4,691.39	41,273.90	95.81
101-000-428.000		1,600.00	0.00	0.00	1,600.00	0.00
101-000-445.000		8,000.00	6,332.67	615.02	1,667.33	79.16
101-000-445.022		300.00	185.19	0.00	114.81	61.73
101-000-447.000		42,400.00	37,402.41	4,444.75	4,997.59	88.21
101-000-448.000		15.00	13.92	0.00	1.08	92.80
101-000-451.000		100.00	783.40	100.00	(683.40)	783.40
101-000-453.000		28,000.00	15,016.32	0.00	12,983.68	53.63
101-000-455.000		975.00	1,668.00	33.00	(693.00)	171.08
101-000-476.000		1,500.00	3,176.00	1,335.00	(1,676.00)	211.73
101-000-490.000		0.00	5.79	0.00	(5.79)	100.00
101-000-501.000		0.00	0.00	0.00	0.00	0.00
101-000-510.000		0.00	0.00	0.00	0.00	0.00
101-000-543.000		1,200.00	492.65	0.00	707.35	41.05
101-000-570.000		3,000.00	3,157.55	0.00	(157.55)	105.25
101-000-575.000		290,915.00	150,667.00	0.00	140,248.00	51.79
101-000-576.000		98,376.00	50,768.00	0.00	47,608.00	51.61
101-000-577.000		0.00	0.00	0.00	0.00	0.00
101-000-620.000		4,500.00	3,033.00	457.00	1,467.00	67.40
101-000-622.000		0.00	0.00	0.00	0.00	0.00
101-000-623.000		400.00	2,548.82	377.00	(2,148.82)	637.21
101-000-624.000		0.00	3.10	8.88	(3.10)	100.00
101-000-628.000		318,857.00	185,990.00	26,570.00	132,867.00	58.33
101-000-629.000		0.00	0.00	0.00	0.00	0.00
101-000-630.000		2,500.00	3,900.00	0.00	(1,400.00)	156.00
101-000-633.000		0.00	3,319.40	0.00	(3,319.40)	100.00
101-000-634.000		8,000.00	8,885.00	575.00	(885.00)	111.06
101-000-656.000		15,000.00	7,563.24	1,063.92	7,436.76	50.42
101-000-661.000		3,200.00	1,274.00	459.00	1,926.00	39.81
101-000-662.000		0.00	2,242.75	0.00	(2,242.75)	100.00
101-000-663.000		2,500.00	1,847.21	285.10	652.79	73.89
101-000-664.000		0.00	0.00	0.00	0.00	0.00
101-000-665.000		400.00	213.80	35.92	186.20	53.45
101-000-665.002		500.00	118.00	19.88	382.00	23.60
101-000-665.003		0.00	0.00	0.00	0.00	0.00
101-000-667.000		7,875.00	415.00	150.00	7,460.00	5.27
101-000-669.000		0.00	0.00	0.00	0.00	0.00
101-000-676.001		0.00	0.77	0.00	(0.77)	100.00
101-000-676.002		0.00	0.00	0.00	0.00	0.00
101-000-676.003		0.00	0.00	0.00	0.00	0.00
101-000-676.004		2,000.00	5,000.00	0.00	(3,000.00)	250.00
101-000-676.005		0.00	0.00	0.00	0.00	0.00
101-000-676.006		0.00	330.00	0.00	(330.00)	100.00
101-000-676.007		0.00	0.00	0.00	0.00	0.00
101-000-677.000		750.00	1,154.70	0.00	(404.70)	153.96
101-000-678.002		0.00	0.00	0.00	0.00	0.00
101-000-678.003		0.00	0.00	0.00	0.00	0.00
101-000-678.004		0.00	0.00	0.00	0.00	0.00
101-000-678.005		0.00	2,873.40	0.00	(2,873.40)	100.00
101-000-678.006		15,000.00	7,141.47	1,219.25	7,858.53	47.61
101-000-678.007		0.00	592.80	0.00	(592.80)	100.00
101-000-678.008		0.00	0.00	0.00	0.00	0.00
101-000-678.009		0.00	0.00	0.00	0.00	0.00
101-000-683.022		1,200.00	1,033.99	0.00	166.01	86.17
101-000-694.000		0.00	0.00	0.00	0.00	0.00
101-000-698.000		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

02/11/2014 10:35 AM

User: NIKKI

DB: Portland

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		668,759.00	177,337.19	0.00	491,421.81	26.52
TOTAL EXPENDITURES		239,914.45	104,847.03	20,182.93	135,067.42	43.70
NET OF REVENUES & EXPENDITURES		428,844.55	72,490.16	(20,182.93)	356,354.39	16.90
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		2,500.00	2,250.00	0.00	250.00	90.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,500.00	2,250.00	0.00	250.00	90.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		232,300.00	113,834.68	17,013.98	118,465.32	49.00
TOTAL EXPENDITURES		335,116.00	160,674.42	31,856.82	174,441.58	47.95
NET OF REVENUES & EXPENDITURES		(102,816.00)	(46,839.74)	(14,842.84)	(55,976.26)	45.56
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		906,584.00	131,216.80	30,335.70	775,367.20	14.47
TOTAL EXPENDITURES		915,660.00	135,033.12	21,482.10	780,626.88	14.75
NET OF REVENUES & EXPENDITURES		(9,076.00)	(3,816.32)	8,853.60	(5,259.68)	42.05
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		133,450.00	76,151.69	12,485.00	57,298.31	57.06
TOTAL EXPENDITURES		128,735.00	86,201.84	14,921.18	42,533.16	66.96
NET OF REVENUES & EXPENDITURES		4,715.00	(10,050.15)	(2,436.18)	14,765.15	213.15
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		472,556.00	368,748.24	34,897.40	103,807.76	78.03
TOTAL EXPENDITURES		546,716.36	349,750.55	43,948.49	196,965.81	63.97
NET OF REVENUES & EXPENDITURES		(74,160.36)	18,997.69	(9,051.09)	(93,158.05)	25.62
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	262,207.45	50,000.00	73,391.55	78.13
TOTAL EXPENDITURES		333,214.08	252,494.92	4,873.55	80,719.16	75.78
NET OF REVENUES & EXPENDITURES		2,384.92	9,712.53	45,126.45	(7,327.61)	407.25
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	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

February 12, 2014

Small Urban Transportation Agencies
Regional Planning and Development Agencies

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

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

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

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

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

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

Sincerely,

Denise B. Jackson, Administrator
Statewide Transportation Planning Division



It's that kind of experience.

February 10, 2014

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

At WOW!, our objective is to continue to provide excellent customer service and a variety of phone, video and high-speed Internet services at a great value to our customers.

Our company, as many others, continues to experience increases in operational expenses. We do our best to manage our costs very tightly wherever we have control to do so, however, our single largest expense is programming. To help keep pace with these costs, our rates and bundle pricing will be adjusted with the April 1, 2014 billing cycle. All residential customers will receive a customized notice based on their current level of service. Samples of the letters are enclosed. The average increase for customers with a bundle including cable service will be \$5.00 for their core cable package. Other ancillary pricing increases are below.

	Monthly Increase	New Monthly Rate
Limited Basic Cable only	\$2.00	\$28.00
Basic Cable only	\$5.00	\$75.00
Digital TV Basic Cable only	\$5.00	\$75.00
Digital TV Signature Cable only	\$6.00	\$92.00
2Mbps only	\$2.00	\$42.00
15Mbps only	\$2.00	\$52.00
Premium Channels (Cinemax, HBO, Playboy, and Showtime/The Movie Channel)	\$2.00	\$18.00
Digital Variety Pak	\$1.55	\$5.00
EMTAs and Cable Modems	\$1.00	\$6.00
Service Protection Plan	\$2.00	\$5.00

In addition, WOW! will be increasing the monthly Broadcast TV surcharge. It is applied on our residential customers' bills who subscribe to Basic Cable or higher. Starting April 1, 2014, the surcharge will increase to \$3.50 a month, which is a \$0.50 increase. The fee helps offset some of the continued increase in programming fees that we must pay to broadcasters.

Thank you for your continued support and cooperation. 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 and Phone

Customer has Basic Cable



February 23, 2014

Dear WOW! Customer,

We appreciate being your cable television services provider and are grateful for the opportunity to serve you. And we are grateful for your understanding throughout 2013 as we completed our all digital transition and for your patience as our teams worked to keep services running during the severe winter ice storms.

At WOW!, we work hard to manage our costs tightly wherever we have control to do so. But our single largest expense continues to be programming, the license fees we must pay to broadcast and cable networks every month. As a result, the price for your WOW! Basic Cable service will increase \$5.00 a month, to \$75.00 a month beginning with your April 2014 billing statement.

Please also refer to the chart below for new price of other services that you may be receiving.

	Current Monthly Price	New Monthly Price Effective 4/1/2014	Change
Broadcast TV Surcharge	\$3.00	\$3.50	\$.50

Gaining Control, Choice and Value from Programming

We recognize customers just want cable operators and programmers to work it out amongst themselves without disruption to you. And we're not trying to whine to you about the challenges we face. However, we do think it's important that you understand the reasons why programming license fees are skyrocketing since it directly impacts how much you pay. About 90% of existing TV networks are owned or controlled by just six multi-billion-dollar media conglomerates who wield an awful lot of power. Some of these network owners also happen to be cable operators and are among WOW!'s largest competitors. Frankly, we don't have the same negotiating leverage that they do. They're demanding fee increases that are double, triple or even more for the same program offerings. Does that seem fair and reasonable? We sure don't think so. As an independent cable company, WOW! has no ownership connection with any programmer so there is no conflict of interest. We will continue to fight to keep license fees and, therefore, your prices as affordable as possible. We have to in order to provide you with the products you want at a competitive price. To learn more, I invite you to visit wowway.com/aboutprogramming.

If you have questions about our services or this notice, you can call us toll-free at 1-800-491-1419. On behalf of the entire WOW! family, thank you for the opportunity to serve you.

Sincerely,

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

Prices exclude taxes, fees (such as applicable franchise, PEG and right-of-way access fees, the Subscriber Line Charge and Network Line Fee), the Broadcast TV Surcharge, government program related fees (such as applicable 911 fees, and USF and TRS charges), additional equipment, installation and service call charges, and usage-based charges. Offers not valid with any other discount. Offers and services subject to change without notice. Please see WOW!'s complete terms and conditions or call WOW! for further information regarding offers. ©2014 WideOpenWest Finance, LLC V2 MM BAS

Customer has basic cable and SPP



February 23, 2014

Dear WOW! Customer,

We appreciate being your cable television services provider and are grateful for the opportunity to serve you. And we are grateful for your understanding throughout 2013 as we completed our all digital transition and for your patience as our teams worked to keep services running during the severe winter ice storms.

At WOW!, we work hard to manage our costs tightly wherever we have control to do so. But our single largest expense continues to be programming, the license fees we must pay to broadcast and cable networks every month. As a result, the price for your WOW! Basic Cable service will increase \$5.00 a month, to \$75.00 a month beginning with your April 2014 billing statement.

Please also refer to the chart below for new price of other services that you may be receiving.

	Current Monthly Price	New Monthly Price Effective 4/1/2014	Change
Service Protection Plan	\$3.00	\$5.00	\$2.00
Broadcast TV Surcharge	\$3.00	\$3.50	\$.50

Gaining Control, Choice and Value from Programming

We recognize customers just want cable operators and programmers to work it out amongst themselves without disruption to you. And we're not trying to whine to you about the challenges we face. However, we do think it's important that you understand the reasons why programming license fees are skyrocketing since it directly impacts how much you pay. About 90% of existing TV networks are owned or controlled by just six multi-billion-dollar media conglomerates who wield an awful lot of power. Some of these network owners also happen to be cable operators and are among WOW!'s largest competitors. Frankly, we don't have the same negotiating leverage that they do. They're demanding fee increases that are double, triple or even more for the same program offerings. Does that seem fair and reasonable? We sure don't think so. As an independent cable company, WOW! has no ownership connection with any programmer so there is no conflict of interest. We will continue to fight to keep license fees and, therefore, your prices as affordable as possible. We have to in order to provide you with the products you want at a competitive price. To learn more, I invite you to visit wowway.com/aboutprogramming.

If you have questions about our services or this notice, you can call us toll-free at 1-800-491-1419. On behalf of the entire WOW! family, thank you for the opportunity to serve you.

Sincerely,

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

Prices exclude taxes, fees (such as applicable franchise, PEG and right-of-way access fees, the Subscriber Line Charge and Network Line Fee), the Broadcast TV Surcharge, government program related fees (such as applicable 911 fees, and USF and TRS charges), additional equipment, installation and service call charges, and usage-based charges. Offers not valid with any other discount. Offers and services subject to change without notice. Please see WOW!'s complete terms and conditions or call WOW! for further information regarding offers. ©2014 WideOpenWest Finance, LLC V2 MM BAS

Customer has basic cable bundle, HBO, and a free HD DVR campaign



It's that kind of experience.

February 23, 2014

Dear WOW! Customer,

We appreciate being your cable television services provider and are grateful for the opportunity to serve you. And we are grateful for your understanding throughout 2013 as we completed our all digital transition, and for your patience as our teams worked to keep services running during the severe winter ice storms.

At WOW!, we work hard to manage our costs tightly wherever we have control to do so. But our single largest expense continues to be programming, the license fees we must pay to broadcast and cable networks every month. As a result, the price for your bundle will increase by \$5.00 a month beginning with your April 2014 billing statement.

Gaining Control, Choice and Value from Programming

We recognize customers just want cable operators and programmers to work it out amongst themselves without disruption to you. And we're not trying to whine to you about the challenges we face. However, we do think it's important that you understand the reasons why programming license fees are skyrocketing since it directly impacts how much you pay. About 90% of existing TV networks are owned or controlled by just six multi-billion-dollar media conglomerates who wield an awful lot of power. Some of these network owners also happen to be cable operators and are among WOW!'s largest competitors. Frankly, we don't have the same negotiating leverage that they do. They're demanding fee increases that are double, triple or even more for the same program offerings. Does that seem fair and reasonable? We sure don't think so. As an independent cable company, WOW! has no ownership connection with any programmer so there is no conflict of interest. We will continue to fight to keep license fees and, therefore, your prices as affordable as possible. We have to in order to provide you with the products you want at a competitive price. To learn more, I invite you to visit wowway.com/aboutprogramming.

If you have questions about our services or this notice, you can call us toll-free at 1-800-491-1419. On behalf of the entire WOW! family, thank you for the opportunity to serve you.

Sincerely,

A handwritten signature in black ink, appearing to read "Christian Andersen".

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

Prices exclude taxes, fees (such as applicable franchise, PEG and right-of-way access fees, the Subscriber Line Charge and Network Line Fee), the Broadcast TV Surcharge, government program related fees (such as applicable 911 fees, and USF and TRS charges), additional equipment, installation and service call charges, and usage-based charges. Offers not valid with any other discount. Offers and services subject to change without notice. Please see WOW!'s complete terms and conditions or call WOW! for further information regarding offers. ©2014 WideOpenWest Finance, LLC V6 MM BUNDC



It's that kind of experience.

wowway.com

February 23, 2014

Dear WOW! Customer,

We appreciate being your cable television services provider and are grateful for the opportunity to serve you. And we are grateful for your understanding throughout 2013 as we completed our all digital transition, and for your patience as our teams worked to keep services running during the severe winter ice storms.

At WOW!, we work hard to manage our costs tightly wherever we have control to do so. But our single largest expense continues to be programming, the license fees we must pay to broadcast and cable networks every month. As a result, the price for your bundle will increase by \$5.00 a month beginning with your April 2014 billing statement.

Please also refer to the chart below for new price of other services that you may be receiving.

	Current Monthly Price	New Monthly Price Effective 4/1/2014	Change
Broadcast TV Surcharge	\$3.00	\$3.50	\$.50
HBO	\$16.99	\$18.00	\$1.01

You currently receive a free HD DVR as part of a promotion that was due to expire on April 1, 2014. We are happy to let you know that we are extending this free equipment promotion for three more months, until July 1, 2014. Effective July 1, 2014 the HD DVR included in this promotion will be charged the regular price of \$14 per month.

Programming Control, Choice and Value from Programming

We recognize customers just want cable operators and programmers to work it out amongst themselves without disruption to you. And we're not trying to whine to you about the challenges we face. However, we do think it's important that you understand the reasons why programming license fees are skyrocketing since it directly impacts how much you pay. About 90% of existing TV networks are owned or controlled by just six multi-billion-dollar media conglomerates who wield an awful lot of power. Some of these network owners also happen to be cable operators and are among WOW!'s largest competitors. Frankly, we don't have the same negotiating leverage that they do. They're demanding fee increases that are double, triple or even more for the same program offerings. Does that seem fair and reasonable? We sure don't think so. As an independent cable company, WOW! has no ownership connection with any programmer so there is no conflict of interest. We will continue to fight to keep license fees and, therefore, your prices as affordable as possible. We have to in order to provide you with the products you want at a competitive price. To learn more, I invite you to visit wowway.com/aboutprogramming.

If you have questions about our services or this notice, you can call us toll-free at 1-800-491-1419. On behalf of the entire WOW! family, thank you for the opportunity to serve you.

Sincerely,

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

Prices exclude taxes, fees (such as applicable franchise, PEG and right-of-way access fees, the Subscriber Line Charge and Network Line Fee), the Broadcast TV Surcharge, government program related fees (such as applicable 911 fees, and USF and TRS charges), additional equipment, installation and service call charges, and usage-based charges. Offers not valid with any other discount. Offers and services subject to change without notice. Please see WOW!'s complete terms and conditions or call WOW! for further information regarding offers. ©2014 WideOpenWest Finance, LLC V6 MM BUNDC

Customer has Basic Cable (btv surcharge applies), HBO, Wi Fi service and SPP



It's that kind of experience.

February 23, 2014

Dear WOW! Customer,

We appreciate being your cable television services provider and are grateful for the opportunity to serve you. And we are grateful for your understanding throughout 2013 as we completed our all digital transition and for your patience as our teams worked to keep services running during the severe winter ice storms.

At WOW!, we work hard to manage our costs tightly wherever we have control to do so. Each year as our operating expenses increase, we carefully consider how much we must pass on to customers in order to stay affordable while providing service excellence. As a result, you will see price adjustments on some WOW! products and services beginning with your April 2014 billing statement.

Please refer to the chart below for new price of services that you may be receiving.

	Current Monthly Price	New Monthly Price Effective 4/1/2014	Change
Broadcast TV Surcharge	\$3.00	\$3.50	\$.50
HBO	\$16.99	\$18.00	\$1.01
WOW! Wi Fi Service	\$9.99	\$10.00	\$.01
Service Protection Plan	\$3.00	\$5.00	\$2.00

You currently receive a free HD DVR as part of a promotion that was due to expire on April 1, 2014. We are happy to let you know that we are extending this free equipment promotion for three more months, until July 1, 2014. Effective July 1, 2014 the HD DVR included in this promotion will be charged the regular price of \$14 per month.

We understand you have a choice of providers and, on behalf of the entire WOW! family, thank you for the opportunity to serve you. If you have questions about our services or this notice, you can call us toll-free at 1-800-491-1419.

Sincerely,

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

Prices exclude taxes, fees (such as applicable franchise, PEG and right-of-way access fees, the Subscriber Line Charge and Network Line Fee), the Broadcast TV Surcharge, government program related fees (such as applicable 911 fees, and USF and TRS charges), additional equipment, installation and service call charges, and usage-based charges. Offers not valid with any other discount. Offers and services subject to change without notice. Please see WOW!'s complete terms and conditions or call WOW! for further information regarding offers. ©2013 WideOpenWest Finance, LLC V10 MM ALC

From: Eldridge, Melissa - NRCS-CD, Ionia, MI <Melissa.Eldridge@mi.nacdn.net>
Sent: Thursday, February 13, 2014 10:31 AM
To: Eldridge, Melissa - NRCS-CD, Ionia, MI
Cc: Art Pelon (apelon@iserv.net); Edward Blyth (edblyth@gmail.com); Betsy Koehnlein (Olmstead2003@Yahoo.com); James Maurer (Pat) (jmaurer7591@gmail.com); banks; brenda cowling cronk; Calley; mason; scott wirtz; shattuck; stephanie hurlbut; Teijema; vrooman
Subject: Household Hazardous Waste collections 2014

2014 Ionia HHW Collections

Household Hazardous Waste includes: home dyes, printer cartridges, aerosols, dry & wet cell batteries, dry cleaning agents, household cleaners, elemental mercury, devices containing mercury, pesticides (ant, insect, rodent, repellants), weed killer, pet spray, pet dip, pet collars, wood preservatives, creosote, cutting oil, glues, mineral spirits, naphtha, rust remover, turpentine, fiberglass epoxy, gun cleaning solvents, paint brush cleaners, polyurethane coatings, wood stains, photographic chemicals, artist paints and mediums, pool chemicals, auto fluids (oils, solvents, cleaners, and compressed gas cylinders 2lbs or less, oil base paints, varnish, stain, paint thinner, stripper, caulk, adhesives, fluorescent light bulbs

We also accept cell phones, batteries, and ink cartridges at the office during regular business hours.

Collection Date	Collection Location 8:00 am—noon
April 26, 2014	Ionia 303 S. Jackson St., Ionia, MI
May 3, 2014	Portland Portland Fire Dept. 733 E. Grand River, Portland, MI
May 10, 2014	Saranac Scheid Park 455 Main Street, Saranac, MI
May 17, 2014	Belding Old Hospital Lot on M-44 408 W. State
Sept 27, 2014	Ionia 303 S Jackson St., Ionia, MI

All dates include Electronic Collections :

Air cleaners, humidifiers, Cellular telephones, Copiers, DVD players and VCRs, Fax machines, Gaming systems, GPS Units, iPods, MP3 players, Ink and toner cartridges, Microwaves, Medical Equipment (non-hazardous), Power tools (electric only), Projectors, Radios, stereos and CD players, Telephone Systems, answering machines, Televisions (Intact, complete TV sets only), Various media (floppy disks, CDs, DVDs, memory sticks), Circuit boards, Computers (Desktops, Laptops, Main, Frames, Tablets), Docking stations, routers, Hard Drives, Internal, external disk drives, Keyboards and mice, Modems, Monitors (flat screens and CRTs, any size), Networking equipment, PDAs (Blackberry, Palm Pilots, iPhones), Power cords, cables, wires, Printers, scanners, Ram/Memory, Servers, server racks, Speakers, Tape back-ups

Thank you
Melissa Eldridge

District Manager
Ionia Conservation District
431 Swartz Ct. #300
Ionia, Mi 48846



IONIA COUNTY HEALTH DEPARTMENT

175 E. Adams Street, Ionia Michigan 48846
www.ioniacounty.org Ph: 616-527-5341

For Immediate Release
February 6, 2014

Contact: Courtney Miller
(616) 527-5341

Prescription Drug Drop Boxes Available in Ionia County

Ionia- Almost everyone has them—old, unused prescription drugs in their bathroom medicine cabinet. What do you do with them? You can now bring them to the Ionia County Sheriff Department or the Belding Police Department.

Statistics indicate that more Michigan residents are dying from prescription drug abuse than from use of heroin and cocaine combined. Over 2,500 young people in the U.S. abuse medicine for the first time EVERY DAY. In an effort to limit the availability of medicines, Ionia County Sheriff Department and the Belding Police Department in partnership with the Ionia County Substance Abuse Initiative (ICSAI), Ionia County Environmental Health Division and the Ionia County Commission on Aging have installed prescription drug drop-off boxes.

In addition, unsafe disposal of prescription and over-the-counter medications is costly to the environment. The Prescription Drug Drop Box is available to the community. Residents can drop off unused or expired prescriptions and over-the-counter medications - no questions asked. Items can be dropped off at any time in the Sheriff Departments lobby located at 133 Adams Street in Ionia or at the Belding Police Department Monday thru Friday from 8a.m-4p.m located at 120 South Pleasant Street in Belding. No needles will be accepted.

If you have any questions regarding the Prescription Drug Drop Box please contact the ICSAI at 616-527-5341.



Ken Bowen, REHS, MS, Health Officer
Dr. Sugandha Lowhim, M.D., MPH, Medical Director

Prevent Disease; Prolong Life; Protect the Environment!



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

Agenda
February 11, 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.

- VIII. New Business**
 - A. Household Hazardous Waste Disposal Agreement Amendment
 - B. Ratify Signature of Chairperson on Resolution of Appreciation
 - C. Drug Court - Byrne Jag Grant Subcontractor Agreement – Tammy McQueen
 - D. Drug Court - Byrne Jag Grant Subcontractor Agreement – Angela Kazenier
 - E. Request to Fill Environmental Health Sanitarian I Position
 - F. Health Department Budget Amendment
 - G. Appointment of Township Board Representative on Central Dispatch Board of Directors
 - H. Supervision by Administrator
 - I. Acknowledgement of Appointment Application – WMRPC Comprehensive Economic Development Strategy Committee
 - J.

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.
- Community Corrections Advisory Board – One Business Community Representative (no expiration date).
- Comprehensive Economic Development Strategy Committee – Two one-year terms expiring in December 2013 - One Public Representative and one Private Sector Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2015. One position will be for an alternate member.
- Substance Abuse Initiative – One two-year term, expiring December 2015. Representative must be from Commissioner District #6.

Appointments for consideration in the month of March 2014:

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

Appointments for consideration in the month of April 2014:

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

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

Committee-of-the-Whole Agenda
February 18, 2014
4:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker - please state name/organization)
- VI. Unfinished Business**
 - A. Facilities Discussion
 - B. Supervision by Administrator Discussion
 - C.
- VII. New Business**
 - A. Departmental Reports
 - 1. Treasurer
 - 2. Animal Shelter
 - 3. Public Health
 - B. Road Commission - Millage Discussion
 - 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**