



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

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

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Motion
7:03 PM	IV. <u>Interim City Manager Report</u>	
	V. <u>Presentations</u>	
7:15 PM	A. Mary Scheurer - Cemetaryian of Year Award	
	VI. <u>Public Hearing(s)</u> - None	
	VII. <u>Old Business</u>	
7:20 PM	A. Second Reading and Consideration of Ordinance 175HH to Amend The City Zoning Map	
	VIII. <u>New Business</u>	
7:25 PM	A. Proposed Resolution 14-55 Confirming the Mayor's Appointments to City Boards and Commissions	Motion
7:27 PM	B. Proposed Resolution 14-56 Approving Change Order No. 3 to the Contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvements Project	Motion
7:30 PM	C. Proposed Resolution 14-57 Approving Change Order No. 4 to the Contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvements Project	Motion
7:32 PM	D. Proposed Resolution 14-58 Approving Pay Request No. 2 to CL Trucking, Inc. for Work Done on the Knox, Barley, and Storz Improvement Project	Motion
7:34 PM	E. Proposed Resolution 14-59 Approving, Authorizing, and Directing The Mayor and Clerk to Sign a Biosolids Management Services Agreement with Synagro Central, LLC	Motion
7:36 PM	F. Proposed Resolution 14-60 Approving the Board of Light and Power's Recommendation to Have GRP Engineering, Inc. Complete An Electric System Modeling Study and An Arc Flash Study	Motion
7:40 PM	G. Proposed Resolution 14-61 Approving a Letter of Understanding with Karen McFadden as Interim City Attorney	Motion
7:44 PM	H. Proposed Resolution 14-62 Approving Certain Improvements at the Historic Red Mill by the Friends of the Red Mill Group	Motion

Estimated Time	IX. <u>Consent Agenda</u>	Action Requested
7:48 PM	<ul style="list-style-type: none"> A. Minutes & Synopsis from the Regular City Council Meeting and the Closed Session held on June 16, 2014 B. Payment of Invoices in the Amount of \$412,759.89 and Payroll in the Amount of \$230,100.20 for a Total of \$642,860.09 C. Purchase Orders over \$5,000 <ul style="list-style-type: none"> 1. Portland Area Fire Authority in the amount of \$25,628.28 for 1st Quarter Fire Services (July – September 2014) 	Motion
	X. <u>Communications</u>	
	<ul style="list-style-type: none"> A. DDA Minutes for May 15, 2014 B. DDA Treasurer’s Report for June 13, 2014 C. Water Department Report for June 2014 D. Water Quality Report 2013 E. Wastewater Treatment Plant Report for May 2014 F. Utility Billing Report for May 2014 G. Police Department Report for June 2014 H. Portland Area Fire Authority Notice of Public Meetings I. Portland Area Fire Authority Minutes for June 3, 2014 J. Portland Area Municipal Authority Minutes for April 1, 2014 K. Portland Area Municipal Authority Minutes for May 14, 2014 L. Lightning – Protecting Your Home and Family M. WOW! Programming Update N. Local Government Law Bulletin O. Ionia County Board of Commissioners Agenda for June 17, 2014 P. Ionia County Board of Commissioners Agenda for June 24, 2014 Q. Ionia County Board of Commissioners Agenda for June 24, 2014 R. MPSC Notice of Hearing for Consumers Energy Company 	
7:50 PM	X. <u>Public Comment</u> (5 minute time limit per speaker)	
7:55 PM	XI. <u>Other Business</u>	
8:00 PM	XII. <u>Council Comments</u>	
8:05 PM	XIII. <u>Adjournment</u>	Motion

CITY COUNCIL
CITY OF PORTLAND
Ionia County, Michigan

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

ORDINANCE NO. 175HH

AN ORDINANCE TO AMEND THE CITY ZONING MAP

THE CITY OF PORTLAND ORDAINS:

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

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

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

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: May 5, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: April 21, 2014

Adopted: May 5, 2014

Published: May 11, 2014

Effective: May 15, 2014

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-55

**A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENTS
TO CITY BOARDS AND COMMISSIONS**

WHEREAS, City Council has established guidelines for appointments to City Boards and Commissions pursuant to Council Policy 96-1; and

WHEREAS, the Mayor has reviewed the applications for the various City Boards and Commissions and, in accordance with Council Policy 96-1, requests that the Council confirm the following appointments:

Downtown Development Authority

Tutt Gorman to fill City Manager term
Wanda Urie to a term expiring June 20, 2018

Planning Commission

Julie Clement to a term expiring June 30, 2017

Economic Development Corporation

Tutt Gorman to a term expiring June 30, 2019

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayor's appointments as set forth above.
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:

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-56

A RESOLUTION APPROVING CHANGE ORDER NO. 3 TO THE CONTRACT WITH CL TRUCKING, INC. FOR THE BARLEY, KNOX, AND STORZ IMPROVEMENTS PROJECT

WHEREAS, the City awarded a contract in the amount of \$695,729.85 to CL Trucking, Inc. to make certain improvements to Barley, Knox, and Storz Streets (the Contract); and

WHEREAS, the City previously approved Change Order No. 1, to place insulation over new water service lines at a cost of \$2.00 per linear foot, and Change Order No. 2, to remove a tree and relocate a fire hydrant and valve with cut in tee and sleeve on Knox Avenue, thus increasing the amount of the Contract by \$4,702.00 for a total of \$700,431.85; and

WHEREAS, the City Engineer has prepared and is recommending approval of Change Order No. 3, a copy of which is attached as Exhibit A, to remove two 30-inch diameter trees on Barley Avenue at station 25+15 left and station 25+45 left; revising the layout of sidewalk from station 23+90 to station 26+70; revising the location of a hydrant at station 24+50; and the location of a catch basin at station 24+55, for a total of change order price of \$1,790.00, thus increasing the contract total to \$702,221.85.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Change Order No. 3, a copy of which is attached as Exhibit A, to remove two 30-inch diameter trees on Barley Avenue at station 25+15 left and station 25+45 left; revising the layout of sidewalk from station 23+90 to station 26+70; revising the location of a hydrant at station 24+50; and the location of a catch basin at station 24+55, for a total of change order price of \$1,790.00, thus increasing the contract total to \$702,221.85.
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: July 7, 2014

CHANGE ORDER # 3

OWNER City of Portland
 CONTRACTOR CL Trucking & Excavating, LLC
 Contract: _____
 Project: 2014 Street and Utility Improvements - Knox, Barley & Storz
 OWNER's Contract No. _____ ENGINEER's Project No. 815400
 ENGINEER Feis & VandenBrink

You are directed to make the following changes in the Contract Documents:

Description: Remove two 30-inch diameter trees on Barley Avenue at station 25+15 left and station 25+45 left (\$1,790.00). Also revise layout of sidewalk from station 23+90 to station 26+70, location of hydrant at station 24+50, and location of catch basin at station 24+55

Reason for Change Order: Requested by City.

Attachments: Revised Drawing Sheet C2.

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>695,729.85</u>
Net increase (Decrease) from previous Change Orders No. <u>1</u> to <u>2</u> : \$ <u>4,702.00</u>
Contract Price prior to this Change Order: \$ <u>700,431.85</u>
Net increase (decrease) of this Change Order: \$ <u>1,790.00</u>
Contract Price incorporating this Change Order: \$ <u>702,221.85</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial completion: <u>91</u> Ready for final payment: <u>98</u> (days or dates)
Net change from previously approved Change Orders No. <u>1</u> to <u>1</u> : Substantial completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial completion: <u>91</u> Ready for final payment: <u>98</u> (days or dates)
Net increase (decrease) of this Change Order: Substantial completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times incorporating this Change Order: Substantial Completion: <u>91</u> Ready for final payment: <u>98</u> (days or dates)

RECOMMENDED:

By: [Signature]
ENGINEER (Authorized Signature)

Date: 4/30/2014

APPROVED:

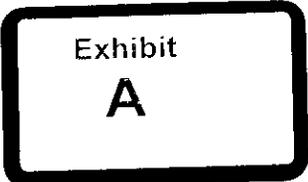
By: _____
OWNER (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
CONTRACTOR (Authorized Signature)

Date: _____



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-57

**A RESOLUTION APPROVING CHANGE ORDER NO. 4 TO THE CONTRACT WITH
CL TRUCKING, INC. FOR THE BARLEY, KNOX, AND STORZ IMPROVEMENTS
PROJECT**

WHEREAS, the City awarded a contract in the amount of \$695,729.85 to CL Trucking, Inc. to make certain improvements to Barley, Knox, and Storz Streets (the Contract); and

WHEREAS, the City previously approved Change Order No. 1, to place insulation over new water service lines at a cost of \$2.00 per linear foot, and Change Order No. 2, to remove a tree and relocate a fire hydrant and valve with cut in tee and sleeve on Knox Avenue; and Change Order No. 3, removing two trees on Barley Avenue, thus increasing the amount of the Contract to \$702,221.85; and

WHEREAS, during the course of work on Barley Avenue, the existing storm sewer was found to be in extremely poor condition and the City Engineer has determined this to be a potential threat to the integrity of the new street and sidewalk in the future; and

WHEREAS, the City Engineer has prepared and is recommending approval of Change Order No. 4, a copy of which is attached as Exhibit A, to replace the existing storm sewer on Barley Avenue from station 24+57 to an existing catch basin on the school property at station 27+92 with new 12-inch storm sewer and a new catch basin at station 26+25, for a total of change order price of \$13,940.25, thus increasing the contract total to \$716,162.10.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Change Order No. 3, a copy of which is attached as Exhibit A, to replace the existing storm sewer on Barley Avenue from station 24+57 to an existing catch basin on the school property at station 27+92 with new 12-inch storm sewer and a new catch basin at station 26+25, for a total of change order price of \$13,940.25, thus increasing the contract total to \$716,162.10.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

CHANGE ORDER # 4

OWNER City of Portland
 CONTRACTOR CL Trucking & Excavating, LLC
 Contract: _____
 Project: 2014 Street and Utility Improvements - Knox, Barley & Storz
 OWNER's Contract No. _____ ENGINEER's Project No. 815400
 ENGINEER Fleis & VandenBrink

You are directed to make the following changes in the Contract Documents:

Description: Replace existing storm sewer on Barley Avenue from station 24+57 to an existing catch basin on the school property at station 27+92 with new 12-inch storm sewer and a new catch basin at station 26+25.

Reason for Change Order: The existing storm sewer was found to be in poor condition and would have been a potential threat to the integrity of the new street and sidewalk.

Attachments: Summary of Change Order #4 unit price work items and revised Drawing Sheet C2.

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>695,729.85</u>
Net Increase (Decrease) from previous Change Orders No. <u>1</u> to <u>3</u> : \$ <u>6,492.00</u>
Contract Price prior to this Change Order: \$ <u>702,221.85</u>
Net increase (decrease) of this Change Order: \$ <u>13,940.25</u>
Contract Price incorporating this Change Order: \$ <u>716,162.10</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial completion: <u>91</u> Ready for final payment: <u>98</u> (days or dates)
Net change from previously approved Change Orders No. <u>1</u> to <u>3</u> : Substantial completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial completion: <u>91</u> Ready for final payment: <u>98</u> (days or dates)
Net increase (decrease) of this Change Order: Substantial completion: <u>3</u> Ready for final payment: <u>3</u> (days)
Contract Times incorporating this Change Order: Substantial Completion: <u>94</u> Ready for final payment: <u>101</u> (days or dates)

RECOMMENDED:

By: _____
ENGINEER (Authorized Signature)

Date: _____

APPROVED:

By: _____
OWNER (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
CONTRACTOR (Authorized Signature)

Date: _____

**Exhibit
A**

PORTLAND CITY COUNCIL

Ionia County, Michigan

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

RESOLUTION NO. 14-58

A RESOLUTION APPROVING PAY REQUEST NO. 2 TO CL TRUCKING, INC. FOR WORK DONE ON THE KNOX, BARLEY, AND STORZ IMPROVEMENT PROJECT

WHEREAS, the City awarded a contract in the amount of \$695,729.85 to CL Trucking, Inc. to make certain improvements to Knox, Barley, and Storz streets; and

WHEREAS, the City previously approved Change Order No. 1, to place insulation over new water service lines at a cost of \$2.00 per linear foot, and Change Order No. 2, to remove a tree and relocate a fire hydrant and valve with cut in tee and sleeve on Knox Avenue, thus increasing the total contract price to \$700,431.85; and

WHEREAS, CL Trucking, Inc. has submitted Pay Request No. 2 requesting a progress payment for work completed through June 25, 2014, a copy of which is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Pay Request No. 2 and is recommending that the City Council approve payment in the amount of \$237,504.47.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 2 and authorizes payment in the amount of \$237,504.47 to CL Trucking, Inc. for work completed through June 25, 2014.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 7, 2014

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-59

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR AND CLERK TO SIGN A BIOSOLIDS MANAGEMENT SERVICES AGREEMENT WITH SYNAGRO CENTRAL, LLC

WHEREAS, the City previously entered into a biosolids management services agreement for a term of five years with Synagro Central, LLC, on July 1, 2009, with the agreement expiring on July 1, 2014; and

WHEREAS, the 2009 agreement, attached as Exhibit A, allows the agreement to be extended on a yearly basis as mutually agreed on by both parties; and

WHEREAS, Synagro Central has proposed a 1-year agreement, a copy of which is attached as Exhibit B, that quotes a unit rate of \$0.0447 cents per gallon, a 2% increase over the current rate of \$0.0438 per gallon; and

WHEREAS, the contract also includes costs for "Sludge Testing: Metals" and "Sludge Testing: Fecal," both at \$401.71 each; and

WHEREAS, the Interim City Manager and Waste Water Treatment Plant Superintendent Doug Sherman have reviewed the proposed agreement and recommend that the City Council approve the Agreement.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the proposed biosolids management services agreement from Synagro Central, LLC, a copy of which is attached as Exhibit B, authorizes and directs the Mayor and Clerk to sign on behalf of the City.
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: July 7, 2014

Monique I. Miller, City Clerk

BIOSOLIDS MANAGEMENT SERVICE AGREEMENT

This SERVICE AGREEMENT (hereinafter called the AGREEMENT) made and entered into this 1st day of July 2009 (the EFFECTIVE DATE) by and between the City of Portland, Michigan (hereinafter called CUSTOMER), and **Synagro Central, LLC** (hereinafter called CONTRACTOR which term shall include its successors and assigns).

WITNESSETH:

In consideration of the following covenants and AGREEMENTS, the CUSTOMER and the CONTRACTOR hereby mutually agree as follows:

1. SCOPE

1.1. The CONTRACTOR shall provide biosolids management services that include removal, transportation, and land application or other beneficial reuse in accordance with the terms of this AGREEMENT (hereinafter called SERVICES) of the CUSTOMER'S biosolids which constitute primarily *liquid (2%-12% solids)* residue generated during the treatment of domestic sewage in a treatment works (hereinafter called BIOSOLIDS) generated by the Portland WWTP physically located in Portland, Michigan (the PLANT).

2. CONTRACTOR OBLIGATIONS

The CONTRACTOR shall:

- 2.1. Within three (3) weeks after receipt of notice from CUSTOMER, cause the removal, transportation, and land application of CUSTOMER'S BIOSOLIDS and, in connection with such activities, maintain AUTHORIZATIONS and landowner AGREEMENTS required of CONTRACTOR for agricultural land application and/or disturbed land reclamation in accordance with all applicable LEGAL REQUIREMENTS which are currently in effect, or which take effect during the term of this AGREEMENT.
- 2.2. At the written request of CUSTOMER, and as applicable, provide any AUTHORIZATIONS which are issued by applicable GOVERNMENTAL AUTHORITIES for all land approved for BIOSOLIDS land application.
- 2.3. Notify the CUSTOMER of any notice of violation, action, suit, claim, or legal proceeding against CONTRACTOR relating to any aspect of the CUSTOMER'S BIOSOLIDS managed pursuant to this AGREEMENT.
- 2.4. For BIOSOLIDS which are land applied, employ land application methods approved or allowed by applicable GOVERNMENTAL AUTHORITIES.

- 2.5. Develop and implement monitoring, record keeping, and reporting programs as required by applicable LEGAL REQUIREMENTS, and as set forth in Section 6 of this AGREEMENT.
- 2.6. Provide proof of liability insurance, as set forth in Section 4 of this AGREEMENT.
- 2.7. Indemnify, CUSTOMER, and hold harmless CUSTOMER, its subsidiaries, affiliates, successors and assigns and their respective directors, officers, employees, shareholders, representatives and agents (hereinafter referred to collectively in this section as CUSTOMER INDEMNITEES) from and against any and all claims, liabilities, lawsuits, and causes of action, together with reasonable costs, expenses, and attorneys' fees associated therewith and all amounts paid in defense or settlement of the foregoing, which may be imposed upon or incurred by CUSTOMER INDEMNITEES or asserted against CUSTOMER INDEMNITEES by any other person or persons (including GOVERNMENTAL AUTHORITIES), to the extent caused by CONTRACTOR'S breach of its obligations under this AGREEMENT or violation of applicable LEGAL REQUIREMENTS.
- 2.8. Comply in all material respects with all LEGAL REQUIREMENTS applicable to CONTRACTOR'S provision of the SERVICES.
- 2.9. CONTRACTOR'S obligations to take, receive or beneficially reuse BIOSOLIDS shall be suspended during a Force Majeure.

3. CUSTOMER

The CUSTOMER shall:

- 3.1. Provide to CONTRACTOR for off-site beneficial reuse 100% of the annual volume of BIOSOLIDS generated at the PLANT.
- 3.2. Provide CONTRACTOR with reasonable access to the CUSTOMER'S BIOSOLID'S delivery system, except as reasonably required for safety or emergency considerations, or planned shutdown of the PLANT. It is agreed that when safety, emergency or shutdown conditions prevent access, that both parties will attempt to resolve such conditions as expeditiously as possible.
- 3.3. Not provide to CONTRACTOR any BIOSOLIDS which contain HAZARDOUS MATERIAL or are hazardous in accordance with 40 C.F.R. Part 261, other federal law, state law, or which contains a concentration of polychlorinated biphenyls equal to or greater than 50 milligrams per kilogram of total solids (on a dry weight basis).

- 3.4. Provide CONTRACTOR with at least three (3) weeks advance notice of when CUSTOMER desires for CONTRACTOR to remove BIOSOLIDS from the PLANT.
- 3.5. Indemnify, defend, and protect CONTRACTOR from and against all claims, damages, losses, costs, suits, settlements, causes of action, liabilities (**INCLUDING WITHOUT LIMITATION STRICT LIABILITIES**) fines, penalties, costs, and expenses (including but not limited to, investigation and legal expenses, and costs and expenses associated with Remedial Work) (collectively, CLAIMS) arising out of or in connection with any acts or omissions of CUSTOMER, or its employees, officers, directors, representatives, contractors, subcontractors, agents, or affiliates, or any licensee or invitee of the PLANT (other than CONTRACTOR), or CUSTOMER'S breach of any of its obligations under this AGREEMENT, or any violation of any applicable LEGAL REQUIREMENT by CUSTOMER or any of its employees, officers, directors, representatives, agents, contractors, subcontractors, or affiliates, or its licensees or invitees (other than CONTRACTOR) or any discrepancy in the character or composition of the BIOSOLIDS from the PLANT compared to analytical results, certifications or other information provided by CUSTOMER to CONTRACTOR.
- 3.6. From time to time, as requested by CONTRACTOR, review a list of proposed land application sites at which BIOSOLIDS from the PLANT may be applied, and select from such sites those sites to which CUSTOMER desires for its BIOSOLIDS to be applied, and such sites to which it does not desire its BIOSOLIDS to be applied. In the absence of specific designations by CUSTOMER, CUSTOMER agrees that it shall have been deemed to select any and/or all of such application as satisfactory locations for its BIOSOLIDS.
- 3.7. Notify the CONTRACTOR of operating changes or any other conditions that would reasonably be expected to affect the BIOSOLIDS handled by CONTRACTOR under this AGREEMENT.

4. INSURANCE

The CONTRACTOR shall maintain and provide the CUSTOMER evidence of insurance as follows:

- 4.1. Worker's Compensation meeting at least the minimum requirements of the laws of the State of Michigan, and Employer's Liability with a minimum single limit of \$1,000,000.
- 4.2. Commercial General Liability and Automobile Liability Insurance to include premises operations and subcontractors. Completed Operations and Contractual Liability are to be included under the Commercial General Liability coverage. The insurance policies

will have limits of no less than \$1,000,000.00 per occurrence and \$ 2,000,000.00 aggregate. CUSTOMER shall be named as an additional insured.

5. PAYMENT

The CONTRACTOR shall provide the CUSTOMER with an accounting of the ^{gallons} ~~tons~~ of BIOSOLIDS removed from the CUSTOMER'S PLANT. ~~CONTRACTOR will utilize certified weight scales approved by the CUSTOMER to measure tonnage of BIOSOLIDS removed from the CUSTOMER'S PLANT. The CUSTOMER will be provided with manifests and certified weight tickets for all loads removed by the CONTRACTOR.~~

- 5.1. The CONTRACTOR shall submit invoices once each month for SERVICES provided by CONTRACTOR, using the rates and the amounts agreed in Section 10 of this AGREEMENT. The CUSTOMER shall pay all invoices within 30 days after receipt of the invoice.
- 5.2. It is agreed that in the event of any dispute concerning invoice amount, CUSTOMER will pay undisputed invoice amounts within 30 days after receipt of the invoice.

6. RECORD KEEPING

The CONTRACTOR shall maintain records and submit summary reports to the CUSTOMER after each hauling event (as requested by CUSTOMER) and on an annual, cumulative basis. Reports shall include information regarding, but not be limited to:

- 6.1. Number of loads transported and applied with identification of utilization site(s).
- 6.2. Such other information as will reasonably allow CUSTOMER to fulfill its recordkeeping and reporting requirements under applicable LEGAL REQUIREMENTS.

7. NOTICES

Except as otherwise provided herein, any notice, demand or other communication shall be in writing and shall be personally served, sent by commercial courier service or prepaid registered or certified mail, or sent by telephonic facsimile delivery with confirmation thereof. Any such notice shall be deemed communicated upon receipt.

- 7.1. The following address is hereby designated as the legal address of the CONTRACTOR. Such address may be changed at any time by notice in writing delivered to CUSTOMER.

Synagro Central, LLC

7014 East Baltimore Street
Baltimore, MD 21224
(410) 284-4120
Fax: (410) 282-7466
Attention: Stephen R. Tofi, Regional Vice President

With a copy to:
Joseph Page
General Counsel
Synagro Technologies, Inc.
1800 Bering Drive, Suite 1000
Houston, Texas 77057
(713) 369-1700
(713) 369-1750 (Fax)

- 7.2. The following address is hereby designated as the legal address of the CUSTOMER. Such address may be changed at any time by notice in writing delivered to CONTRACTOR.

Name: City of Portland City Hall
Street Address: 259 Kent Street
Mailing Address: Portland, MI 48875-1495
Phone Number: (517) 647-7531
Contact Person: Mr. Tom Dempsey, City Manager
Fax: (517) 647-2938

8. FORCE MAJEURE

Wherever the word "Force Majeure" is used, it should be understood to mean:

- 8.1. acts of God, landslides, lightning, earthquakes, hurricanes, tornadoes, blizzards and other adverse and inclement weather, fires, explosions, floods, acts of a public enemy, wars, blockades, insurrections, riots or civil disturbances;
- 8.2. labor disputes, strikes, Work slowdowns, or Work stoppages;
- 8.3. orders or judgements of any Federal, State or local court, administrative agency or governmental body, if not the result of willful or negligent action of the party relying thereon;
- 8.4. power failure and outages affecting the Premises; and
- 8.5. any other similar cause or event, including a change in law, regulation, ordinance or permit, provided that the foregoing is beyond the reasonable control of the party

claiming Force Majeure.

If, because of Force Majeure any party's cost is increased by more than 15% or any party hereto is rendered unable, wholly or in part, to carry out its obligations under this Contract, then such party shall give to the other party prompt written notice of the Force Majeure with reasonable full details concerning it; thereupon the obligation of the party giving the notice, so far as they are affected by the Force Majeure, shall be suspended during, but no longer than, the continuance of the Force Majeure. The affected party shall use all possible diligence to remove the Force majeure as quickly as possible, but his obligation shall not be deemed to require the settlement of any strike, lockout, or other labor difficulty contrary to the wishes of the party involved. If, because of Force Majeure Synagro's cost is increased then CUSTOMER agrees to increase the price paid to Synagro to cover those increased costs for the duration of the Force Majeure. However, if because of Force Majeure Synagro's cost is increased by more than 15% then CUSTOMER may suspend performance for the duration of the Force Majeure.

9. TERM

9.1. This AGREEMENT shall be effective from the EFFECTIVE DATE until the 30th day of June, **2014** (the INITIAL TERM). At the end of this term, this AGREEMENT may be extended on a yearly basis as mutually agreed in writing by both parties. Either party may terminate this AGREEMENT and shall have no further obligations to other under this AGREEMENT if (i) the other party fails to observe or perform any material covenant or agreement contained in this agreement for ten (10) business days after written notice thereof has been given to such other party or (ii) at any time upon the insolvency of the other party, or the institution by or against the other party of any proceeding in bankruptcy or insolvency or for the appointment of a receiver or trustee or for an assignment for the benefit of creditors.

9.2. CONTRACTOR may terminate this AGREEMENT at any time upon written notice to CUSTOMER and have no further obligation to CUSTOMER if:

9.2.1. The CONTRACTOR is unable to utilize the BIOSOLIDS due to a change in any LEGAL REQUIREMENTS that renders the SERVICES illegal, or place such restrictions or requirements thereon so as to make the provision of the SERVICES cost prohibitive or to otherwise frustrate the commercial intent of this AGREEMENT.

9.2.2. The BIOSOLIDS become unsuitable for land application by the CONTRACTOR by reason of (i) the act or omission of any third party or CUSTOMER, and through no fault of CONTRACTOR, or (ii) the condition of the BIOSOLIDS is materially inconsistent with the description and analysis, certifications or other information the CUSTOMER has provided to

the CONTRACTOR regarding the BIOSOLIDS, or (iii) CUSTOMER breaches its obligations hereunder regarding the quality of the BIOSOLIDS.

- 9.3. In the event of any change in federal, state or local law or regulation, or any change in any one of CONTRACTOR'S permits, which is implemented during the Term of this AGREEMENT and which results in a significant increase or decrease in the cost of performing the SERVICES, the CUSTOMER and CONTRACTOR agree to negotiate a mutually agreeable adjustment to that payment terms specified in this AGREEMENT. Should agreement not be reached, either party may terminate this AGREEMENT as specified in Article 9.

10. PRICE

- 10.1. Except as otherwise provided in this AGREEMENT, CUSTOMER will pay the following fixed prices for CONTRACTOR'S SERVICES hereunder for the duration of the INITIAL TERM of this Agreement

Loading, Transportation, Land Application and Agronomic Services

July 1, 2009 through June 30, 2011 = \$0.0415 cents per gallon

The per gallon unit rate also includes two (2) regular metals & nutrients biosolids sample per year. Additional samples shall be \$373.00 each.

FUEL SURCHARGE

The unit price for biosolids management beneficial use services for any given removal operation will be subject to the adjustment below depending on the weekly fuel price (based on the week biosolids removal commences) reflected by the United States Department of Energy's Energy Information Administration publication of Retail Prices for the Midwest United States in the On-Highway Diesel Fuel Price Table (Midwest - PADD 2).

Diesel Price \$/Gallon	% Increase to Contract Price
Below \$4.00	None
\$4.00 - \$4.099	1.0%
\$4.10 - \$4.199	2.0%
\$4.20 and above = 1% increase per each \$0.10 increase in price/gallon.	

(This information is available at their website <http://www.eia.doe.gov>).
(On-Highway Diesel Prices Table - Midwest Column)

10.2. Upon increases in CONTRACTOR'S costs due to changes in LEGAL REQUIREMENTS, CONTRACTOR may no more than once each anniversary year, request an increase in the fixed prices set forth hereunder, which shall be negotiated by the parties in good faith and be effective at the beginning of the next anniversary of the EFFECTIVE DATE. In addition, and beginning on **July 1, 2011**, the CONTRACTOR'S stated prices shall be increased annually consistent with the Consumer Price Index (CPI) for the closest metropolitan area to the PLANT. The annual CPI adjustment shall not exceed 3%. CPI adjustments shall not be negative. CPI adjustments shall automatically become effective the anniversary date of the EFFECTIVE DATE.

11. MISCELLANEOUS PROVISIONS.

11.1. **Assignment.** The CUSTOMER and/or CONTRACTOR shall have the right to assign this AGREEMENT in writing to any successor in interest, subject to the written approval of the other party, which approval shall not be unreasonably withheld. However, CONTRACTOR may assign its rights and duties to an affiliate or related party of CONTRACTOR.

11.2. **Governing Law.** **THIS AGREEMENT AND ALL THE RIGHTS AND DUTIES OF THE PARTIES ARISING FROM OR RELATING IN ANY WAY TO THE SUBJECT MATTER OF THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED BY IT, SHALL BE GOVERNED BY, CONSTRUED, AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MICHIGAN.**

11.3. **Costs and Fees.** The prevailing party in any legal proceeding brought by or against the other party to enforce any provision or term of this AGREEMENT shall be entitled to recover against the non-prevailing party the reasonable attorneys' fees, court costs and other expenses incurred by the prevailing party.

11.4. **Consent to Breach Not Waiver.** No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent be in writing and signed by the party claimed to have waived or consented. No consent by any party to, or waiver of, a breach by the other party shall constitute a consent to, waiver of, or excuse of any other different or subsequent breach.

11.5. **Severability.** If any term or provision of this AGREEMENT should be declared invalid by a court of competent jurisdiction, (i) the remaining terms and provisions of this AGREEMENT shall be unimpaired, and (ii) the invalid term or provision shall be replaced by such valid term or provision as comes closest to the intention underlying the invalid term or provision.

11.6. **ENTIRE AGREEMENT.** THIS AGREEMENT HERETO CONSTITUTES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES WITH REGARD TO THE MATTERS SET FORTH HEREIN, AND IT SUPERSEDES ALL OTHER AGREEMENTS, PROPOSALS, AND REPRESENTATIONS, ORAL OR WRITTEN, EXPRESS OR IMPLIED, WITH REGARD THERETO.

11.7. **Amendments.** This AGREEMENT may be amended from time to time only by an instrument in writing signed by the parties to this AGREEMENT.

11.8. **Counterparts.** This AGREEMENT may be executed in counterparts, which together shall constitute one and the same contract. The parties may execute more than one copy of this AGREEMENT, each of which shall constitute an original.

12. DEFINITIONS

12.1. "AUTHORIZATIONS" means all authorizations, permits, applications, notices of intent, registrations, variances, and exemptions, required for the removal, transportation and land application of BIOSOLIDS in compliance with all applicable LEGAL REQUIREMENTS.

12.2. "BIOSOLIDS" means sewage sludge meeting Class B pathogen requirements, vector attraction reduction requirements and pollutant concentrations (as defined by 40 CFR Part 503 and **State of Michigan** requirements for land application) that has been dewatered at CUSTOMER'S expense to a minimum of 20% solids concentration. Biosolids do not include any hazardous materials or substance and must be suitable for land application under the applicable law.

12.3. "ENVIRONMENTAL LAWS" means any AUTHORIZATION and any applicable federal, state, or local law, rule, regulation, ordinance, order, decision, principle of common law, consent decree or order, of any GOVERNMENTAL AUTHORITY, now or hereafter in effect relating to HAZARDOUS MATERIALS, BIOSOLIDS, or the protection of the environment, health and safety, or a community's right to know, including without limitation, the Comprehensive Environmental Response, Compensation, and Liability Act, the Resource Conservation and Recovery Act, the Safe Drinking Water Act, the Clean Water Act, the Clean Air Act, the Emergency Planning and Community Right to Know Act, the Hazardous Materials Transportation Act, the Occupational Safety and Health Act, and any analogous state or local law.

12.4. "GOVERNMENTAL AUTHORITY" means any foreign governmental authority, the United States of America, any State of the United States of America, any local authority, and any political subdivision of any of the foregoing, and any agency, department, commission, board, bureau, court, tribunal or any other governmental authority having jurisdiction over this AGREEMENT, BIOSOLIDS, or COMPANY, HAULER, or any of their respective assets, properties, sites, facilities or operations.

12.5. "HAZARDOUS MATERIALS" means any "petroleum," "oil," "hazardous waste," "hazardous substance," "toxic substance," and "extremely hazardous substance" as such terms are defined, listed, or regulated under ENVIRONMENTAL LAWS, or as they become defined, listed, or regulated under ENVIRONMENTAL LAWS.

12.6. "LEGAL REQUIREMENT" means any AUTHORIZATION and any applicable federal, state, or local law, rule, regulation, ordinance, order, decision, principle of common law, consent decree or order, of any GOVERNMENTAL AUTHORITY, now or hereafter in effect, including without limitation, ENVIRONMENTAL LAWS.

12.7. "REMEDIAL WORK" means investigation, monitoring, clean-up, containment, removal, storage, remedial or restoration work associated with HAZARDOUS MATERIALS or BIOSOLIDS.

IN WITNESS WHEREOF, the parties of this AGREEMENT have hereunto set their hands and seals, dated as of the day and year first herein written.

City of Portland, Michigan ("CUSTOMER")

By: James E. Barnes ATTEST: Monique I. Miller

Name & Title: James E. Barnes, Mayor Name & Title: Monique I. Miller, City Clerk

Date: July 20, 2009

Synagro Central, LLC ("CONTRACTOR")

By: Thomas J. Bintz ATTEST: Jane J. Smith

Name & Title: Thomas J. Bintz, Vice President Name & Title: Jane J. Smith, Legal Assistant

Date: Sept. 14, 2009

City of Portland, MI WWTP

June 23, 2014

Amendment #1 to Agreement
dated July 1st, 2009

Removal, Transportation and Land
Application of Biosolids

On July 1, 2009, the Agreement for Biosolids Management was entered into between Synagro Central LLC and The City of Portland, MI (the Customer).

WHEREAS, Synagro and the Customer desire to amend the Contract for good and valuable consideration, the receipt of which is hereby acknowledged and parties hereby agree to amend the contract as follows:

Except as modified herein by this Amendment #1, the contract shall remain in effect in full force in accordance with all of the original terms and conditions:

1) **Contract will be extended 1 year from July 1, 2014 to June 30, 2015**

2) **Removal, Hauling and Land Application of Biosolids:**

	Current Price	New Price
Land Application	\$.0438 gal	\$.0447 gal
Sludge Testing/ metals	\$393.83 each	\$401.71 each
Sludge Testing/ Fecal	\$401.71 each	\$401.71 each

IN WITNESS HEREOF, the parties hereto have caused this Amendment #1 to be executed by their duly authorized officers or representatives on the 23th day of June, 2014.

Synagro Central, LLC

New Castle, PA Sanitation Authority

By: _____
Signature

By: _____
Signature

Print Name

Print Name

Title

Title

_____/_____/2014

_____/_____/2014



Date

Date

US DEPARTMENT OF LABOR & STATISTICS CPI

Series Id: CUURA208SA0, CUUSA208SA0
Not Seasonally Adjusted
Area: Detroit-Ann Arbor-Flint, MI
Item: All items
Base Period: 1982-84=100

Download:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2004		183.4		184.7		185.8		186.8		187.6		185.3	185.4	184.2	186.6
2005		187.8		189.8		189.6		192.2		195.1		192.4	190.8	188.7	193.0
2006		194.8		197.2		196.8		198.6		196.6		196.4	196.6	195.9	197.2
2007	198.064		200.418		201.585		199.679		201.786		200.201	200.129	199.588	200.670	
2008	202.378		205.281		207.593		209.484		205.238		197.991	204.748	204.466	205.030	
2009	201.913		202.373		204.537		204.673		205.079		203.880	203.496	202.393	204.599	
2010	203.380		205.248		204.891		205.412		205.824		206.384	205.085	204.422	205.749	
2011	206.816		211.673		213.506		213.924		212.927		213.505	211.760	210.069	213.452	
2012	214.836		216.194		214.464		217.098		218.104		216.569	216.082	215.084	217.081	
2013	218.893		218.904		221.607		220.000		219.685		218.217	219.481	219.380	219.583	
2014	220.516		223.326												

Formula: $1 + \frac{(223.326-218.904)}{218.904}$

Increase of 2%

PORTLAND CITY COUNCIL

Ionia County, Michigan

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

RESOLUTION NO. 14-60

A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S RECOMMENDATION TO HAVE GRP ENGINEERING, INC COMPLETE AN ELECTRIC SYSTEM MODELING STUDY AND AN ARC FLASH STUDY

WHEREAS, the City entered into an agreement in 2013 to map and inventory the City's primary electric system to obtain AutoCAD files and Truck maps that will include the conductor size and type of construction (e.g. open wire, spacer cable, direct buried, conduit, etc.) transformer information and protection devices that can be used for the future creation of a system model which can be used to analyze and correct operation of the electric distribution system to limit outages created by faults in the system; and

WHEREAS, the mapping process, to acquire the aforementioned Truck Maps, has been completed by GRP Engineering, with the next step being an Electric System Modeling Study that will create a computerized mode of primary electrical system from the mapped circuit data including line sections, transformers, switches, cabinets, and fuses that can be integrated into a GIS Mapping System in future years, with a proposed cost of \$14,500.00; and

WHEREAS, the proposed Arc Flash Study will consist of gathering pertinent data, including an Arc Flash Hazard Analysis that will determine hazard levels at different voltage levels within the CE substation, on the main distribution circuits, and at locations of standard equipment (e.g. 480V CT Meter Cabinet), with a cost of \$7,500.00; and

WHEREAS, GRP Engineering, Inc. has submitted proposals for conducting both the Electric System Modeling Study (attached as Exhibit A) and an Arc Flash Study (attached as Exhibit B); and

WHEREAS, at their regular meeting on Tuesday, June 24, 2014, the Board of Light and Power voted unanimously to recommend to the Portland City Council to approve GRP Engineering, Inc's proposal's to perform both an Electric System Modeling Study and an Arc Flash Study for the City of Portland's Electric Department, a copy of a letter from Electric Department Superintendent Mike Hyland representing this recommendation is attached as Exhibit C.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Board of Light and Power's recommendation to approve GRP Engineering, Inc's proposed Electric System Modeling Study and

June 17, 2014

Mr. Mike Hyland
Electric Director
City of Portland
259 Kent Street
Portland, MI 48875

**RE: System Modeling
Engineering Services Proposal**

Dear Mike:

GRP Engineering, Inc. is pleased to present this proposal to the City of Portland for engineering services associated with completion of the WindMil engineering analysis model of Portland's electrical distribution system. The scope of the project is to create a functional computer model of the primary electrical system including source data, substation equipment, overcurrent protective device settings (where known), and primary system equipment (line sections, transformers, switches, fuses, generators, etc.) based on the recently completed system maps.

Scope of Services

The scope of services for System Modeling includes the following:

- Create computerized model of primary electrical system from the mapped circuit data including line sections, transformers, switches, cabinets, and fuses.
- Obtain system source impedance data at the 46kV connection point (substation) from Consumers Energy (CE) and add into model.
- Obtain substation recloser setting data from Consumers Energy (CE) and add into model.
- Field inventory nameplate data on all generators and add into model along with generator breakers.
- Determine peak circuit load and add into model for future load flow analysis.
- Verify analysis can be run on the model including fault current, load flow and arc-flash.

Completion of the system model will provide the City of Portland with a fully functional and up-to-date computerized model of the primary electrical system in Milsoft's WindMil Engineering Analysis software. This model can be used for fault current and coordination studies, system planning studies, and load flow analysis. Additional model data can be exported to ESRI based GIS systems for use in additional mapping as needed. Future updates to the model may include addition of secondary and service conductors plus consumers/meters.

GRP Engineering, Inc. proposes to complete the System Modeling services for a lump sum fee of \$14,500, including expenses. All services performed for the City of Portland within this scope will be billed on a monthly basis. Should additional services be required outside the scope of this proposal, we will complete those tasks on an hourly basis based on the attached rate sheet.

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions.

Sincerely,

GRP Engineering, Inc.



Michael P. McGeehan, P.E.
President

Enclosures

cc: GRP Engineering, Inc.
Robert Shelley

GRP ENGINEERING, INC.
HOURLY BILLING RATES

Employee Title	Engineer Level	Hourly Rate Range
Senior Project Manager	8	\$125 - \$150
Project Manager	7	\$105 - \$120
Senior Engineer	6	\$90 - \$105
Project Engineer	4 - 5	\$80 - \$90
Engineer	2 - 3	\$70 - \$80
Entry Level Engineer	1	\$50 - \$70
Engineering Technician		\$40 - \$50
Engineering Support		\$30 - \$43
Administrative Support		\$35 - \$50

Expenses will be invoiced at cost including, but not limited to, mileage, meals, lodging, printing and reproduction.

All subcontracted services will be invoiced at cost, with no additional markup.

Rates are valid through December 31, 2014

June 17, 2014

Mr. Mike Hyland
Electric Director
City of Portland
259 Kent Street
Portland, MI 48875

**RE: System Arc-Flash Study
Engineering Services Proposal**

Dear Mike:

GRP Engineering, Inc. is pleased to present this proposal to the City of Portland for engineering services associated with completing an arc-hazard analysis on the Portland's electrical distribution system. The results of this study will provide level of Personal Protection Equipment (PPE) required at critical areas within the electrical system. PPE requirements will be determined at various voltage levels (e.g. 480V, 4.16kV, 12.5kV, etc.) and equipment locations within the electrical system. Deliverables will include a final report and generalize protection tables listing the required PPE as the various voltage levels.

System Arc-Flash Study Scope of Services

The scope of services for the Arc-Flash Analysis includes the following:

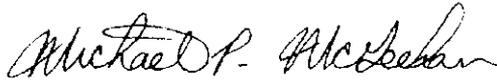
- Obtain system source impedance data at the 46kV connection point (substation) from Consumers Energy (CE).
- Obtain recloser setting data from Consumers Energy (CE).
- Integrate substation transformer fuses, recloser equipment and relay settings into the working system model.
- Perform Arc-Flash Hazard analysis for City of Portland's four (4) distribution circuits. Analysis will be limited to determining hazard levels at different voltage levels within the CE substation, on the main distribution circuits, and at standard equipment (e.g. 480V CT meter cabinet.) Assessments at each and every point in the system will not be completed due to the system size
- Preparation of a report providing required PPE at various voltage levels and equipment locations as noted above based on current (2012) edition of the NESC.

GRP Engineering, Inc. will provide the System Arc-Flash Study engineering services for a lump sum fee of \$7,500 including expenses. All services performed for the City of Portland within this scope will be billed on a monthly basis. Should additional services be required outside the scope of this proposal, we will complete those tasks on an hourly basis based on the attached rate sheet.

This proposal is based on completion of the WindMil Engineering Analysis system model from the truck maps prior to commencing the Arc-Flash study.

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions.

Sincerely,
GRP Engineering, Inc.



Michael P. McGeehan, P.E.
President

Enclosures

cc: GRP Engineering, Inc.
Robert Shelley

GRP ENGINEERING, INC.
HOURLY BILLING RATES

<u>Employee Title</u>	<u>Engineer Level</u>	<u>Hourly Rate Range</u>
Senior Project Manager	8	\$125 - \$150
Project Manager	7	\$105 - \$120
Senior Engineer	6	\$90 - \$105
Project Engineer	4 - 5	\$80 - \$90
Engineer	2 - 3	\$70 - \$80
Entry Level Engineer	1	\$50 - \$70
Engineering Technician		\$40 - \$50
Engineering Support		\$30 - \$43
Administrative Support		\$35 - \$50

Expenses will be invoiced at cost including, but not limited to, mileage, meals, lodging, printing and reproduction.

All subcontracted services will be invoiced at cost, with no additional markup.

Rates are valid through December 31, 2014

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

June 25th, 2014

Re: Light & Power Board Recommendations

City Council
City Manager

Last night the Light & Power Board passed two recommendations to the City Council.

1-Have GRP engineering complete an electric system modeling for an estimated amount of \$14,500.

2-Have GRP engineering complete an arc flash study for an estimated amount of \$7500.

Upon the recent completion of our paper maps of the electric system, this enables us to proceed with a modeling process, which will put the paper maps on computerized model. This allows us to use load flow analysis, fault current, planning studies along with other information, which is readily calculated through computerized electric programs to obtain information. In the future this will allow us to select a software company to integrate our system with GIS.

In addition, this study is necessary for us to complete an arc flash study so we are able to comply with OSHA's standards and final rules.

The arc flash study needs to be done to supply us with the fault currents and other information that we need, plus to supply to our customers, upon request, the information so they can comply with the safety standards, in their facilities.

The arc flash study will supply us with the fault currents in various parts of town, which will dictate the required levels of flame retardant clothing that must be supplied and worn by our employees, per regulations, along with other equipment.

Some of the rules compliance dates are July 10, 2014 and some are April 1, 2015.

Exhibit
C

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-61

**A RESOLUTION APPROVING A LETTER OF UNDERSTANDING
WITH KAREN MCFADDEN AS INTERIM CITY ATTORNEY**

WHEREAS, in June 2014, current City Attorney S. Tutt Gorman was hired by the City to assume the office of City Manager; and

WHEREAS, the new City Manager has requested that Karen McFadden act as Interim City Attorney until an active search can be held; and

WHEREAS, the Interim City Attorney shall be compensated at an hourly rate of \$115.00, with a monthly cap of \$750.00; and

WHEREAS, the current City Attorney has prepared a Letter of Understanding, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Letter of Understanding with Karen McFadden to act as Interim City Attorney, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 7, 2014

Monique I. Miller, City Clerk

INTERIM CITY ATTORNEY LETTER OF UNDERSTANDING

This Letter of Understanding is made this _____ day of July, 2014, between the City of Portland, Michigan (City) and Karen McFadden (Attorney).

RECITALS

- A. The City desires to engage Attorney to prosecute local ordinance violations on behalf of the City as described in this Letter of Understanding.
- B. The Attorney desires to perform legal services for the City as described in this Letter of Understanding.
- C. The Attorney will serve as the Interim City Attorney on a temporary basis and until such time a permanent decision has been made by the City. The Attorney understands that this contract may be terminated by the City at any time.

AGREEMENT

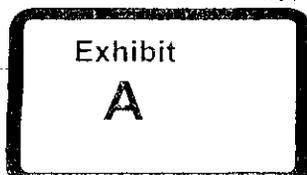
- 1. Attorney will supply the City with legal services by representing the City as Prosecutor in the District Court for ordinance violations, municipal civil infractions, violations of the Uniform Traffic Code, and violations of the Michigan Vehicle Code written as local ordinance violations, commencing August 1, 2014. The City's primary Attorney contact will be Karen McFadden.
- 2. The parties understand and agree that the Attorney is an independent contractor that also maintains a separate law practice, and whose work tasks are not directed by a City official. Oversight and coordination of the performance of the scope of services of this Letter of Understanding will be by the City Manager. Failure to perform under the terms of this Letter of Understanding may result in termination of the Attorney-Client relationship.
- 3. Attorney will represent the City as Prosecutor in appeals of convictions.
- 4. Recommend and when requested draft ordinances and amendments based on cases prosecuted.
- 5. Consult with City Manager on proposed or revised City policies or ordinances.
- 6. Permit the use of Attorney letterhead on City Income Tax collection form letters and Attorney Letter for Auditor.
- 7. Serve on the City Election Commission as City Attorney to approve the appointment of election inspectors, witness public accuracy tests of voting equipment.
- 8. Attorney agrees to provide the above service on an hourly rate of \$115.00 per hour with a cap of \$750.00 per month. The rate of compensation may be reviewed annually and may be altered by mutual agreement between the City and the Attorney. Changes in compensation must be in writing signed by Attorney and the City Manager.
- 9. The City will provide no conference or training funds for the Attorney. The City shall provide no clerical assistance for the Attorney without prior authorization from the City Manager.
- 10. City and Attorney acknowledge that City retains special Counsel for matters not described in this Letter of Understanding (e.g. Environmental, Eminent Domain, Annexation, General Municipal, Labor, Bonds, etc). City and Attorney agree that such services will continue to be rendered outside the scope of this Letter of Understanding. The Attorney may also be called upon to provide other types of legal services beyond the scope of work described in this Letter of Understanding which will be covered by a separate letter of understanding spelling out the agreed upon fee arrangement.
- 11. Attorney shall serve at the pleasure of the City Manager. The City Manager may terminate the service of Attorney at any time for any reason or for no reason.

ATTORNEY

CITY OF PORTLAND

By: Karen McFadden, Interim

By: S. Tutt Gorman, City Manager



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-62

A RESOLUTION APPROVING CERTAIN IMPROVEMENTS AT THE HISTORIC RED MILL BY THE FRIENDS OF THE RED MILL GROUP

WHEREAS, the City owns certain property located at 450 Water Street, Portland, Michigan 48875 and commonly known as Old Red Mill Property. The Property is currently used as a public gathering place for a farmers market and car shows; and

WHEREAS, the Friends of the Red Mill is a group of citizens from the Portland area who desire to fundraise and make certain donations of goods and services in connection with the development of the Mill property; and

WHEREAS, the Friends of the Red Mill group propose adding a 17' x 6' porch to the north side of this structure, at their own expense with a schematic drawing and photo outlining the project site attached as Exhibits A and B, respectively; and

WHEREAS, in recognition of this work, the City agrees to waive the building inspection fees with regard to the addition of this porch on the north side of this structure, but with building permits still being required prior to commencement of construction.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the proposed attached addition of a 17' x 6' porch to the north side of the Red Mill building and waives the building inspection fees for this project.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

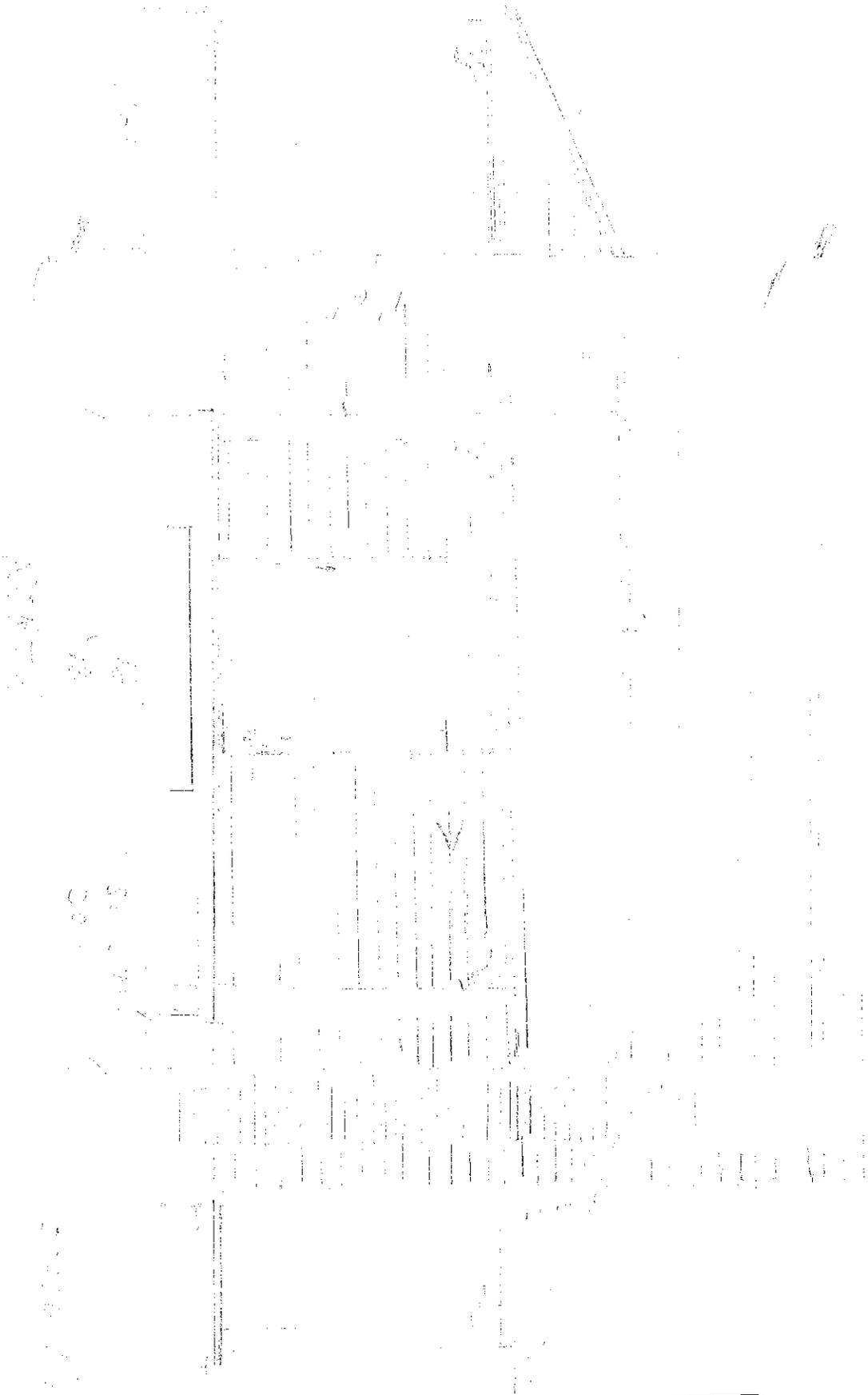
Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 7, 2014

Monique I. Miller, City Clerk



Handwritten notes and markings on the right side of the page, including a vertical line of text and several circular marks. The text is mostly illegible due to fading and blurring.

**Exhibit
A**

NORTH SIDE
PORCH

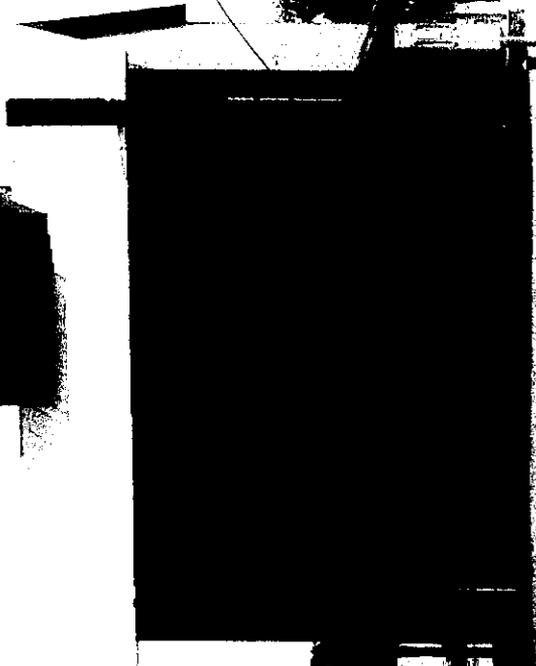


Exhibit
B

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, June 16, 2014

In Council Chambers at City Hall

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

Guests: Kathy Parsons; Tom Thelen of the Review & Observer

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

Motion by Smith, supported by Sunstrum, to approve the Proposed Revised Agenda.

Yeas: Smith, Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

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

Interim City Manager Reagan also reported the Chamber of Commerce has scheduled the 4th of July fireworks for Friday, July 4th at dusk. The parade will be at 10:00 A.M. and will follow the normal route.

St. Patrick's will host their annual Summer Fest June 21st and 22nd and will include a 3-on-3 basketball tournament, a 5K race on the Rivertrail, a 4-on-4 volleyball tournament, and a softball tournament. They will also host a chicken dinner, a euchre tournament, and DJ trivia.

The Portland Area Chamber of Commerce, in conjunction with the City of Portland's Recreation Department, will again host the Culpepper and Merriweather Circus at Bogue Flats on Saturday, June 28th. There will be two shows, one at 2:00 P.M. and another at 4:30 P.M.

Under Presentations, Main Street Manager Perry gave a report on downtown activities. Portland Pay Day is underway through Thursday, August 28th when the raffle drawing will be held at the Band Shell in conjunction with Thursday's on the Grand.

The Block Party was held on Saturday, May 17th; it was the best event over the past five years. There are even more good ideas to include for next year's event.

Two new businesses are coming to downtown Portland. Summit Digital, a digital communications company, will open a call center at 107 W. Bridge St. and Miller in Motion, which offers classes and activities focusing on gymnastics, and motor skill development for children at 126 E. Bridge St.

The Main Street program received several thank-you notes: including one from the State of Wyoming for their visit to Portland. They were very impressed with uniqueness of Portland and the River Trail. Bouncers & More and the face painter that participated in the Block Party both sent thank you notes for being able to participate as they had a very good turnout.

Under Old Business. Motion by VanSlambrouck, supported by Fitzsimmons, to remove the consideration of Ordinance 175HH, to rezone the property at 223 Charlotte Hwy. from C-2 to R-2, from the table.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes

Nays: None

Adopted

This ordinance was re-tabled at the last Council meeting at the request of Terry Frewen, realtor for the property at 223 Charlotte Hwy. Mr. Frewen stated the loan application for this property is still under review and requested the Council table this second reading.

Motion by Fitzsimmons, supported by Sunstrum, to table Ordinance 175HH to amend the City Zoning Map.

Yeas: Fitzsimmons, Sunstrum, VanSlambrouck, Smith, Barnes

Nays: None

Adopted

Under New Business, the Council considered Resolution 14-49 to authorize the Mayor to sign a permit for a fireworks display at Portland High School on the 4th of July.

Motion by VanSlambrouck, supported by Sunstrum, to approve Resolution 14-49 approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Portland High School.

Yeas: VanSlambrouck, Sunstrum, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-50 to approve Change Order No. 2 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvement Project to relocate a fire hydrant and valve and to remove a tree for a total cost of \$3,302.00. The City Engineer has prepared the change order and is recommending its approval.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-50 approving Change Order No. 2 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvements Project.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-51 to amend the budget for Fiscal Year 2013-2014.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 14-51 to amend the Budget for Fiscal Year 2013-2014.

Yeas: Fitzsimmons, VanSlambrouck, Smith, Sunstrum, Barnes

Nays: None
Adopted

The Council considered Resolution 14-52 to confirming the Mayor's appointments to City Boards and Commissions.

Mayor Barnes thanked all individuals that serve on City Boards and Commissions for their service to the community.

Motion by Smith, supported by Sunstrum, to approve Resolution 14-52 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: Smith, Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-53 to accept the purchase of tax reverted property at 874 Lyons Road.

Electric Superintendent Hyland stated the information regarding the availability of the property at 874 Lyons Road came to light after the June 2nd Council meeting. It has been a long-term goal of the Board of Light & Power to install a sub stations in the Downtown and on Lyons Road. The location of this property is almost perfect and the price is low. He further stated he understands the potential concerns of a substation being located in a neighborhood and showed photos of how it can be designed to look like house. This process would take approximately two to three years. In addition, there is cast iron pipe to supply TRW with water. This should be replaced at some point and could be moved from its current location, a couple of houses down, to this property as well. Mr. Hyland proposed splitting the cost of the property with the Water Department, so the cost would be minimal to both the Electric and Water Departments.

Mayor Pro-Tem VanSlambrouck asked if anyone lives in the house located on the property.

Mr. Hyland stated there is no one currently living in the house. Although he's not sure if the house could stay or not, he would prefer to have it removed if possible.

Council Member Smith stated her appreciation for the vision and the opportunity to move forward. She stated she would like to see funds set aside to demolish the house to further preserve the neighborhood.

Motion by Smith, supported by Fitzsimmons, to approve Resolution 14-53 accepting the purchase of the tax reverted property located at 874 Lyons Rd.

Yeas: Smith, Fitzsimmons, VanSlambrouck, Sunstrum, Barnes

Nays: None

Adopted

Motion by Smith, supported by VanSlambrouck, to go into Closed Session to discuss a City Manager Agreement.

Yeas: Smith, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None
Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council and Closed Session held on June 2, 2014 and minutes from the Special Meeting and Closed Session held on June 7, 2014, payment of invoices in the amount of \$121,115.59 and payroll in the amount of \$173,054.01 for a total of \$294,169.60. A purchase order to SLC Meter LLC for 250 bronze Badger meter bodies in the amount of \$11,000.00 was also included.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes
Nays: None
Adopted

Under Public Comment, Mayor Barnes clarified that alcohol is only allowed in the City parks that are signed, and is not allowed on the River Trail. There was some confusion regarding this issue at the June 2nd Council meeting.

Under Council Comments, Council Member Smith asked for an update on the Master Plan process.

Interim City Manager Reagan stated that Paul Lippens, of McKenna & Associates, was at the June 11th Planning Commission meeting. He presented data and took comment on the results of the survey they conducted. He is currently working on the draft to present in July.

Council Member Smith also inquired about the status of the RFP to update the City's website.

Interim City Manager Reagan stated that two RFP's have been received, they are due June 27th. All of them will be evaluated at the same time.

Mayor Pro-Tem VanSlambrouck commented that the VFW Golf Outing held on June 14th was a huge success.

The Council adjourned to Closed Session at 7:34 P.M.

The Council returned from Closed Session at 8:16 P.M.

The Council considered Resolution 14-54 to authorize the Mayor and Clerk to sign an agreement with S. Tutt Gorman for service as City Manager.

Mayor Barnes stated that Mr. Gorman would begin his service with the City of Portland on July 14, 2014 at salary of \$85,384.00.

Motion by Smith, supported by Fitzsimmons, to approve Resolution 14-54 approving, authorizing, and directing the Mayor and Clerk to sign an agreement between S. Tutt Gorman and the City of Portland for service as City Manager.

Yeas: Smith, Fitzsimmons, Barnes
Nays: VanSlambrouck, Sunstrum

Adopted

Mayor Pro-Tem VanSlambrouck stated this nay vote is based on compensation and not on his selection of Mr. Gorman as City Manager.

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

Yeas: VanSlambrouck, Smith, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Meeting adjourned at 8:18 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the June 16, 2014 City Council Meeting

The City Council meeting was called to order by Mayor Barnes at 7:00 P.M.

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons, and Sunstrum; Interim City Manager and DDA Director Reagan; City Clerk Miller; Electric Superintendent Hyland; Main Street Manager Perry; Police Chief Knobelsdorf

Presentation - Main Street Manager Perry gave a report on downtown activities

Table Second Reading and Consideration of Proposed Ordinance 175HH to amend the City of Portland's Zoning Map.

All in favor. Approved.

Approval of Resolution 14-49 approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Portland High School.

All in favor. Approved.

Approval of Resolution 14-50 approving Change Order No. 2 to the contract with CI Trucking, Inc. for the Barley, Knox, and Storz Improvements Project.

All in favor. Approved.

Approval of Resolution 14-51 to amend the Budget for Fiscal Year 2013-2014.

All in favor. Approved.

Approval of Resolution 14-52 confirming the Mayor's appointments to City Boards and Commissions.

All in favor. Approved.

Approval of Resolution 14-53 accepting the purchase of the tax reverted property located at 874 Lyons Rd.

All in favor. Approved.

Motion to go into Closed Session at the end of the meeting to discuss a City Manager agreement.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

The Council adjourned to Closed Session at 7:34 P.M.

The Council returned from Closed Session at 8:16 P.M.

Approval of Resolution 14-54 approving, authorizing, and directing the Mayor and Clerk to sign an agreement between S. Tutt Gorman and the City of Portland for service as City Manager.

Three in favor. Two opposed. Approved.

Adjournment at 8:18 P.M.

All in favor. Approved.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	2,162.72
AT&T	00686	TELEPHONE SVC - WASTE WTR	202.50
AT&T	00686	TELEPHONE SVC - WASTE WTR	21.37
STATE OF MICHIGAN	00428	UNCLAIMED PROPERTY - GEN, WATER, WW, REFUSE, ELECTF	518.65
ALTEC INDUSTRIES, INC.	00016	INSTALL BUCKET ON UNIT 405 - ELECTRIC	419.00
ALTEC INDUSTRIES, INC.	00016	OUTRIGGER PADS - ELECTRIC	264.07
AMERICAN WATER WORKS ASSOC.	00018	AWWA MEMBERSHIP - WATER	72.00
APEX SOFTWARE	00876	MAINTENANCE RENEWAL - ASSESSING	215.00
BADER & SONS CO.	00031	PRUNING SAW - CEMETERY, PARKS	519.95
SCOTT CASSEL	00071	CLOTHING ALLOWANCE - ELECTRIC	140.72
CENTRAL MICHIGAN PRINTERS	00075	EMPLOYEE WITHHOLDING REGISTRATION CARDS - INCO-	52.00
CL TRUCKING & EXCAVATING, LLC	00066	HYDRO VAC TRUCK SERVICE - WASTE WTR	350.00
CONSUMERS CONCRETE CORPORATION	00094	JOINT PROJECTS - ELECTRIC	284.50
FAMILY FARM & HOME	01972	STPAW BALES - WATER	19.96
GOOSE CREEK TREE FARM INC.	00170	TRANSPLANT TREE - PARKS	250.00
GRAINGER, INC.	00172	FIT TEST ADAPTER - WASTE WATER	258.54
HASTINGS FIBER GLASS PRODUCTS	01124	VOLTAGE DETECTORS, PHASING METER - ELECTRIC	2,777.52
HOLLAND SUPPLY CO.	01414	RAMMER PROBE ROD - CEMETERY	169.95
SCOTT HONSOWITZ	00192	CLOTHING ALLOWANCE - ELECTRIC	96.26
IONIA COUNTY TREASURER	00209	6 NETMOTION LICENSES - POLICE	480.00
MICHAEL KAPCIA	00223	CLOTHING ALLOWANCE - ELECTRIC	200.00
KENDALL ELECTRIC	00225	ELBOW & ADAPTER - ELECTRIC	1,681.39
KENDALL ELECTRIC	00225	ELBOW & ADAPTER - ELECTRIC	327.91
LACROSSE FORAGE & TURF SEED LLC	02218	GRASS SEED - PARK, CEMETERY, ELECTRIC	952.50
LIFELINE TRAINING, LTD. & CALIBRE MISC		TACTICAL LEADER TRAINING - POLICE	105.00
LITE'S PLUS	00243	PHOTO CELL TWIST - COMM PROMO	261.45
REBECCA LUDWICK	01213	FLAG BAR DOR UNIFORM -POLICE	127.36
MICHIGAN MUNICIPAL LEAGUE	00285	CLASSIFIED ADS FOR CITY MANAGER - CITY MANAGER	115.30
MICHIGAN SECTION, A.W.W.A.	00298	LIMITED TREATMENT SHORT COURSE-WATER	380.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	COMPRESSION & FIP COUPLING - WATER	39.38
MUNICIPAL SUPPLY CO.	00324	CURB BOX ARCHPATT - WATER	121.12
MUNICIPAL SUPPLY CO.	00324	GLOVES, GLASSES, VEST - WATER	122.00
MUNICIPAL SUPPLY CO.	00324	CONDUIT - ELECTRIC	19,732.40
MUNICIPAL SUPPLY CO.	00324	CONDUIT - ELECTRIC	6,940.80
MUNICIPAL SUPPLY CO.	00324	GLUE - ELECTRIC	252.00
MUNICIPAL SUPPLY CO.	00324	GLUE - ELECTRIC	181.50
MUNICIPAL SUPPLY CO.	00324	CLAMPS - ELECTRIC	56.00
MUZZALL GRAPHICS	00326	BUSINESS CARDS - CITY MANAGER	58.09
NYE UNIFORM CO.	00338	BADGES - POLICE	283.93
POLYDYNE INC.	02196	DRUMS OF POLYMER - WASTE WATER	1,741.50
POWER LINE SUPPLY COMPANY	00389	FUSED ELBOWS - ELECTRIC	1,032.30
POWER LINE SUPPLY COMPANY	00389	RUBBER TESTING - ELECTRIC	490.00
STEPHEN PULLING	00378	CLOTHING ALLOWANCE - MOTOR POOL	200.00
RESCO	00392	ANCHOR - ELECTRIC	1,048.80
RESCO	00392	ROLLS OF COPPER TIE WIRE - ELECTRIC	360.00
RESCO	00392	FIBERGLASS DINGLE PHASE CABINETS - ELECTRIC	1,688.00
S&K TROPHIES AND PLAQUES	00401	CHAMPION TROPHY MEN'S SOFTBALL - RECREATION	30.00
SPRINT	00859	PHONE SERVICE - POLICE	120.22
SYNAGRO CENTRAL, LLC	01889	BIOSOLIDS HAULED - WASTE WATER	5,781.60
TNEMEC COMPANY INC.	02282	SUPPLIES - WASTE WATER	982.95
USA BLUEBOOK	01850	SENSOR & FLAG - WASTE WATER	184.21
VILLAGE LAUNDRY	01490	MONTHLY DRY CLEANING - POLICE	88.00
WESTPHALIA MILLING CO.	00480	MARKER, GALLONS - CEMETERY, PARKS	234.40
WILLIAMS FARM MACHINERY, INC.	01075	PARTS FOR WOODS MOWER - CEMETERY, PARKS	221.84
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC,WW,WTR,M POOL	176.46
JOHN DEERE FINANCIAL	01818	PARTS, WORK, SUPPLIES - CEM,PARKS,ELEC, MTR POC	1,219.56
CENTURYLINK	01567	PHONE SERVICE - VARIOUS DEPTS	20.38
JOHNNY MACS SPORTING GOODS	00219	LEVEL 1 RIF BASEBALL DOZEN-RECREATION	135.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BIO-CARE, INC.	00053	RESPIRATORY SURVEILLANCE PROGRAM-WASTE WATER	340.00
KERR PUMP	01877	INSPECTION OF HYDOMATIC-WASTE WTR	1,153.00
NYE UNIFORM CO.	00338	PAIR OF UNIFORM PANTS - POLICE	248.50
MICHIGAN COMPANY, INC.	00273	BATH TISSUE/DISINFECTANT - CITY HALL, CEMETEF	368.60
POLLY PRODUCTS LLC	01137	BENCH - PARKS	97.00
ELHORN ENGINEERING	00139	LABOR & PARTS TO REPAIR CHEMICAL PUMP - WATER	230.12
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	402.00
INTERSTATE BILLING SVC	00202	HYDRO HOSE & FITTINGS - MTR POOL	204.83
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MOTOR POOL	15.00
MIRECS	01928	FEE - ELECTRIC	30.82
LITE'S PLUS	00243	SODIUM LAMPS - COMM PROMO	215.40
NEPTCO INC.	00821	MULE TAPE/ WF 1250 INK JET- ELECTRIC	771.60
JAMES KISER	MISC	REIMB FOR OVERPAYMENT AMB RUN - AMBULANCE	15.05
MUNICIPAL SUPPLY CO.	00324	FILTER FABRIC - MAJ STS, LOC STS	95.00
MUNICIPAL SUPPLY CO.	00324	FERNCO, PIPE - MAJ STS, LOC STS	142.36
SEBEWA SAND & GRAVEL LLC	02283	TOPSOIL - MAJ STS, LOC STS, WATER	120.00
MICHIGAN PAVING & MATERIALS CO.	02102	BLACKTOP - MAJOR STS, LOC STS	351.12
HYDRO-CHEM SYSTEMS, INC.	02284	30 GAL DRUM FILM FIGHTER, DEPSOIT DELIVERY- MTF	222.60
SCHAFFER PETROLEUM, INC.	00405	DIESEL FUEL - MOTOR POOL	496.66
COOK BROS EXCAVATING	00101	PROCESSED GRAVEL - CEMETERY	495.00
COOK BROS EXCAVATING	00101	PROCESSED GRAVEL - CEMETERY	495.00
KATHY'S CLEANING	01684	CLEANING SERVICES CITY HALL - GENERAL	720.00
JIM LAKIN	01373	ELECTED OFFICIALS - ELECTRIC	75.00
ROBERT TORP-SMITH	01369	ELECTED OFFICIALS - ELECTRIC	75.00
ROGER HABEGGER	01841	ELECTED OFFICIALS - REC	75.00
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	3,900.00
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	775.00
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - ELEC,WW,MTR POOL	147.91
VERIZON WIRELESS	00470	PHONE SERVICE-CTY MGR,CEM,PRKS,ELEC,AMBULANCE	359.73

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SYMBOL ARTS	01436	PIN, MERIT WH GREEN STRIPS - POLICE	50.00
SHANE SCHEURER	01575	CLOTHING ALLOWANCE - ELECTRIC	200.00
GREG BARNES	00036	CLOTHING ALLOWANCE - LOCAL STS	200.00
TIM KRIZOV	01897	CLOTHING ALLOWANCE - WASTE WATER	109.90
WILLIAM ADAMS	MISC	ENERGY OPTIMIZATION - ELECTRIC	100.00
EDMUND HERMELYN	MISC	ENERGY OPTIMIZATION - ELECTRIC	165.00
DEPARTMENT OF THE TREASURY	MISC	PCORI/COMPARATIVE EFFECTIVENESS FEE-GENERAL	46.00
VISCO	00793	REPLACE BROKEN STREET LIGHTS FROM ACCIDENT - EI	3,120.00
BEST BUY	01392	LAPTOP - COMM PROMO	1,165.99
CL TRUCKING & EXCAVATING, LLC	00066	2014 STREET & UTILITY IMPROVEMENTS- LOC ST, WTH	237,504.47
CREATIVE PRODUCT SOURCING INC	02165	DARE SUPPLIES - POLICE	612.81
FLEIS & VANDENBRINK	00153	ENVIRO SERVICES - ELECTRIC	697.50
FLEIS & VANDENBRINK	00153	WELLHEAD PROTECTION PLAN REVIEW UPDATE-WELLHEAD	1,339.73
FLEIS & VANDENBRINK	00153	REVIEW OF CHRISTENSEN OIL & GAS DEVELOPMENT SIT	1,894.00
BUSINESS CARD	02075	CONFERENCE EXP,COLOR PRINTER - GEN, ASSESS, ECC	4,523.78
FLEIS & VANDENBRINK	00153	CUTLER ROAD RECONSTRUCTION ENGINEERING-LOC ST,	1,996.90
FLEIS & VANDENBRINK	00153	GENERAL CONSULTATION SVC - GEN, WASTE WTR	446.31
FLEIS & VANDENBRINK	00153	2014 STREET IMPROVEMENTS ENGINEERING SVC-LOC ST	24,125.82
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	145.57
GORMAN LAW PLLC	02250	JULY LEGAL SERVICES - POLICE	800.00
MCKENNA ASSOCIATES	02263	PROFESSIONAL SVC FOR MASTER PLAN - CODE	8,298.40
MRE SERVICES, INC.	00318	COMPUTER SERVICES & EQUIPMENT - GENERAL,POLICE,	3,090.60
MIKA MEYERS BECKETT & JONES	02042	LEGAL SERVICES - POLICE	75.00
MID MICHIGAN EMERGENCY EQUIPMENT	02216	DELL COMPUTER DOCKING STATION - POLICE	1,015.00
PORTLAND AREA FIRE AUTHORITY	02128	1ST QUARTER FIRE SERVICES - COMM PROMO	25,628.28
RIVERSIDE INTEGRATED SYSTEMS	01441	ANNUAL MONITORING FEE FOR CITY HALL - GENERAL	300.00
MARY SCHEURER	00408	CEMETERY CONFERENCE REIMB - CEMETERY	280.12
TRI-COUNTY COLLISION	01017	REPAIR DAMAGE TO 303 BUMPER - MOTOR POOL	773.61
IAAO	02281	MEMBERSHIP - ASSESSOR	175.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ABRAHAM & GAFFNEY, P.C.	00002	PROGRESS BILLING FOR PRELIMINARY PLANNING-VARIO	4,000.00
MARK SPOHN	02110	MOWING AT OLD MILL BLDG - COMM PROMO	230.00
S&K PRINTING	00400	SUMMER PROPERTY TAX BILLS & ENVELOPES - GENEPAI	270.00
IONIA OCCUPATIONAL HEALTH SERVICES	02275	HEP B TESTING - POLICE, WASTE WATER	75.00
DIVERSIFIED FARMS, LLC	02285	REPAIR HITCH ON 950 - MOTOR POOL	386.76
SLC METER LLC	02286	BADGER METER BASES - WATER	11,000.00
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	128.00
MARY TEACHOUT	MISC	REFUND FOR GOLF CAMP - RECREATION	40.00
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	966.24
WILLOW WOOD GOLF COURSE	00681	INSTRUCTOR FEE FOR GOLF CAMP - RECREATION	612.00
ED FILTER	00540	UMPIRES - RECREATION	138.00
GREG GARN	02185	UMPIRES - RECREATION	69.00
BRIAN RUSSELL	00593	UMPIRES - REC	138.00
TAYLOR WILCOX	02159	SCOREKEEPERS - REC	32.50
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	34.00
JANET PUTZ	02032	SCOREKEEPERS - REC	39.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	32.50
OWEN RUSSELL	02249	SCOREKEEPERS - REC	39.00
CAMERON HEIN	01959	SCOREKEEPERS - REC	75.00
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE, MILEAGE REIMB, MISC - GENERAL, COUNCIL	979.74
Total:			\$412,759.89

**BI-WEEKLY
WAGE REPORT
June 23, 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.	10,949.97	249,418.41	818.06	115,574.48	364,992.89
ASSESSOR	1,191.00	30,929.28	91.11	9,416.41	40,345.69
CEMETERY	4,296.54	81,823.87	327.03	28,057.89	109,881.76
POLICE	14,361.90	361,307.69	1,334.56	116,993.74	478,301.43
CODE ENFORCEMENT	570.03	16,529.84	43.60	5,324.37	21,854.21
PARKS	2,517.11	58,096.74	191.39	16,380.56	74,477.30
INCOME TAX	1,560.21	39,231.91	102.88	25,390.83	64,622.74
MAJOR STREETS	2,306.71	87,200.78	166.42	53,383.70	140,584.48
LOCAL STREETS	2,390.02	63,783.52	194.72	40,067.73	103,851.25
RECREATION	1,758.81	53,663.08	130.23	24,893.71	78,556.79
AMBULANCE	12,486.92	274,729.35	1,164.13	54,992.60	329,721.95
DDA	-	31,150.94	-	10,138.07	41,289.01
ELECTRIC	14,974.08	433,838.04	1,122.79	218,667.53	652,505.57
WASTEWATER	7,934.48	221,924.35	594.42	116,367.70	338,292.05
WATER	4,781.74	138,441.26	1,576.77	65,579.14	204,020.40
MOTOR POOL	1,332.85	52,632.29	94.62	31,739.24	84,371.53
TOTALS:	83,412.37	2,194,701.35	7,952.73	932,967.70	3,127,669.05

**BI-WEEKLY
WAGE REPORT
July 7, 2014**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	7,423.45	7,423.45	7,148.28	7,148.28	14,571.73
ASSESSOR	1,143.36	1,143.36	751.83	751.83	1,895.19
CEMETERY	4,003.06	4,003.06	2,635.72	2,635.72	6,638.78
POLICE	13,451.04	13,451.04	8,270.76	8,270.76	21,721.80
CODE ENFORCEMENT	570.01	570.01	390.60	390.60	960.61
PARKS	2,975.79	2,975.79	1,193.77	1,193.77	4,169.56
INCOME TAX	1,418.37	1,418.37	1,895.68	1,895.68	3,314.05
MAJOR STREETS	2,818.65	2,818.65	4,288.31	4,288.31	7,106.96
LOCAL STREETS	1,573.20	1,573.20	2,373.97	2,373.97	3,947.17
RECREATION	1,758.81	1,758.81	1,711.69	1,711.69	3,470.50
AMBULANCE	6,931.95	6,931.95	3,271.92	3,271.92	10,203.87
DDA	-	-	-	-	-
ELECTRIC	15,148.65	15,148.65	15,879.87	15,879.87	31,028.52
WASTEWATER	7,898.90	7,898.90	8,814.24	8,814.24	16,713.14
WATER	5,905.75	5,905.75	5,078.22	5,078.22	10,983.97
MOTOR POOL	819.38	819.38	1,189.87	1,189.87	2,009.25
TOTALS:	73,840.37	73,840.37	64,894.73	64,894.73	138,735.10

**BI-WEEKLY CASH BALANCE ANALYSIS
7/7/2014**

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	490,724.92	11,297.58	229,726.41		20,000.00	252,296.09	235,000.00	487,296.09
INCOME TAX	792.41	262.50	7,542.46	40,000.00	2,465.00	31,047.45	10,000.00	41,047.45
MAJOR STREETS	204,468.68	577.19	16,172.05		56,000.00	132,873.82	-	132,873.82
LOCAL STREETS	15,086.61	536.97	5,971.00	197,741.24	170,979.26	36,414.56	-	36,414.56
RECREATION	17,048.92	4,369.00	11,452.08			9,965.84	-	9,965.84
AMBULANCE	104,116.93	50,856.77	37,909.36			117,064.34	-	117,064.34
CAPITAL IMPR-WELLHEAD GRANT	(2,930.32)		1,339.73	8,000.00		3,729.95		3,729.95
CAPITAL IMPROVEMENT-STREETS	1,210,585.23				187,762.23	1,022,823.00		1,022,823.00
REFUSE COLLECTION	22,453.75	7,592.55	698.10			29,348.20	-	29,348.20
ELECTRIC	118,410.67	190,217.78	170,257.32			138,371.13	525,000.00	663,371.13
WASTEWATER	(49,544.62)	55,975.00	103,416.48	48,691.15		(48,294.95)	-	(48,294.95)
WATER	493,083.20	38,899.76	101,334.35		8,000.00	422,648.61	420,000.00	842,648.61
MOTOR POOL	(7,825.37)	288.77	10,686.28	20,000.00		1,777.12	-	1,777.12
DDA	78,392.29					78,392.29	-	78,392.29
TOTALS:	2,694,863.30	360,873.87	696,505.62	314,432.39	445,206.49	2,228,457.45	1,190,000.00	3,418,457.45
					ELECTRIC-RESTRICTED CASH		405,000.00	405,000.00
					CUSTOMER DEPOSIT CD		170,000.00	170,000.00
					PERPETUAL CARE CD		130,000.00	130,000.00
					INCOME TAX SAVINGS		785,130.41	785,130.41
					ELECTRIC-PRIN & INT ESCROW		146,136.61	146,136.61
					WASTEWATER-DEBT ESCROW		181,717.71	181,717.71
					WASTEWATER-REPAIR ESCROW		71,642.73	71,642.73
					DDA-PRIN/INT ESCROW		91,923.68	91,923.68
							3,171,551.14	5,400,008.59

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

PURCHASE ORDER

CITY OF PORTLAND

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

TO Portland Area Fire Authority

SHIP TO _____

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
7/1/2014						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	1st Quarter Fire Services July - September					\$25,628.28
	101.101.804336	Comm Promo	Cont Svc	\$25,628.28		

NOT FOR RESALE FOR RESALE TAX NUMBER _____ AUTHORIZED SIGNATURE _____

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

Portland Area Fire Authority

773 E Grand River Ave
Portland, MI 48875

Invoice

Invoice #: 31322
Invoice Date: 7/1/2014
Due Date: 7/1/2014
Case:

P.O. Number: 1st Qtr

Post July

Bill To:

City of Portland
259 Kent St.
Portland, MI 48875

Description	Hours/Qty	Rate	Amount
1st Quarter Fire Services July - September '14	1	25,628.28	25,628.28
Note the invoice is based on the existing fire budget as per the Fire Authority Agreement. The following is a breakdown based on the existing annual budget of \$266,268			
City of Portland - 38.5% = \$102,513.18 divided 4 = \$25,628.30			
Portland Twp. - 38.22% = \$101,767.62 divided by 4 = \$25,441.91			
Danby Twp. - 23.28% = \$61,987.20 divided by 4 = \$15,496.80			

We appreciate your prompt payment.

Total	\$25,628.28
Payments/Credits	\$0.00
Balance Due	\$25,628.28

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

Held on May 15, 2014
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Antaya, Sunstrum, Blastic, Tyler, Urie, Briggs

Absent: Clement, Smith

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

The meeting was called to order at 3:32 P.M. by Chair Dumas.

Motion by Barnes, supported by Antaya, to approve the agenda with the addition to excuse the absence of Member Clement.

All in favor. Adopted.

Motion by Barnes, supported by Antaya, to approve the Minutes of the April 17, 2014 Regular Meeting as presented.

All in favor. Adopted.

Director Reagan noted on the Treasurer's Report that \$55,000 was transferred from the DDA principal and interest escrow account to cover cash flow until tax revenues are received from the summer tax collection. This was also done last year.

Mayor Barnes noted that check no. 1350 to Eric Proctor is for the videos done by Quarterline Media.

Motion by Barnes, supported by Sunstrum, to approve the May 2014 Treasurer's Report as presented

All in favor. Adopted.

Under the Manager's Report, Main Street Manager Perry reported the National Main Street Conference will be held in Detroit, May 18th – 20th. There are 5 people attending from Portland. DDA Director Reagan and Member Sunstrum will both be presenting.

The State of Wyoming Main Street group will be bringing two greyhound buses to visit Portland on May 16th. They will tour the downtown stay for dinner. The goal is to both entertain and educate participants; volunteers are still needed for this event. The keynote speaker will be Joe Borgstrom from Michigan Main Street.

Under Committee Updates, Main Street Manager Perry reported the Design Committee has received two applications for Sign Incentive Grants from Rush Clement for the Gallery Brewery and Wanda Urie for Distinctive Occasions. The committee is waiting on a few details.

There are still interested parties in façade grants but no applications have been received.

The Promotions & Marketing Committee will hold the 5th Annual Block Party this Saturday, May 17th. Portland Pay Day will begin on June 1st with 8 businesses participating.

The Organization and Finance Committee has seen the completed webisodes featuring local businesses done by Eric Proctor. Both the Portland Main Street Facebook page and website have been updated. The May 2014 edition of the “On the Street” newsletter was also completed and mailed with City utility bills.

Main Street Manager Perry also noted that the Portland Historical Society has put up a window display in the building on the southeast corner of Bridge and Kent Streets.

Motion by Sunstrum, supported by Blastic, to adjourn the meeting at 3:42 P.M.
All in favor. Adopted

Respectfully submitted,



Kory Blastic, Secretary



DATE June 13, 2014

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

AMOUNTS

PREVIOUS BALANCE:	<u>05/15/14</u>	\$ 91,923.68
INTEREST EARNED:		\$ 6.12
DEPOSITS:		
CHECKS WRITTEN:		
NEW BALANCE:	<u>06/19/14</u>	\$ 91,929.80

REGULAR ACCOUNT

AMOUNTS

PREVIOUS BALANCE:	<u>05/15/14</u>	\$ 78,392.29
INTEREST EARNED:		\$ 1.28
DEPOSITS:		
5/28/2014	2014 BLOCK PARTY SPONSORSHIP FEES	\$ 475.00
5/28/2014	2014 BLOCK PARTY PROCEEDS	\$ 3,929.75
6/12/2014	2014 BLOCK PARTY-Bounce House income	\$ 220.00
6/12/2014	2014 BLOCK PARTY-Beverage refund	\$ 487.50
6/12/2014	2014 BLOCK PARTY-Face Painter	\$ 42.00
6/12/2014	2014 PORTLAND PAY DAY-Participation fees	\$ 770.00

CHECKS WRITTEN:

CK NO.	PAYEE	AMOUNT
1362	STATE OF MICHIGAN-Operating Supplies	\$ 50.00
1363	WILLIAM BOS GREENHOUSE-Flower Baskets	\$ 640.00
1364	STATE OF MICHIGAN-2014 Block party sales tax	\$ 147.42
1365	PATRICIA M. PERRY-Conference hotel, meal and parking fees	\$ 240.60
1366	PATRICIA M. PERRY-Main Street Manager services	\$ 2,500.00
1367	CITY OF PORTLAND-Website fees, worker's comp. telephone exp., postage	\$ 881.74

TOTAL EXPENSES: \$ (4,459.76)

NEW BALANCE: 06/19/14 \$ 79,858.06

WILLIAM BOS GREENHOUSES & FARMS

1674 Spaulding Ave. SE
 GRAND RAPIDS, MI 49546-6340
 (616) 949-0407 Fax (616) 949-1333
 Growers of Fine Bedding Plants
 & Vegetables in Season.

CUSTOMER'S ORDER NO.

PHONE

DATE

NAME

City of Portland

ADDRESS

DOT

4/6/14

SOLD BY CASH C O D CHARGE ON ACCT MDSE. RETD PAID OUT

DESCRIPTION PRICE AMOUNT

16 Cymbc Basket 4.00 640

TAX

[Handwritten signature]

Sales Tax Return for Special Events

Issued under authority of P.A. 167 of 1933 and 122 of 1941 as amended. Filing is mandatory.

All retail sales of food, drink, auction items and other items made by an organization during a fundraising event are subject to Michigan sales tax. The Michigan Sales Tax Act (MCL 205.52(1)) provides that anyone making retail sales is subject to 6 percent sales tax on gross proceeds. The act specifically includes non-profit organizations in this definition.

Groups currently holding a sales tax license must remit the tax on their current sales tax return. Write the sales tax license number in the space provided on Part 1 of this form and return it to the Discovery and Tax Enforcement Division. If the group does not have a sales tax license, use this form to report and pay the sales tax due from an event.

You must submit this return. If no sales tax is due, complete Part 1 and include an explanation.

This return and payment is due three business days after the fundraising event. Make all checks payable to "State of Michigan."

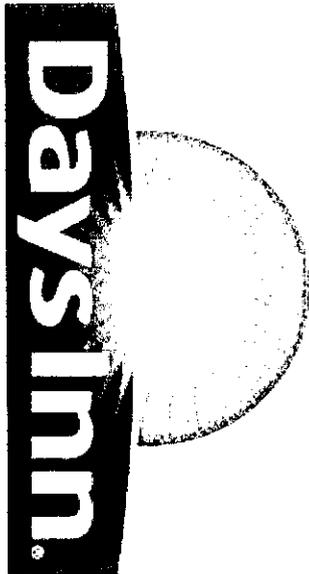
Mail the return and payment to:

Discovery & Tax Enforcement Division
Michigan Department of Treasury
PO Box 30140
Lansing MI 48909-7640

Direct questions to the Discovery & Tax Enforcement Division, (517) 636-4120.

PART 1: ORGANIZATION INFORMATION			
Organization Name <i>Portland Downtown Development Authority</i>		Telephone Number <i>517-647-5067</i>	Non-Profit, IRS Organization Code
Street Address <i>259 Kent St</i>	City <i>Portland</i>	State <i>MI</i>	ZIP Code <i>48875</i>
Temporary Liquor License Number <i>236568</i>	Federal Employer ID Number (if applicable)	Sales Tax License Number (if applicable)	
Event Description <i>Downtown Festival</i>	Event Location (City) <i>Portland</i>	Event Date <i>5-17-14</i>	
PART 2: SALES TAX CALCULATION			
1. Gross Sales. Enter your total gross sales from this event.....	1.	<i>3,279.75</i>	
2. Enter your total sales of exempt items (prepackaged foods, cans of soda, bottled water, etc.)	2.	<i>675.25</i>	
3. Subtract line 2 from line 1.....	3.	<i>2,604.50</i>	
4. If tax is included in gross sales from line 1, divide line 3 by 17.8667.....	4.	<i>147.42</i>	
5. Taxable Sales. Subtract line 4 from line 3.....	5.	<i>2457.08</i>	
6. Sales Tax Due. Multiply line 5 by 6% (0.06) Pay this amount	6.	<i>147.42</i>	
PART 3: CERTIFICATION			
Authorized Signature <i>[Signature]</i>		Date <i>6/12/14</i>	
Authorized Signer's Name <i>Harvey T. Rege</i>		Title <i>6/12/14</i>	

See the Sales Tax General Guidelines for Special Events on Page 2 of this form.



DAYS INN GRAYLING

2556 SOUTH I-75 BUSINESS LOOP

GRAYLING, MI 49738 US

Phone: (989) 344-0204

Fax: (989) 344-9076

Email: graylingdaysinn@gmail.com

Printed: 6/10/2014 6:52:26 PM

Folio (Detailed)

Name: PERRY, PATRICIA

Confirmation Number: 23989228

Account Number: 987-185004

WyndhamRewards #: 142110228C

Address: 3397 KNOLL RD.

PORTLAND, MI 48875 US

Room: 222 Room Type: NOQ1, 2 QUEENS NSMK Nights: 1 Guests: 1/0

Rate Plan: SSP Daily Rate: \$72.24 + \$7.27 Tax GTD: VI - VISA

Arrival: 6/9/2014 (Mon) Departure: 6/10/2014 (Tue) XXXX XXXX XXXX 9093

Room Rate:

6/9/2014 (Mon) - 6/9/2014 (Mon) \$72.24 + \$7.27 Tax per night.

Date	Code	Description	Amount	Balance
6/9/2014	RM	ROOM CHARGE	\$72.24	\$72.24
6/9/2014	TAX2	CITY ASSESSMENT	\$1.44	\$73.68
6/10/2014	VI	VISA		(\$73.68)

Shelley Perry

From: Thanks for staying! [efolio@marriott.com]
Sent: Wednesday, May 28, 2014 7:38 PM
To: DDAMAINSTREET@PORTLAND-MICHIGAN.ORG
Subject: Your May 18, 2014 - May 21, 2014 stay at the Detroit Marriott at the Renaissance Center

Thank you for choosing the Detroit Marriott at the Renaissance Center for your recent stay.

As requested, below is a billing summary or adjustment for your stay. **If you have questions about your bill**, please contact us at (313) 568-8000 or mhfs.dtwdtl.accounting@marriott.com.

Make another reservation on Marriott.com [here](#)



Summary of Your Stay

Hotel: Detroit Marriott at the Renaissance Center
Renaissance Center, 400 Renaissance Drive
Detroit, Michigan 48243
USA
(313) 568-8000

Guest: PERRY/PATRICIA
PORTLAND MAIN STREET
259 KENT ST
PORTLAND, MI 48875
USA

Dates of stay: May 18, 2014 - May 21, 2014
Guest number: 26655
Marriott Rewards number: None

Room number: 2801
Group number: 1705

Date	Description	Reference	Charges	Credits
05/18/14	ROOM SRV	3425	17.78	
05/18/14	ROOM GR	2801, 1	164.00	
05/18/14	OCCP TAX	2801, 1	14.76	
05/19/14	ROOM GR	2801, 1	164.00	
05/19/14	OCCP TAX	2801, 1	14.76	
05/20/14	ROOM GR	2801, 1	164.00	
05/20/14	OCCP TAX	2801, 1	14.76	
05/21/14	Payment - Visa XXXXXXXXXXXX9093			554.06

Total balance

554.06
-492.06
0.00 USD
62.00

Was that the best night's sleep you've ever had? How about a repeat performance at your place!

top.marriott.com

414 Renaissance Drive West
 Detroit, MI 48243
 Phone (313) 256-2186

317

Detroit Beer Co
 1529 Broadway
 Detroit, MI 48226
 ph: 313-966-1525

Brew Crew

Receipt

TABLE: 1312 - 2 Guests
 Your Server was Danielle
 5/21/2014 9:48:05 PM - ID: #057594
 Subtotal \$21.34
 Total Taxes \$1.29
 Grand Total \$22.63

170 #23 A Payment No. 00000129
 170 #15 Ticket No. 019114
 Entry Time 05/18/2014 (Sun) 16:57
 Exit Time 05/21/2014 (Wed) 11:23
 Parking Time 2Days 18.26
 Parking Fee Rate A \$60.00

Print One (no Quarter Pounder
 w/ Cheese or Egg McMuffin)
 go to www.mcdvoice.com
 while it's about your visit.
 Citation Code: _____
 RENAISSANCE CENTER STE 248 TOWER
 DETROIT MI
 48243
 TEL: 313-566-1214 Store# 25588

Credit Purchase
 Name: POTBELLY/JIMMOTHY
 CC Type: VISA
 CC Num: XXXX XXXX XXXX 9092
 Approval: 027258
 Server: Danielle
 Ticket Name: 1312

Visa
 Account #: *****8093
 Strip #: 45607
 Auth Code: 097358
 Credit Card Amount: \$60.00
 Cash Amount: \$0.00
 Total: \$60.00

May 17 2014 (Mon) 10:38
 1312
 1.49
 1.49
 4.18
 4.18
 5.26
 0.00

Payment Amount: \$22.63
 Tip: _____
 Total: _____

CUSTOMER COPY
 I agree to pay the amount shown above.

Thank you for choosing The Detroit Beer Company!

ACCOUNT# 8520
 CITATION CODE: 852009 SER# 312598

Potbelly Sandwich Shop
 www.potbelly.com
 GM Renaissance Center
 Detroit, MI
 (313) 566-0028

Host: Patrice 05/20/2014
 Order294 12:37 PM

TKY 4.00
 Soup of Day - Side 2.60
 Subtotal 6.60
 Tax 0.40

Dine in Total 7.00

M.C #XXXXXXXXXXXX8520 7.00
 Auth:603689

\$114.92
 Total

PURCHASE ORDER

CITY OF PORTLAND

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

TO

SHIP TO

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

QUANTITY	DESCRIPTION	PRICE	AMOUNT
----------	-------------	-------	--------

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE

ACKNOWLEDGEMENT

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

INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 0001
Invoice Number: 0000000836
Service Date: 06/04/2014
Invoice Date: 06/11/2014
Due Date: 07/11/2014

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 - JUNE 2014	112.00	112.00

Total Invoice:	112.00
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	112.00

INVOICE

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

Customer ID: 0001
Invoice Number: 0000000836
Service Date: 06/04/2014
Invoice Date: 06/11/2014
Due Date: 07/11/2014

(517) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Property Address:
259 KENT ST.



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: 0000000832
Service Date: 05/19/2014
Invoice Date: 05/21/2014
Due Date: 06/23/2014

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	WATER - BLOCK PARTY	26.20	26.20
1	ELECTRIC - BLOCK PARTY	27.55	27.55

Total Invoice:	53.75
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	53.75

INVOICE

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

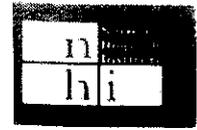
(517) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000832
Service Date: 05/19/2014
Invoice Date: 05/21/2014
Due Date: 06/23/2014

Property Address:
259 KENT ST.





[Home](#) [Purchase Credits](#) [Contact Us](#)

Course Sign Up

Below is your receipt for your purchase. Please remember to print this page!

To start your training please click on the "Home" tab above.

Receipt

Billing Information		
Courses Purchased:	1	
State of Purchased Courses:	Michigan	
Name:	Patrick Reagan	
Address:	259 Kent St.	
City:	Portland	
State:	Michigan	
Zip:	48875	
Credit Card Information		
Card Number:	9828	
Expiration Date:	11/2016	
		Subtotal: \$35.00
		Tax: \$0.00
		Total: \$35

[Print](#)



1&1 Internet Inc.
 701 Lee Road
 Suite 300
 Chesterbrook, PA 19087
 USA

Invoice Date: 04/17/2014
 Customer ID: 22241406
 Contract ID : 27455868
 Invoice No. : 202006677656

Main Street
 Portland Main Street
 259 Kent St

Portland, MI 48875
 UNITED STATES

Customer Service
 E-Mail: billing@1and1.com
<http://www.1and1.com>

Invoice Summary (1&1 MyWebsite)

Billing period starting: 04/16/2014

Item	No.	Service	Charges	Usage	Total
1	11674	Basic Fee	\$9.99 a month	3 mo.	\$ 29.97
		04/16/2014-07/16/2014 s311635864.initial-website.com portlandmainstreet.org			
Total amount due					\$ 29.97

The total amount due will be charged to your credit card. Thank you.

Dear Adam - Page 31

4/25/14

This statement details the billing for the products and services listed below. To view a full
printout of this statement, please go to my account.

<u>Product Name</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Total Price</u>
Mini Online Storage (1 GB) - Renewal - 2 Years (a... Billing for 04/25/2014. Purchased on original receipt: 421016987	\$3.98	1	\$3.98
Group Calendar (5 Users) - Renewal - 2 Years (ann... Billing for 04/25/2014. New Account	\$25.98	1	\$25.98
Email - Business (2 GB Total/5 Boxes) - US Region... Billing for 04/25/2014. Email Plan 1	\$119.76	1	\$119.76
	Subtotal:		\$149.72
	Tax:		\$0.00
	TOTAL:		\$149.72

We have billed your credit card with the name and address listed for the amount of \$149.72. Your product is provided exclusively in our cloud-based services. This means you do not need to download or install anything, and we automatically charge your account for the amount of your document and on-line products. We do not sell your data to third parties. You may cancel this service at any time by logging in to the account and deactivating the account.

Account Usage Agreement

PERIOD ENDING 6/30/2014

User: BRENDA
DB: Portland

GL NUMBER	DESCRIPTION	2013-14		ACTIVITY FOR	AVAILABLE	
		BUDGET	YTD BALANCE			MONTH
		AMENDED	06/30/2014	06/30/2014	(ABNORMAL)	
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	
					USED	
Fund 249 - LDA FUND						
Revenues						
Dept 000	REAL PROPERTY TAXES	307,549.00	223,691.43	0.00	13,856.57	95.44
248-000-402.000	RIVERSIDE FACADE GRANT	0.00	0.00	0.00	0.00	0.00
248-000-551.000	CONTRIBUTION FROM STAGE -GRANT	0.00	0.00	0.00	0.00	0.00
248-000-577.000	INTEREST INCOME	50.00	65.16	0.00	15.16	130.32
248-000-665.000	CONTRIBUTION-PROPERTY OWNERS	0.00	0.00	0.00	0.00	0.00
248-000-674.000	REIMBURSEMENTS-WORKER'S COMP	0.00	128.49	0.00	(128.49)	100.00
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	0.00	487.50	487.50	(487.50)	100.00
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	22,100.00	22,149.91	1,033.00	5,451.10	80.53
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 FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		335,699.00	316,823.44	1,513.50	18,676.52	94.33
TOTAL Revenues						
		335,699.00	316,823.44	1,513.50	18,676.52	94.33
Expenditures						
Dept 275-ADMINISTRATION	S & W FULLTIME	40,799.00	79,867.58	0.00	10,471.00	60.71
248-275-702.000	S & W HEALTH PREMIUMS	1,200.00	935.33	0.00	364.67	12.81
248-275-711.000	S & W SOCIAL SECURITY	3,150.00	2,714.91	0.00	435.09	14.51
248-275-715.000	RETIREE HEALTH CARE SAVINGS PLAN	420.00	0.00	0.00	0.00	0.00
248-275-716.004	LIFE/LTD INSURANCE	475.00	630.93	0.00	154.90	13.12
248-275-717.000	PENSION	17,655.00	15,664.88	0.00	1,990.12	28.73
248-275-718.000	OTHER FRINGE	100.00	187.13	0.00	87.13	28.113
248-275-719.000	WORKER'S COMPENSATION	225.00	361.00	161.70	245.00	73.45
248-275-723.000	UNEMPLOYMENT	40.00	0.00	0.00	0.00	0.00
248-275-730.000	POSTAGE	300.00	381.95	0.00	81.95	10.71
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	3,154.74	428.82	4,345.26	42.06
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	8,500.00	5,140.18	64.70	4,359.82	48.84
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	1,700.00	0.00	0.00	0.00	0.00
248-275-740.005	OPERATING SUPPLIES-C&F COMMITTEE	14,295.00	2,196.15	143.77	9,098.85	61.70
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	18,160.00	16,378.57	197.42	1,781.43	98.15
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	0.00	0.00	0.00	0.00	0.00
248-275-801.000	LEGAL SERVICE	700.00	19.00	0.00	681.00	19.00
248-275-802.000	AUDIT SERVICE	750.00	800.60	0.00	150.60	126.67
248-275-803.000	ENGINEERING SERVICE	0.00	138.72	0.00	(138.72)	100.70
248-275-804.000	CONTRACTUAL SERVICE	2,500.00	8,237.15	2,500.00	16,437.15	357.49
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	7,000.00	6,593.79	0.00	406.21	94.20
248-275-806.000	DATA PROCESSING	300.00	914.95	0.00	614.95	304.98
248-275-851.000	TELEPHONE SERVICE	500.00	754.45	41.30	254.45	150.89
248-275-886.000	FIREWORKS (DDA)	2,500.00	0.00	0.00	2,500.00	0.00
248-275-902.000	ADVERTISING	0.00	0.00	0.00	0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	5,000.00	5,132.66	33.75	139.66	192.76
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	9.00	0.00	19,900.00	0.00
248-275-962.000	CAPITAL OUTLAY-DDA EXPANSION	0.00	0.00	0.00	0.00	0.00
248-275-992.000	PRINCIPAL PAYMENT	175,000.00	175,000.00	0.00	0.00	100.00
248-275-995.000	INTEREST PAYMENT	12,513.00	12,632.44	0.00	119.44	130.99
248-275-997.000	PAYING AGENT FEES	300.00	0.00	0.00	300.00	0.00

GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ASPNORMAL)	YTD BALANCE 06/30/2014	ACTIVITY FOF MONTH 06/30/2014	INCREASE (DECREASE)	NORMAL (ASPNORMAL)	AVAILABLE BALANCE	BUDGET 95FD
Fund 248 - DDA FUND									
Expenditures									
248-275-999.202	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 275-ADMINISTRATION		333,214.08	293,146.72	4,459.76	87.98				
Dept 999									
248-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		333,214.08	293,146.72	4,459.76	87.98				
Fund 248 - DDA FUND:									
TOTAL REVENUES		335,099.00	316,920.48	1,519.50	24.17				
TOTAL EXPENDITURES		333,214.08	293,146.72	4,459.76	87.98				
NET OF REVENUES & EXPENDITURES		2,384.92	23,773.76	27,940.20	36.19				

We're pleased to present to you this year's Annual Quality Water Report. This report is designed to inform you about the quality water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water. Our water source is the Saginaw Aquifer and delivered to you via four municipal wells.

We are actively participating in the Wellhead Protection Plan and the plan is available from our office for more information such as potential sources of contamination.

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which provide the same protection for public health.

I'm pleased to report that the City of Portland drinking water is safe and meets or exceeds federal and state requirements. This report shows our water quality and what it means.

If you have any questions about this report or concerning your City water utility, please contact Rod Smith, Water Technician at (517)647-2948. We want our valued customers to be informed about their water utility. If you want to learn more, please attend any of our regularly scheduled meetings. They are held on the first and third Monday of every month at 7:00 p.m. in the City Council Room at City Hall located at 259 Kent Street.

The City of Portland routinely monitors for contaminants in your drinking water according to Federal and State laws. This table shows the results of our monitoring for the period of January 1st to December 31st 2013. As water travels over the land and underground, it can pick up substances or contaminants such as microbes, inorganic and organic chemicals, and radioactive substances. All drinking water, including bottled drinking water, may be reasonably expected to contain at least small amounts of some contaminants. It's important to remember that the presence of these contaminants does not necessarily pose a health risk. The City of Portland's production wells have a "high" susceptibility based on the above mentioned geologic sensitivity analysis, and listed potential contaminant sources within the Wellhead Protection Act.

In this table you will find many terms and abbreviations you might not be familiar with. To help you better understand these terms, we've provided the following definitions:

Maximum Residual Disinfectant Level (MRDL)- the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Level Goal (MRDLG) – the level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Not-Detected (ND) – laboratory analysis indicates that the constituent is not present.

Parts per million (ppm) or Milligrams per liter (mg/l) – one part per million corresponds to one minute in two years or a single penny in \$10,000.

Parts per billion (ppb) or Micrograms per liter – one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

Picocuries per liter (pCi/L) – picocuries per liter is a measure of the radioactivity in water.

Action Level - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Maximum Contaminant Level – The “Maximum Allowed” (MCL) is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal – The “Goal” (MCLG) is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

That allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. All of the data is representative of the water quality, but some are more than one year old. The table below represents the most current testing information available.

TEST RESULTS

Inorganic Contaminants

Contaminant	Violation Y/N	Level Detected	Unit of Measure	Range of Detection	MCLG	MCL	Likely Source of Contamination
8. Arsenic**	No	ND	ppb	0-2 ppb	n/a	10	Erosion of natural deposits; runoff from orchards, runoff from glass and electronics production wastes
10. Barium	No	0.03 ppm	ppm	0.01-0.009 ppm	2	2	Discharge of drilling wastes; discharge from metal refineries. erosion of natural deposits
16. Fluoride	No	0.27 ppm	ppm	0.1- 0.3 ppm	4	4	Erosion of natural deposits; water additive which promotes strong teeth; discharge from fertilizer and aluminum factories
19. Nitrate (as Nitrogen)	No	1.2mg/L	ppm		10	10	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits
60. 1,2 Dichloroethane	No	ND	ppm		0	.005	Discharge from industrial chemical factories

**Beginning in January 2006, drinking water supplies must comply with the new arsenic maximum contaminant level (MCL) of 0.010 milligrams per liter, or 10 parts per billion (ppb). In 2006 the arsenic MCL was 50ppb

Volatile Organic Contaminants

3. THM [Total trihalomethanes]	No	18.4 Ppb	Ppb	4.8-12.7 ppb	N/A	80	By-product of drinking water chlorination
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TTHM		HAA5	MCL
Maynard	0.0120	0.003	.060 ppm
Riverside Dr.	0.0114	0.002	.060 ppm
Donna Dr.	0.0060	0.002	.060 ppm
E Grand River	0.0184	0.004	.060 ppm
Total TTHM	0.0478	0.011	
Average	.0120	0.0028ppm	
Measured in 10 mgd			

Chlorine Residual Monitoring 2012

Highest running annual average for 2012 was 0.78 and the range was 0.22-.1.3ppm

Site	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bristie	.64	.69	.62	.90	.55	.49	.26	.24	.22	.23	.70	.70
Oak St	.40	.42	.38	.42	.60	.45	.46	.56	.45	.39	.46	.36
W. Grand River	.78	.80	.77	1.00	1.10	1.20	1.00	1.30	1.20	1.00	.90	.83
E. Grand River	.78	.80	.67	1.00	.90	.79	.39	.42	.45	.45	.90	.80
Monthly Average	.65	.68	.61	.83	.79	.73	.53	.63	.58	.52	.74	.67
RAA Quarterly			.65			.78			.58			.64

Chlorine Residual Monitoring 2013

Highest running annual average for 2013 was 0.66 and the range was 0.10-0.96ppm

Site	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bristie	.64	.57	.63	.52	.32	.26	.20	.10	.10	.12	.72	.72
Oak St	.29	.32	.30	.28	.22	.20	.28	.31	.32	.32	.34	.46
W. Grand River	.77	.72	.75	.72	.51	.44	.81	.55	.10	.96	.91	.94
E. Grand River	.72	.70	.68	.57	.54	.46	.36	.24	.10	.46	.96	.94
Monthly Average	.61	.58	.59	.52	.40	.34	.41	.30	.16	.47	.73	.77
RAA Quarterly			.59			.42			.29			.66

Unregulated contaminants are those for which EPA has not established drinking water standards. Monitoring helps EPA to determine where these contaminants occur and whether it needs to regulate those contaminants.

Unregulated Contaminants				
Contaminant	Our highest level detected	Range of level detected	Unit of measure	Likely Source of Contamination
Sodium	84 ppm	ppm	ppm	Soil Erosion

Radioactive Contaminants							
Contaminant	Violation Y/N	Level Detected	Unit of Measure	Average/Range	MCL.G	MCL	Likely Source of Contamination
Radium	No	2.25 pCi/l	pCi/l	0-3.14 pCi/l	0	50	Decay of natural and man-made deposits
5. Alpha emitters	No	5.60 pCi/l	pCi/l	0-5.60 pCi/l	0	15	Erosion of natural deposits

6. Radon	No	383 pCi/l	pCi/l	N/A	0	5	Erosion of natural deposits
Lead & Copper Distribution Monitoring Results							
Contaminant	Date Tested	Number Of Sites Tested	90 th Percentile	# of Sites over Action Level	Action level/ Units of Measurement	Likely Source of Contamination	
Lead	2012	20	2 ppb	0	15ppb	Corrosion of household plumbing systems, erosion of natural deposits	
Copper	2012	20	840 ppb	0	1300 ppb	Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives	

“Infants and young children are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home’s plumbing. If you are concerned about lead levels in your home’s water, you may wish to have your water tested and flush your tap for 30 seconds to 2 minutes before using tap water. Additional information is available from the Safe Drinking Water Hotline at 800-426-4791.”

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Portland is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water drinking or cooking. If you concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline at 800-426-4791 or at <http://www.epa.gov/safewater/lead>.

What does this mean?

As you can see by the table, our system had no violations. We’re proud that your drinking water meets or exceeds all Federal and State requirements. We have learned through our monitoring and testing that some contaminants have been detected. The EPA has determined that your water IS SAFE at these levels.

All sources of drinking water are subject to potential contamination by substances that are naturally occurring or man made. These substances can be:

Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.

Pesticides and herbicides, which may come from a variety of sources such as agriculture and residential uses.

Radioactive contaminants, which are naturally occurring or be the result of oil and gas production and mining activities.

Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems. All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

MCL's are set at very stringent levels. To understand the possible health effects described for many regulated contaminants, a person would have to drink two liters of water every day at the MCL level for a lifetime to have a one-in-a-million chance of having the described health effect.

Thank you for allowing us to continue providing your family with clean, quality water this year. In order to maintain a safe and dependable water supply we sometimes need to make improvements that will benefit all of our customers. These improvements are sometimes reflected as rate structure adjustments. Thank you for understanding.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

The City of Portland's newest water tower is on the south side of the City. The water tower was completed and has been on line since December 17, 2004. The City has drilled a new well in the northwest corner of the City. The new well is a deep rock well protected from ground contaminants that may leech in to the water. Also since 2005 the City of Portland has contracted with Hydro Designs to do our cross-connection Control Program. This will ensure that there are no cross-connections that could lead to health risks. Please call Rod Smith, Water Technician, at (517)647-2948 if you have any questions.

We at the City of Portland work around the clock to provide top quality water to every tap. The Water Department of the City of Portland adds chlorine to the water at a rate of 1-2 ppm to safeguard against Coliform bacteria. This is recommended by the State of Michigan Department of Environmental Quality, but is not required. We also add a phosphate for encapsulation of the irons, which show up as rust in the water when chlorine is added. We ask that all our customers help us protect our water sources, which are the heart of our community, our way of life and our children's future.

Copies of this report are available at City Hall, the Portland Public Library, and on the City of Portland website at portland-michigan.org.

Thank you.

Water Department
City of Portland

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR MAY 2014

NPDES COMPLIANCE

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

OPERATIONS

The WWTP treated and discharged **10.6 million gallons** for the month of May.

The late arrival of Spring this year and with the frost load weight restrictions extending to the end of April presented some concerns for digested sludge storage. We were able to utilize two of the drying beds to extend our storage time until the 5th of May. Synagro land applied the digested sludge at that time.

We received the WAS pump back from HydroDynamics and it was reinstalled by the WWTP personnel. It has been operating flawlessly since.

D&E Electric was contacted to quote the installation of lighting over the area of the WWTP generator and over the main electrical panel in the Service Building. His quote provided for LED lighting over the generator and a 4 foot fluorescent fixture over the electrical panel. The quote was accepted and the work has been completed. The exterior LED lighting will provide the much needed lighting for safety with minimal operational cost.

Tim Krizov went to Lansing to take the Class "C" operator exam for the second time. This exam is only offered once each year by the MDEQ. Tim was unsuccessful last year.

The Ridgid Sea Snake push camera which was purchased in November of 1996 quit working this month. This camera has resolved many sewer call issues by showing the homeowner problems that existed in their service laterals. The problem is in the circuit board in the camera monitor. The Rigid repair center was contacted to see if the monitor is repairable. I was informed that parts are no longer available for this camera since the newer equipment is all color, digital and have LED screens. They suggested that maybe an electronics repair service might be able to fix the monitor. When I contacted an electronics repair

Business, they too could not offer any assistance. This camera has proven to be invaluable to the citizens of Portland. Price quotes are currently being collected in preparation for replacement.

A seal failure alarm was received from the Canal St. lift station during the night of May 26. The submersible pumps are both 20 years old. This is the first failure of either one of the pumps at this location. The pump was removed from the lift station wet well and has been sent in to Kerr pumps for repair. The pump should be back soon and will be placed back in service as soon as we receive it.

The Vacuum blower on the Vac Con truck failed during operations being performed by the DPW crew. This occurred during the middle of the month and limited the amount of preventive sewer cleaning that could be performed by the WWTP. The DPW has taken the truck in for the required repairs and it should soon be back.

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

ITEM	COST
Tom's Do It Center – Distilled Water, Padlock, Safety Hasp, Lime-a-way	\$ 65.10
NCL – Lab supplies	\$ 308.40
D&E Electric – Lighting Installation	\$ 1580.00
Kemira Water – Ferrous Chloride	\$ 2104.78
B&W Automotive – Vacuum pump oil, Generator battery	\$ 134.65
HydroDynamics – WAS pump repair	\$ 1513.94
Grainger Supply – Solenoid valve	\$ 280.75
Total Expenses	\$ 5987.62
Total Spent YTD	\$37417.65

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	4060 feet
Routine cleaning	887 feet
Sewer call outs due to building services	2
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	1
City Main Televised	0

SEWER CALLOUTS

May 15, 2014

A call was received at the WWTP at 8:15AM by Doug Sherman from the homeowner, Rachael Sobleskey. She stated that sewage backs up from the basement floor drain when

they use the washing machine. Doug Sherman and Mike Owen from the WWTP arrived on the scene at 8:45AM to investigate the situation. The flow was checked in the city sewer main at manholes C143 and C144. The flow was normal with no indications of any surcharging. The problem was determined to be in the house service lateral. A list of area plumbers was left with the homeowner to assist them in having their service cleaned.

May 15, 2014

A call was received at the WWTP at 9:15AM by Doug Sherman from the homeowner, Ken Holly. He stated that the drains in his house were going down slowly. Doug Sherman arrived on the scene at 9:20AM to investigate the problem. The flow was checked in the city main at manholes C17, C18, and C125. The flow was normal in the city main. The problem was determined to be in the house plumbing. A list of area plumbers was left with the homeowner to assist in having his problem resolved.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

June 1, 2014
May 1-31, 2014

HYDRO GENERATION	161,212		
DIESEL PRODUCTION	0		
Kwh Purchased	2,829,605	Amount Paid	\$ 183,838.15
Total Kwh Purchased	2,829,605	Total Dollars Paid	\$ 183,838.15

Kwh Billed		Dollars Billed	
Residential	926,035	PCA Billed	\$ 13,282.76
Commercial	527,188	Residential	\$ 102,450.73
Large General	771,100	Residential EO Charge	\$ 1,703.28
City St. Lites Metered	23,471	Geothermal Discount	\$ (14.05)
St. Lites Unmetered		Commercial	\$ 57,271.48
Rental Lights		Commercial/LG EO Charge	\$ 2,507.28
Demand	2,479	Large General	\$ 54,087.05
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 1,991.90
Total Kwh Billed	2,250,273	St. Lights Unmetered	\$ 1,543.05
		Rental Lights	\$ 259.59
Arrears after billing	\$ 15,654.07	Demand	\$ 14,568.19
Penalties Added	\$ 1,746.03	Tax	\$ 9,100.84
Arrears end of month	\$ 37,805.41	Total Dollars Billed	\$ 258,770.50
Fuel Cost Billed	\$ 12,386.81		
Amount Collected	\$ 297,809.33	Power Cost Adj.	.00597
Total Adjustments	\$1,447.05		

Residential Customers	2,157
Commercial Customers	312
Large General	17
Total Customers	2,486

06/04/14



**CITY OF PORTLAND
May-14**

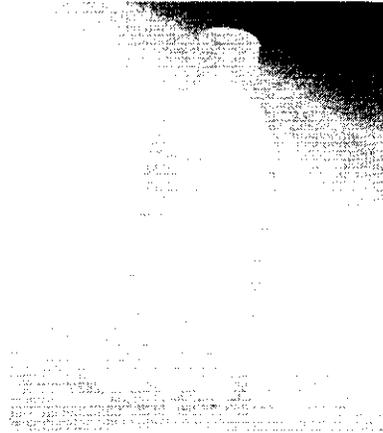
WATER DEPARTMENT REPORT

MONTH	Apr-14	PERIOD COVERED	April 1-30, 2014
Customers Billed		Penalties Added	\$ 361.43
City	1,828	Dollars Collected	\$ 42,976.54
Rural	26	Arrears at end of Month	\$ 7,646.61
Total Customers	1,854	Adjustments	\$ 212.27
		Gallons Pumped	11,745,300
		Hydrant Flusing/Rental (unmetered)	1,551,000 (water leak)
Gallons Billed		Dollars Billed	
City	8,131,436		\$ 43,812.59
Rural	167,324		\$ 1,622.72
Total	<u>8,298,760</u>		<u>\$ 45,435.31</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,782	Dollars Billed	\$ 64,586.42
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 64,586.42

Penalties Added	\$ 550.85
Dollars Collected	\$ 62,496.09
Arrears at end of Month	\$ 11,590.52
Adjustments	\$ 310.97
Gallons Treated per Million	10.60



**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION**

June 2014

Calls for Service

Dispatched	110
Patrol Originated	24
Assist to PPD	20
Assist to Fire / EMS	14
Assist Other Depts	11

Traffic Stops

Total Stops	83
Traffic Citations	34
Verbal Warnings	80
Parking Citations	0

Arrests

Misdemeanor Arrests (# of persons)	16
Misdemeanor Charges	18
Juvenile Arrests	0
Felony Arrests (# of persons)	1
Felony Charges	1

Citizen Contacts

Business Contacts	83
Patrol Contacts	456

Coverage by Ionia County Sheriffs Department

The Ionia County Sheriffs Department was not used for the month of June

Noteworthy:

On June 11, 2014, Officer Thomas responded to a report of a vehicle parked suspiciously on the roadway. Investigation revealed that the vehicle had been stolen from the parking lot of a local business, involved in a crash, and later returned to a nearby area. The complaint remains under investigation.

On June 20, 2014, Officer Groenhof met with a subject at the police department who was obligated to report for alcohol screening in accordance with his court probation. The subject tested positive for alcohol and was subsequently investigated for drinking and driving after it was discovered that he had driven himself to the department. He was later arrested and charged with violating his probation as well as Operating While Intoxicated - HIGH BAC (.17 or greater).

On June 21, 2014, Officer Heald conducted a traffic stop for defective equipment and developed probable cause to believe there was marijuana inside the vehicle. Investigations revealed that the occupants were patients under Michigan's Medical Marijuana Act; however, the transport of the marijuana was unlawful. The subjects were issued misdemeanor citations and released from the scene.

On June 24, 2014, Sgt Ludwick took a report of an unoccupied home invasion where weapons were reported as being stolen. The complaint remains under investigation.

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION**

***Assists to Other Police Agencies:* June 2014**

- 6/15/2014 - Assist to MSP on I-96 near 74mm with a subject violent and under the influence of heroin
- 6/18/2014 - Assist to IOSH at Sunset Ridge for intoxicated subjects discharging a firearm within a residence
- 6/23/2014 - Assist to MSP on I-96 near Knox Rd for a report of a semi driving recklessly
- 6/26/2014 - Assist to IOSH on Goodwin Rd for an intruder

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
June 2014**

Chief Knobelsdorf

<u>Calls for Service</u>		<u>Traffic Stops</u>	
Dispatched	17	Total Stops	10
Patrol Originated	1	Traffic Citations	1
Assist to PPD	0	Verbal Warnings	9
Assist to Fire / EMS	3	Parking Citations	0
Assist Other Depts	0		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests	0	Business Contacts	31
(# of persons)		Patrol Contacts	58
Misdemeanor Charges	0		
Juvenile Arrests	0	<u>Minutes</u>	
Felony Arrests	0	Time Assigned	5785
(# of persons)	0	Preventative Patrol	1045
Felony Charges	0		

Sgt Ludwick

<u>Calls for Service</u>		<u>Traffic Stops</u>	
Dispatched	10	Total Stops	7
Patrol Originated	0	Traffic Citations	2
Assist to PPD	7	Verbal Warnings	12
Assist to Fire / EMS	1	Parking Citations	0
Assist Other Depts	1		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests	2	Business Contacts	2
(# of persons)		Patrol Contacts	53
Misdemeanor Charges	2		
Juvenile Arrests	0	<u>Minutes</u>	
Felony Arrests	0	Time Assigned	5145
(# of persons)	0	Preventative Patrol	1305
Felony Charges	0		

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
June 2014**

Officer Teitsma			
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<u>Calls for Service</u>		<u>Traffic Stops</u>	
Dispatched	25	Total Stops	3
Patrol Originated	4	Traffic Citations	1
Assist to PPD	0	Verbal Warnings	5
Assist to Fire / EMS	2	Parking Citations	0
Assist Other Depts	3		

<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	1	Business Contacts	12
Misdemeanor Charges	1	Patrol Contacts	68
Juvenile Arrests	0		
Felony Arrests (# of persons)	0	<u>Minutes</u>	
Felony Charges	0	Time Assigned	4975
		Preventative Patrol	4170

Officer Thomas			
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<u>Calls for Service</u>		<u>Traffic Stops</u>	
Dispatched	28	Total Stops	14
Patrol Originated	3	Traffic Citations	9
Assist to PPD	5	Verbal Warnings	11
Assist to Fire / EMS	2	Parking Citations	0
Assist Other Depts	2		

<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	2	Business Contacts	11
Misdemeanor Charges	2	Patrol Contacts	83
Juvenile Arrests	0		
Felony Arrests (# of persons)	0	<u>Minutes</u>	
Felony Charges	0	Time Assigned	4990
		Preventative Patrol	3140

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
June 2014**

Officer Groenhof

<u>Calls for Service</u>		<u>Traffic Stops</u>	
Dispatched	13	Total Stops	16
Patrol Originated	6	Traffic Citations	11
Assist to PPD	2	Verbal Warnings	15
Assist to Fire / EMS	2	Parking Citations	0
Assist Other Depts	2		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	6	Business Contacts	19
Misdemeanor Charges	8	Patrol Contacts	99
Juvenile Arrests	0		
Felony Arrests (# of persons)	0	<u>Minutes</u>	
Felony Charges	0	Time Assigned	5825
		Preventative Patrol	3945

Officer Heald

<u>Calls for Service</u>		<u>Traffic Stops</u>	
Dispatched	3	Total Stops	31
Patrol Originated	4	Traffic Citations	6
Assist to PPD	6	Verbal Warnings	26
Assist to Fire / EMS	1	Parking Citations	0
Assist Other Depts	2		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	4	Business Contacts	19
Misdemeanor Charges	4	Patrol Contacts	99
Juvenile Arrests	0		
Felony Arrests (# of persons)	1	<u>Minutes</u>	
Felony Charges	1	Time Assigned	3304
		Preventative Patrol	4076

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
June 2014**

Officer Venton			
<u>Calls for Service</u>		<u>Traffic Stops</u>	
Dispatched	5	Total Stops	2
Patrol Originated	3	Traffic Citations	0
Assist to PPD	0	Verbal Warnings	2
Assist to Fire / EMS	1	Parking Citations	0
Assist Other Depts	0		
		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	0	Business Contacts	2
Misdemeanor Charges	0	Patrol Contacts	24
Juvenile Arrests	0	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	1135
Felony Charges	0	Preventative Patrol	1755

Officer Fandel			
<u>Calls for Service</u>		<u>Traffic Stops</u>	
Dispatched	9	Total Stops	5
Patrol Originated	3	Traffic Citations	1
Assist to PPD	0	Verbal Warnings	4
Assist to Fire / EMS	2	Parking Citations	0
Assist Other Depts	1		
		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	1	Business Contacts	0
Misdemeanor Charges	1	Patrol Contacts	20
Juvenile Arrests	0	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	2130
Felony Charges	0	Preventative Patrol	3180



Portland Area Fire Authority

773 E Grand River Ave

Portland MI 48875

517-647-2935

Notice of Public Meetings

Notice of Public Meetings of the governing board of the Portland Area Fire Authority, an intergovernmental partnership to provide fire suppression and rescue services for Portland Township, the City of Portland, and part of Danby Township.

Unless otherwise amended, the schedule of regular meetings of the Board are the Second Monday of each month:

July 14, 2014
August 11, 2014
September 8, 2014
October 13, 2014
November 10, 2014
December 8, 2014
January 12, 2015
February 9, 2015
March 9, 2015
April 13, 2015
May 11, 2015
June 8, 2015

All meetings, unless otherwise posted are held at the
Portland City Hall
259 Kent St, Portland MI 48875
7:00 pm

Questions may be directed to: Kathy Parsons, Secretary
Portland Area Fire Authority
517-647-4177

The meeting is opened to the public pursuant to the Open Meetings Act.

Individuals with disabilities requiring auxiliary aids or services for the meeting may obtain a Request for Accommodations form at the Fire Department, Emergency Services Building 773 E Grand River Ave., Portland, MI, or call the ADA coordinator at 517-647-4111 to have a form mailed to you. A request for accommodations form must be received five days prior to the meeting.

June 16, 2014



Portland Area Fire Authority

773 E Grand River Ave

Portland MI 48875

517-647-2935

Portland Area Fire Authority
Minutes of the Regular Board Meeting
Tuesday, 6/3/2014 7:00 pm – Danby Township Hall

Call to Order – Pledge of Allegiance

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

Roll Call

Mark Ackerson, Kathy Parsons, Dick Pohl, Bill Stegenga, Joel VanSlambrouck,
Chief John Baker

Guests: Patti Jo Schafer

Public Comment – None

Agenda Approval –

Mr. VanSlambrouck moved to adopt the agenda as published and excuse Mr. Jensen. Mr. Stegenga supported. **Motion carried.**

Approval of Minutes –

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

Financial Report –

Ms. Schafer reported that nearing the end of the financial year, nearly all of the budget is on track. A few line items will need adjusting, such as fuel and equipment repair, but all in all it is aligned with the budget. Mr. VanSlambrouck moved to approve the Financial Report. Mr. Stegenga supported. **Motion carried.**

Approval of Bill Payment –

Bills totaling \$5,700.39 were presented for payment. Mr. Stegenga moved to pay the bills as presented. Mr. Pohl supported. **Motion carried.**

Correspondence – None

Chief Report –

Chief Baker reported visited a vendor out of state, and looked at a truck last month. The truck committee thought the design was a plus, but there were questions about pump design, and the committee is working with other current vendors on design changes.

Committee Reports:

- Insurance –
Ms. Parsons reported that paperwork is submitted for the renewal. Ms. Schafer reported that the renewal for the Worker's Comp is received.
- Policy & Procedure
Conflict Of Interest Disclosure Update – The committee met and recommended passage of the conflict of interest policy as published.
- Budget
Ms. Parsons will send an engagement letter to Gabridge & Company for the 2014/2015 audit. Ms. Schafer asked that the letter request an audit date of mid-August.
- Personnel - none

Old Business:

- Truck Appraisal – Mr. Ackerson presented the truck appraisal done by "The Fire Company" from Allendale, MI. The total of vehicles' market value is \$312,000 for all vehicles. Engine 1 is valued at \$220,000. market value with the caveat that its "unique" status adds to its value but limits its scope of desirability to market. With the exception of Engine 1, Mr. Ackerson thought the amounts were in line. He felt that the value reported for Engine 1 was too high. He stated the appraisal was for apparatus only, not including equipment such as hose, ladders, etc. The appraisal will be placed on file for further discussion.

New Business:

- Meeting Dates And Location 2014/2015 - Meeting dates discussed were the second Monday of each month at city hall. The second-week meeting date will facilitate Board Mmbers's schedules and will also help the accountant with a few extra days of time after end-of-month to facilitate reporting. Mr. VanSlambrouck moved to declare the Board Meeting dates as the second Monday of each Month, beginning with July's meeting, and the location would be Portland City Hall. Mr. Pohl supported. **Motion carried.**
- Conflict Of Interest Policy –
Mr. Pohl presented the Conflict of Interest policy and reported the Committee recommended adoption. Mr. Pohl stated a policy was recommended by the Auditor last year. Mr. Ackerson asked who would be covered under the policy. Ms. Parsons stated the policy was intended to apply to Board Members, and anyone with whom the Board contracts for services who would influence

decisions of the Board. Mr. VanSlambrouck moved to adopt the Conflict of Interest Policy. Mr. Stegenga supported. **Motion carried.**

Board Comments and Public Comment –

Patti hoped to schedule the audit for the third week in August. Budget amendments should be done before the audit starts. She has changed the billing process with the clerks to make sure bills were received by the 15th of the month to facilitate timing.

Public and Board Member comment-

Mr. VanSlambrouck reported that PAMA concrete was approved by the city, and work will begin soon. Chief reported that the roof repairs are still ongoing.

Adjournment – Mr. Pohl moved to adjourn. Mr. VanSlambrouck supported. **Motion carried.** Meeting adjourned at 7:39 pm.

Next meeting – Monday, July 14, 2014 at Portland City Hall

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Kathy Parsons". The signature is written in a cursive, flowing style.

Kathy Parsons, Secretary

Contract Workshop Followed Close of Regular Meeting.

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

	<u>Jul '13 - May 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
400 · Contributions/Grants	218,805.00	218,805.00	0.00	100.0%
430 · Fund Balances	84,402.01	0.00	84,402.01	100.0%
440 · Interest	147.84	0.00	147.84	100.0%
450 · Rebates/Refunds	142.00	0.00	142.00	100.0%
460 · Donations	125.00	0.00	125.00	100.0%
Total Income	<u>303,621.85</u>	<u>218,805.00</u>	<u>84,816.85</u>	<u>138.76%</u>
Expense				
700 · Salaries	15,950.89	51,100.00	-35,149.11	31.22%
710 · Fringe Benefits	5,039.22	5,466.00	-426.78	92.19%
720 · Office Supplies	787.54	550.00	237.54	143.19%
728 · Dues & Subscriptions	429.00	300.00	129.00	143.0%
730 · Operating Expenses	19,468.41	13,850.00	5,618.41	140.57%
746 · Turnout Gear	13,627.85	14,100.00	-472.15	96.65%
747 · Uniforms	605.20	752.00	-146.80	80.48%
748 · Gas & Fuel	3,884.00	3,000.00	884.00	129.47%
750 · Employee Program	398.94	1,150.00	-751.06	34.69%
770 · Equipment Maintenance	744.94	1,000.00	-255.06	74.49%
780 · Maintenance Agreements	2,866.56	4,200.00	-1,333.44	68.25%
790 · Building Maintenance	500.99	2,000.00	-1,499.01	25.05%
800 · Professional Services	5,044.78	5,300.00	-255.22	95.19%
810 · Advertising	180.00	500.00	-320.00	36.0%
815 · Audit Services	2,260.00	3,900.00	-1,640.00	57.95%
820 · Trash Removal/Sanitation	300.00	300.00	0.00	100.0%
824 · Training	1,797.50	3,000.00	-1,202.50	59.92%
840 · Insurance Expenses	11,860.00	12,932.00	-1,072.00	91.71%
850 · Communication Expenses	4,359.91	6,000.00	-1,640.09	72.67%
880 · Inner Department Expenses	1,508.76	4,400.00	-2,891.24	34.29%
920 · Utilities Expense	10,228.23	11,000.00	-771.77	92.98%
955 · Board Supplies	0.00	2,000.00	-2,000.00	0.0%
Total Expense	<u>101,842.72</u>	<u>146,800.00</u>	<u>-44,957.28</u>	<u>69.38%</u>
Net Ordinary Income	<u>201,779.13</u>	<u>72,005.00</u>	<u>129,774.13</u>	<u>280.23%</u>
Other Income/Expense				
Other Expense				
970 · Capital Outlay	11,126.48	72,005.00	-60,878.52	15.45%
Total Other Expense	<u>11,126.48</u>	<u>72,005.00</u>	<u>-60,878.52</u>	<u>15.45%</u>
Net Other Income	<u>-11,126.48</u>	<u>-72,005.00</u>	<u>60,878.52</u>	<u>15.45%</u>
Net Income	<u><u>190,652.65</u></u>	<u><u>0.00</u></u>	<u><u>190,652.65</u></u>	<u><u>100.0%</u></u>

Portland Area Fire Authority Balance Sheet

May 31, 14

ASSETS

Current Assets

Checking/Savings

100 · Huntington Checking #1823	51,107.86
102 · Huntington Savings #2589	
103 · Capital Outlay Fund	59,561.92
104 · Restricted Fund Balance	19,535.05
105 · Unrestricted Fund Balance	32,550.77
Total 102 · Huntington Savings #2589	111,647.74

108 · Petty Cash Acct #1836	410.03
Total Checking/Savings	163,165.63

Accounts Receivable

110 · Accounts Receivable	25,468.90
Total Accounts Receivable	25,468.90

Total Current Assets	188,634.53
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Fixed Assets

150 · Fixed Assets

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

Total Fixed Assets	5,415.00
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Other Assets

180 · Prepaid Expenses	35.15
Total Other Assets	35.15

TOTAL ASSETS	194,084.68
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · Accounts Payable	3,379.43
Total Accounts Payable	3,379.43

Other Current Liabilities

205 · Payroll Liabilities	
City Withholding	4.00
Federal Withholding	1.00
Medicare EE	2.90
Medicare ER	2.90
MI Withholding	17.00
Social Security EE	12.40
Social Security ER	12.40
Total 205 · Payroll Liabilities	52.60

Total Other Current Liabilities	52.60
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Total Current Liabilities	3,432.03
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Total Liabilities	3,432.03
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Equity

Net Income	190,652.65
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Total Equity	190,652.65
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TOTAL LIABILITIES & EQUITY	194,084.68
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8:43 AM
06/03/14
Accrual Basis

Portland Area Fire Authority
Bills to be Approved at the Meeting
As of June 3, 2014

Num	Name	Memo	Credit
100 - Huntington Checking #1823			
auto debit	Consumers Energy	Stmt - Gas	204.80
auto debit	City of Portland	Electric & W/S	373.08
auto debit	WOW!Business	May Pmt	67.28
EFTPS	EFTPS	46-0774317	31.60
1357	Douglas A Logel Sr.	May	173.20
1358	Michigan Municipal League	WC July 1, 2014 - June 30, 2015	1,371.00
1359	State of Michigan	Radio Subscription Fee - Invoice #14-002863	100.00
1360	B & W Automotive	2 invoices	30.57
1361	Cascade Subscription Service, Inc.	Fire Engineering Magazine - 48 issues	179.00
1362	Gannett Newspaper	Fire Fighters Wanted	180.00
1363	John Baker	Reimb. Training Career Survival - May 19th	650.00
1364	Keusch Service	3 invoices for Fuel	146.46
1365	Municipal Supply Co.	30 minute Road Flare w/Spike	99.00
1366	S & K Trophies and Plaques, Inc.	10-Aluminum Helmet Tags engaved	35.00
1367	Tom's Do It Center	3 invoices	63.25
1368	Chrouch Communications, Inc.	3 Radios/Belt Clip/Voice Pager/VHF Heliflex	1,996.15
Total 100 - Huntington Checking #1823			5,700.39
TOTAL			5,700.39

Policy:

It is the policy of this Authority that a full and complete disclosure shall be made to the Authority Board by any person appointed, contracted, or hired by Portland Area Fire Authority, whenever such individuals have reason to believe that a possible conflict of interest may exist between the individual's personal or business interests (including members of the individual's immediate family) and the best interests of the Authority.

A. Disclosure

Each July, the Secretary will provide a copy this policy and a reaffirmation statement to all persons appointed, contracted, or hired, that must be signed and returned to the Secretary within 30 days. All persons appointed, contracted, or hired by the Authority, shall submit to the Board, at the end of each fiscal year, a completed statement regarding any potential areas for conflict of interest. Said persons shall immediately report to the Authority Board any new or ad hoc information on any matter which is covered by this section of the policy.

If a person appointed, contracted, or hired by the Authority finds that they (or a member of their immediate families) has, or is considering the assumption of a financial interest, or if they are in doubt as to the proper application of this section of the policy, the individual shall immediately disclose all the facts to the Authority Board and be guided by the Board's instructions regarding the matter. Except as directed by those instructions the individual should refrain from exercising responsibility in any matter which might reasonably be considered to involve an adverse or conflicting interest. This disclosure includes, but is not limited to, the following broad areas:

1. Personal Financial Interests

Any person appointed, contracted, or hired by the Authority, shall disclose any commercial interests, which might influence their official decisions, actions, or inaction. Among other things, this would include (1) any financial interest in an enterprise which has business relations with the Authority.

No person appointed, contracted, or hired by the Authority shall collect any fees or commissions on an individual basis in the course of conducting authority business. All Authority related fees collected shall be approved by the Authority Board and deposited in appropriate accounts for Authority purposes.

Any person appointed, contracted, or hired by the Authority shall report, at least annually, to the Authority Board with respect to any corporation or unincorporated enterprise in which they (or their immediate families) have an interest, where said business enterprise has, or may, engage in transactions with or require services of the Authority.

2. Inside Information

Confidential Authority information received by said persons in the performance of their duties shall not be divulged to others, nor used for personal profit.

3. Gratuities and Entertainment

Any person appointed, contracted, or hired by Portland Area Fire Authority shall not accept gratuities and/or entertainment if it places them under obligations to third parties dealing with or desiring to do business with the Authority.

4. Other Activities

Employees should avoid employment or activities which may be in conflict with or take away from the time necessary for them to effectively perform their Authority duties and responsibilities. Such employment or activities must not compete or conflict with the interests of the Authority.

It shall be required for each person appointed, contracted, or hired by the Authority, to sign a statement that they have read this Policy in its entirety prior to commencing their respective duties. It shall further be a requirement that each new person appointed, contracted, or hired by the Authority, shall annually reaffirm their compliance with this policy by placing on file, with the Board Secretary, an acknowledgement of receipt and compliance with said policy.

If the Board has reasonable cause to believe that an insider of the Organization has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, it shall inform such insider of the basis for this belief and afford the insider an opportunity to explain the alleged failure to disclose. If, after hearing the insider's response and making further investigation as warranted by the circumstances, the Board determines that the insider has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.

B. Review and Compliance

1. The Board may ask questions of and receive presentation(s) from the insider(s) and any other interested person(s), but shall deliberate and vote on the transaction in their absence. The Board shall ascertain that all material facts regarding the transaction and the insider's conflict of interest have been disclosed to the Board and shall compile appropriate data, such as comparability studies, to determine fair market value for the transaction.
2. After exercising due diligence, which may include investigating alternatives that present no conflict, the Board shall determine whether the transaction is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable to the Organization; the majority of disinterested members of the Board then in office may approve the transaction.
3. If the Board has reasonable cause to believe that an insider of the Organization has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, it shall inform such insider of the basis for this belief and afford the insider an opportunity to explain the alleged failure to disclose. If, after hearing the insider's response and making further investigation as warranted by the circumstances, the Board determines that the insider has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.

Portland Area Fire Authority
Conflict of Interest Disclosure Form and Affirmation

Personal Information

Name: _____

Street/Mailing address: _____

City, State & Zip _____

Home Phone: _____

Employment Information: _____

Business Name: _____

Street/Mailing address: _____

Street/Mailing Address: _____

City, State, Zip code: _____

Work phone: _____

Statement of Affirmation

I, the undersigned, hereby declare that I have read and understand the foregoing Authority bylaw concerning conflicts of interest.

I furthermore declare that I understand that whenever a matter comes before me whether for vote or action as an appointed official, committee or commission member, or employee of Portland Area Fire Authority in which I or a close family member or member of my household have a direct interest and that will result in a financial benefit to me or to a close family member or member of my household, I shall declare that interest to the Authority Chair, the Authority Board of Directors, or the committee or commission on which I serve and ask to be excused from exercising that vote or taking that action.

Signature: _____ Date _____

Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

April 1, 2014

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

VISITORS: None

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

AGENDA

- Motion to approve agenda by R. Foote supported by G. Krausz

SECRETARY'S REPORT:

- Motion to approve minutes by R. Foote supported by D. Logel,

TREASURER'S REPORT:

- Account balance as 2/27/14 \$698.33
- 1/16/14 deposit by Portland Twp. \$370.00
- 1/24/14 deposit by City of Portland \$370.00
- 2/27/14 deposit by Danby Twp. \$185.00
- Paid Mike Ward Construction \$925.00
- Motion to approve treasurer's report as submitted by G. Krausz supported by R. Foote

OLD BUSINESS:

- Motion to approve budget increase by R. Pohl, supported by R. Foote to approve one time payment of \$500.00 from City of Portland, Portland Twp and \$250.00 from Danby Twp to increase account balance.
- Mike Ward is waiting for better weather to repair roof at hose tower

NEW BUSINESS:

- Motion made by K. Cook G. supported by Krausz by to pay Hoppes Plumbing \$530.00 for meter valve replacement.
- Motion made by K. Cook G. supported by Krausz by to pay Eagle Enterprise \$357.02 for overhead door repair to coil spring.
- R. Pohl has contacted Larry Tiejema PC for annual audit
- R. Pohl is waiting for another concrete replacement bid and a May 13th meeting has been scheduled to review bids

Motion made by D. Pohl to adjourn the meeting at 8:30 p.m. Seconded by D. Logel,.

Respectfully submitted,

Keith Cook, Secretary

NEXT MEETING: July 8th, 2014 7:30 p.m.

Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

May 13, 2014

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

VISITORS: None

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

AGENDA

- Review bids for concrete replacement

NEW BUSINESS:

- R. Pohl presented bids for concrete replacement with wire mesh and removal and disposal of existing concrete
- Moyer Construction proposes 4152 sq. ft. of 6" concrete replacement with wire mesh, removal and disposal of existing concrete in the amount of \$18,884.00
- Antcliff Concrete proposes 4152 sq. ft. of 6" concrete replacement with wire mesh, removal and disposal of existing concrete in the amount of \$19,200.00
- Motion by R. Pohl to accept bid from Moyer Construction seconded by R. Foote, motion carried
- City of Portland share \$7,553.60
- Portland Twp. Share \$7,553.60
- Dandy Twp. Share \$3,776.80

Motion made by R. Pohl to adjourn the meeting at 8:00 p.m. Seconded by D. Logel.

Respectfully submitted,

Keith Cook, Secretary



LIGHTNING



Protect Your Home and Family

Lightning is the third greatest storm-related killer in the United States and causes nearly \$1 billion in damages each year.

Over the past 10 years, on average, lightning has directly killed about 37 people per year in the U.S. and indirectly killed about a dozen more due to fires caused by lightning. There is no safe place outside when a thunderstorm is in the area. If you hear thunder, you need to get inside a safe place immediately, avoid contact with plumbing and anything plugged into an electrical outlet, stay off corded phones, and stay away from windows and doors. Remain there for 30 minutes after the last lightning or thunder. Remember...

When Thunder Roars, Go Indoors!

Each year, lightning causes about:

- 25,000 total fires
- 4,400 home structure fires
- 1,800 non-home structure fires
- 12 fire-related deaths

Each year, lightning is responsible for approximately:

- 37 direct deaths
- 300 injuries
- 200,000 insurance claims
- \$1 billion in damages

IF YOUR HOME IS STRUCK BY LIGHTNING

- Evacuate your home immediately if you see fire or smoke and call 911
- Call your local fire department and, if possible, have them check for hot spots in your walls with thermal imaging equipment
- Make sure all smoke detectors are powered and operating properly
- If needed, have a licensed electrician check the wiring in your home

You may wish to contact a certified lightning protection specialist for a home lightning protection system survey.

For more information

Lightning and Lightning Safety

<http://www.lightningsafety.noaa.gov>

Lightning Fires

<http://www.nfpa.org/assets/files//PDF/OS.lightning.pdf>

Insurance Losses Due To Lightning

http://www.iii.org/facts_statistics/lightning.html

Lightning Protection For Your Home

<http://www.lightning.org>



2512 Lansing Road
Charlotte, Michigan 48813

June 13, 2014

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

In our June 1, 2014 letter to you we advised we would be launching G4 programming on channel 165 in our Digital Signature package. However, NBC has advised us they will no longer broadcast this programming in the near future. Because of this change by NBC, WOW! will not launch G4 programming in our Mid-Michigan system. Also, WE will now be launched on channel 63 – not channel 62 as originally communicated to you. This is the programming that will be launched on July 1, 2014:

Channel #	Programming Name	Programming Package
63	WE	Basic Cable
487	WE HD	Basic HD
486	CMT HD	Basic HD
424	Investigation Discovery HD	Basic HD
163	IFC	Digital Signature
164	Sundance	Digital Signature
198	FS2	Digital Signature
488	IFC HD	Signature HD
489	Sundance HD	Signature HD
490	The Hub HD	Signature HD

Regards,

Christian Andersen
System Manager
candersen@wideopenwest.com
Phone (517) 319-3150

Mika Meyers Beckett & Jones



Michigan Right to Farm Act (“RTEA”) and the Michigan Commission of Agricultural and Rural Development (“Commission”) have recently taken action to ensure that local governments have the authority to decide, by ordinance, whether the raising of farm animals will be permitted in residentially-zoned areas, and, if so, to what extent and under what conditions. The Commission accomplished this by approving, on April 28, 2014, revisions in the GAAMPs for “Site Selection and Odor Control for New and Expanding Livestock Facilities.”

As originally adopted, the Michigan Right to Farm Act (“RTEA”) was intended to protect farms and farm operations that conform to generally accepted agricultural and management practices (“GAAMPs”) from nuisance lawsuits that might be brought by nearby landowners. The scope of the RTEA was expanded, however, in 2000, when the Michigan Legislature adopted various amendments that were designed to preempt (to some degree) local ordinances that attempted to regulate farm operations and agricultural activities.

The scope and effect of the 2000 amendments became a topic of heated debate, insofar as the subject of urban farming is concerned. Some took the position that the 2000 amendments completely preempted local zoning, and therefore allowed a farm operation to be established anywhere – irrespective of local zoning – as long as the farm operation complied with applicable GAAMPs. Others more narrowly interpreted the amendments as applying only to farm operations that were otherwise lawful uses, for zoning purposes. For years, this uncertainty has resulted in some landowners battling with their local government officials about whether the RTEA allowed them to raise farm animals in residential neighborhoods, as a matter of right.

The Michigan Commission of Agricultural and Rural Development (“Commission”) has now stepped in and quelled the debate, coming down firmly on the side of local control. The Commission recently took action to ensure that local governments have the authority to decide, by ordinance, whether the raising of farm animals will be permitted in residentially-zoned areas, and, if so, to what extent and under what conditions. The Commission accomplished this by approving, on April 28, 2014, revisions in the GAAMPs for “Site Selection and Odor Control for New and Expanding Livestock Facilities.”

Insofar as urban farming is concerned, the April 28, 2014 revision to the Site Selection GAAMP included two principal changes. First, the new term “livestock facility” was added to the glossary of terms, along with its associated definition. The definition provides that a “livestock facility” is “[a]ny facility where farm animals as defined in the Right to Farm Act are kept *regardless of the number of animals.*” [I mphasis added.]

The emphasized portion of the new definition significantly increased the scope of the Site Selection GAAMP. This is so because the prior Site Selection GAAMP used only the term “livestock production facility,” and that term was defined to mean only those facilities that confined “50 animal units or greater,” which equates to 125 swine, 500 sheep/lambs, 2,750 turkeys or 5,000 chickens. This would have excluded almost all urban farms, which are typically much too small to accommodate, for example, 5,000 or more chickens.

Thus, by adopting the new term “livestock facility” into the Site Selection GAAMP, this provided the Commission with authority to bring all urban farms into its regulatory sphere, regardless of size, and thereby subject these urban farms to the locational standards of the Site Selection GAAMP.

There is one other subtle, but important, change reflected in the definitions of “livestock facility” and “livestock production facility.” The prior definition of “livestock production facility” referred only to farm animals that are “confined.” Arguably, therefore, this term did not apply

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Richard B. Wilson, Jr., a member of the firm, will speak at the Northern and Southern Road Commission Conference 2014. The Conference will be held September 3 through 5 at Shanty Creek Resort in Bellaire, Michigan.

to include such as free range chickens, which roam about rather than being "confined." However, the new definition of "livestock facility" and the revised definition of "livestock production facility" have each purposefully been drafted to eliminate the word "confined." The definitions now instead refer to farm animals that are simply "kept." Thus, urban farms that keep free range chickens or other unconfined animals are now more clearly made subject to the Site Selection GAAMP, as meeting the definition of a "livestock facility."

The second principal change reflected in the revised Site Selection GAAMP is the creation of a new regulatory category, known as "Category 4 Sites." These are sites that are "not acceptable for new and expanding livestock facilities and livestock production facilities under the siting GAAMPs." In full, the new provision on Category 4 Sites states as follows:

"Category 4 Sites are locations that are primarily residential and do not allow agricultural uses by right and are not acceptable under the Siting GAAMPs for livestock facilities or livestock production facilities regardless of the number of animal units. However, the possession and raising of animals may be authorized in such areas pursuant to a local ordinance designed for that purpose." [Emphasis added].

With regard to urban farming, the net effect of this new provision is as follows:

- A local government may adopt an ordinance that prohibits the keeping and raising of farm animals, regardless of number, on lands that are zoned primarily for residential use and where agricultural uses are not permitted by right. In this regard, a site that is "primarily residential" is defined in the new GAAMP's as a site where "there are more than 1/3 non-farm residences within 1/8 mile of the site or have any non-farm residence within 250 feet of the livestock facility;
- A local government may, however, in its discretion, adopt an ordinance that permits the keeping and raising of farm animals on such lands, on whatever terms, and subject to such limitations, as the ordinance might provide.

While this will certainly be viewed as a defeat by those in favor of urban farming, it has generally been well received by local government officials. It gives local governments the discretion and flexibility to accommodate the occasional 4-H project or small hobby farm in a residential district, by special permit, while at the same time not necessarily "opening the barn door" to unrestricted livestock farming that could drastically alter the character of a residential neighborhood. And proponents of urban farming should not see this as a rejection of all methods urban farming. The Site Selection GAAMP applies only to livestock facilities, and therefore has no effect on other farming activities, such as backyard gardening. Such activities, when reasonable in scope, are traditionally viewed by local governments as being a permissible accessory use of residential property. There is no reason to think that the revised Site Selection GAAMP will alter that status quo.

Personal Property Tax Exemptions

In December 2012, the Legislature enacted and the Governor signed legislation that provides personal property tax exemptions for “small taxpayers” and for “eligible manufacturing personal property.” These exemptions are found in Public Acts PAs 397 through 404 of 2012. In addition, the Legislature enacted and the Governor signed PAs 406 through 408 of 2012, to provide mechanisms to potentially replace a portion of the lost personal property tax revenue from the two exemptions.

Under the exemption for a “small taxpayer,” all of a taxpayer’s industrial and commercial personal property within a local tax collecting unit is exempt if the combined taxable value of such property within the unit is less than \$40,000 (less than \$60,000 true cash value). This exemption is effective as of December 31, 2014, but is only available if the taxpayer has filed an affidavit with the Township as of the prior February 20 of each year (beginning February 20, 2014) attesting that its industrial and commercial property in the Township has a taxable value less than \$40,000.

The exemption for eligible manufacturing personal property (EMPP) has two components: one for “new” property and one for “existing” property. These two exemptions are effective December 31, 2016. The exemption for “existing” EMPP will be phased-in from 2016 to 2022. In 2016, existing EMPP that was newly acquired in 2005 or before is eligible for exemption. Like the small taxpayer exemption, a taxpayer must file an exemption claim by February 20 of each year for property that becomes eligible for exemption in that year; however, once an exemption claim is filed for particular personal property, the taxpayer is not required to file a subsequent claim for exemption for that property. Eligible manufacturing personal property that is acquired new and placed in service in 2013 or after is eligible for the “new” property exemption, which is obtained by filing a one-time affidavit of exemption by February 20, 2016.

Revenue Replacement

Local units rely heavily on personal property tax revenue. As part of the property tax reform legislation adopted in 2012, PAs 406 through 408 of 2012 provided the proposed mechanisms for the replacement of a portion of revenue lost to the personal property tax exemptions. There were essentially two components for revenue replacement: (1) allocation of a portion of revenues derived from the State’s six percent Use Tax, and (2) a locally-assessed “Essential Services Special Assessment.” As a result of the recent legislation adopted by the Legislature in March 2014 and signed by the Governor on March 28, 2014, the two components for revenue replacement have been revised.

2012 Revenue Replacement

The first component of the replacement revenue proposal that was enacted in 2012 was the allocation of a portion of State Use Tax revenues to local units.

The State imposes a six-percent “use tax” on out-of-state purchases (akin to the State-imposed six percent sales tax imposed on in-state purchases).

The 2012 legislation set forth calculations to determine the amount of loss due to the new exemptions and established the criteria for being classified as a “qualified municipality” that would be eligible for a distribution from the State from the Use Tax revenue. A “qualified municipality” was defined as one that experienced a reduction in taxable value of more than 2.3% due to the new exemptions. If a municipality experienced a loss of taxable value less than 2.3%, then the municipality would not be eligible to receive a distribution from the Use Tax revenues. Further, if a municipality increased its millage rate to replace “debt loss,” the municipality would not have been eligible for replacement funding. Significantly, the replacement revenue would only approximate 80% of the lost revenue due to the personal property tax exemptions.

The second component for replacing lost revenue due to the personal property tax reform and exemptions was the establishment by the municipality of a special assessment district for “essential services,” which include police, fire and ambulance services. The assessment would be imposed on commercial and industrial property owners within the municipality’s boundaries. There was no threshold for loss (as was the case with replacement revenue from the Use Tax). However, a municipality could not establish a special assessment district, if the municipality increased a millage rate for essential services obligations incurred before 2013 as a result of the new personal property tax exemptions.

Under the 2012 legislation, revenue from the 10% increase in property taxes on non-exempt personal property tax exemptions and replacement tax was the largest source of potential funding for a state-wide ballot proposal at the August 5, 2014 primary election.

Revenue Replacement

While the 2012 legislation to enact personal property tax reform was heralded as an important step for the business climate in Michigan, local governments were to experience the greatest loss – especially any municipalities that did not meet the threshold for a 10% reduction in property value. As a result, the Legislature and the Governor, with senate and house majority and unanimous representation from local governments, agreed to revise the revenue replacement method to be used.

In a 10-bill package that was approved by the Legislature at the end of March 2013, and signed by the Governor on March 26, 2013, the revenue replacement provisions of the reform legislation from 2012 were revised to provide 100% revenue replacement to municipalities and eliminate the 10% loss threshold. Further, the legislation modified the provisions regarding the essential services special assessment.

Under the 2013 legislation that was signed into law, four cents out of every six cents levied under the Use Tax would be collected by a new state-created authority, the Local Community Mobilization Authority (LCMA), which would be responsible for the collection of and disbursement of revenues derived from the Use Tax. This component available to municipalities would be considered a local tax and not a State tax, so as to be beyond the reach of the Legislature and Governor for budgeting purposes. The LCMA would be authorized to levy the local component of the Use Tax, distributing the proceeds from the local share to municipalities based on any loss in property tax revenue debt service millages and other general millages attributable to the personal property tax exemptions. The LCMA would provide replacement revenue to a local municipality's local government entity or entities.

Under the 2013 legislation, the Essential Services Special Assessment would be levied on a state-level and not on a local level, as had been provided under the 2012 legislation. This "state-level" special assessment would be levied against "eligible personal property" – personal property that was exempt from personal property taxes because it was exempt under a New Personal Property Exemption under PA 320, it granted after 2013, or extended because of the personal property tax reforms; as Qualified New Personal Property; as Qualified Previously Existing Personal Property; or exempt under an industrial facilities exemption certificate extended because of the personal property tax reforms. This state-level essential services special assessment would begin in 2016.

Taxpayers would pay the special assessment based on the acquisition cost of the eligible personal property (the property's fair market value at the time it was acquired, including any freight costs, sales taxes, installation costs, and other capitalized costs (except capitalized interest)). Special assessments would be sent out by the Department of Treasury not later than May 1, with payments due September 15. Any special assessments unpaid as of September 15 would be delinquent. The Department of Treasury would send a notice out no later than October 15 for delinquent assessments. Delinquent payments could be paid until November 1, along with a penalty of 1% for each week the assessment is late. If the special assessment is not paid by November 1, the local assessor or the State Tax Commission (as appropriate) would be required to rescind the personal property tax exemption of the taxpayer and then any taxes due because of the rescission would be included in the winter tax bill.

August 2014 Ballot Proposal

All of the 2014 legislation with respect to the replacement revenue is subject to voter approval at the August 5, 2014 primary election, due to the change in the State Use Tax.

If you have any questions or need further information regarding anything in this issue of the Local Government Law Bulletin, please contact one of the following members of our local government practice group.

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

Committee-of-the-Whole Agenda

June 17, 2014

4:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business
 - A.
- VII. New Business
 - A. Road Commission Annual Report
 - B. Departmental Reports
 - 1. Public Health
 - 2. Sheriff
 - 3. Friend of the Court
 - 4. Prosecuting Attorney
 - 5. Clerk
 - C. Off Road Vehicle Ordinance Discussion
 - D. Foreclosed Property Report
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment

IONIA COUNTY BOARD OF COMMISSIONERS
June 24, 2014
Regular Meeting
7:00 p.m.

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

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

Others present: Ken Bowen, Jim Valentine, "Goose" Elliott, Jack Elliott, G. Emelander, Don Ransom, Tom Thelen, Bob VanLente, Bob Cusack, Mari Droste, Amanda Powell, Ray Voet, Lynette Seiler, Wayne DePotty, Judy Clark, Karen Bota, Stephanie Hurlbut and Tonda Rich

Approval of Agenda

The Chair added item E to the Consent Calendar. Moved by Mason, supported by Cowling-Cronk, to approve the amended agenda. Motion carried by voice vote.

Public Comment

Jack Elliott voiced his concerns with court security and the Open Meetings Act. Mike Seiloff, a Captain in the Civil Air Patrol and Aerospace Education Director, thanked the Commissioners for their support and improvements to the airport.

Did You Know?

Commissioner Mason shared facts of interest.

Consent Calendar

- A. Approve minutes of the previous meeting(s)
- B. Approve per diem and mileage
- C. Approve payment of General Fund payroll and accounts payable for the month of May 2014 - \$1,534,744.65
- D. Approve payment of Health Fund bills - \$91,533.47
- E. Approve Closed Session minutes from June 10, 2014

The Closed Session minutes from June 10th were presented to the Board for their review. After review, Commissioner Mason requested to remove the minutes from the Consent Calendar for further discussion to be held in Closed Session at the end of the meeting.

Commissioner Tiejema requested to also remove the June 10th regular minutes to amend the Chairperson's Report stating that the purpose of the public hearing is for discussion on future facilities. Moved by Mason, supported by Tiejema, to amend the June 10th board minutes as discussed. Motion carried by voice vote.

Hearing no further objections, the Chair declared the remaining items under the Consent Calendar approved.

New Business

- A. The Chair opened up the Public Hearing with a Power Point presentation on the history of county facilities. The Chair announced that the purpose of the Public Hearing is for the public's input and open dialog. Members of the public were given the opportunity to voice their concerns and ask questions to the Board.

The public hearing ended at 7:57 p.m.

- B. Bill Tucker with Abraham & Gaffney, P.C. presented and reviewed the 2013 financial statements and answered questions from the Board. (A copy of the 2013 audit for Ionia County is on file in the Clerk's Office)
- C. Moved by Mason, supported by Cowling-Cronk, to approve the FY 2014 AAAM Nutrition Contract Amendment increasing the funds by \$8626 and authorize appropriate signatures. Motion carried by voice vote.
- D. Moved by Mason, supported by Tiejema, to approve the FY 2014 Supportive Services Contract Amendment increasing the funds by \$2000 and authorizing appropriate signatures. Motion carried by voice vote.
- E. Moved by Shattuck, supported by Wirtz, to authorize filling the .75 FTE caseworker position at the Commission on Aging. Motion carried by voice vote.
- F. Moved by Tiejema, supported by Cowling-Cronk, to authorize filling the .08 FTE Nutrition Program Transporter position at the Commission on Aging. Motion carried by voice vote.
- G. Moved by Shattuck, supported by Wirtz, to approve the addendum to the grant agreement FEMA DR-4121-MI, which provides 12.5% of the local match to cover flood damage repairs at Bertha Brock Park and to authorize appropriate signatures. Motion carried by voice vote.

Chairperson's Report

- 1) Thanked the County Administrator for her work involved with the audit
- 2) The Right Place will be announcing additional jobs are being added due to Ventra, Inc. in Ionia is expanding.

County Administrator's Report

- 1) Is currently working on the 2015 budget and has been meeting with department heads concerning their budgets.

Other Reports

Chair Calley reported on the retreat she attended for Community Mental Health.

Commissioner Mason gave a Substance Use Disorder Advisory Council update.

Public Comment

Jack Elliott addressed the Board concerning the audit and notices/minutes sent by email.

The Chair called for a brief recess at 8:35 p.m. and reconvened at 8:41 p.m.

Moved by Mason, supported by Cowling-Cronk, to enter into Closed Session at 8:41 p.m. to discuss the June 10, 2014 Closed Session minutes. Motion carried by the following roll call vote: yes - all.

Moved by Mason, supported by Tiejema, to adjourn Closed Session at 8:42 p.m. and return to regular session. Motion carried by voice vote.

Moved by Mason, supported by Wirtz, to approve the amendment to the June 10, 2014 Closed Session minutes as agreed upon. Motion carried by voice vote.

Moved by Mason, supported by Wirtz, to adjourn the meeting at 8:43 p.m. Motion carried by voice vote.

Julie Calley, Chair

Tonda Rich, Clerk

Minutes approved on:

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

Agenda
June 24, 2014
7:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of May 2014 - \$1,534,744.65
 - D. Approve payment of Health Fund bills - \$91,533.47
 - E.
- VIII. Unfinished Business**
 - A.
- IX. New Business**
 - A. Public Hearing – Facilities
 - B. 2013 Audit Report
 - C. FY2014 AAAWM Nutrition Contract Amendment
 - D. FY2014 AAAWM Supportive Services Contract
 - E. Request to fill Support Staff Vacancy – Commission on Aging
 - F. Request to fill Nutrition Staff Vacancy – Commission on Aging
 - G. State of Michigan FEMA Grant Agreement Addendum
 - H.
- X. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator

- XI. Reports of Special or Ad Hoc Committees
- XII. Public Comment (3 minute time limit per speaker)
- XIII. Closed Session
- XIV. Adjournment

Board and/or Commission Vacancies

- Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2014 which serves as the Private Sector Representative.
- Construction Board of Appeals – One two-year term, expiring October 2015. This position serves as an alternate member.

Appointments for consideration in the month of July 2014: None

Appointments for consideration in the month of August 2014: None

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**

**NOTICE OF HEARING
CONSUMERS ENERGY COMPANY
CASE NO. U-17624**

- Consumers Energy Company is requesting Michigan Public Service Commission authorization to recover \$10,627,407, with interest, in deferred major maintenance expense.
- The information below describes how a person may participate in this case.
- You may contact Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A public hearing will be held:

DATE/TIME: July 9, 2014, at 9:00 a.m.
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Theresa A.G. Staley

LOCATION: Constitution Hall
525 West Allegan
Lansing, Michigan

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 241-6160 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) May 19, 2014 application, which requests Commission approval to recover \$10,627,407, with interest, in deferred major maintenance expense incurred in excess of approved base rates from June 8, 2012 through May 15, 2013. Consumers Energy proposes to collect this amount through the implementation of a surcharge that will operate over a 12-month period upon Commission final Order in this procedure. Consumers Energy represents that it is seeking Commission approval to: a) add surcharges to its customers' bills; and b) authorize the Company to apply the Residual Balance Mechanism approved in Case No. U-16759 to any remaining residual balances that continues to exist after implementation of surcharges.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 241-6180 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by July 2, 2014. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department – Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information: available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Commission's Rules of Practice and Procedure R 460.17315 and R 460.17335. Requests for further information on adjournment should be directed to (517) 241-6060.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 241-6180.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

June 12, 2014