



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

7:00 p.m. Monday, March 17, 2014
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	<u>I. Call to Order</u>	
7:01 PM	<u>II. Pledge of Allegiance</u>	
7:02 PM	<u>III. Acceptance of Agenda</u>	Motion
7:03 PM	<u>IV. Interim City Manager Report</u>	
	<u>V. Presentations</u> - None	
	<u>VI. Public Hearing(s)</u> - None	
	<u>VII. Old Business</u>	
	<u>VIII. New Business</u>	
7:20 PM	A. First Reading of Proposed Ordinance 175EE to Amend Section 42-411 of the Portland City Code of Ordinances	Motion
7:22 PM	B. First Reading of Proposed Ordinance 175FF to Amend Section 42-298 of the Portland City Code of Ordinances	Motion
7:24 PM	C. First Reading of Proposed Ordinance 175GG to Amend Section 42-310 of the Portland City Code of Ordinances	Motion
7:26 PM	D. Proposed Resolution 14-22 Approving, Authorizing, and Directing the Mayor and Clerk to Sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and Approving the Care Plan Membership Agreement Form	Motion
7:30 PM	E. Proposed Resolution 14-23 Approving Participation in the State Bid Process for Winter Road Salt 2014-2015	Motion
7:32 PM	F. Proposed Resolution 14-24 Approving Fleis & VandenBrink's Proposal to Provide Bridge Inspection Services for 2014	Motion
7:35 PM	G. Proposed Resolution 14-25 Ratifying the Interim City Manager's Action in Submitting a Byrne Justice Assistance Grant Application for a Dedicated Video Recording System for the Portland Police Department	Motion
7:40 PM	H. Proposed Resolution 14-26 Approving, Authorizing and Directing the and Clerk to Sign a Donation and Development Agreement with the Friends of the Red Mill	Motion

Estimated Time		Action Requested
7:50 PM	<p>IX. <u>Consent Agenda</u></p> <ul style="list-style-type: none"> A. Minutes & Synopsis from the Regular City Council Meeting held on March 3, 2014 B. Payment of Invoices in the Amount of \$87,001.26 and Payroll in the Amount of \$98,990.05 for a Total of \$185,991.31 C. Purchase Orders over \$5,000 <ul style="list-style-type: none"> 1. To Farabee Mechanical in the amount of \$7,476.60 for Nordberg Engine Repair 2. To Wesco in the amount of \$5,168.00 for a VersaPad 2-way gear 3. To Newkirk Electric in the amount of \$20,100 to Perform Maintenance on a Recloser <p>X. <u>Communications</u></p> <ul style="list-style-type: none"> A. Planning Commission Minutes from February 12, 2014 B. Police Department Report for February 2014 C. Fire Department Report for February 2014 D. Water Department Report for February 2014 E. Wastewater Treatment Plant Report for February 2014 F. Revenue-Expense Report for February 2014 G. Ionia County Health Department re: Food Service Establishment Plan Approval for The Gallery Brewery H. Wow! Business re: Fee Increases I. Wow! Business re: Fee Increases J. Nomination of Mary Scheurer for MAMC Cemetary of the Year K. Public Hearing Notice re: Danby Township Master Plan Update 2014 L. Ionia County Board of Commissioners Agenda for March 11, 2014 M. Proclamation Recognizing Eagle Scout Thomas Nickelson N. Discussion of Executive Search Proposals for City Manager O. Executive Search Proposals for City Manager 	Motion
7:52 PM	<p>X. <u>Public Comment</u> (5 minute time limit per speaker)</p>	
7:55 PM	<p>XI. <u>Other Business</u></p>	
8:00 PM	<p>XII. <u>Council Comments</u></p>	
8:05 PM	<p>XIII. <u>Adjournment</u></p>	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. 175 EE

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

THE CITY OF PORTLAND ORDAINS:

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

Sec. 42-411. Design standards.

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

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

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

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

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

by incorporating architectural accents or design elements.

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

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

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

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

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: _____, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: _____, 2014

Adopted: _____, 2014

Published: _____, 2014

Effective: _____, 2014

CERTIFICATION

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

Dated: _____, 2014

Monique I. Miller, City Clerk

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

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

ORDINANCE NO. 175 FF

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

THE CITY OF PORTLAND ORDAINS:

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

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

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

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: _____, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: _____, 2014

Adopted: _____, 2014

Published: _____, 2014

Effective: _____, 2014

CERTIFICATION

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

Dated: _____, 2014

Monique I. Miller, City Clerk

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

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

ORDINANCE NO. 175 GG

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

THE CITY OF PORTLAND ORDAINS:

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

Sec. 42-310. Temporary buildings and uses.

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

- (1) Construction buildings and structures, including trailers, incidental to construction work on a lot, provided:
 - a. Construction buildings and structures may only be used for the storage of construction materials, tools, supplies and equipment, for construction management and supervision offices, and for temporary on-site sanitation facilities, related to construction activity on the same lot. An enclosed structure for temporary sanitation facilities is required on all construction sites; and
 - b. Construction buildings and structures must be removed from the lot within 15 days after an occupancy permit is issued by the zoning administrator for the permanent structure on such lot, or within 15 days after the expiration of a building permit issued for construction on the lot.
- (2) Sales offices or model homes may be placed on a lot, provided:
 - a. The location of the office is specified in the permit;
 - b. The permit will be valid for a period of up to one year. A temporary permit may be renewed by the zoning administrator for up to two successive one year periods or less, at the same location if the office is still incidental and necessary; and
 - c. Only transactions related to the development in which the structure is located may be conducted within the structure. General offices for real estate, construction, development or other related businesses associated with the project are not be permitted.
- (3) Administration of temporary uses.
 - a. The zoning administrator may require a performance guarantee pursuant

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

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

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

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

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: _____, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

CERTIFICATION

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

Dated: _____, 2014

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-22

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR AND CLERK TO SIGN AMBULANCE SERVICES AGREEMENTS WITH DANBY TOWNSHIP, PORTLAND TOWNSHIP, WESTPHALIA TOWNSHIP, ORANGE TOWNSHIP, LYONS TOWNSHIP, THE VILLAGE OF WESTPHALIA, THE VILLAGE OF PEWAMO, AND SEBEWA TOWNSHIP AND APPROVING THE CARE PLAN MEMBERSHIP AGREEMENT FORM

WHEREAS, the City provides ambulance service to various political subdivisions through the Portland Area Ambulance Service; and

WHEREAS, those political subdivisions that would like the City to provide ambulance service to their citizens must sign a copy of the 2014-2015 Ambulance Services Agreement, a copy of the proposed agreement is attached as Exhibit A; and

WHEREAS, households within may participate in the Portland Ambulance Care Plan Subscription Service to limit their out-of-pocket expenses for the uninsured portions of their ambulance bills, a copy of the Membership Application/Agreement Form is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves, authorizes, and directs the Mayor and Clerk to sign the ambulance services agreement with those Political Subdivisions that desire service in a form substantially the same as the copy which is attached as Exhibit A.
2. The Portland City Council approves the Membership Application/Agreement Form attached as Exhibit B.
3. 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: March 17, 2014

Monique I. Miller, City Clerk

PORTLAND AREA AMBULANCE SERVICE AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2014, by and between the CITY OF PORTLAND, Ionia County, Michigan, a Michigan Municipal Corporation, hereafter referred to as CITY, and

1. THE TOWNSHIP OF DANBY, and
2. THE TOWNSHIP OF PORTLAND, and
3. THE TOWNSHIP OF WESTPHALIA, and
4. THE TOWNSHIP OF ORANGE, and
5. THE TOWNSHIP OF LYONS, and
6. THE VILLAGE OF WESTPHALIA, and
7. THE VILLAGE OF PEWAMO, and
8. THE TOWNSHIP OF SEBEWA,

all being Michigan Municipal Corporations and hereinafter collectively referred to as Political Subdivisions.

WHEREAS, the above named Political Subdivisions are desirous of providing ambulance service to their residents through the PORTLAND AREA AMBULANCE SERVICE, which is owned and operated by the CITY.

NOW, THEREFORE, in consideration of mutual promises, services, and sums of money hereinafter provided, the parties agree as follows:

THE CITY SHALL:

1. Purchase, maintain, equip, and house two (2) vehicles suitable to be used as ambulances.
2. Employ EMERGENCY MEDICAL TECHNICIANS to operate said ambulances.
3. Train said EMERGENCY MEDICAL TECHNICIANS to meet all Federal, State, and Local requirements.
4. Purchase and carry all necessary and normal insurance for ambulance business.
5. Compile an annual report showing the following:
 - a. Number of runs to assist patients who reside in each Political Subdivision and the number of runs in each Political Subdivision to assist patients who reside outside of the entire district covered by this contract.
 - b. The total of revenues and expenses of operating the Ambulance Service, and the gain or loss for that period.
6. Maintain accounts and records for all transactions of the Ambulance Service, which will be audited as part of the City's annual audit. A copy of the City's audit will be made available to each Political Subdivision, upon request.

7. Make all services of the ambulance department available to any and all residents in the territory of all parties.
8. Provide a subscription agreement to each Political Subdivision to allow its residents the option of participating in the ambulance service according to the terms and conditions of the Portland Emergency Care Plan, a copy of which is attached and is incorporated by reference. This subscription plan for ambulance service shall commence at 12:01 a.m. on the **1st day of July 2014** and shall run for a period of one year.
9. Each Political Subdivision agrees to be responsible for the mailing of the Portland Emergency Care Plan to all households in their political subdivision.
10. The CITY and the Political Subdivisions agree to pay a \$5.75 per capita charge for each of their residents, based on the 2010 Census, which will be deposited into the Ambulance Fund. The Ambulance Department retains the right to bill all patients for all ambulance calls and to retain all funds collected by such billing. Political Subdivisions will not be billed for individual ambulance runs into their respective Political Subdivision.

The Political Subdivisions agree that the sums paid by the Political Subdivision to the CITY are in consideration of the CITY providing ambulance service to their jurisdiction during the contract term and are not refundable. Funds paid for ambulance service under this agreement do not create any ownership rights or equity interests in the CITY's Ambulance Department assets, vehicles, equipment, accounts receivable or any other present or future accounts thereof.

THE PARTIES MUTUALLY AGREE THAT:

11. Services rendered to a resident of any of the parties hereto by an ambulance service other than Portland Area Ambulance Service shall not be construed as services provided hereunder and the City shall assume no responsibility for the payment of such services.
12. That the City will be responsible for the collection of rates and charges for ambulance service it provides in the Political Subdivisions and is entitled to keep all proceeds.
13. This Agreement supersedes all prior Ambulance Service agreements between the parties. However, nothing contained herein will be interpreted to prevent the City from the collecting on any unpaid accounts, including any unpaid charges of a Political Subdivision.
14. That the payment by the Political Subdivision to the City shall create no agency relationship between parties, nor will the Political Subdivision have any supervision or control over the City's manner of conducting its ambulance business.
15. The terms of this agreement shall commence at 12:01 a.m. **on the 1st day of July, 2014**, and shall run for a period of one year from the date thereof, and from month to month thereafter until terminated by mutual consent or by any party giving the other at least thirty (30) days written notice of its desire to terminate.
16. That should any provision of this agreement be unenforceable, void, or contrary to public policy as set forth in any statute or in any case decided by an appellate or supreme court in the State of Michigan,

that such provision shall be severed from the remainder of this Agreement, and shall have no force and effect upon remaining provisions not so affected by such legislative or judicial action.

17. It is further agreed that the City shall hold the Political Subdivision harmless for any liability said Political Subdivision might suffer due to acts or omissions of the City's employees in the performance of their duties under this contract.

IN WITNESS WHEREOF, THE PARTIES HERETO SET THEIR HANDS THE DAY AND YEAR FIRST ABOVE WRITTEN AND CERTIFY THAT EACH HAS EXECUTED THIS AGREEMENT AFTER BEING DULY AUTHORIZED BY RESOLUTION OF THEIR RESPECTIVE LEGISLATIVE BODY AT A MEETING OF SUCH BODY CALLED FOR SUCH A PURPOSE.

THE CITY OF PORTLAND

BY RESOLUTION OF ITS CITY COUNCIL

By _____
Mayor James E. Barnes

Dated _____

By _____
Monique I. Miller, City Clerk

The _____

BY RESOLUTION OF ITS _____

By _____

Dated _____

By _____

**PORTLAND AREA AMBULANCE EMERGENCY CARE PLAN
Membership Application/Agreement Form**

Head of Household: _____ Social Security # _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip: _____ Birth Date: _____
 Township/Village: _____ Renewal: Yes No Employer: _____

Other Eligible* Household Members:

Name	Birth Date	Social Security Number	Employer
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Insurance Information:

Head of Household Medicare #'s: _____ Medicaid #'s: _____
 Spouse Medicare #'s: _____ Medicaid #'s: _____

Commercial Insurance Company: _____ Policy Number: _____
 Group Number: _____ Name of Insured: _____

Commercial Insurance #2: _____ Policy Number: _____
 Group Number: _____ Name of Insured: _____

Please submit with a copy of all current insurance cards (renewals included)

Please read the following agreement and sign below. Payment must accompany form for the agreement to be valid. I understand that the annual **\$60.00 membership fee** limits my out-of-pocket expenses for the uninsured portion of my ambulance bill(s) for **medically necessary** ambulance transportation provided only by Portland Area Ambulance. I understand that the Emergency Care Plan is not an insurance program and that the Portland Area Ambulance will bill all applicable insurances including supplemental and complementary, for all ambulance services, and will accept as payment in full any payment(s) received from same. **I further understand that ambulance transports deemed to be not a medical emergency are not covered by this Emergency Care Plan and the bill then becomes my responsibility.** I understand that my signature below authorizes Portland Ambulance Service to bill any and all insurance carriers on my behalf and authorizes my insurance carriers to make payments directly to Portland Area Ambulance. Should my insurance carrier send payment(s) to me for any services provided by Portland Area Ambulance, I agree to immediately forward such payment(s) to **MHR PO Box 13247, Lansing, MI 48901-3247**. My signature also allows Portland Area Ambulance to release any information regarding my ambulance run to my insurance company(ies) for billing purposes. **Membership fees will be collected from May 1, 2014 through June 30, 2014.** Membership is non-transferable and non-refundable. Coverage period is from July 1, 2014 through June 30, 2015.

*Note: a household is considered all persons claimed on enrolling member's Federal Tax Return for the previous year (2013). Any exception must have approval from the Ambulance Director prior to entering into this agreement.

I have read and agree to the above statements

Head of Household: _____ Spouse: _____
 Signature Date Signature Date
 Date

PORTLAND AREA AMBULANCE EMERGENCY CARE PLAN

Welcome!

This past year has brought more changes in Medicare laws and health care overall. We at Portland Area Ambulance are striving to provide you with the best care possible while still adhering to some very stringent federal regulations. If you are a returning subscriber, or a new member, we would like to thank you for participating in our program. As always, patient care is our top priority.

The annual fee is \$60.00. **Please read the agreement carefully before you sign it.** Applications must be turned in before the enrollment deadline of June 30, 2014. You will also need to supply us with copies of your insurance cards at that time. This applies to new and renewing members. If you are a Medicare recipient, please read the Medicare note below before you submit your form.

Frequently Asked Questions

Who can subscribe? Any household residing in the coverage area of Portland Ambulance Service, regardless of financial status or insurance coverage. All members of the household will be covered under the terms stated in the agreement.

How do I enroll in the Plan?

1. Carefully read the agreement and fill it out completely. **You may enroll anytime between May 1 and July 1, 2014.** Your enrollment covers medically necessary service from July 1, 2014 through June 30, 2015.
2. Submit your form with payment and copies of your insurance cards to:

City of Portland	OR	Portland Area Ambulance
259 Kent St.		773 E Grand River
Portland MI 48875		Portland MI 48875
Attn: Emergency Care Plan		Attn: Emergency Care Plan

What does the Plan cover? The plan covers all medically necessary ambulance runs during the coverage year of July 1, 2014 through June 30, 2015.

Do I have to renew every year? Yes. With changes in insurance billing requirements, we must renew your signature and verify your insurance cards every year. This insures correct and efficient billing to your insurance company.

Can I subscribe if I live in Florida for the winter? Yes. Your coverage will cover you while you are at your residence in Portland. You must provide us with the months you will be gone, and we will prorate your fees accordingly. Remember, you must enroll before July 1, 2013.

If you have any questions or need further information, please call Phil Gensterblum at 517-647-2935.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-23

A RESOLUTION APPROVING PARTICIPATION IN THE STATE BID PROCESS FOR WINTER ROAD SALT 2014-2015

WHEREAS, the City previously solicited its own bids for winter road salt; and

WHEREAS, for the past eight years the City took advantage of an opportunity to get more competitive pricing by participating in the State Bid through the MiDEAL program; and

WHEREAS, in addition to more competitive pricing, MiDEAL Road Salt Contracts provide the following benefits:

- The City's order quantity is guaranteed, which helps alleviate supply headaches.
- Additional product available if the City uses up its supply - all vendors are required to keep 30% extra here in Michigan to ensure that MiDEAL Members that participate in the road salt contracts have what they need in case of a heavy winter.
- The City is only required to accept 70% of its seasonal backup commitment.

WHEREAS, the State of Michigan Department of Management & Budget sent out an email advising that road salt requisitioning would be done on-line with the deadline for ordering being April 15, 2014; and

WHEREAS, the City Manager and DPW Foreman recommend using the MiDEAL program again this year and submitting the requisition for 400 tons for the early delivery and 250 tons for the seasonal backup as compared to last year's order of 300 tons for the early delivery and 200 tons for the seasonal backup and two years ago when the City ordered 150 tons for the early delivery and 150 tons for the seasonal backup.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves participating in the State bid process for Winter Road Salt for 2014-2015 and authorizes the City Manager to submit the on-line requisition for 400 tons for the early delivery and 250 tons for the seasonal backup.
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: March 17, 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. 14-24

A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO PROVIDE BRIDGE INSPECTION SERVICES FOR 2014

WHEREAS, the Michigan Department of Transportation (MDOT) requires that all bridge structures eligible for federal funds be inspected at least once every two years; and

WHEREAS, the Grand River Avenue, Divine Highway, and Bridge Street bridges were last inspected in November of 2012 and are due to be re-inspected; and

WHEREAS, federal regulations require a special fracture critical inspection be done on all bridges with fracture critical members at least with the same frequency as the routine inspections (currently once every two years) in an effort to prevent a catastrophic failure of the bridge like the I-35W Mississippi River bridge collapse in Minneapolis; and

WHEREAS, the Bridge Street Bridge is a historic steel truss bridge with fracture critical members (steel members in tensions whose failure would likely cause a collapse) that requires a special hands-on inspection that will require the bridge to be closed to traffic during the inspection; and

WHEREAS, City staff met with representatives from the Michigan Department of Transportation to review the City's Bridge records and determined that additional inspection work should be done including scour evaluations and load rating for all 3 Bridges (Divine Highway Bridge over the Looking Glass River, Bridge Street over the Grand River, and Grand River Avenue over the Grand River); and

WHEREAS, Fleis and VandenBrink has provided a proposal to do the routine bridge inspections for all three bridges for \$1500 and the fracture critical inspection for \$1,400, the Scour evaluation for all 3 bridges for \$600 and the load ratings for \$4,900, a copy of the proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves Fleis and VandenBrink's proposal to do the routine bridge inspections for all three bridges for \$1300 and the fracture critical inspection for \$4,900, a copy of which is attached as Exhibit A.



FLEIS & VANDENBRINK

CONSULTING ENGINEERS

March 10, 2014

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

RE: 2014 Bridge Inspection Services

Dear Tom:

As you are aware, the Michigan Department of Transportation requires that all bridge structures eligible for federal funds be inspected at least biennially in accordance with the National Bridge Inspection Standards.

Because we last inspected the Grand River Avenue, Divine Highway and Bridge Street bridges in November of 2012, they are soon due for inspection. We propose the following work plan and budget to complete the inspection work. Please note that our scope of work has been developed to address the comments received at the Quality Assurance meeting March 6, 2014.

Work Plan

Routine Bridge Inspections

- Review the existing bridge files for the structures.
- Conduct a routine field inspection of each structure. During the inspection we will assess the physical condition of the various components of the structure and make maintenance recommendations. Inspection of underwater components shall be done visually, by wading and probing. Field work will be completed with a team of two engineers.
- Provide condition ratings for bridge components in accordance with National Bridge Inspection Standards (NBIS), the AASHTO Manual for Condition Evaluation of Bridges and the Michigan Bridge Analysis Guide.
- Record channel measurements referenced to the structure and prepare an approximate channel cross section for each structure for tracking purposes.
- Identify and provide recommendations for additional inspection or analysis (load rating, underwater inspection, scour analysis, etc.).
- Review the inspection frequency with the Bridge Inspection Frequency Guidelines and notify the City of recommended revisions.
- Prepare and submit the required Michigan Bridge Inspection System (MBIS) forms. These forms will be submitted electronically in accordance with current procedures.

Exhibit

A

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

- Prepare a bridge inspection report. The report will consist of a letter with report forms, photographs and recommendations for further inspection and/or maintenance, channel sections and quality control inspection data.

Fracture Critical Inspection

As you may recall, the Bridge Street Bridge has fracture critical members (steel members in tension whose failure would likely cause a portion of or the entire bridge to collapse), and federal regulations require a special fracture critical inspection cycle with at least the same frequency as the routine inspections (currently 24 months). The fracture critical inspection will include the following:

- Review the schematic plan developed in conjunction with the 2012 inspection.
- Perform a "hands on" inspection of fracture critical members (within arm's length) incorporating access and safety equipment as well as signage for traffic. Similar to 2012, we have assumed the City will be providing traffic control to close the bridge either during summer months or between 9:00am and 2:00pm to avoid impacting school traffic.
- Key the results of the inspection to the structure plans.
- Prepare follow-up procedures as applicable (non-destructive evaluation, analysis, retrofits/repairs, etc.).
- Input the inspection data into MIBRIDGE.
- Prepare a fracture critical inspection report incorporating photographs, inspection reports, plans and follow-up procedures.

Scour Evaluation

As discussed at the QA meeting, all three structures have been coded as safe for scour, however, supporting documentation is needed for the project file. Scour Evaluation will consist of the following:

- Review construction drawings for the structures, as available, to review hydraulic information and foundation construction.
- Perform a Level 1 Scour Evaluation for each structure.
- Submit the Level 1 forms along with the bridge inspection report. Update MIBRIDGE, if required.

Load Rating Analysis

Bridges are designed based on theoretical vehicles. Load rating calculations need to be maintained in the City's bridge files to demonstrate that the bridges are capable of carrying Michigan's actual legal loads under their current conditions. Load Rating work will include the following:

- Review the construction plans for the structure, if available (Grand River Avenue plans are available, Divine Highway are not, and we are researching Bridge Street). Where plans are not available, we will develop a schematic of the structure and use conservative assumptions in our analysis.
- Review previous and current photographs and inspection reports for the structure.
- Review previous maintenance activities performed on the structure.
- Prepare a load rating for the structure. Because of the number of load ratings required throughout the state, MDOT negotiated a "super license" for AASHTO's Virtis load rating program. Virtis provides portable data which is relatively simple to update as the bridge deteriorates and a new rating is required. Therefore, we will utilize Virtis for analysis of the structures.

- Input the results of the load rating into MDOT's online database and provide the City with the results for its bridge file.

Engineering Budget

We propose to complete the above work for the following fees:

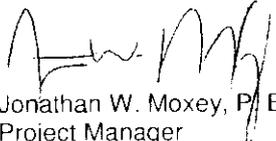
<i>Task</i>	<i>Fee</i>
Routine Bridge Inspection (3 structures)	\$1,500
Fracture Critical Inspection – Bridge Street over the Grand River	\$1,400
Scour Evaluation (3 structures)	\$600
Load Rating	
Divine Highway over the Looking Glass River	\$1,200
Bridge Street over the Grand River	\$2,900
<u>Grand River Avenue over the Grand River</u>	<u>\$800</u>
Total Fee	\$8,400

Please note that once the structures have a current load rating on file, updates are only needed as conditions change (additional deterioration, improvements, etc.).

Approval to proceed with the inspection work under our existing Professional Services Agreement can be given by returning a copy of this proposal signed where indicated. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK


Jonathan W. Moxey, P.E.
Project Manager

AUTHORIZATION TO PROCEED WITH 2014 ROUTINE BRIDGE INSPECTION SERVICES

By: _____

Title: _____

Date: _____

PORTLAND CITY COUNCIL

Ionia County, Michigan

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

RESOLUTION NO. 14-25

**A RESOLUTION RATIFYING THE INTERIM CITY MANAGER'S ACTION IN
SUBMITTING A BYRNE JUSTICE ASSISTANCE GRANT APPLICATION FOR
A DEDICATED VIDEO RECORDING SYSTEM FOR THE PORTLAND
POLICE DEPARTMENT**

WHEREAS, the Michigan State Police makes grant funds available to local law enforcement agencies to purchase recording equipment and related technology for recording custodial interrogation of individuals by law enforcement officials; and

WHEREAS, courts are currently leaning towards requiring that all persons in custody interrogations of criminal suspects be recorded to ensure that their rights are protected and that by not having these recordings it is likely that incriminating or exculpatory statements made to law enforcement may not be admissible; and

WHEREAS, the City of Portland Police Department would utilize this technology to ensure the rights of all witnesses and criminal defendants during interviews; and

WHEREAS, Portland Police Chief James Knoblesdorf has identified this grant as an opportunity to increase the effectiveness of the Portland Police Department; and

WHEREAS, this grant opportunity was identified by the Police Chief Knoblesdorf after the last City Council meeting and was due for submittal on March 4, 2014; and

WHEREAS, this application for a Byrne Justice Assistance Grant is for the amount of \$7,885.00.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Interim City Manager's action of submitting a grant application for a Byrne Justice Assistance Grant to the Michigan State Police for the purchase of recording equipment and related technology for the Portland Police Department in the amount of \$7,885.00.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-26

**A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE
MAYOR AND CLERK TO SIGN A DONATION AND DEVELOPMENT
AGREEMENT WITH THE FRIENDS OF THE RED MILL**

WHEREAS, the City owns certain property located at 450 Water Street, Portland, Michigan 48875 and commonly known as Old Red Mill Property and more particularly described on attached Exhibit A (the "Property"). The Property is currently used as a public gathering place for a farmers market and car shows; and

WHEREAS, the City desires to develop a timber frame pavilion and related improvements on the Property (the "Pavilion"); 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 same; and

WHEREAS, the City desires to accept such donations in accordance with the terms and conditions of this Agreement and agrees that the construction of a timber frame building for public use that would be owned by the City constitutes a public purpose and may qualify as an itemized deduction under 26 U.S.C. 170(c)(1).

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves, authorizes and directs the Mayor and Clerk to sign a Donation and Development Agreement with the "Friends of the Red Mill", 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: March 17, 2014

Monique I. Miller, City Clerk

DONATION AND DEVELOPMENT AGREEMENT

THIS DONATION AND DEVELOPMENT AGREEMENT (this "Agreement") is made and entered into on _____, 2014, by and between the **CITY OF PORTLAND**, a Michigan municipal corporation (the "City"), with an address at 259 Kent Street, Portland, Michigan 48875, and a committee comprised of the undersigned individuals (collectively, the "Friends of the Red Mill"), with an address of Friends of the Red Mill c/o Noreen Logel 858 Maynard Road, Portland, Michigan 48875.

RECITALS

A. The City owns certain property located at 450 Water Street, Portland, Michigan 48875 and commonly known as Old Red Mill Property and more particularly described on attached Exhibit A (the "Property"). The Property is currently used as a public gathering place for a farmers market and car shows.

B. The City desires to develop a timber frame pavilion and related improvements on the Property (the "Pavilion").

C. 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 same.

D. The City desires to accept such donations in accordance with the terms and conditions of this Agreement and agrees that the construction of a timber frame building for public use that would be owned by the City constitutes a public purpose and may qualify as an itemized deduction under 26 U.S.C. 170(c)(1).

TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the mutual promises set forth below, the City and the Friends of the Red Mill agree as follows:

1. Donations. The Friends of the Red Mill agree to fundraise, solicit and donate funds to the City to cover the costs of constructing the Pavilion (the "Funds"), along with the services and materials described in Section 2 below (collectively, the "Donations"). Subject to the terms of this Agreement, the City accepts the Donations and acknowledges receipt of the Funds. Donations provided to the City should be made payable to "*the City of Portland Friends of the Red Mill Project.*" The City agrees that it will make the Funds available to pay for costs incurred in connection with the development and construction of the Pavilion only, and for no other purpose.

2. Services & Materials Provided by the Friends of the Red Mill. The Friends of the Red Mill shall, at no cost to the City, provide all design, engineering, construction and construction management services (including without limitation securing all necessary permits and approvals), and shall provide all materials and supplies (including without limitation the timber for the Pavilion frame) required in connection with the development of the Pavilion (collectively, the "Work"). Promptly after the execution of this Agreement, The Friends of the Red Mill shall cause to be prepared plans and specifications for the Pavilion and submit the same to the City's for its review and approval. The Work shall be completed in accordance with plans and specifications that are approved by the City, and shall in all events comply with all applicable codes, regulations, ordinances and laws, including, but not limited to, the requirements of the Americans with Disabilities Act. The parties acknowledge and agree that the

Exhibit

A

fact that the Work is being donated to the City rather than contracted by the City for payment shall in no way diminish the Friends of the Red Mill's obligations hereunder.

3. Liens. If any lien is placed against the Property due to the Work or payments to be made to any persons performing the Work or providing related materials or supplies, the The Friends of the Red Mill shall, without cost to the City, promptly cause the removal of that lien.

4. Ownership of the Pavilion. Upon completion of construction of the Pavilion and inspection and acceptance by City, the Pavilion shall be owned by the City and used for public recreational activities or such other uses as determined by the City from time to time. If requested by the City, the The Friends of the Red Mill shall execute a bill of sale or other instrument evidencing the conveyance and donation of the Pavilion to the City.

5. Indemnification. The Friends of the Red Mill shall hold the City (defined for purposes of this paragraph to include the City's officers and employees) harmless from, indemnify it for and defend it (with legal counsel reasonably acceptable to the City) against any demand, claim, judgment, award, legal proceeding or loss of any kind arising from The Friends of the Red Mill's or its contractors, agents, employees, guests, volunteers, and invitees' design, construction and development of the Pavilion.

6. Insurance. In the event that any contractor performs work at the Property for which it will be receiving a fee (i.e., such work is not being donated to the City), The Friends of the Red Mill shall require such contractor to maintain a general liability insurance policy covering such contractor's activities on the Property in minimal coverage amounts of \$1,000,000 per occurrence, and the City shall be named as an additional insured and certificate holder on such policy. Upon request, the City shall be provided copies of the policy of insurance and all endorsements.

7. Notices. All notices and other communications to be given pursuant to this Agreement shall be given in writing and delivered personally, by first-class mail or by facsimile to the appropriate party at the address or facsimile number set forth below:

If to the City:	City of Portland 259 Kent Street Portland, Michigan 48875 Attention: City Manager
-----------------	--

If to the Friends of the Red Mill:	Friends of the Red Mill c/o Noreen Logel 858 Maynard Road Portland, Michigan 48875
------------------------------------	---

Any party may change its designated address by delivery of written notice of the change to the other parties. Notices shall be deemed effective upon actual receipt.

8. General Provisions.

a. This Agreement constitutes the entire agreement between the City and the The Friends of the Red Mill regarding the subject matter hereof and may be modified or amended in whole or in part from time to time only by mutual written agreement of the City and The Friends of the Red Mill.

b. This Agreement shall be interpreted under the laws of the State of Michigan.

c. If any particular clause or portion of this Agreement is rendered void, illegal, unenforceable or otherwise of no effect, the remaining provisions of this Agreement shall remain in full force and effect so that the essence and intent of this Agreement is preserved.

d. A failure by either party to give notice or insist on the immediate performance of any right that it has under this Agreement shall not constitute a waiver of that right or any other right under this Agreement.

e. The section headings of this Agreement are for convenience only and shall not be considered a part of the substance of this Agreement, or affect the interpretation of this Agreement.

f. Neither party shall have the right to assign this Agreement without the other party's prior written consent.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date shown in the first paragraph above.

CITY OF PORTLAND:

THE FRIENDS OF THE RED MILL:

By: _____
James E. Barnes, Mayor

Noreen Logel

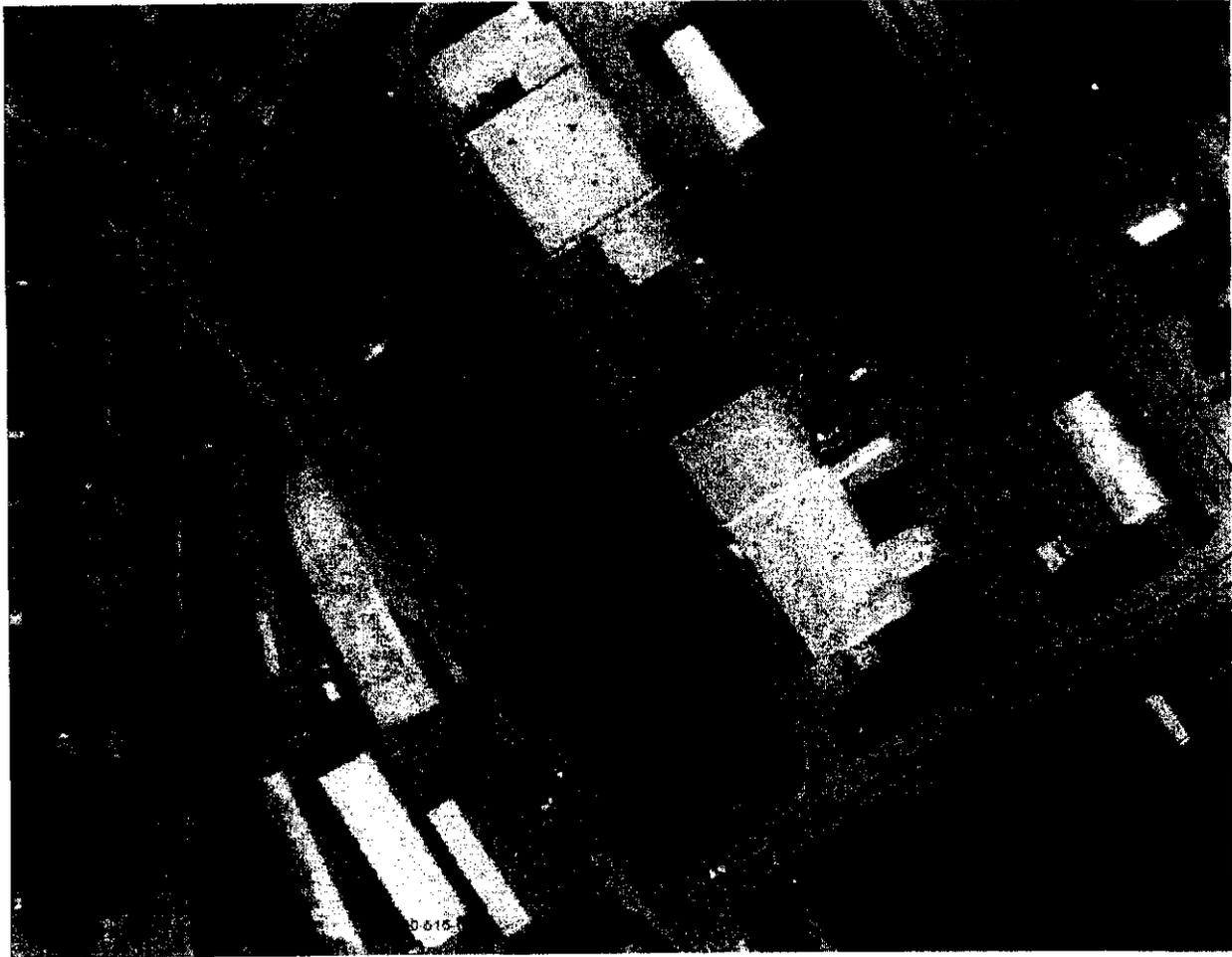
By: _____
Nikki Miller, City Clerk

Todd Ness

Rosemary Neller

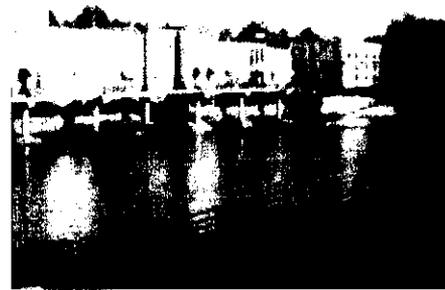
George Weber

Exhibit A



LEGAL DESCRIPTION

CITY OF PORTLAND: PART OF THE SE 1/4 SEC. 28 T6N R5W (PART OF THE SW OF SE 1/4 & PART OF NW OF SE 1/4) COM AT SWLY CRN OF CSX RRD YRD AT INTERS OF ELY L WATER ST & NLY LI MORSE DR. TH: NELY AT R/A TO WATER ST 160 FT. M/L ALG N LI MORSE DR. TO NELY LI RRD YARD. TH: NWLY AT R/A TO MORSE DR 873 FT. M/L TO NE CRN SD YRD. TH: SWLY 55 FT. M/L TO 100 FT ROW LINE. TH: NELY ALG SD LINE 195 FT. TH: SWLY AT R/G 100 FT TO SLY ROW LINE. TH: SELY 195 FT TO N YARD LINE. TH: SWLY 70 FT TO NW CRN SAID YARD. TH: SELY AT R/A 170 TO TO NELY LINE WATER ST. TH: SELY ALG NELY LINE WATER ST 730 FT. M/L TO POB. CONTAINS 4.55 AC M/L.



Prepared by the Michigan Municipal League
Caroline Kennedy, Executive Search Administrator
1675 Green Road, Ann Arbor, MI 48105
906.428.0100 or 800.653.2483
ckennedy@mml.org



michigan municipal league

OVERVIEW OF THE LEAGUE EXECUTIVE SEARCH PROCESS

The Michigan Municipal League is committed to strengthening the quality of municipal government and administration in Michigan. With respect to executive search, we recognize that selecting effective leadership for an organization is critical to organizational success. Accordingly, we work closely with our clients to gain a full understanding of the priorities of the community and structure the search process to gain a complete picture of a candidate's experience, qualifications and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

As a non-profit membership organization, we are able to offer our members and other public sector employers highly professional executive search services at a very competitive price. Further, our objective is clear: to find the best management professionals to serve our member communities.

Our Silver Level executive search includes the tasks detailed herein. Additional services available at the Gold Level are provided as an option at the end of the document. Regardless of your selection, each search process is tailored to meet the specific needs of the client community. Typically a search project proceeds with the following activities and requires 60 to 90 days to complete depending upon timing of ad placement, availability of candidates and elected officials and other factors.

Develop Recruitment Profiles

In the first meeting, the search facilitator will facilitate a work session to develop a comprehensive recruitment profile. The recruitment profile typically has two components:

1. The Candidate Profile outlines in detail the qualifications, experience and professional characteristics required for employment, and is designed to reflect the goals and priorities of the community. The completed profile will be used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection.
2. The Community Profile provides a description of the position, the organization (i.e. organizational structure, services provided, etc.) and the community itself. This component is an excellent opportunity to promote the benefits of your city or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths and cultural or entertainment opportunities.)

The recruitment profile is used to develop a recruitment brochure which is featured on the MML website in its entirety.

Develop and Administer Recruitment and Outreach Campaign

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to the widest and most appropriate audience. To accomplish this, we will develop an outreach and advertising campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought. Our advertising strategy will include both written and electronic publications:

- MML Classified Ads (website, features complete recruitment brochure)
- ICMA Website, Newsletter and social media outlets
- Other professional associations as appropriate (i.e. MGFOA, Illinois or Ohio Public Manager's Association, etc.)
- Other municipal associations as appropriate (i.e. MTA, MAC, etc.)

The full recruitment brochure will be featured on the League's web site which receives an average of 4,000 hits per week. This practice provides an excellent opportunity to promote the position and the community to a wide range of prospective candidates.

In addition to advertising the position, we will utilize our extensive network of contacts to identify professionals in transition and managers who may have an interest in the opportunity. We focus the recruiting effort on attracting the most qualified candidates, including passive candidates whom we target with direct recruiting and contact to promote interest in the position.

These customized and comprehensive outreach and recruiting activities result in the highest quality candidate pool. Following the closing date for receipt of résumés, we will proceed with résumé review and interviews.

Screen Résumés and Narrow Field of Applicants

We receive résumés directly and assess each applicant against the criteria established in the candidate profile to identify viable candidates who most closely meet the municipality's requirements. As appropriate, we will conduct initial prescreening and online searches to ensure a quality initial screening process.

At the conclusion of this initial screening process, the facilitator will present the municipality with a confidential summary of the applicants and their qualifications. This confidential applicant summary serves as the basis for a suggested "short-list" of the strongest candidates for further consideration. After discussion and consideration, the municipality will determine whom to invite for personal interviews.

Once invitations to interview have been extended and accepted, the names and résumés of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note that we do not ever release the name, résumé, other identifiers or application materials of confidential applicants who are not viable candidates. We only lift confidentiality for viable candidates who agree to participate in the interview process.

Preliminary Reference Review and Background Investigation

As the field of applicants is narrowed, we will conduct preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

We will also assist in identifying a third party vendor to perform an in-depth background check (credit history, driving record, criminal record, educational verifications, etc.) for the final

Final Background Investigation

candidate. This extensive background investigation is completed by a third party vendor, and we will provide options and suggestions related to this. We will coordinate the background investigation free of charge, but the actual cost of the investigation will be billed directly to the municipality.

This level of investigation typically begins once a conditional offer of employment is extended to the final candidate.

Interview and Selection Process

Once a list of final candidates has been developed, we will assist in coordinating and scheduling interviews. As well, we will assist the municipality by providing sample interview questions, and reviewing with a focus on management technique, problem solving strategies and other topics related to the priorities outlined in the candidate profile.

Further, we will offer guidance and advice concerning appropriate interview topics as well as those that should be avoided. While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.

A search facilitator will attend and facilitate the interviews with each of the final candidates. At the conclusion of the interview process, we will facilitate discussion and evaluation of each candidate.

Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the municipality. Rather, we will aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.

Typically our intensive prescreening and interview process is sufficient for a client to reach a decision on extending a conditional offer of employment. Further, timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. However, in some cases, the client community desires a second interview, or may even wish to consider additional candidates from its original pool of applicants. We will arrange and facilitate additional interviews at no additional cost.

Contract Negotiation and Search Close-out

We will facilitate the process of negotiating an employment agreement with the selected candidate. This may include sample contract language, comparative pay recommendations, severance clause suggestions or other topics about which the municipality may have questions.

After the municipality has reached an agreement with the individual selected for the position, we will perform closing tasks, such as notification of unsuccessful candidates.

Typical project timeline

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Weeks 11 & 12
Initial Meeting: Establish meeting dates, create profiles, recruitment strategy, ad language											
Optional targeted outreach with individuals/groups											
Place ads											
Direct recruitment, active solicitation of candidates											
Application screening, initial reference checks											
Prepare short list, meet & review candidates											
Conduct first interviews											
2 nd interviews, "meet & greet," site visits, etc.											
Extend conditional offer, negotiate terms											
Background checks, pre-employment tests as needed											
Close out activities											

OUR SEARCH FACILITATORS

Our lead executive search recruiter is Kathie Grinzinger. Ms. Grinzinger has a background in human resources and served as assistant city manager and then city manager in the City of Mt. Pleasant for 25 years before her recent retirement. Grinzinger has served as the President of the Michigan Local Government Managers Association, served on the Michigan Municipal League Board of Trustees and multiple League policy committees, is a retired member of the International City/County Managers Association, and has served with distinction on many other boards. In the event Ms. Grinzinger is unavailable during the timeframe of your municipality's search, we will provide an alternate executive search facilitator, who has decades of experience in local government management and understands the unique skills and abilities required to succeed in this environment. All of our executive search facilitators follow our same methodology outlined within this document and have years of experience working with us in this capacity.

OUR CLIENTS

Below are listed some of the municipalities that have utilized the executive search services of the League in recent years. Clients include cities, villages, counties and townships of all sizes

throughout the state. Many of our clients have been so pleased with our work that they become repeat customers for other positions, bringing our total number of searches near to 200.

City of Albion	City of Hart	Village of Bellevue
City of Alpena	City of Highland Park	Village of Beverly Hills
City of Baraga	City of Hillsdale	Village of Caro
City of Battle Creek	City of Howell	Village of Cass City
City of Belding	City of Huntington Woods	Village of Cassopolis
City of Berkley	City of Inkster	Village of Constantine
City of Big Rapids	City of Iron Mountain	Village of Douglas
City of Bloomfield Hills	City of Ironwood	Village of Franklin
City of Boyne City	City of Ishpeming	Village of Holly
City of Brown City	City of Jackson	Village of Kalkaska
City of Buchanan	City of Keego Harbor	Village of Kingsley
City of Caro	City of Lapeer	Village of Lake Orion
City of Cass City	City of Leslie	Village of L'Anse
City of Cedar Springs	City of Lowell	Village of Mackinaw City
City of Cheboygan	City of Marine City	Village of Mattawan
City of Chelsea	City of Marlette	Village of Middleville
City of Clawson	City of Menominee	Village of Newberry
City of Clio	City of Milan	Village of Oxford
City of Croswell	City of Monroe	Village of Paw Paw
City of Davison	City of Mount Pleasant	Village of Reese
City of Eastpointe	City of Muskegon Heights	Village of Sparta
City of East Grand Rapids	City of Norton Shores	Village of Stockbridge
City of Escanaba	City of Norway	Village of Wolverine Lake
City of Essexville	City of Parchment	Brighton Township
City of Ewart	City of Plymouth	Delhi Township
City of Farmington	City of Portland	Delta Township
City of Ferndale	City of Rogers City	Huron Township
City of Ferrysburg	City of Saint Clair	Lyon Township
City of Frankenmuth	City of Saline	Oakland Township
City of Frankfort	City of Sandusky	Shelby Township
City of Grand Blanc	City of Tecumseh	Hartland Township
City of Grayling	City of Three Rivers	Spring Lake Township
City of Grosse Pointe	City of Troy	Ypsilanti Township
City of Grosse Pointe Woods	City of White Cloud	Coloma Township
City of Hamtramck	City of Whitehall	Saint Joseph County
City of Harper Woods	City of Williamston	White Lake Fire Authority
	City of Woodhaven	Saginaw County Road Commission
		Western Washtenaw Recycling Auth.

PRICING OPTIONS

The League is pleased to provide the City of Portland with two excellent pricing options from which to choose.

Silver Level:

Our Silver Level Service professional fee includes the full search services detailed herein with up to three personal visits with the search facilitator for \$10,000. As a League member, the community receives a 20% discount, reducing the Silver Level professional fee to \$8,000.

Gold Level:

Our Gold Level Service professional fee is \$15,000 (\$12,000 for members) and includes the following additional features:

- Up to four personal visits with the search facilitator
- A more extensive community profile with a more comprehensive recruitment brochure (print and electronic formats)
- Advanced marketing (exclusive direct targeted email in Michigan to local government managers, assistant managers and department heads as appropriate), as well as the League's social media (more than 5,000 followers)
- Direct recruitment
- Personal pre-screening activity of viable applicants, along with more in-depth reference and on-line searching
- More personalized development of interview questions and the candidate selection format/process
- Department head roundtable interviews with the facilitator and a report back
- Media Packet – press releases provided for the local media at key points during the search
Development of the conditional offer of employment and advanced assistance with contract negotiation

Project Expenses

Project expenses related to the executive search process are additional to the professional fee, are billed at actual cost and are estimated as follows:

- Actual cost of advertising: The number of ads placed and publications chosen are at the discretion of the municipality. We will provide information concerning rates for advertisements prior to ad placement. Typically advertising costs are approximately \$750, depending on the length of ad and number of publications.
- Actual cost of background investigation: The cost of investigation varies based on the items chosen, but typically ranges from \$300 to \$500 per candidate.
- Actual costs of travel and related out-of-pocket expenses incurred by the search facilitator: It should be noted that it is the policy of the League to minimize out-of-pocket expenses to the greatest extent possible. We charge the IRS rate for mileage reimbursement and make every effort to avoid overnight stay.

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The League welcomes the opportunity to assist the municipality in this most important process.

Sincerely,


Caroline Kennedy
Manager, Field Operations
Executive Search Administrator

* * * *

An authorized signature serves as a formal request for the League to execute an official Letter of Agreement with your community for executive search services:

AUTHORIZED SIGNATURE _____

TITLE _____ DATE: _____

COMMUNITY _____

LEVEL OF SERVICE (circle one): SILVER OR GOLD



March 5, 2014

Thomas Dempsey
City of Portland
259 Kent Street
Portland, MI 48875

Dear Mr. Dempsey:

Thank you for the opportunity to provide you with a proposal for the City of Portland's City Manager recruitment and selection process. Effective January 1, 2014, Voorhees Associates and GovTempsUSA have combined under one company, GovHR USA. GovHR USA is co-owned by Heidi Voorhees and Joellen Earl. All of the consultants and services remain the same. We are simply combining resources to more effectively serve our clients. GovHR USA prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities.

Our firm is eminently qualified to undertake recruitments for the City of Portland. GovHR USA has a competent team of multifaceted public service professionals who are ready to assist you. Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. We provide the client with a diverse list of potential candidates who are truly interested in and qualified for the position. We only submit candidates for consideration who have been fully vetted by our staff and who have a genuine interest in and are well-qualified for the position. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

Should you have questions or require additional information, please contact us. We would be pleased to meet with City Officials to personally present our qualifications.

Respectfully submitted,

A handwritten signature in black ink that reads 'Heidi Voorhees'.

Heidi Voorhees
Co-owner

650 Dundee Road, Suite 270, Northbrook, Illinois 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

**PROPOSAL
CITY OF PORTLAND, MICHIGAN
CITY MANAGER RECRUITMENT**

DESCRIPTION OF FIRM

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities.

GovHR USA was established in 2009 as Voorhees Associates, LLC. GovHR USA is owned by Heidi Voorhees and Joellen Earl. Our headquarters offices are in Northbrook, Illinois. Heidi Voorhees, President, previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 190 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri.

The firm has a total of seventeen consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Delaware, Florida, Illinois, Michigan, and Wisconsin, as well as four reference specialists and four support staff.

Experience

GovHR USA has completed 150 recruitments since its establishment in 2009. Forty-seven of these recruitments have been for city management positions, with 13 in communities with a college/university presence. We have 16 current recruitments in various stages of completion. Our consultants are experienced executive recruiters who have conducted over 350 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

CONSULTANT ASSIGNED

GovHR USA Vice President Jerry Richards will be responsible for your recruitment and selection process. Mr. Richards serves our Michigan clients from his office in Okemos

**Gerald (Jerry) Richards
Vice President**

Jerry Richards is a Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 38 years experience in local government administration and in the private sector. Most recently, Mr. Richards served for 18 years as Manager of Charter Township of Meridian, Michigan. Charter Township of Meridian is a full service township comprised of 160 employees serving 39,600 residents over a 32 square mile area.

Mr. Richards has extensive experience in Michigan local government management. In addition to his service in Meridian Township, he served for six years as City Manager for Ludington, Michigan and four years as the City Manager for Corunna, Michigan. He has a successful track record managing long term difficult financial periods, leading organizations in balancing their budgets and providing long term financial stability. Mr. Richards has been a champion of regionalization for water and sewer utilities and has worked in the private sector on improving government operations through the use of information technology. He is also skilled in human resources management and labor union contract negotiation.

Mr. Richards was recognized in 2009 as Michigan's Outstanding Local Government Manager. He also served as the Chair of the Michigan Local Government Benchmarking Consortium advocating for improving municipal services through benchmarking. He is a member of the Michigan Transportation Asset Management Council. In 2012, he was named the Haslett Kiwanis Club Citizen of the Year.

Mr. Richards received a Bachelor of Science degree in Electrical Engineering from Michigan Technological University and a Master's Degree in Public Administration from Western Michigan University.

OFFICIAL CONTACT

Heidi Voorhees, President, is responsible for the submission of this proposal and will serve as the official contact for matters regarding this proposal. Ms. Voorhees may be reached at our headquarters office: 650 Dundee Road, Suite 270, Northbrook, IL 60062. Telephone 847/380-3240; Email hvoorhees@GovHRusa.com.

NARRATIVE PROPOSAL

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the

best possible outcome. GovHR USA clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

GovHR USA suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with Members of the City Council, and the City's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the City. Our consultants have found that a successful approach to developing consensus on compensation and key qualifications and experiences utilizes a combination of individual interviews and a group meeting with elected officials.

At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the City has for its next City Manager, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for City Manager by conducting a salary survey of comparable cities, if so desired.

- Development of a **Job Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Job Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the City with placement recommendations, if so desired.
- The development of a database of potential candidates unique to this position and to the City of Portland, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I. Appropriate confidentiality is maintained as allowed by Michigan law.
- Outreach will be done through e-mail, telephone contacts, and U.S. mail as appropriate. GovHR USA consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

We will develop a matrix which identifies key traits (taken from the Recruitment Brochure) such as education, experience, and the specific skills needed for the City Manager. We will then use these filters to screen the candidates into a group of 15 to 20 semi-finalists.

- Candidates will be interviewed by telephone or Skype to fully grasp their qualifications and experience as well as their interpersonal skills.

We personally contact all the semi-finalists and conduct about an hour long telephone interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring Portland's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR USA will provide you with a log of all candidates who applied for the position. You may also review all of the résumés should you so desire.
- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- GovHR USA will develop the first and second round interview questions for your review. GovHR USA will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.

- GovHR USA will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of City of Portland facilities and interviews with Department Heads and elected officials

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted along with a media and internet search, verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Employment verification can also be provided if so desired. GovHR USA recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."
- GovHR USA consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR USA will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- GovHR USA will notify all applicants of the final appointment action by the City Council, including professional background information on the successful candidate.
- GovHR USA will provide no-fee telephone follow-up and counsel to the City Council and appointed City Manager for six months following conclusion of the recruitment.

Optional 360° Evaluation

As a service to the City of Portland, we offer the option to provide you with a proposal for a 360° performance evaluation for the new appointed City Manager at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of Portland officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8

Consultant recommendation to Council of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Council; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Council selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

SUMMARY OF COSTS

Recruitment Fee	\$10,500
Recruitment Expenses: (not to exceed)	3,500
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts.	
Advertising costs	1,000*
Recruitment Brochure printing (optional)	900
Assumes full color	
 Total Fees:	 \$15,900**

*Advertising costs over \$1,000 will be placed only with client approval. If less than \$1,000, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the City will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

REFERENCES

The following references can speak to the quality of service provided by GovHR USA (under the firm's previous name, Voorhees Associates):

Township Manager recruitment
Oakland Charter Township
Terry Gonser, Township Supervisor
4393 Collins Road
Rochester, MI 48306
248-995-2226 (cell)
tgonser@oaklandtownship.org

City Manager recruitment
City of Kalamazoo, Michigan
Mayor Bobby J. Hopewell
241 West South Street
Kalamazoo, MI 49007
269-337-8047
hopewellb@kalamazoo-city.org

City Manager recruitment
City of DeKalb, IL
John Rey, Mayor
200 S. Fourth Street
DeKalb, IL 60115
815-748-2000
John.rey@cityofdekalb.com

City Manager recruitment
City of Carbondale, Illinois
Mayor Joel Fritzler
200 South Illinois Ave.
Carbondale, IL 62901
618-457-3229
jfritzler@ci.carbondale.il.us

City Manager recruitment
City of Elmhurst, Illinois
Steven Morley, Mayor
209 N. York St.
Elmhurst, IL 60126
630/530-3010

City Manager recruitment
City of Burlington, Iowa
Jim Davidson, Mayor
400 Washington Street
Burlington, IA 52601
319-753-8161
davidsonj@burlingtoniowa.org

GovHR USA Guarantee

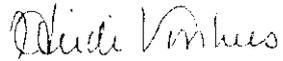
It is the policy of GovHR USA to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the City Council not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to Portland beyond the normal three visits.

Upon appointment of a candidate, GovHR USA provides the following guarantee: should the selected and appointed candidate at the request of the City of Portland or the employee's own determination, leave the employ of the City of Portland within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employee for a period of five years.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
Co-owner
GovHR USA

ACCEPTED BY THE CITY OF PORTLAND, MICHIGAN

BY: _____

TITLE: _____

DATE: _____

THE CITY OF
CARBONDALE,
ILLINOIS



CITY MANAGER

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for the City of Carbondale, Illinois City Manager. This profile provides background information on Carbondale, Illinois and the City Manager position. Candidates interested in applying for the position should submit their résumé and cover letter along with contact information for five work-related references to resume@VAresume.com.

Gregory Ford, Vice President



500 Lake Cook Road, Suite 350
Deerfield, Illinois 60015
TEL: 847-580-4246
FAX: 866-401-3100

Formal applications should be submitted to:
resume@varesume.com

PROFESSIONAL ANNOUNCEMENT

Carbondale, IL (population 25,092). Dynamic, progressive, growing community seeks experienced, proactive and collaborative professional to lead its organization consisting of 260 full-time equivalent employees. Carbondale is located in the beautiful rolling hills of southern Illinois, 96 miles southeast of St. Louis. Home to Southern Illinois University with 20,000 students, Carbondale is the center of commerce, entertainment, medicine, recreation, culture and education for region. The community is fiscally sound with a \$40.9 million annual budget. The City of Carbondale has a strong emphasis on economic development and has established a 25-acre TIF District as well as partnered with the University on a new stadium. The City Manager reports to the Mayor and a six-member City Council. The City is seeking candidates with a record of significant accomplishment in a full-service, growing community, preferably a community with a large college or university. A bachelor's degree in public administration, urban management, public policy, business administration, or related field is required

plus seven to ten years increasingly responsible public management experience as chief executive or Asst. CAO in similar community or in larger community or combination of relevant experience and training. Master's degree in Public Administration or Business Administration is highly desired. Strong general management, economic development, fiscal management, motivating leadership skills and partnership-oriented attitude critical. Also, outstanding organizational skills, plus proven interpersonal communication skills and well-developed writing skills required. Appointed by Mayor and City Council. Residency required. Starting salary \$120,000+/- DOQ. Submit résumé, cover letter with salary history and five references by October 7, 2011 to Gregory F. Ford, Voorhees Associates LLC, 500 Lake Cook Road, Suite 350, Deerfield, IL 60015. TEL: 847/580-4246; FAX 866/401-3100; Email: resume@varesume.com. An Equal Opportunity Employer.

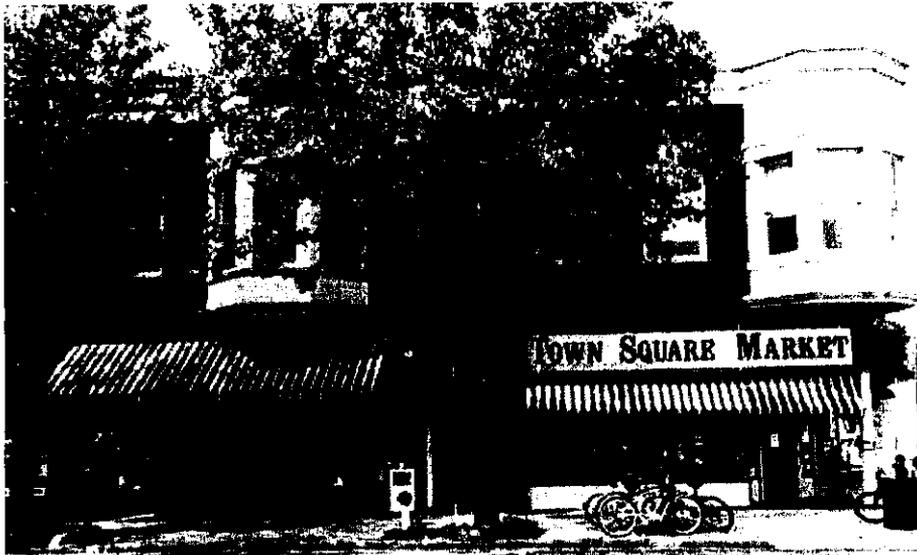
CITY OF CARBONDALE

COMMUNITY BACKGROUND

Carbondale (pop. 25,092), home to Southern Illinois University, is the commercial and cultural capital of Southern Illinois. Founded in 1852, Carbondale is home to a well-educated and very diverse population and is proud to offer the luxuries people expect in a large city while maintaining the comforts and charm of a small town. Over 46% of the population are college graduates. Because of its central location, Carbondale became the Illinois Central Railroad's district administrative and maintenance hub, stimulating the local economy by shipping southern Illinois coal and fruit. The railroad thrived, and Carbondale soon became a center of higher education with the founding of Southern Illinois Normal University. In 1946, the name was changed to Southern Illinois University. Today, Southern Illinois University Carbondale (SIUC) is both the driving force behind the city's economy and a lifeline for education and culture in Southern Illinois, making Carbondale the cultural and commercial capital of the Southern Illinois region. The title of the recently issued SIU Alumni magazine captures the very positive relationship between the City and the University: "Town and Gown: The City and the University Look to the Future."

Located within 350 miles of many major metropolitan markets such as St. Louis, Chicago, Memphis, and Nashville, Carbondale is a 20 minute drive from Interstates 57 and 24, and less than an hour from Interstate 64. The city has immediate access to US-51 (north/south) and Illinois Route 13 (east/west). The Canadian National Railroad provides freight service with 16 trains daily and Amtrak provides daily passenger service three times a day between Chicago and Carbondale and includes daily service between Carbondale and New Orleans. Commercial air service is available through the Williamson County airport, offering four scheduled flights daily to and from St. Louis.

Just south of Carbondale sits Illinois' largest expanse of wooded land, the Shawnee National Forest. The boundaries of this 280,000 acre site stretch from the Mississippi River on the west to the Ohio River on the east. Residents and visitors alike enjoy the many recreation areas, wilderness trails, archaeological sites, and natural wonders including waterfalls, natural bridges, and rock formations. Not far from Carbondale is the 4,000 acre National Crab Orchard Wildlife Refuge, the winter home to as many as 300,000 Canada geese. Hunting and fishing abound with many lakes and hunting areas nearby.



CITY OF CARBONDALE

Southern Illinois University – Home of the Salukis

SIUC is a comprehensive major research and student-responsive institution. Students from every state and around the world receive a quality education at an affordable cost. Students pursue associate, baccalaureate, master's, specialist, doctoral and professional degrees from the university's eight colleges, School of Medicine, and School of Law. In 2011, SIUC offered thirty doctoral degrees as well as law and medical degrees.

The ties between the community and SIUC run deep and continue to grow stronger. Research and practical knowledge from the university continue to have a great impact on the city. The Dunn-Richmond Economic Development Center provides facilities and training for area businesses. Area business owners tap faculty and students for a wide range of needs and graduates offer businesses a ready pool of workforce talent. Also, not to be overlooked is the overwhelming importance of SIUC's performing arts centers, museums, sports complexes, and recreation facilities, all of which are enjoyed not only by students but also by residents of Carbondale and the surrounding communities.



A major new cooperative effort between the City of Carbondale and SIUC is an \$83 million project called "Saluki Way" that involves an ambitious plan to re-center SIUC's campus around new academic buildings, a new football stadium, and a renovated indoor sports arena. The "Saluki Way" project will create a new "core" of student services, academic and athletic facilities and showcase the best of what SIUC and the community have to offer. In an unprecedented collaborative effort, the City of Carbondale has committed \$20 million of sales tax revenues to this effort over a 20-year period.

ECONOMIC DEVELOPMENT

The Mayor and City Council for Carbondale are committed to the continued economic development of the City. The City's robust commercial and retail economy had eliminated the need for a property tax levy for six years. Recent budget shortfalls have necessitated the partial restoration of the City levy. The City and the University work closely together to ensure that the future of Carbondale is as exciting and innovative as its past has been. The City works closely with its major retailers, including University Mall, home to Macy's, J.C. Penney, Bed Bath and Beyond and 70 other specialty stores and services. An additional 25,000 square feet of shopping is adjacent to University Mall. Carbondale is home to restaurants that provide for every taste and income level including national chain restaurants and local establishments. The City has carefully preserved its historic downtown area

CITY OF CARBONDALE

for shopping and browsing. The City also enjoys a vibrant and eclectic entertainment scene with numerous theaters, art galleries and music venues.



In addition to SIUC, the medical community plays a significant role in Carbondale's economic development. Carbondale is the leader in providing quality health care to the residents of Southern Illinois. Through the efforts of Memorial Hospital of Carbondale and the Center for Medical Arts, as well as private practices and clinics throughout the community, Carbondale has been at the forefront of bringing advanced medical care to the region. The range of services offered include a top-rated obstetrics center and pediatrics specialists, as well as advanced services such as neurosurgery, vascular thoracic surgery, and cardiac care. These facilities have more than 1,000 employees and continue to grow as new and expanded services are added.

The City and SIUC also worked together on the SIUC Research Park, which is a business incubator and an effort to market the exciting research conducted by SIUC professors.

CITY GOVERNMENT

With a progressive home-rule local government, the City of Carbondale has a professional administration operating under the council-manager form of government. The City Council is composed of

the Mayor and six Council Members, all elected at large on a non-partisan basis for four-year terms. The City employs approximately 260 full-time employees and provides basic services including police, fire, code enforcement, zoning administration, economic development, street maintenance, refuse, recycling, water and sewer. The City has established partnerships with local agencies for economic development, tourism and the delivery of social services.

The City's fiscal health is very strong. Fund balances currently exceed the City's policy for reserve funds. Effective January 1, 2008, the City added a one half percent to the sales tax, which is estimated to generate \$2.6 million annually. In addition to dedicating up to \$1 million of this increase to SIUC's Saluki Way, the balance of the increase is dedicated to new police and fire stations and to developing green spaces. The City's Home Rule Sales Tax was increased by one half percent in July 2010, for General Fund operating purposes. The City's total annual budget is \$40.9 million. The City has received the GFOA's Distinguished Budget Presentation Award for 18 consecutive years and the GFOA's Certificate of Achievement for Excellence in Financial Reporting for 14 consecutive years. The City has an S & P Bond Rating of AA-.

CITY OF CARBONDALE

Finance

The Finance Department provides sound financial advice to the City Manager, City Council and all departments and provides professional financial management support to help maintain a fiscally sound government organization that conforms to legal requirements and generally accepted financial accounting principles and standards. The Financial Management Division consists of four diversified, but interrelated functions: Financial Administration, Accounting, Revenue and Purchasing/ Risk Management. The Department also manages the Information Systems and Public Parking Services Divisions.

Police

Employing 66 sworn officers, the Carbondale Police Department is considered to be among the best law-enforcement agencies in the region. The department was one of the first departments outside of the Chicago area to be accredited under the IL Law Enforcement Accreditation Program (ILEAP) and has maintained the accreditation. CPD employees are represented by the Fraternal Order of Police, Lodge No. 192 and the Illinois State Fraternal Order of Police Labor Council.

Fire

The Carbondale Fire Department operates from two fire stations in the community and includes 30 full-time paid firefighters. The department's ISO rating is 4, and it responds to fires, emergency rescues, hazardous materials incidents, and natural disasters. The department also operates the Emergency Management Services Agency, which is certified by the State of Illinois. The employees are represented by the International Association of Firefighters, Local No. 1961.



CITY OF CARBONDALE

Public Works

The Public Works Department is responsible for a wide variety of services which include maintaining traffic control signs, signals and street markings; snow and ice control; streets; sidewalks and alleys; storm sewers and City-owned properties; maintenance of vehicles, streetscapes, cemeteries, City equipment, water/wastewater plants and infrastructure; provides water and wastewater testing; weekly refuse and recycling pick-up service; and engineering support to all City departments and to the five-year Community Investment Program. Employees are represented by the Teamsters Local No. 347 and Local No. 160 of the Plumbers and Pipefitters.

Development Services

The Development Services Department is responsible for community and economic development activities, including planning, zoning, site plan and subdivision review, housing rehabilitation and inspection, building inspection, code enforcement, historic preservation and downtown development. The Department is comprised of four divisions: Development Management, Planning Services, Building and Neighborhood Services and Downtown Development.

Legal Department

The Legal Department operates with two full-time attorneys plus office assistants. This office advises the Council on all legal matters, represents the City in legal proceedings, reviews and prepares legal documents and prosecutes violations of City Ordinances.

Administrative Services

The Administrative Services Department includes the Human Resources Office and the Civic Center. The Human Resources Office directs personnel and labor relations activities, all employee benefit programs, and the Affirmative Action /Equal Employment Opportunity Plan. The City Hall/ Civic Center complex houses City administrative offices and provides a multi-purpose meeting facility for civic and social meetings.

ISSUES, CHALLENGES, AND OPPORTUNITIES

The following is a list of statements which embody some of the issues, challenges, and opportunities that City Officials think are important for the new City Manager to assist in addressing. They are not listed in order of priority or importance but are set forth to give candidates a sense of the type and scope of issues which the City will be addressing. The list is not to be considered exhaustive nor should the statements be interpreted as endorsing any particular course of action.

- The City recently revised the Comprehensive Plan. Based on widespread citizen input, the Plan focused on ways to revitalize the older, central city and promote Downtown redevelopment. It also established procedures to continually engage the public in updating the plan. The next City Manager is charged with making sure that the Plan is a living document that establishes City priorities and guides day-to-day decision-making.

CITY OF CARBONDALE

- Work with the new Mayor and City Council (four new Council members) elected or appointed, who began serving in May, 2011, to insure open communication between Council members on community issues.
- Economic Development—respond to aggressive competition from neighboring communities. Carbondale has been extremely progressive in its approach to economic development. The next City Manager will be expected to be innovative, with a willingness to take calculated risks to enhance the City's future.
- Balance the perceived needs of staff with the realities faced by the City Council.
- Work on efforts to complete long-range capital improvements planned for water and sewer infrastructure, including the implementation of rate increases.
- Continue the drive to improve the quality of life in Carbondale by resolving ongoing nuisance and maintenance problems, through enforcement of existing ordinances and, by recommending to Council ordinance changes that may be necessary to resolve these issues in order to preserve a sense of community and safety in all areas of the City.
- Completion of plans, financing and construction of a new Fire Station, as a follow up to commitments made when the Home Rule Sales Tax was increased.
- Proactively work with other governmental bodies such as University, School District, Park District, other municipalities, state agencies, etc., to maximize benefits and services to residents.
- The next City Manager will follow well-respected and highly-regarded city managers who have served the City with distinction. Over the last several years, the City has experienced the retirement of several department heads, providing for a loss of institutional knowledge. The next City Manager will need to establish early credibility with the elected officials, municipal organization, university officials and the community.
- University/Community relations have improved markedly in the last few years. The momentum should be maintained and further progress is always desirable.
- Housing issues, especially related to students and low/moderate income residents continue to demand special attention from the local government. These include placement and impact of new housing as well as efforts to reinvigorate and transition the existing housing stock.



CITY OF CARBONDALE

- The City's relationships with various populations within the community, including students, minorities, and neighborhoods require vigilance, sensitivity, and progressive efforts in service delivery.

CITY MANAGER QUALIFICATION CRITERIA

The current and predictable issues, needs, and challenges confronting the City of Carbondale call for particular experience, skills, and professional commitment on the part of Candidates for the position of City Manager. The following factors of education, experience, management style, and personal traits have been identified as *ideal* attributes for the City Manager to possess in order to function effectively in the position. Residency in the City is required within a reasonable amount of time following appointment as determined by the Mayor and City Council.

Education and Experience

A bachelor's degree from an accredited college or university is required; a graduate degree in public administration or related field is strongly desired.

Have proven executive-level management experience with at least seven years of progressively responsible experience; experience in a full-service municipality of similar size and complexity is preferred.

Experience in a university community is strongly recommended.

Have the experience to effectively translate Mayor and City Council direction promptly, accurately, and supportively to staff, ensuring timely implementation of policy direction and staff accountability for project assignments. Be responsive to Mayor and Council requests.

Possess strong financial management abilities involving budget development and controls, financial forecasting, proven and sustainable revenue generation, and capital improvement programming; have excellent analytical skills. The Carbondale budget is an award-winning effort.

Have experience working with actively involved elected officials, other City department heads and staff, and a participatory public in a positive, cooperative, and team-oriented approach to addressing issues and solving problems.

Understand and practice the principles of the council-manager form of government; prepare and share information equally with the Mayor and Council; provide the Mayor and Council with alternatives and make a recommendation to the Mayor and Council on all matters that come before them.



CITY OF CARBONDALE

Have experience with urban renewal and central city revitalization.

Possess knowledge of economic development tools, programs, and strategies and have a positive record in overall economic growth and development and downtown revitalization, including a positive record of interaction with business leadership.

Have knowledge of and experience with a wide variety of creative and innovative housing alternatives available through both private sector developers and public and not-for-profit programs and partnerships.

Have experience with and an appreciation of the contributions that educational, cultural, recreational, and historical amenities make to a community which enjoys and appreciates a high quality of life for all of its residents.

Have the experience and ability to interact successfully and positively in a participatory open climate, working in a cooperative, effective and friendly manner with diverse interests and opinions represented by the business community, educational community, various citizen groups and other interested parties; show genuine interest in the suggestions and input of all members of the community.

Have demonstrated excellent oral and written communication skills and the ability and willingness to communicate openly and transparently with the Mayor, City Council, employees, and community.

Have experience in and knowledge of employee and labor relations and possess a reputation for dealing openly and fairly with both individual employees and employee groups.

Have experience developing and implementing a strategic planning process which anticipates future opportunities, issues, and concerns, and development of annual and longer-range plans and priorities for the community.

Be experienced in intergovernmental relations, working with local and regional jurisdictions, and state and federal agencies in a constructive and cooperative manner. Experience working with higher education and major medical institutions is a plus.

Have a demonstrated record of applying technology systems and technology transfer to ensure effective use of computer applications and related technology by all appropriate functions of the City government; personally be computer literate.

Have or be willing to develop a working knowledge of environmentally sustainable policies appropriate for local government; be current on issues pertaining to sustainability.

Be capable of effectively communicating the City's approved policy positions to the media and community groups and organizations.

Have the experience and ability to recruit and retain high quality professional staff and be supportive of professional development for staff.

CITY OF CARBONDALE

Management Style and Personal Traits

Possess complete integrity and exemplify professional and personal characteristics of impeccable behavior which meet the highest standards.

Be an excellent communicator; a good listener; be someone who honestly and openly seeks and enjoys the input of others whether they are citizens, staff, or elected officials.

Have strong leadership skills.

Be a strong administrator who is self-confident and has the courage of her or his convictions to present carefully thought-out policy-related alternatives and recommendations for Council action, while recognizing the importance of carrying out the direction of the policy decisions of the Mayor and Council.

Have maturity, professional stature, and personal style which will establish early credibility with City Officials, employees, and the community at large.

Be comfortable in a stand-alone community that is a leader in the region.

Have a high energy level and enthusiasm for meeting the challenges and responsibilities of the City Manager's position; have a strong work ethic; set a good example.

Exemplify and be committed to a customer-service orientation and be able to exemplify, promote and support such an orientation among staff throughout the organization.

Delegate broadly and provide latitude to professional staff, while being personally knowledgeable of the status of municipal activities and projects and holding staff accountable for results; be able to challenge staff to be creative and innovative in addressing community issues.

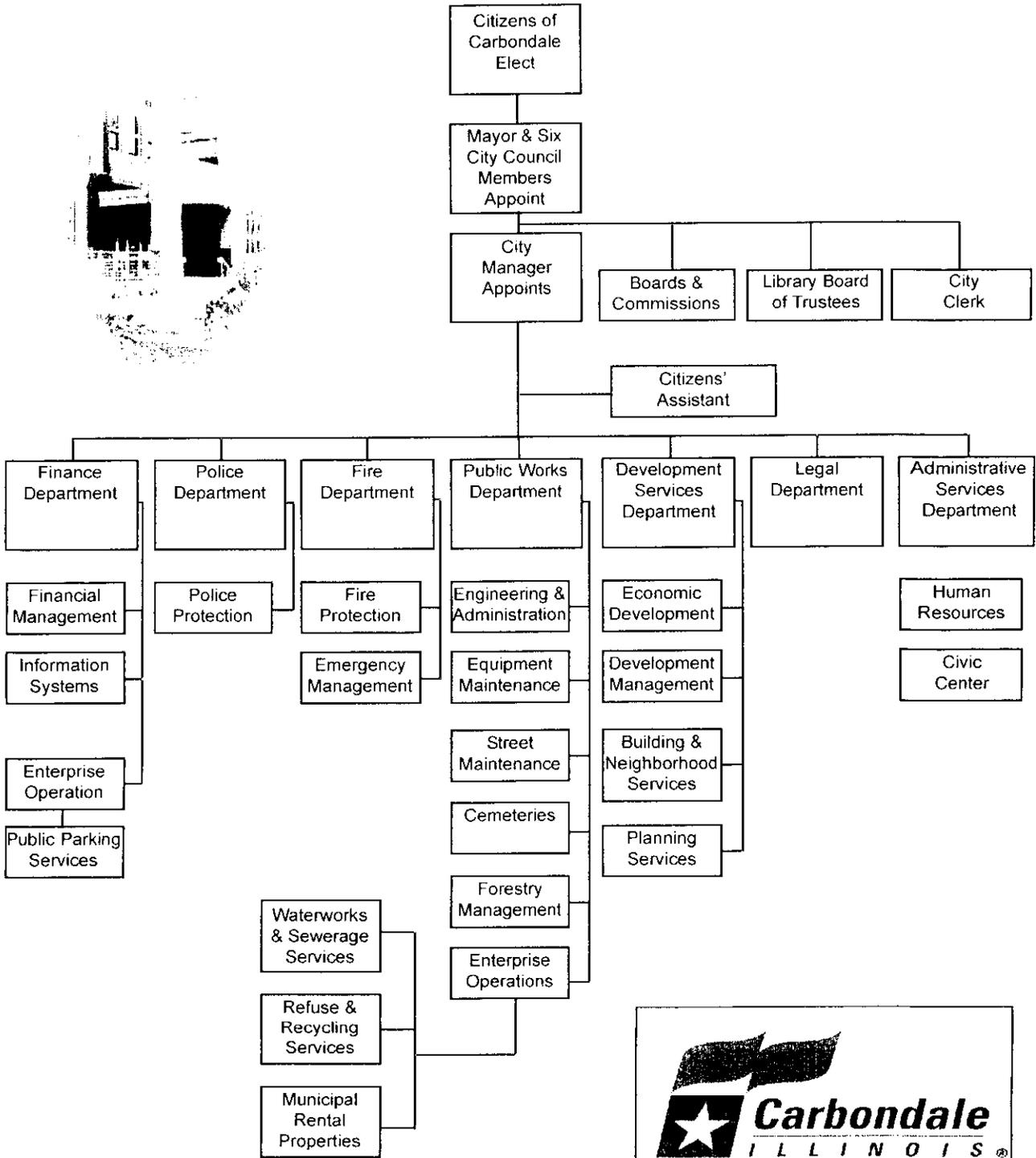
Believe in and practice participatory team management; be a consensus builder; have faith in managers and give them opportunities to take calculated risks.

Be open to and promote new ideas and initiatives.

Be active in the community, personally taking part in civic and community activities and events.

CITY OF CARBONDALE

City of Carbondale, Illinois Organizational Chart



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 3, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause and Fitzsimmons; City Manager Dempsey; City Clerk Miller; Police Chief Knobelsdorf

Absent: Council Member Sunstrum

Guests: Kathy Parsons; Roger Manning; Ted Alberta of Portland Products; Kristy Reynolds of the Portland District Library; Tom Thelen of the Review & Observer

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

Motion by Krause, supported by Fitzsimmons, to approve the Agenda with the addition to excuse Council Member Sunstrum.

Yeas: Krause, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sunstrum

Adopted

Motion by VanSlambrouck, supported by Krause, to excuse Council Member Sunstrum from the meeting.

Yeas: VanSlambrouck, Krause, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

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

City Manager Dempsey reported that Danby Township has agreed to consider a Recreation Services Agreement to contribute funds to recreation programs so that participants from Danby Township would pay the same rates as those from Portland Township and the City of Portland.

Parks, Recreation and Cemetery Director Scheurer is training Recreation Programmer Brown on some of her duties. This will allow for some savings in the Recreation Fund as the functions will be performed at a lower pay rate.

City Manager Dempsey stated that spring weather is here, meteorologically speaking, and commended City workers for their continued efforts during this winter season and into the spring season.

Tornado siren testing began this past weekend and will continue through October with testing on the first Saturday of each month, unless threatening weather is present.

Mayor Barnes opened the Public Hearing at 7:24 P.M.

City Manager Dempsey explained that the purpose of this Public Hearing for the proposed Downtown Development Authority Amended Development Plan and Tax Increment Financing Plan is to provide the public with an opportunity to comment.

He further explained Tax Increment Financing and that the same tax amount will be paid by property owners. The only change is what entities the collected funds are distributed to.

The DDA has done a tremendous job since its creation to prevent blight and increase property values: most notably with the construction of City Hall. Approximately \$300,000 is collected per year by the DDA and has been used for the most part to pay debt on City Hall. The current plan is scheduled to sunset when City Hall is paid off.

Over the years, the original DDA plan has morphed into an organization realizing many other goals and opportunities through the Main Street program. There are additional future plans and projects as well as the requirement for a full-time Main Street manager.

The Michigan Legislature is considering proposed legislation that would drastically change the structure of all DDA's going forward. The DDA in Portland decided to take action and consider what they would like to accomplish over the next several years, both short-term and long-term. The proposed plan outlines those goals.

With growth in Portland's DDA since its creation, the number of residents in the DDA has risen to over 100 individuals which require the formation of a Citizens' Advisory Council. The DDA has proposed reducing its size. Because they do not want to be perceived as not wanting public comment they have gone beyond the posting requirements laid out by statute. The City has really tried to inform the public of what is going on, but they have not received very much feedback. There were four attendees at the public information meeting held on Monday, February 24th at City Hall. Less than half a dozen calls have been received at City Hall in regard to this issue.

City Manager Dempsey further noted that all of the required notices have been published.

City Manager Dempsey noted some of the projects listed in the proposed Downtown Development Authority Amended Development Plan and Tax Increment Financing Plan:

- Pay off of City Hall debt
- Street/sidewalk improvements
- Street/sidewalk improvements on Bridge St.
- Divine Highway bridge repairs
- Provide funding for snow removal in the central business district where there is no place for snow storage.
- Streetscape and parking lot improvements
- Street lighting improvements (changeover to LED)

- Sealing/lining of parking lots
- Kent Street enhancements
- Fencing around the parking lot at Bridge and Canal Streets
- Promotional and identity building
- Design a community entrance feature
- Continue the annual fireworks sponsorship
- Continue holiday decorations
- Splash pad/spray park
- Paint and repair the railroad bridge across the Grand River
- Light the Veterans Bridge
- Trail maintenance in the downtown
- Establish a public art program
- Continue the Downtown Sign Grant & Façade Grant Programs

City Manager noted that no action will be taken tonight as no action can be taken until 60 days after the Public Hearing.

There was no public comment.

Mayor Barnes asked City Manager Dempsey to explain the rationale for the requirement of a Citizens' Advisory Council.

City Manager Dempsey explained that the DDA Act of 1976 was during a period of Urban Renewal. Local governments were using eminent domain to tear down old buildings and construct new ones. The Citizens' Advisory Council requirement was put in place in order that governments needed to hear the opinions of the residents in the area if a certain population was present.

Mayor Barnes closed the Public Hearing at 7:46 P.M.

Under New Business, the Council considered Resolution 14-16 to amend the Budget for Fiscal Year 2013-2014. The Finance Director has reviewed current fund balances and expenditures and recommends the Council approve the proposed amendments.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-16 to amend the Budget for Fiscal Year 2013-2014.

Yeas: VanSlambrouck, Fitzsimons, Krause, Barnes

Nays: None

Absent: Sunstrum

Adopted

The Council considered Resolution 14-17 for a contractual rate increase for residential trash pick-up provided by Granger Container. The City entered a contract for residential trash pick-up with Granger Container Service that allows the contract to be increased based on the Consumers Price Index (CPI) capped at 3% for the period of February 1, 2014 through January 31, 2017. Granger has requested a CPI adjustment for the upcoming year of 1.6% based on information from the U.S. Bureau of Labor Statistics.

Motion by Krause, supported by Fitzsimmons, to approve Resolution 14-17 approving a contractual rate increase for residential trash pick-up.

Yeas: Krause, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sunstrum

Adopted

The Council considered Resolution 14-18 to approve an Equipment Use Agreement between Portland Area Ambulance and Sparrow Hospital Association and McLaren Greater Lansing, the Hospitals. The Edward W. Sparrow Hospital Association and McLaren Greater Lansing have requested the Portland Area Ambulance and other ambulance/EMS agencies to enter an Equipment Use Agreement for the LifeNet System 5.0 which the Hospitals will purchase and donate to the ambulance/EMS agencies for use pursuant to the terms of the agreement so that there is uniformity in transmitting EKG information on patients being transmitted to the Hospitals. The agreement states the City will be responsible for insurance, repair and maintenance of the equipment and any connectivity charges after the first year. The City's Ambulance Department already pays connectivity charges for transmitting EKG information.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 14-18 approving an Equipment Use Agreement between Portland Area Ambulance and Sparrow Hospital Association and McLaren Greater Lansing.

Yeas: Krause, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

The Council considered Resolution 14-19 for the Mayor and Clerk to sign an agreement for Sheriff's Office services between the City of Portland and Ionia County so that Ionia County Deputies can be used to cover unfilled shifts so the City can maintain 24/7 law enforcement coverage. The City previously approved this agreement to expire on March 31, 2014. The City anticipates it will continue to have difficulty covering all shifts necessary to maintain 24/7 coverage over the next year due to turnover, work limitations and time off requests. The hourly rate in the Sheriff's Office Services Agreement 2014-2015 is \$40.45 which is \$1.18 higher than the prior contract, largely due to increases in health care costs paid by the County.

Mayor Barnes wished Police Chief Knobelsdorf a Happy Birthday and asked if there have been any problems with the Ionia County Sheriff's Office covering shifts in Portland.

Chief Knobelsdorf stated the deputies do a good job; they are professional and provide all necessary services to the residents. They don't provide the same level of service as our local police officers. For example, unlocking a car with keys locked inside. Chief stated that he tries to schedule their services in the early morning hours when there is low traffic and movement of residents. The City very much appreciates their service.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-19 approving, authorizing, and directing the Mayor and Clerk to sign an agreement for Sheriff's Office services between the City of Portland and Ionia County.

Yeas: VanSlambrouck, Fitzsimmons, Krause, Barnes

Nays: None

Absent: Sunstrum

Adopted

The Council considered Resolution 14-20 to approve the Board of Light and Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency (MPPA) to remain in compliance with its previously approved Risk Policy and Hedge Plan. The Board of Light and Power met on February 25th to review the parameters of the proposed capacity purchase and is recommending the Council authorize Electric Superintendent Hyland or the City Manager to sign an authorized Member Representative Authorization Letter to approve the purchase for a total commitment not to exceed \$181,320.

Mayor Barnes commented that this is a very complex process and he is very grateful to have Electric Superintendent Hyland on staff. His wealth of knowledge and expertise helps the City provide a very reliable electric service at the lowest rates possible.

Motion by Krause, supported by Fitzsimmons, to approve Resolution 14-20 approving the Board of Light and Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency.

Yeas: Krause, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sunstrum

Adopted

The Council considered Resolution 14-21 to approve the Board of Light and Power's recommendation to award electric undergrounding work to Cook Brothers Excavating, Inc., who has agreed to hold their prior year's bid prices for additional work this summer to continue undergrounding electric lines along Gibbs Road, Friend Road, Maynard Road, Riverest Road and Oak Road. The Board of Light and Power met on February 25th and reviewed the proposed scope of work and estimated cost based on the previous contract with Cook Brothers Excavating, Inc. and approved a recommendation to the City Council to approve the projects for construction in 2014 and 2015.

Motion by VanSlambrouck, supported by Krause, to approve Resolution 14-21 approving the Board of Light and Power's recommendation to award electric undergrounding work to Cook Brothers Excavating, Inc.

Yeas: VanSlambrouck, Krause, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

Motion by Krause, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on February 18, 2014, payment of

invoices in the amount of \$53,315.31 and payroll in the amount of \$123,158.01 for a total of \$176,473.32. There were no purchase orders over \$5,000.

Yeas: Krause, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sunstrum

Adopted

Under Public Comments, Police Chief Knobelsdorf commented that he was hired by the City of Portland under City Manager Dempsey's management. He further commented that he regrets seeing City Manager Dempsey leave but he wishes him all the best. He has never worked with anyone of the same caliber as City Manager Dempsey, he does an excellent job of managing the City's budget while meeting the needs of the people.

Under Council Comments, Mayor Barnes presented City Manager Dempsey with a plaque in sincere appreciation of his service to the City of Portland. His excellent leadership, expertise and professionalism will be missed. He further wished City Manager Dempsey good luck and all the best in the future.

Council Member Krause commented that in talking with individuals she has realized how respected City Manager Dempsey has been for staying with the City of Portland for so long as it is a very difficult job. She expressed her sincere appreciation.

Mayor Pro-Tem VanSlambrouck echoed the same sentiments. City Manager Dempsey's service to the City of Portland is unparalleled. He further expressed his appreciation for everything he has done for the City of Portland and personally for him as a council member.

Council Member Fitzsimmons echoed the same, and commented that we still have his phone number.

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

Yeas: VanSlambrouck, Krause, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

Meeting adjourned at 8:01 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the March 3, 2014 City Council Meeting

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause and Fitzsimmons; City Manager Dempsey; City Clerk Miller; Police Chief Knobelsdorf

Absent – Council Member Sunstrum

Public Hearing on the Proposed Downtown Development Authority Amended Development Plan and Tax Increment Financing Plan

Approval of Resolution 14-16 to amend the Budget for Fiscal Year 2013-2014. The Finance Director has reviewed current fund balances and expenditures and recommends the Council approve the proposed amendments.

All in favor. Approved.

Approval of Resolution 14-17 approving a contractual rate increase for residential trash pick-up.

All in favor. Approved.

Approval of Resolution 14-18 approving an Equipment Use Agreement between Portland Area Ambulance and Sparrow Hospital Association and McLaren Greater Lansing.

All in favor. Approved.

Approval of Resolution 14-19 approving, authorizing, and directing the Mayor and Clerk to sign an agreement for Sheriff's Office services between the City of Portland and Ionia County.

All in favor. Approved.

Approval of Resolution 14-20 approving the Board of Light and Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency.

All in favor. Approved.

Approval of Resolution 14-21 approving the Board of Light and Power's recommendation to award electric undergrounding work to Cook Brothers Excavating, Inc.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 8:01 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

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
NRWA	01935	2014 MEMBERSHIP NRWA - WATER	590.00
BUSINESS CARD	02075	POSTAGE, SUPPLIES, -GEN, ASSES, ECODEV, REG, ELEM	678.43
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	942.48
ACCESS SELECT SECURITY INC.	02253	LOCKS KEY KEY BOX IN AMBULANCE- AMBULANCE	104.85
ARCOM TECHNICAL SERVICES	01810	PORTLAND DAM MANAGEMENT- ELECTRIC	333.75
ARCOM TECHNICAL SERVICES	01810	PORTLAND DAM MANAGEMENT- ELECTRIC	1,431.91
ARCOM TECHNICAL SERVICES	01810	PORTLAND DAM MANAGEMENT - ELECTRIC	1,432.00
BOUND TREE MEDICAL LLC.	01543	ALS TRAINED PRO EDUCATION - AMBULANCE	1,000.50
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	400.81
B&W AUTO SUPPLY, INC.	00020	SUPPLIES, PARTS - ELEC, WTR, MIX EQUI	400.54
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	410.14
CREATIVE PRODUCT SOURCING INC	02105	WARE SUPPLIES - POLICE	2,400.00
EP MAILING SOLUTIONS	01758	POSTAGE EXPEN - GENERAL	11.00
GANNETT MICHIGAN NEWSPAPERS	00236	LEGAL NOTICES - GENERAL, LIFE	12,490
GARY'S HEATING SERVICE INC	00826	REPLACE HEATERS - ELECTRIC	1,112.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - COMM PRK, POLICE, ELECTRIC	144.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WTR	144.00
GRANGER CONTAINER SERVICE	00175	RECYCLING REFUSE	1,144.00
THOMAS HEALE	02251	TRAINING SEMIN - POLICE	300.00
HYDRO DESIGNS, INC.	01308	INSPECTION & REPORTING SVS - WTR	145.00
INTERSTATE AIR BATTERY CENTER	00201	BATTERIES - WASTE WTR	17.00
KREWSCH SUPER SERVICE	00229	PROPANE - WATER	43.02
LITE'S PLUS	00243	LIGHT BULBS - POLICE	30.00
LYONS TOWNSHIP	00243	REIMB FOR PAYMENTS - AMBULANCE	100.00
NEL CAKLEY	NRSC	EDUCATION ASSISTANCE WITH AOLS PROGRAM - AMBUL	300.00
MICHIGAN ELECTION RESOURCES	00272	QVF VOTER ID CARD - ELECTIONS	99.22
MIDWEST GAS INSTRUMENT SVC	00300	FREIGHT & INSURANCE - WASTE WATER	12.14
MOTION INDUSTRIES	02154	FLEX SILVER EPDM- WASTE WTR	57.00
MUNICIPAL INSPECTION SERVICES	00025	NON BUSINESS PERMITS - GENERAL	1,141.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	COUPLING, BRASS NIPPLE - WATER	107.60
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	59.25
R.H. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	54.50
SEBEWA TOWNSHIP	01125	REIMB FOR PAYMENTS - AMBULANCE	127.71
S&K TROPHIES AND PLAQUES	00401	TROPHIES FOR BASKETBALL/VOLLEYBALL - REC	147.50
S&K TROPHIES AND PLAQUES	00401	TROPHIES WOMEN'S BEACH - REC	10.00
TON'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	473.43
UPS	0150	POSTAGE - WASTE WTR	14.54
VERIZON WIRELESS	00170	PHONE SVC - CITY MGR, DEM, PRES, AME, ELEC	561.54
DAVID ANTAYA	0150	ENERGY OPTIMZ - ELECTRIC	52.11
STATE OF MICHIGAN	00428	SALES TAX - ELECTRIC	13,045.15
CINTAS-725	00093	UNIFORM & BUG CLEANING - VARIOUS DEPTS	447.00
CENTURYLINK	01567	TELEPHONE SVC - VARIOUS DEPTS	111.00
JAMES KNOBELSDORF	02255	REIMBURSEMENT FOR MANUALS, CERTIFICATES-POLICE	51.00
NESCO	00022	SWITCH - ELECTRIC	5,173.00
NICKINSON WRIGHT PLLC	00244	LEGAL SERVICES - EDIN LEV	14.00
KENDALL ELECTRIC	01218	EXIT LAMPS - ELECTRIC	13.00
KENDALL ELECTRIC	01218	FUSES - ELECTRIC	112.00
FLEIS & VANDENBRINK	00100	ENGINEERING SVC WATER RELIABILITY STUDY-WTR	1,000.00
FLEIS & VANDENBRINK	00083	WELLHEAD PROTECTION PROGRAM -WELLHEAD	201.51
GORMAN LAW PLLC	02050	MARCH LEGAL SERVICES - POLICE	501.00
HASSELBERG-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	150.00
HASSELBERG-CLARK	02073	CITRY HA COPY MACH-POL, FIRE, CODE, AMB	171.00
MFR BILLING	01780	MONTHLY BILL SERVICE - AMBULANCE	702.00
MRE SERVICES, INC.	00316	COMPUTER SERVICES - GENERAL, AMBULANCE	484.10
PORTLAND CIVIC CLUB	00364	2014 MEMBERSHIP - CITY MANAGER	200.00
POWER LINE SUPPLY COMPANY	00399	BATTERY REPLACEMENT FOR ENCLOSURE - ELECTRIC	1,108.88
SCHAFER PETROLEUM, INC.	00405	GALLONS OF DIESEL FUEL - ELECTRIC	1,107.00
RURAL GAS & APPLIANCE	00398	PROPANE FOR OLD REC OFFICE - PARKS	420.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CAPITAL CITY INT'L TRUCKS	00068	NAVISTR STARTER - MTR POOL	240.36
CAPITAL CITY INT'L TRUCKS	00069	LIGHT BOX VADDER TRUCK - MOTOR POOL	47.02
ESN SPORTS	00911	VOLLEYBALLS - RECREATION	159.84
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR- ELECTRIC	225.00
MUNICIPAL SUPPLY CO.	00324	COUPLING - WASTE WTR	21.30
MUNICIPAL SUPPLY CO.	00324	CAN, ONE PIECE - WASTE WTR	58.94
SPRINT	00859	CELL PHONE - POLICE	121.09
CHEEKY MONKEYS	01780	COFFEE, BILLS - ELECTION	11.80
PHYLLIS BEARD	00489	ELECTION WAGES - ELECTION	114.65
NOREEN LOGEL	01105	ELECTION WAGES - ELECTION	114.65
GENEVIEVE LEHMAN	00502	WAGES - ELECTION	114.65
CAROL MCLANE	01260	WAGES - ELECTIONS	114.65
YVONNE M. MILLER	01037	WAGES - ELECTIONS	114.65
KAY PARKHOUSE	01205	WAGES - ELECTIONS	114.65
ROSEMARY NELLER	01505	WAGES - ELECTIONS	114.65
LORETTA SCHRAUBEN	01470	WAGES - ELECTIONS	114.65
RICHARD FOHL	01108	WAGES - ELECTIONS	114.65
AMERICAN WATER WORKS ASSOC.	00378	AWWA RENEWAL - WATER	70.00
BADGER METER INC.	00347	SERVICE RENEWAL TRIMBLE - WATER	441.00
CHROUCH COMMUNICATION, INC.	00062	BATTERY - WATER	39.89
ELHORN ENGINEERING	00139	EL-CHLOR CARECY - WATER	351.20
GRAINGER, INC.	00172	BOX EAR PLUGS - WATER	41.85
GROSS MACHINE SHOP	00180	PICKING & REVALP - MTR POOL	49.97
MICHIGAN CAT	01920	HIGHER WATER - MOTOR POOL	247.96
MPC CASHWAY LUMBER	00317	INSULATION - WATER	115.40
MPC CASHWAY LUMBER	00317	SUPPLIES - WATER	7.39
PORTLAND TOWNSHIP TREASURER	00371	REVENUE SHARING - COMM FROM	4,344.40
WEX BANK	02181	GAS & DIESEL - ELECTRIC, MTR POOL	5,267.92
COLE FELDPAUSCH	MISC	BALL TOURNAMENT PEN REFUND - REC	125.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ERIK LITTS	01797	MILEAGE & PURCHASE REIMB - ASSESSING	142.64
PARABEE MECHANICAL, INC.	00148	INSPECTION & REPAIR VALVE LASH ADJUSTER-ELECTRI	3,470.60
BRIAN KRIEGER	00568	OFFICIALS - REC	46.00
RYAN WILCOX	01734	OFFICIALS - REC	40.00
FRED KRAMER	00564	OFFICIALS - REC	40.00
JORDAN RUSSELL	01377	OFFICIALS - REC	40.00
DAVID QUIGLEY	02005	OFFICIALS - REC	40.00
TODD SCHAEFFER	02152	OFFICIALS - REC	40.00
DONALD CHILDS	01078	OFFICIALS - REC	40.00
DONALD CHUBB	01739	OFFICIALS - REC	40.00
MIKE FULLER	01811	OFFICIALS - REC	40.00
BRANDON GRICE	00740	OFFICIALS - REC	40.00
JODI WOODMAN	02751	OFFICIALS - REC	40.00
MANDY SIMON	02084	OFFICIALS - REC	40.00
ALLISON RUSSELL	01804	SCOREKEEPERS - REC	20.00
SHELBI WILCOX	01433	SCOREKEEPERS - REC	20.00
TAYLOR WILCOX	01119	SCOREKEEPERS - REC	20.00
LAUREN RUSSELL	01134	SCOREKEEPERS - REC	20.00
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	14.00
STAPLES BUSINESS ADVANTAGE	00442	SUPPLIES, PAPER, MONITOR - VARIOUS DEPT	205.63
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	7,184.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - GEN, PARKS, MIF POOL	3,410.00
LEXISNEXIS RISK DATA MANAGEMENT	IN01309	PEOPLE SEARCHES - GENERAL, POLICE	50.00
CITY OF PORTLAND-PRETTY CASH	00701	POSTAGE, MILEAGE REIMB - ELECTIONS, GEN, CO, INC	180.93
NACE SMITH	MISC	EBALL TOURNEY REFUND - REC	145.00
TOM DENPSEY	00886	CONFERENCE REIMB - CITY MANAGER	143.13
Total:			\$47,401.76

**BI-WEEKLY
WAGE REPORT
March 17, 2014**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	10,342.08	175,403.47	3,313.20	89,835.64	265,239.11
ASSESSOR	1,191.00	23,068.68	381.62	7,108.71	30,177.39
CEMETERY	1,548.29	56,064.18	506.19	19,359.76	75,423.94
POLICE	12,646.54	257,163.23	1,755.19	88,702.79	345,866.02
CODE ENFORCEMENT	570.03	11,922.79	182.31	3,816.82	15,739.61
PARKS	1,392.91	43,072.38	457.30	11,900.32	54,972.70
INCOME TAX	1,453.80	28,470.00	457.73	19,075.81	47,545.81
MAJOR STREETS	4,352.42	68,350.57	1,802.93	42,928.33	111,278.90
LOCAL STREETS	1,916.36	44,927.42	790.31	28,231.06	73,158.48
RECREATION	1,758.80	40,591.83	559.26	19,125.79	59,717.62
AMBULANCE	6,926.16	192,943.40	1,655.73	39,000.09	231,943.49
DDA	1,857.24	31,150.94	590.50	10,138.07	41,289.01
ELECTRIC	14,354.83	325,624.71	5,417.67	167,534.80	493,159.51
WASTEWATER	8,247.48	162,138.66	2,975.95	87,859.12	249,997.78
WATER	5,683.98	105,146.12	2,165.73	50,204.17	155,350.29
MOTOR POOL	1,230.71	44,979.97	505.80	27,222.74	72,202.71
TOTALS:	75,472.63	1,611,018.35	23,517.42	712,044.02	2,323,062.37

**BI-WEEKLY CASH BALANCE ANALYSIS
3/17/2014**

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	608,985.28	72,669.16	50,273.51		20,265.00	611,115.93	235,000.00	846,115.93
INCOME TAX	6,923.88	35.10	2,033.76			4,925.22	10,000.00	14,925.22
MAJOR STREETS	167,662.08	17,862.81	6,213.65		3,615.00	175,696.24	-	175,696.24
LOCAL STREETS	16,780.30	6,060.11	2,730.65		3,246.00	16,863.76	-	16,863.76
RECREATION	(17,415.92)	12,016.31	4,187.23	15,000.00		5,413.16	-	5,413.16
AMBULANCE	127,846.43	11,507.46	14,116.09		4,167.00	121,070.80	-	121,070.80
CAPITAL IMPR-WELLHEAD GRANT	(644.25)		291.61			(935.86)		(935.86)
CAPITAL IMPROVEMENT-STREETS	1,345,707.87				7,102.42	1,338,605.45		1,338,605.45
REFUSE COLLECTION	27,669.10	2,651.40	8,495.61			21,824.89	-	21,824.89
ELECTRIC	158,850.36	85,377.40	145,458.22		383.00	98,386.54	545,000.00	643,386.54
WASTEWATER	(41,255.62)	23,558.30	32,132.36		2,942.00	(52,771.68)	-	(52,771.68)
WATER	486,153.44	17,315.98	12,365.83		2,584.00	488,519.59	420,000.00	908,519.59
MOTOR POOL	(20,935.09)	414.15	10,798.64	22,202.00		(9,117.58)	-	(9,117.58)
DDA	37,294.03					37,294.03	-	37,294.03
TOTALS:	2,903,621.89	249,468.18	289,097.16	37,202.00	44,304.42	2,856,890.49	1,210,000.00	4,066,890.49
							385,000.00	385,000.00
							170,000.00	170,000.00
							130,000.00	130,000.00
							535,345.51	535,345.51
							110,536.61	110,536.61
							135,667.71	135,667.71
							72,196.72	72,196.72
							113,985.74	113,985.74
							2,862,732.29	5,719,622.78

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

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

PURCHASE ORDER

CITY OF PORTLAND

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

TO _____

SHIP TO _____

802-549-775

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
					18-1031	
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



WESCO
DISTRIBUTION*
1255 Danner Drive
Aurora OH 44202

ORIGINAL

CUSTOMER NUMBER	INVOICE DATE	PACKING SLIP NO.	INVOICE NUMBER
35860-01	03/05/2014	11260801	137425
BRANCH CODE	CUSTOMER ORDER NUMBER		PAGE
7670	PO# 13-1038		1 of 1

REMIT TO:

WESCO RECEIVABLES CORP
PO BOX 642432
PITTSBURGH PA 15264-2432

SOLD TO:

3391 1 MB Q.435 E0065X I0109 D905215248 P1853973 0001:0001



CITY OF PORTLAND
259 KENT ST
PORTLAND MI 48875-1495

SHIP TO:

CITY OF PORTLAND
ELECTRIC DEPT
723 E GD RIVER AVE
PORTLAND, MI 48875

INVOICE		***INVOICE***		***INVOICE***			RETURN MATERIAL WILL NOT BE ACCEPTED WITHOUT AUTHORIZATION
SHIPPING DATE & ROUTING	FOB	SHIPPING TERMS	NO. OF INVOICES	B/L	INV. REQ.		
03/04/2014 R&L	P/S	PREPAID-NO CHARGE	02	N			

LINE NO.	CATALOG NUMBER AND DESCRIPTION	I.D. NUMBER	QUANTITY		UNIT PRICE	U/M	SELLING PRICE		EXTENSION
			QUANTITY SHIPPED	BALANCE DUE			DISCOUNT		
							TRADE	CASH	
020	AB*ESP312-T-22**PAD GEAR 2 WAY	804235	1	0	5,168.000	E	0.00	0.00	5,168.00
021	MATERIAL SHOULD INCLUDE								
022	2 PIECES:								
023	ESP312-T								
024	AND								
025	1MVS3 200A SWITCH								
026	REF QUOTE#1694986								
	SUB TOTAL								5,168.00

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY WESCO'S STANDARD TERMS, BUYER AGREES THAT THE ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS INVOICE WILL BE GOVERNED BY WESCO'S TERMS AND CONDITIONS AVAILABLE AT [HTTP://WWW.WESCO.COM/TERMS AND CONDITIONS OF SALE.PDF](http://www.wesco.com/terms_and_conditions_of_sale.pdf), AS SUCH TERMS MAY BE UPDATED FROM TIME TO TIME, WHICH ARE INCORPORATED HEREIN BY REFERENCE AND MADE PART HEREOF. PLEASE CONTACT THE SELLER IDENTIFIED ON THIS INVOICE IF YOU REQUIRE A PRINTED COPY

TERMS	YOU MAY DEDUCT IF PAID WITHIN 10 DAYS - NET 30 DAYS >	0.00	TOTAL >	5,168.00
PAST DUE ACCOUNTS SUBJECT TO CHARGE OF 1.5% OR MAXIMUM PERMITTED BY LAW				

PURCHASE ORDER

CITY OF PORTLAND

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

TO FANBEE Mech

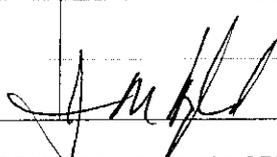
SHIP TO Eloc

SP2-539-979

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

3-12-14

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<u>NORDBERG ENG. REPAIR</u>		<u>\$7476.-</u>



NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE

ORIGINAL

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

Farabee Mechanical Inc.

637 Village View Dr.(lower)
 PO Box 1748
 Hickman, NE 68372

Invoice

DATE	INVOICE #
3/7/2014	031014-02

BILL TO
Mike Hyland City of Portland, MI 259 Kent Street Portland, MI 48875

SHIP TO

DESCRIPTION	P.O. NO.	TERMS	CONTRACT NUMBER
		Inspection	Net 30
	QTY	RATE	AMOUNT
Initial inspection		2,160.00	2,160.00
Replacement tubing and regulator		206.60	206.60
New valve lash adjuster		578.00	578.00
Rebuilt valve lash adjuster		312.00	312.00
Labor, tools and travel		4,220.00	4,220.00

Total USD

\$7,476.60

PURCHASE ORDER

CITY OF PORTLAND

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

TO New Kirk Etc

SHIP TO Etc.

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
3-14-14						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	RE-WIRE SWITCHGEAR					11500.-
	PER FORM MAINTENANCE ON					8500
	REFCLOSER					<u>20000</u>

[Handwritten Signature]

[Handwritten Signature]
AUTHORIZED SIGNATURE

NOT FOR RESALE FOR RESALE TAX NUMBER _____

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



March 14, 2014

Mike Hyland
City of Portland Electric Department
259 Kent Street
Portland, MI 48875

RE: Diesel Plant Padmounted Distribution Reclosers

Dear Mr. Hyland:

Newkirk proposes to provide labor and supervision to re-cable the 120VAC power and control cabling to and from padmounted reclosers located at the diesel generating plant and the multi-conductor cabling from the recloser to the recloser control panel.

Material, labor, and supervision \$11,500.00

Adder: Perform maintenance on the reclosers; remove from the metal enclosures, perform 5kVDC dielectric tests, measure contact resistance, drop the oil filled tanks and process the existing oil or pump out and replace with new processed oil. Verify operation of recloser; trip/close and reclosing timing.

Labor and supervision \$ 8,600.00

This proposal assumes the hard wired recloser can be removed from service for both the cable replacement and maintenance.

Sincerely,

NEWKIRK ELECTRIC ASSOCIATES, INC.

Ronald L. Harrie
Engineering Manager
rlharrie@newkirk-electric.com

cc: 14-48853

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, February 12, 2014 at 7:00 P.M.
In Council Chambers at City Hall

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

Absent: Gorman

Staff: City Manager Dempsey, City Clerk Miller

Guests: None

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

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

Motion by Kmetz, supported by Swaney-Frederick, to approve the amended Agenda to excuse Member Gorman not Member Clement.
All in favor. Approved.

Motion by Fitzsimmons, supported by Swaney-Frederick, to approve the minutes of the January 22, 2014 meeting as presented.
All in favor. Approved.

Under New Business, City Manager Dempsey presented the January 28, 2014 Review Draft of Danby Township Master Plan Update and noted there are not many significant changes. The changes are mostly to update demographic information. There is no conflict with the City of Portland Master Plan. Danby Township will be taking comments on the proposed Master Plan Update through March 14th.

City Manager Dempsey presented the revised draft amendments to the Zoning Ordinance with changes discussed at the Planning Commission meeting held on January 22nd.

City Manager Dempsey advised there will be a site plan submitted for review at the March Planning Commission meeting.

Under Member Comments, Vice Chair Clement noted the Portland Community Arts Council will host the Portland Plunge on March 1st at the Grand Dam Arts Center. This is their largest fundraiser.

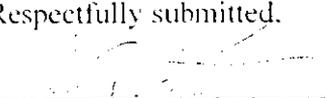
Vice Chair Clement asked City Manager Dempsey why there isn't an ice skating rink this year.

City Manager Dempsey stated there were not volunteers to build a rink as there have been in past years and it has also been more challenging this year with the amount of snow we have received. There are discussions about a pavilion being built near the Red Mill. If this happens, it may provide a better location for an ice skating rink in the future.

Planning Commission Minutes
February 12, 2014

Motion by Clement, supported by Kmetz, to adjourn the meeting at 7:14 P.M.
All in favor. Approved.

Respectfully submitted,



John Kmetz, Secretary

**PORTLAND POLICE DEPARTMENT
COUNTY REPORT**

February 1st – February 28th, 2014

TRAFFIC:

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

ARRESTS: 0

CONTACTS:

- PATROL CONTACTS: 00
- PROPERTY CHECKS: 00

The Ionia County Sheriff's Department was not utilized in the month of February

Portland Fire Department Monthly Alarms Report (Serving with Pride and Excellence)	Month of February 2014				Apparatus Response	Amount
	Danby Twp	Danby Twp	Portland Twp	City Portland		
Type of Call	Alarms	Manhours	Alarms	Manhours	Alarms	Manhours
Ambulance/Police Assits	1	28				Engine # 1 2
Dwelling						Engine # 7 5
Vehicle Fire	1	45				Engine # 11 2
Industrial/Commercial Fire						Tanker # 9 2
Wildland/Grass Fire						Brush # 6 1
Garage/Storage Building Fire						Brush # 8 1
Barn Fire						Brush # 12 1
Tree Down						Light/Air # 2 1
Power Line/transformer						Command 10 2
Rescue/Extrication/Water			2	15	1	10 Car # 4 2
Smoke Alarm						Quad # 51 2
Natural Gas/CO2 Leak			2	24		Marine # 3 2
Tornado Warning						
Total for Month	2	73	4	39	1	10 Year
Total for Year	4	99	5	59	5	93 Engine # 1 3
Mutual Aid Given		Alarms		Mutual Aid Received		Engine # 7 1
Grand Ledge		Manhours		Grand Ledge		Engine # 11 10
Westphalia				Westphalia		Tanker # 9 11
Berlin/Orange				Berlin/Orange		Brush # 6 2
Roxand Township				Roxand Twp		Brush # 8 2
Lyons/Muir				Lyons/Muir		Brush # 12 2
Pewamo				Pewamo		Light/Air # 2 3
Sunfield				Sunfield		Command 10 2
Delta Fire	1	24		Delta Fire		Car # 4 3
Other				Other		Quad # 51 3
Totals for Month	1	24		Totals for Month		Marine # 3 35
Totals for Year	5	139		Totals for Year		1 Total
	Alarms	Manhours				
Total for Month	8	146				
Total for Year	19	390				
Training for February 2013	Manhours	36	Training for Year	Manhours	102	Reported By
						Nick Martin, Fire Marshal

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR February 2014

NPDES COMPLIANCE

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

OPERATIONS

The WWTP treated and discharged 8.6 million gallons for the month of February.

The #2 raw sewage pump was sent to HydroDynamics for repair using our spare parts. The pump was back to us within three days. Mike and Tim reinstalled the pump. The pump is performing very well and is now available for the anticipated high flows that come with the onset of Spring.

Bruce Sabin and John Scheffers from Flies & Vandenbrink came to the Wastewater Treatment plant to look at the raw sewage pumps and the piping connecting them. John asked many questions about the pumps while Bruce was focused on the piping and hydraulics of our system. Bruce has been working on a summary of their evaluation of the Raw Sewage pumping problems and has stayed in touch with us about the progress on this.

Doug Sherman attended the SARA Title III, Tier 2 training seminar in Lansing in preparation of completing the report required by the MDEQ. There were several changes that were covered during this seminar that were helpful in completing the report and submitting before the March 1 deadline.

Three quotations for pump style samplers were obtained. Doug contacted the DEQ for advice on the location where the sample should be taken from. Cindy Sneller, the DEQ field environmental specialist for our plant, came to the site to become familiar with our process. She was then able to advise us if we needed a permit for this and where they would prefer the sample to be drawn from. No permit is necessary and she said that taking the sample from the influent channel would be the preferred location and if that did not work, we could then take it from the influent wet well ahead of the pumps.

Mike Owen and Scott Honsowitz came to me with a verbal grievance concerning the vacation time credited upon completion of 5 years of service. We discussed it and I told them that I would have to find out what the union contract language was concerning

User: NIKKI

DB: Portland

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	\$ BGDG USED
		AMENDED BUDGET	02/28/2014 (ABNORMAL)	MONTH 02/28/2014 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	986,000.00	947,512.90	2,786.80	38,487.10	96.10
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,600.00	0.00	0.00	1,600.00	0.00
101-000-445.000	PENALTY & INTEREST	8,000.00	6,526.44	193.77	1,473.56	81.58
101-000-445.022	1994A SPEC ASSESS - INTEREST	300.00	185.19	0.00	114.81	61.73
101-000-447.000	TAX COLLECTION FEES	42,400.00	40,507.84	3,105.43	1,892.16	95.54
101-000-448.000	SPECIAL ASSESSMENT FEES	15.00	13.92	0.00	1.08	92.80
101-000-451.000	BUSINESS PERMITS	100.00	1,048.40	265.00	(948.40)	1,048.40
101-000-453.000	CABLE TV FEES	28,000.00	22,709.96	7,693.64	5,290.04	81.11
101-000-455.000	TRAILER FEES	975.00	1,701.00	33.00	(726.00)	174.46
101-000-476.000	NON-BUSINESS PERMITS	1,500.00	5,444.00	3,725.00	(3,944.00)	362.93
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	5.79	0.00	(5.79)	100.00
101-000-501.000	CHRC-FEDERAL STIMULUS GRANT	0.00	0.00	0.00	0.00	0.00
101-000-510.000	COPS-CHRP GRANT	0.00	0.00	0.00	0.00	0.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,200.00	492.65	0.00	707.35	41.05
101-000-570.000	LIQUOR FEES	3,000.00	3,157.55	0.00	(157.55)	105.25
101-000-575.000	REVENUE SHARING-CONST SALES	290,915.00	199,290.00	48,623.00	91,625.00	68.50
101-000-576.000	REVENUE SHARING-STAT SALES	98,376.00	67,954.00	17,186.00	30,422.00	69.08
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00
101-000-620.000	PBT TESTING FEES	4,500.00	3,645.00	612.00	855.00	81.00
101-000-622.000	DEVELOPMENT AND REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-623.000	TRANSCRIPT FEES	400.00	3,152.82	604.00	(2,752.82)	788.21
101-000-624.000	MISCELLANEOUS FEES	0.00	3.10	0.00	(3.10)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	318,857.00	212,560.00	26,570.00	106,297.00	66.66
101-000-629.000	TOWNSHIP FIRE FEES	0.00	0.00	0.00	0.00	0.00
101-000-630.000	CEMETERY LOT SALES	2,500.00	3,900.00	0.00	(1,400.00)	156.00
101-000-633.000	CEMETERY CARE FEES	0.00	3,319.40	0.00	(3,319.40)	100.00
101-000-634.000	GRAVE OPENING FEES	8,000.00	8,885.00	0.00	(885.00)	111.06
101-000-656.000	DISTRICT COURT FINES	15,000.00	8,665.07	1,101.83	6,334.93	57.77
101-000-661.000	PARKING FINES	3,200.00	2,314.00	1,040.00	886.00	72.31
101-000-662.000	DRUG FORFEITURE MONEY	0.00	2,536.85	0.00	(2,536.85)	100.00
101-000-663.000	MISCELLANEOUS FINES	2,500.00	2,072.21	225.00	427.79	82.89
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	400.00	249.74	35.94	150.26	62.44
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	500.00	137.88	19.88	362.12	27.58
101-000-665.003	INTEREST INCOME-CURRENT TAX	0.00	0.00	0.00	0.00	0.00
101-000-667.000	RENTAL INCOME	7,875.00	415.00	0.00	7,460.00	5.27
101-000-669.000	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	0.77	0.00	(0.77)	100.00
101-000-676.002	DONATION - POLICE EXPLORERS	0.00	0.00	0.00	0.00	0.00
101-000-676.003	DONATIONS-DOG PARK	0.00	0.00	0.00	0.00	0.00
101-000-676.004	DONATION-OLD MILL BUILDING	2,000.00	5,000.00	0.00	(3,000.00)	250.00
101-000-676.005	DONATION - DARE	0.00	0.00	0.00	0.00	0.00
101-000-676.006	DONATION - PARKS	0.00	330.00	0.00	(330.00)	100.00
101-000-676.007	DONATION - PORTLAND TWP	0.00	0.00	0.00	0.00	0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	750.00	1,154.70	0.00	(404.70)	153.96
101-000-678.002	REIMBURSEMENTS-AMBULANCE COLL.	0.00	0.00	0.00	0.00	0.00
101-000-678.003	REIMBURSEMENTS-RAILROAD LEASES	0.00	0.00	0.00	0.00	0.00
101-000-678.004	REIMBURSEMENTS-PATROL	0.00	0.00	0.00	0.00	0.00
101-000-678.005	REIMBURSEMENTS-WORKER'S COMP	0.00	3,359.38	485.98	(3,359.38)	100.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	15,000.00	7,313.27	171.80	7,686.73	48.76
101-000-678.007	REIMBURSEMENTS-PAMA	0.00	592.80	0.00	(592.80)	100.00
101-000-678.008	REIMBURSEMENTS-RETIREE HEALTH	0.00	0.00	0.00	0.00	0.00
101-000-678.009	REIMBURSEMENTS-RETIREE LIFE	0.00	0.00	0.00	0.00	0.00
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	1,200.00	1,033.99	0.00	166.01	86.17
101-000-694.000	SALE OF LAND	0.00	0.00	0.00	0.00	0.00
101-000-698.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00

User: NIKKI

DB: Portland

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2014 (ABNORMAL)	MONTH 02/28/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-698.002	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
101-000-699.001	TRANSFER FROM VOL FIRE DEPT.	0.00	0.00	0.00	0.00	0.00
101-000-699.105	CONTRIBUTION FROM INCOME TAX	0.00	0.00	0.00	0.00	0.00
101-000-699.403	TRANSFER FROM DNR/MDOT GRANT	0.00	0.00	0.00	0.00	0.00
101-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	49,792.00	49,792.00	49,792.00	0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	31,764.00	31,764.00	0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	31,764.00	31,764.00	31,764.00	0.00	100.00
101-000-699.812	TRANSFER FROM SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		1,958,383.00	1,680,510.62	227,798.07	277,872.38	85.81
Expenditures						
100	COUNCIL	81,707.00	77,255.12	85.00	4,451.88	94.55
101	COMMUNITY PROMOTIONS	259,322.50	180,579.46	26,670.74	78,743.04	69.64
172	CITY MANAGER	183,829.35	118,988.99	12,101.93	64,840.36	64.73
191	ELECTIONS	11,365.00	4,330.45	1,212.10	7,034.55	38.10
201	GENERAL ADMINISTRATION	360,277.35	234,023.41	23,608.51	126,253.94	64.96
209	ASSESSING	56,957.00	37,220.64	3,399.00	19,736.36	65.35
265	CITY HALL	68,613.50	30,317.11	5,406.24	38,296.39	44.19
276	CEMETERY	179,625.00	96,626.23	4,593.42	82,998.77	53.79
301	POLICE	696,160.00	392,952.63	40,197.66	303,207.37	56.45
336	FIRE	0.00	0.00	0.00	0.00	0.00
371	CODE ENFORCEMENT	61,028.00	23,002.96	1,804.58	38,025.04	37.69
728	ECONOMIC DEVELOPMENT	11,000.00	5,279.63	453.81	5,720.37	48.00
751	PARKS	148,105.00	80,626.14	5,441.90	67,478.86	54.44
999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		2,117,989.70	1,281,202.77	124,974.89	836,786.93	60.49
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,958,383.00	1,680,510.62	227,798.07	277,872.38	85.81
TOTAL EXPENDITURES		2,117,989.70	1,281,202.77	124,974.89	836,786.93	60.49
NET OF REVENUES & EXPENDITURES		(159,606.70)	399,307.85	102,823.18	(558,914.55)	250.18

User: NIKKI

DB: Portland

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14		YTD BALANCE 02/28/2014 (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 (DECREASE)	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL			NORMAL	(ABNORMAL)	
Fund 105 - INCOME TAX FUND								
Fund 105 - INCOME TAX FUND:								
	TOTAL REVENUES	668,759.00		335,519.33	94,269.98		333,239.67	50.17
	TOTAL EXPENDITURES	239,914.45		119,259.42	13,203.87		120,655.03	49.71
	NET OF REVENUES & EXPENDITURES	428,844.55		216,259.91	81,066.11		212,584.64	50.43
Fund 150 - CEMETERY PERPETUAL CARE FUND								
Fund 150 - CEMETERY PERPETUAL CARE FUND:								
	TOTAL REVENUES	2,500.00		2,250.00	0.00		250.00	90.00
	TOTAL EXPENDITURES	0.00		0.00	0.00		0.00	0.00
	NET OF REVENUES & EXPENDITURES	2,500.00		2,250.00	0.00		250.00	90.00
Fund 202 - MAJOR STREETS FUND								
Fund 202 - MAJOR STREETS FUND:								
	TOTAL REVENUES	232,300.00		131,042.89	17,208.21		101,257.11	56.41
	TOTAL EXPENDITURES	335,116.00		184,814.64	22,157.64		150,301.36	55.15
	NET OF REVENUES & EXPENDITURES	(102,816.00)		(53,771.75)	(4,949.43)		(49,044.25)	52.30
Fund 203 - LOCAL STREETS FUND								
Fund 203 - LOCAL STREETS FUND:								
	TOTAL REVENUES	906,584.00		142,460.73	11,243.93		764,123.27	15.71
	TOTAL EXPENDITURES	915,660.00		156,483.65	15,051.21		759,176.35	17.09
	NET OF REVENUES & EXPENDITURES	(9,076.00)		(14,022.92)	(3,807.28)		4,946.92	154.51
Fund 208 - RECREATION FUND								
Fund 208 - RECREATION FUND:								
	TOTAL REVENUES	133,450.00		83,095.00	6,943.31		50,355.00	62.27
	TOTAL EXPENDITURES	128,735.00		98,232.45	11,879.14		30,502.55	76.31
	NET OF REVENUES & EXPENDITURES	4,715.00		(15,137.45)	(4,935.83)		19,852.45	321.05
Fund 210 - AMBULANCE FUND								
Fund 210 - AMBULANCE FUND:								
	TOTAL REVENUES	472,556.00		399,674.87	30,898.42		72,881.13	84.58
	TOTAL EXPENDITURES	546,716.36		389,838.57	38,040.92		156,877.79	71.31
	NET OF REVENUES & EXPENDITURES	(74,160.36)		9,836.30	(7,142.50)		(83,996.66)	13.26
Fund 245 - MSHDA LOFT FUND								
Fund 245 - MSHDA LOFT FUND:								
	TOTAL REVENUES	0.00		0.00	0.00		0.00	0.00
	TOTAL EXPENDITURES	0.00		0.00	0.00		0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00		0.00	0.00		0.00	0.00
Fund 248 - DDA FUND								
Fund 248 - DDA FUND:								
	TOTAL REVENUES	335,599.00		262,219.73	5.94		73,379.27	78.13
	TOTAL EXPENDITURES	333,214.08		258,946.12	6,451.20		74,267.96	77.71
	NET OF REVENUES & EXPENDITURES	2,384.92		3,273.61	(6,445.26)		(888.69)	137.26
Fund 405 - WELLHEAD IMPROVEMENT FUND								
Fund 405 - WELLHEAD IMPROVEMENT FUND:								
	TOTAL REVENUES	0.00		0.00	0.00		0.00	0.00
	TOTAL EXPENDITURES	0.00		935.86	0.00		(935.86)	100.00
	NET OF REVENUES & EXPENDITURES	0.00		(935.86)	0.00		935.86	100.00

User: NIKKI

DB: Portland

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
TOTAL REVENUES		1,400,000.00	1,400,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		890,950.00	54,292.13	14,169.36	836,657.87	6.09
NET OF REVENUES & EXPENDITURES		509,050.00	1,345,707.87	(14,169.36)	(836,657.87)	264.36
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		97,100.00	66,918.72	8,367.47	30,181.28	68.92
TOTAL EXPENDITURES		90,600.00	62,370.41	7,184.05	28,229.59	68.84
NET OF REVENUES & EXPENDITURES		6,500.00	4,548.31	1,183.42	1,951.69	69.97
Fund 528						
Fund 528:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,507,622.00	2,277,441.80	375,631.58	1,230,180.20	64.93
TOTAL EXPENDITURES		4,163,011.50	2,655,365.83	318,375.29	1,507,645.67	63.78
NET OF REVENUES & EXPENDITURES		(655,389.50)	(377,924.03)	57,256.29	(277,465.47)	57.66
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		961,100.00	486,939.67	80,911.49	474,160.33	50.66
TOTAL EXPENDITURES		1,081,354.00	546,354.15	71,761.42	534,999.85	50.53
NET OF REVENUES & EXPENDITURES		(120,254.00)	(59,414.48)	9,150.07	(60,839.52)	49.41
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		625,070.00	358,698.70	48,861.89	266,371.30	57.39
TOTAL EXPENDITURES		832,333.30	463,317.63	75,400.89	369,015.67	55.66
NET OF REVENUES & EXPENDITURES		(207,263.30)	(104,618.93)	(26,539.00)	(102,644.37)	50.48
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		375,469.00	279,175.21	22,431.24	96,293.79	74.35
TOTAL EXPENDITURES		517,971.68	342,042.42	15,389.42	175,929.26	66.03
NET OF REVENUES & EXPENDITURES		(142,502.68)	(62,867.21)	7,041.82	(79,635.47)	44.12
Fund 662 - INTERNAL SERVICE FUND						
Fund 662 - INTERNAL SERVICE FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 812 - SPECIAL ASSESSMENT FUND						
Fund 812 - SPECIAL ASSESSMENT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00



IONIA COUNTY HEALTH DEPARTMENT

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

February 27, 2014

Neal Mathisen
504 Rivers Edge Lane
Portland, MI 48875

Re: Food Service Establishment Plan Approval for **The Gallery Brewery**

Dear Mr. Mathisen:

The plans and specifications submitted on February 7, 2014 through February 26, 2014 have been reviewed and were approved on **February 27, 2014** in accordance with Michigan Food Law, Public Act 92 of 2000, as amended. This approval authorizes you to: **Begin construction/renovations to the foodservice establishment, located at 143 Kent St. in Portland, Michigan, as proposed in the approved plans.**

This approval is given with the following stipulations:

1. All cooking/heating equipment proposed to be installed without ventilation shall be submitted and reviewed by the mechanical inspector and given their written approval to use without ventilation.
2. All revised standard operating procedures shall be submitted prior to the pre-opening inspection.
3. A certified food safety manager shall be employed or certification obtained by an employee prior to the pre-opening inspection. The food license cannot be signed without a proof of a certified manager.
4. Any additions or changes to the approved menu shall be submitted for review prior to implementation.

Comments:

- Representatives from this office may make periodic consultative visits during construction or you may call our office at any time with questions.
- **Please remember to obtain all other necessary permits and inspections from other municipal agencies.**
- You must keep a copy of the approved plans and a copy of this letter at the construction site at all times.
- **Changes to the approved plans must be made in writing.**

Prior to opening:

- **14 days prior-** Submit a food service license application and associated fees.
- **As soon as possible prior-** Submit building, plumbing and mechanical approvals.
- **14 days prior-** Call to schedule a pre-opening inspection.

Sincerely,

Lacey Bull, REHS/RS
Registered Environmental Health Specialist/ Registered Sanitarian

Cc: File

Clair Lindeman, Plan Designer
Patrick Reagan, City of Portland
Mike Mowery, Municipal Inspection Services



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

Prevent Disease; Prolong Life; Protect the Environment!



WOW!Business

INTERNET/VOICE/DATA

March 1, 2014

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

Our company, as many others, continues to experience increases in operational expenses. We do our best to manage our costs very tightly wherever we have control to do so, however, our single largest expense is programming. To help keep pace with these costs, our rates and bundle pricing will be adjusted with the April 1, 2014 billing cycle. All WOW! Business customers will receive a customized notice based on their current level of service.

The Cable only increases are as follows with the 2014 rate in parenthesis:

- Limited Basic Cable: \$2.00 (\$28.00)
- Basic Cable: \$9.51 (\$75.00)

In addition, WOW! will be increasing the monthly Broadcast TV surcharge. It is applied on our WOW! Business customers' bills who subscribe to Basic Cable or higher. Starting April 1, 2014, the surcharge will increase to \$3.50 a month, which is a \$0.50 increase. Customers who subscribe to Basic Cable that connected before November 18, 2013 will start to receive the Broadcast TV surcharge. The fee helps offset some of the continued increase in programming fees that we must pay to broadcasters.

If you have any questions, please contact me at (614) 948-4613.

Sincerely,



Kevin P. McCue
Director, Business Sales
WOW! Business



March 3, 2014

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

This letter is to inform you we will be changing and/or implementing new rates for certain services for both our Residential and Business customers. Most of these changes are non-recurring charges such as late fees or equipment pick-up fees; however, some monthly recurring charges such as cable modem and EMTA lease fees will also change.

The following monthly rates are for our residential customers only and will take effect with customer statements as they cycle beginning April 1, 2014. There will be no pro-rates.

	Current	As of April 1, 2014
Service Protection Plan	\$3.00	\$5.00
Modem Fee	\$5.00	\$6.00
EMTA Fee	\$5.00	\$6.00
Wireless Modem (Internet + Phone customer)	\$7.00	\$8.00
Wireless Modem (Internet only customer)	\$9.00	\$10.00

The following rates are for our Residential and Business customers and will be adjusted effective June 1, 2014. Regardless of the customer's cycle, if the activity takes place June 1 or later, it will be billed at the June 1 rate shown below.

	Current	As of June 1, 2014
Late Fee	\$8.00	\$10.00
Move/Transfer Free (Residential Customers only)	\$10.00	\$30.00
Service Reactivation after interruption of service as a result of non-payment	\$5.00	\$10.00
Service Reactivation after disconnection of service as a result of non-payment	\$30.00	\$40.00
Downgrade Fee (No truck roll)	No charge	\$2.50
Downgrade Fee (Truck Roll Required)	No charge	\$20.00
Equipment Return via UPS (per home)*	No charge	\$25.00
Equipment Pick-up (Truck Roll Required)*	No charge	\$50.00

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

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

Sincerely,

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



March 4, 2014

Mr. Allen R. Dumond, President
Michigan Association of Municipal Cemeteries
200 N. Lake St., Cadillac 49601

Re: Nomination for MAMC Cemeterian of the Year

Dear President Dumond:

It is my honor and privilege to nominate Mary E. Scheurer, Cemetery Director for the City of Portland, for the Michigan Association of Municipal Cemeteries "Cemeterian of the Year" Award.

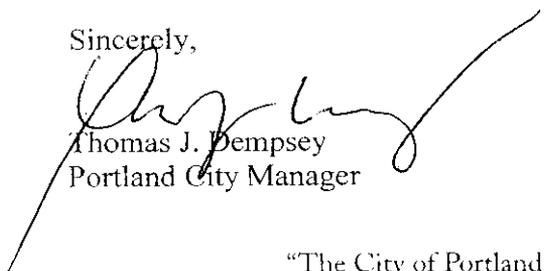
For the past 33 years Mary has been responsible for all aspects of the City's cemetery operations including, grounds maintenance, pouring foundations for headstones, land acquisition, plotting new sections, and laying out all of the cemetery roads. She hires seasonal staff and oversees maintenance of the City's 35 acre cemetery insuring that the grass is mowed, the weeds are whipped, the leaves are raked, and appropriate trees and shrubs are planted and maintained so that when families visit their loved ones it is in an aesthetically pleasing environment.

She compassionately assists families in picking out the final resting place for their loved ones and answers questions that arise when people are researching family history. Knowing that her time is not unlimited, Mary worked with the Ionia County Genealogical Society, whose volunteers spent many hours in the Cemetery and researching City records, to publish a genealogical resource book on the Portland Cemetery.

Mary was also very involved in the early stages of the Memorial Day flag program with the VFW including the placement and installation of inserts for the flags around the cemetery. Families donate their loved one's burial flag to the VFW and they are flown at the Cemetery on Memorial Day weekend. They currently display more than 100 flags on that weekend.

Mary's compassion and dedication in performing her duties makes it my pleasure to nominate her for this award.

Sincerely,


Thomas J. Dempsey
Portland City Manager

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

**PUBLIC HEARING
DANBY TOWNSHIP PLANNING COMMISSION
DANBY TOWNSHIP MASTER PLAN UPDATE 2014**

**Wednesday, March 19, 2014
7:00 PM**

**Danby Township Hall
13122 Charlotte Hwy
Sunfield, MI 48890**

The Danby Township Planning Commission will conduct a Public Hearing for the purposes of receiving public comment on the proposed Danby Township Master Plan Update 2014. The updated Master Plan, if adopted, will contain Township demographic data, maps, goals and objectives, plan implementation process and serve as a guide for future land use decisions and capital improvement projects.

A copy of the proposed Master Plan Update 2014 is available at the Township Hall in the notice box for review or during meeting times at the address above. The Plan is also available for review on the Township Website at www.danbytwp.org. Written comments on the proposed Master Plan may be sent to the attention of the Danby Township Planning Commission, 13122 Charlotte Hwy. Sunfield, MI 48890. Comments can be emailed to: zoningadmin@msn.com. Comments must be received by the day of the Public Hearing.

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

Agenda
March 11, 2014
4:00 p.m.

- I. Call to Order**

- II. Pledge of Allegiance**

- III. Invocation**

- IV. Approval of Agenda**
 - A. Consideration of additional items

- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)

- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)

- VII. Unfinished Business**
 - A. Supervision of Health Officer
 - B.

- VIII. New Business**
 - A. Local Public Health Mutual Aid Agreement
 - B. Health Department Care Coordination Agreements
 - C. Health Department Adjustment Authorization
 - D. Mass Alert and Notification System
 - E. 2013/2014 Hazardous Materials Emergency Preparedness Planning Grant
 - F. Pharmacy Service Agreement between Meijer, Inc. and Ionia County Sheriff’s Office
 - G. Resolution to Amend Grant Agreement for the Grand River Valley Trail
 - H. Acknowledgement of Applications for Appointment
 - 1. Community Mental Health – Five three-year appointments
 - 2. Community Corrections Advisory Board – Business Community Representative
 - 3. Construction Board of Appeals – Remainder of two-year appointment expiring October 31, 2015.
 - 4. Substance Abuse Initiative – District 6 Representative
 - I.

IX. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

X. Reports of Special or Ad Hoc Committees

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

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

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

Appointments for consideration in the month of April 2014:

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

Appointments for consideration in the month of May 2014: None



**CITY OF PORTLAND MAYORAL PROCLAMATION
RECOGNIZING THOMAS ALEXANDER NICKELSON**

MAYORAL PROCLAMATION

***WHEREAS**, the Boy Scouts of America is one of the nation's largest and most prominent values-based youth development organizations, building character, personal fitness, and training young people about the responsibilities of citizenship for more than 100 years; and*

***WHEREAS**, Boy Scout Thomas Alexander Nickelson from Troop 129, has been recognized by the Boy Scouts of America for successfully completing all requirements for Eagle Scout, which is Scouting's highest rank; and,*

***WHEREAS**, as the duly elected Mayor of the City of Portland and as a member of the Portland Community, I wish to join friends, family and neighbors of Thomas Alexander Nickelson to recognize him on his attainment of the rank of Eagle Scout.*

***NOW, THEREFORE**, I, James E. Barnes, Mayor of the City of Portland, Ionia County, Michigan, am proud to present this Mayoral Proclamation to recognize and congratulate:*

Thomas Alexander Nickelson, Eagle Scout

For this outstanding accomplishment and extending to him my deepest appreciation for all of his dedicated work and wishing him the best in all of his future endeavors.

Signed this 17th day of March 2014.

James E. Barnes, Mayor

SEAL

Monique I Miller, City Clerk