



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

7:00 p.m. Tuesday, February 19, 2013
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	
7:03 PM	IV. <u>City Manager Report</u>	Motion
	V. <u>Presentations</u>	
7:25 PM	A. DDA/Main Street Director Reagan – Downtown Report	
	VI. <u>Public Hearing(s) - None</u>	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:30 PM	A. Proposed Resolution 13-10 Approving a Housing and Urban Development Section 3 Handbook	Motion
7:35 PM	B. Proposed Resolution 13-11 Approving a Request for Proposals for a Third Party Administrator to Apply for and Administer MSHDA’s Downtown Rental Rehabilitation Program in the City of Portland	Motion
7:35 PM	C. Proposed Resolution 13-12 Approving Staff’s Recommendation to Approve a Capacity Purchase through the Michigan Public Power Agency	Motion
7:38 PM	D. Proposed Resolution 13-13 Approving Setting Mileage Charge for Ambulance Service at the Allowable Blue Cross Blue Shield Mileage Rate	Motion
7:40 PM	E. Motion to Go Into Closed Session to Discuss Strategy for Collective Bargaining (Requires a 2/3 Majority by Roll Call Vote)	Motion
7:43 PM	IX. <u>Consent Agenda</u>–	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting held on February 4, 2013	
	B. Payment of Invoices in the Amount of \$99,019.82 and Payroll in the Amount of \$96,052.37 for a Total of \$195,072.19	
	C. Purchase Orders over \$5,000.00 - None	
	X. <u>Communications</u>–	
	A. ZBA Minutes for August 8, 2011	
	B. DDA Treasurer’s Report for February 14, 2013	

**Estimated
Time**

**Action
Requested**

- C. Police Department Report for January 2013
- D. Water Department Report for January 2013
- E. Water Supply Cross Connection Report for 2012
- F. Wastewater Treatment Plant Report for January 2013
- G. Franklin Energy EO Final Report 2012
- H. Revenue-Expense Report for January 2013
- I. Portland Ambulance Thank You Letter
- J. Michigan Strategic Fund re; Façade Improvement Project
- K. Michigan Liquor Control Commission re: Request to Transfer License for 607 E. Grand River Ave.
- L. Zoning Approval re: Keusch Auto Sales 1600 American Way
- M. Ionia County Board of Commissioners Agenda for February 12, 2013
- N. Ionia County Board of Commissioners Agenda for February 19, 2013
- O. Bureau of Construction Codes Notice of Public Hearing
- P. MPSC Notice of Public Hearing for Consumers Energy
- Q. MPSC Notice of Public Hearing for Consumers Energy

8:15 PM

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

8:20 PM

- XI. **Other Business**

8:25 PM

- XII. **Council Comments**

- XIII. **Adjournment**

Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-10

A RESOLUTION APPROVING A HOUSING AND URBAN DEVELOPMENT SECTION 3
HANDBOOK

WHEREAS, the City held an information meeting to answer questions and determine the level of interest in developing an application for a Michigan State Housing Development Authority (MSHDA) Downtown Rental Rehabilitation Grant; and

WHEREAS, MSHDA's Downtown Rental Rehabilitation Program assists downtown property owners with the development or rehabilitation of residential rental units on the second floor of commercial buildings in the downtown by providing a five (5) year no interest loan which is forgivable after the apartment is offered for rent for a five (5) year affordability period; and

WHEREAS, there appears to be interest in developing an application to assist downtown property owners with the development or rehabilitation of approximately 9 residential rental units on the second floor of buildings in the downtown; and

WHEREAS, MSHDA's Downtown Rental Rehabilitation Program uses Community Development Block Grant funds or Home Investment Partnership Assistance funds that require recipients to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u and 24 CFR Part 135) by providing preference for new employment, training, and contracting opportunities created from the usage of those funds to low- and very low-income residents of the community where funds are spent and the businesses that substantially employ these persons; and

WHEREAS, MSHDA requires communities that participate in the Downtown Rental Rehabilitation Program to have an approved Section 3 Handbook to implement these policies, a copy of a proposed Section 3 Handbook is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the proposed Section 3 Handbook attached as Exhibit A and authorizes the City Manager to make any modifications to the Handbook required by MSHDA.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 19, 2013

Monique I. Miller, City Clerk

CITY OF PORTLAND

SECTION 3 HANDBOOK

**Exhibit
A**

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POLICY STATEMENT

The City of Portland shall provide opportunities to low and very low-income persons residing in their local unit of government (pursuant to Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u), and 24 CFR Part 135.5) and to businesses meeting the definition of Section 3 Business Concern (as defined by 24 CFR Part 135). Accordingly, the City of Portland shall implement policies and procedures to ensure that Section 3, when required, is followed. To that end, the City of Portland will develop programs and procedures necessary to implement this policy covering all procurement contracts where labor and/or professional services are provided. This policy shall not apply to contractors who only furnish materials or supplies through Section 3 covered assistance; but rather shall apply to contractors who install materials or equipment. There is nothing in policy that should be construed to require the employment or contracting of a Section 3 resident or contractor who does not meet the qualifications of the position to be filled or who cannot fulfill the contract requirements.

Definitions

The City of Portland incorporates into this policy the definitions contained in HUD regulation 135.5 of 24 CFR Part 135. (Also, see the June 30, 1994 Federal Registry)

DEFINED TERMS OF POLICY

- Section 3 – Section 3 is a provision of the Housing and Urban Development Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funds expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance. Section 3 is intended to ensure that when employment or contracting opportunities are generated because a covered project or activity necessitates the employment of additional persons or the awarding of contracts for work, preference must be given to low and very low-income persons or business concerns residing in the community where the project is located.
- Section 3 Recipient – means any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferees of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.
- Section 3 Resident – A section 3 resident is 1) a public housing resident; 2) a low or very low-income person residing in the City of Portland in which the Section 3 covered assistance is expended.
- Section 3 Business Concern(s) – Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following: 1) 51% or more owned by Section 3 residents; or 2) at least 30% of its full time employees include

persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or 3) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two descriptions.

- Section 3 Covered Assistance
 - (a) Public and Indian housing development, operating or capital funds; or other housing assistance and community development assistance expended for housing rehabilitation, housing construction or other public construction projects, such as: CDBG, HOME, 202/811, Lead-based paint abatement, etc.
 - (b) The following definition for Section 3 Covered Assistance comes from 24 CFR 135.5:
 - (1) Public and Indian housing development assistance provided pursuant to Section 5 of the 1937 Act;
 - (2) Public and Indian housing operating assistance provided pursuant to Section 9 of the 1937 Act;
 - (3) Public and Indian housing modernization assistance provided pursuant to Section 14 of the 1937 Act;
 - (4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:
 - (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
 - (ii) Housing construction; or
 - (iii) Other public construction project (which includes other buildings or improvements, regardless of ownership).
- Section 3 Covered Contract – means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 Covered Assistance, or for work arising in connection with a Section 3 Covered Project. “Section 3 Covered Contracts” do not include contracts awarded under HUD procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). “Section 3 Covered Contracts” also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 Covered Contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 Covered Contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.
- Section 3 Covered project – A Section 3 covered project involves the construction or rehabilitation of housing (including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.
- Section 3 Covered Community Planning and Development Funding – Community Development Block Grants (CDBG), Home Investment Partnership Assistance (HOME), Emergency Shelter Grants (ESG), Neighborhood Stabilization Programs (NSP), and certain grants awarded under HUD Notices of Funding

Availability (NOFAs). The requirements for Section 3 only apply to the portion(s) of covered funding that were used for project/activities involving housing construction, rehabilitation, demolition, or other public construction.

Responsibilities: (Recipient)

- (1) A Recipient that receives community development or housing assistance covered by Section 3 has the responsibility to comply with Section 3 in its own operations. This responsibility includes:
 - (a) Notifying Section 3 residents and businesses about jobs and contracts generated by Section 3 covered assistance so that residents may seek jobs and businesses may submit bids/proposals for available contracts;
 - (b) Notifying potential contractors of the objectives of Section 3 and ways in which each contractor can assist the sub-recipient to meet its goal;
 - (c) Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns; and
 - (d) Documenting the action that the sub-recipient takes to comply with the Section 3 requirements, the results of the actions, and impediments, if any.
- (2) Recipients have a responsibility to “ensure compliance” of their contractors and subcontractors. This means that a sub-recipient must:
 - (a) Notify contractors of their responsibilities under Section 3 including, but not limited to, incorporating the Section 3 Clause in contract documents.
 - (b) Refrain from entering into contracts with contractors that are in violation of the regulations in 24 CFR Part 135.
 - (c) Respond to complaints made to the recipient by Section 3 residents or business concerns that the sub-recipient, a contractor or subcontractor, is not in compliance with 24 CFR Part 135.
 - (d) Cooperate with HUD in obtaining the compliance of contractors and subcontractors when allegations are made that the sub-recipient’s contractors and subcontractors are not in compliance with the regulation of 24 CFR Part 135.

Goals

All contractors undertaking Section 3 covered projects and activities are expected to meet the Section 3 requirements. To demonstrate compliance with the “greatest extent feasible” requirement of Section 3, contractors must meet the goals set forth below for providing training, employment and contracting opportunities to Section 3 residents and Section 3 business concerns. To meet the goals, contractors must select Section 3 residents based on the following priorities to Regulation 135.34, 24 CFR Part 135:

- (1) First Priority – Residents of the development where the work is to be performed
- (2) Second Priority – Other residents of the neighborhood where the work is to be performed
- (3) Third Priority – Other residents of the neighborhood who are participants in HUD-Youth build or other federal, state, and local job programs being carried out in the City of Portland.

- (4) Fourth Priority – Other persons from the project neighborhood who meet the definition of Section 3 resident contained in Section 135.5 of 24 CFR Part 135.

Employment

All contractors will seek low or very low-income persons residing in the City of Portland for 30% of all new hires. When applicable, the contractor must show evidence of seeking project residents for 15% of the new hires.

With regard to Section 3 eligibility for employment or contracting, nothing in this policy shall be construed to require the employment or contracting of a Section 3 resident or contractor who does not meet the qualifications of the position to be filled or who cannot perform the contract.

Preference for Section 3 Business Concerns

Preference shall be awarded to Section 3 Business Concerns according to the following system:

- (1) Where the Section 3 Covered contract is to be awarded based upon the lowest price, the contract shall be awarded to the qualified Section 3 Business Concern with the lowest responsive quotation, if it is reasonable and no more than 10% higher than the quotation of the lowest responsive quotation from any qualified source. If no responsive quotation by a qualified Section 3 Business concern is within 10% of the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation. However, it shall not be a requirement to pay more than the lowest, most qualified bid, regardless of Section 3 status.
- (2) Where the Section 3 Covered Contract is to be awarded based on factors other than price, a request for quotations shall be issued by developing the particulars of the solicitation, including a rating system for the assignment of points to evaluate the merits of each quotation. The solicitation shall identify all factors to be considered, including price or cost. The rating system shall provide for a range of 15% to 25% of the total number of available rating points to be set aside for the provision of preference for Section 3 Business Concerns. The purchase order shall be awarded to the responsible firm whose quotation is the most advantageous, considering price and all other factors specified in the rating system.

Competitive Bids: Procurement by Sealed bids (Invitations for Bids)

Preference in the award of Section 3 Covered Contracts that are awarded under a sealed bid process may be provided as follows:

Bids shall be solicited from all businesses (Section 3 Business Concerns, and non-Section 3 Business Concerns). An award shall be made to the qualified Section 3 Business Concern with the highest priority ranking and with the lowest responsive bid if:

- (1) The bid is within the maximum total contract price established in the City of Portland Home Improvement's budget for the specific project for which bids are being taken; and

- (2) The bid is not more than 10% higher than the lowest most responsive bid from any responsible bidder, although the City is not required to pay an additional amount for a Section 3 contract.

In competitive bids, to be considered responsible, a bidder must demonstrate compliance with the “greatest extent feasible” requirement of Section 3.

SECTION 3 PLANS

Formal Section 3 Plan

Prior to entering into an Agreement with the City, the General Contractor or Developer shall submit a comprehensive Section 3 Plan that includes Section 3 goals and strategies that will be implemented to meet those goals. The plan shall be signed by the General Contractor or Developer, as applicable, and submitted to the City of Portland for review and approval.

All Section 3 Plans submitted to the City of Portland must include a breakdown of job categories and positions needed for the Section 3 covered project, including positions occupied by permanent employees. If no employment or training opportunities will be available in connection with the Section 3 Covered Project, this must be reflected in the Section 3 Plan.

A Section 3 Plan template is available at the City of Portland, and will be provided upon request.

Upon receipt of the Section 3 Plan, City staff will review the Plan and either approve or disapprove of the document. Suggested modifications will be included with any disapproval of a Section 3 Plan in order to assist the General Contractor or Developer. After the Section 3 Plan is approved, it shall be made a part of the construction documents, and be reviewed regularly to assess its implementation and the attainment of the Section 3 goals. As subcontracts are awarded individually, those Subcontractors will be required to submit their own Section 3 Plan for City review and approval.

The City of Portland shall be provided with copies of bid documents, construction contracts, and any other related documentation upon request.

Components of a Section 3 Plan

The Section 3 Plan must contain specific information, including but not limited to the following:

- a) Statement from the Section 3 Contractor or Subcontractor certifying it intends to comply with the Section 3 Act and regulations, as well as City of Portland Section 3 Handbook;
- b) Statement from the Section 3 Contractor and each Subcontractor certifying they are aware of the employment, training, and contracting goals, and agree to work together to meet these goals;
- c) Name and contact information of the Section 3 Contractor or Subcontractor’s Section 3 coordinator (either official or designated);
- d) Identification of the Section 3 Project area (the neighborhood where the work will be performed).
- e) Section 3 Contractor or Subcontractor’s current workforce, and additional workforce necessitated by the Section 3 Covered Project;

- f) Section 3 employment, training and contracting opportunity goals;
- g) Specific strategies for notifying Section 3 Residents of Section 3 employment and training goals, and specific strategies for notifying Section 3 Business Concerns of Section 3 contracting opportunities;
- h) Commitment to inform all Subcontractors of the Section 3 Plan;
- i) Commitment to prepare and submit to the City of Portland, monthly Section 3 reports;
- j) Commitment to include the Section 3 Clause (Attachment A) in all construction contracts. The Section 3 Contract Clause specifies the requirements for contractors hired for Section 3 covered projects. Failure to comply with the general conditions outlined in the clause may lead to sanctions which can include termination of the contract for default and suspension or debarment from future HUD-funded contracts.
- k) Commitment to conduct aggressive outreach and notification campaigns to Section 3 Residents and Section 3 Business Concerns regarding Section 3 goals, including the usage of site signage, flyers, etc.

Implementation Strategies for Employment, Training and Contracting

To comply with the Section 3 Act and the Section 3 Regulations, the Section 3 Contractor or Subcontractor, as applicable, shall implement an aggressive campaign to encourage participation of Section 3 Residents and Section 3 Business Concerns. Some strategies to implement this campaign include the following:

- a) Publish in a local newspaper a notice of the potential employment and training opportunities for Section 3 Residents, potential contracting opportunities for Section 3 Residents; and potential contracting opportunities for Section 3 Business Concerns. Written notice must be provided in sufficient time to enable business concerns the opportunity to respond to the bid invitation.
- b) Post in a prominent location at the Section 3 Covered Project site notice of the potential employment and training opportunities for Section 3 Residents, and potential contracting opportunities for Section 3 Business Concerns.
- c) Submit letters or flyers to the residents of the Section 3 Covered Project advising them of the employment, training and contracting opportunities for the Section 3 Covered Project (applies to projects where there are existing residents);
- d) Provide the residents of the Section 3 Covered Project and the surrounding area with information on how to become certified as a Section 3 Resident or a Section 3 Business Concern;
- e) Provide area housing complexes with flyers, notices and other information related to the Section 3 employment, training and contracting opportunities for the Section 3 Covered Project;
- f) Provide information to residents of a Section 3 Covered Project and the surrounding areas regarding established job training programs located within the Section 3 Covered Project area;

- g) Provide minority and women-focused labor and trade organizations with notice of Section 3 contracting opportunities, as well as job postings and training opportunities;
- h) Contact the following groups that have been identified as instrumental in assisting Section 3 target groups regarding employment, training, or contracting opportunities.

Organization Name	Phone	Address
Goodwill Employment Services Training, Job Placement, Support Services	616/532-4200	3035 Prairie Southwest Grandville, MI 49418
Manpower Job Postings & Placement	616/755-6405	429 West Main Street Ionia, MI 48846
Ionia Sentinel-Standard Job or Bid Postings	616/527-2100	114 North Depot Street Ionia, MI 48846
Michigan Works Job Placement, Training	616/527-1360	307 West Adams Street Ionia, MI 48846

Section 3 Certifications

Section 3 Resident. Any person seeking Section 3 preference in hiring and training shall complete the City of Portland’s Section 3 Resident Certification. The individual seeking Section 3 preference shall provide adequate documentation regarding permanent residence and income. Verification of income eligibility may consist of any of the following:

- a) A public housing or Section 8 lease agreement;
- b) Evidence of income (most recent W-2 or income tax return); or
- c) Evidence of receipt of public assistance; or
- d) Any other evidence acceptable to the City.

Section 3 Business Concern. Any business seeking Section 3 preference shall complete the City of Portland’s Certification for Business Concerns Seeking Section 3 Preference in Contracting. This is a self-certification, and Section 3 business concerns ultimately bear the responsibility of maintaining their Section 3 status and complying with all related HUD regulations.

Certifications for Section 3 preference for business concerns must be submitted to the City of Portland prior to the submission of bids for review. Business concerns shall provide any additional documentation upon request.

COMPLIANCE

HUD holds MSHDA accountable for compliance with Section 3 requirements, and to uphold its obligations MSHDA will place the burden of proving compliance with federal funding through its recipient funding (i.e. counties/cities/non-profits). As a result, MSHDA will hold the City of Portland accountable for compliance with Section 3 requirements.

The minimum numerical goal for employment is 30% of the aggregate number of new hires that shall be Section 3 residents annually – i.e. one out of three new employees needed to complete a Section 3 covered project/activity shall be a Section 3 resident.

The minimum goals for contracting are:

- 10% of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing or building trades work arising in connection with housing rehabilitation, housing construction and other public construction, shall be awarded to Section 3 businesses; and
- 3% of the total dollar amount of all non-construction Section 3 covered contracts, shall be awarded to Section 3 businesses.

The City of Portland has someone available to provide technical support to Developers, General Contractors and Subcontractors participating in the development of Section 3 Covered Projects. The City of Portland will also maintain a limited database of Certified Section 3 Business Concerns and outreach agencies located in the City of Portland.

Developers, General Contractors and Subcontractors are required to retain copies of all outreach attempts, copies of all responses to notices published in the paper and posted publicly, copies of all responses to bid invitations, and any other relevant information. This information shall be provided to the City of Portland upon request.

The City of Portland may conduct on-site reviews of the Section 3 Covered Project to determine whether the Developer, General Contractor or Subcontractor is complying with its approved Section 3 Plan.

In the event the City of Portland determines that the Developer, General Contractor or Subcontractor is not meeting its employment, training or contracting opportunity goals as set out in the approved Section 3 Plan, the respective party will be provided with a written notice of non-compliance. The notice will require the respective party to meet with the City of Portland staff to determine if best efforts were used to meet Section 3 requirements, and if further outreach attempts are necessary to meet Section 3 goals.

SAFE HARBOR AND COMPLIANCE DETERMINATION

In the absent of evidence to the contrary (i.e. evidence that efforts to the “greatest extent feasible” were not expended), if a recipient or contractor meets the minimum numerical goals shown above, the recipient or contractor is considered to have complied with Section 3 preference requirements. The recipient will be expected to demonstrate why it was not feasible to meet the goals. Ultimately, HUD/MSHDA will evaluate the City of Portland on its ability to describe the efforts that it took to meet the training, hiring, and contracting requirements, and the impediments incurred despite actions taken. At a minimum, if the City of Portland or contractors under its funding projects are unable to meet the Section 3 requirements, they may be required to sponsor or participate in upward mobility training, which helps them work in joint ventures with local employment agencies.

**ATTACHMENT A
SECTION 3 CLAUSE**

All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):

- A. The work to be performed under this agreement/contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this agreement/contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by execution of this agreement/contract, the parties to this agreement/contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The subrecipient/assisted entity/contractor agrees to send to each labor organization or representative of workers with which the subrecipient/assisted entity/contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the subrecipient/assisted entity/contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applications for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum numbers and job titles subject to hire; availability of apprenticeship and training positions and the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The subrecipient/assisted entity/contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The subrecipient/assisted entity/contractor will not subcontract with any subcontractor where the subrecipient/assisted entity/contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The subrecipient/assisted entity/contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the agreement/contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the subrecipient/assisted entity/contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD funded contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b)

**ATTACHMENT B
CITY OF PORTLAND
SECTION 3 RESIDENT CERTIFICATION**

Section 3 is the legislative directive from the U.S. Department of Housing and Urban Development (HUD) for providing preference in new employment, training, and contracting opportunities that are generated by HUD-funded projects to income-qualified local residents (regardless of race or gender). Section 3 also provides contracting preferences to businesses that substantially employ income-qualified residents of the local community.

Individuals seeking Section 3 preference in training and employment opportunities shall certify and submit evidence to the City of Portland recipient contractor, or subcontractor, as requested, that the individual is a Section 3 Resident.

General Information

Please provide as much information as possible in this certification form.

Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Email Address _____

Certification

Please check "Yes" or "No" for each statement.

1. I am a resident of public housing or a homeless shelter. Yes No
If you answered "Yes," include proof of residency.
2. I participate in a federal, state, or local public assistance program. Yes No
If you answered "Yes," include documentation.
3. I participate in an area Youthbuild Program. Yes No
If "Yes," which Youthbuild Program: _____
4. My total annual household income is within the Income Limits below: Yes No
My household size is: _____

Income Eligibility Guideline*

Household Size	1	2	3	4	5	6	7	8
Income	\$33,150	\$37,850	\$42,600	\$47,300	\$51,100	\$54,900	\$58,700	\$62,450

* Effective February 9, 2012; Income limits are subject to annual adjustment

For each person in excess of eight, 8% of the relevant four-person base should be added to the eight-person income limit.

Residence Verification

Please attach at least one of the following to this certification form:

- Copy of a valid driver's license or State identification card. Copy must be readable, especially the I.D. number.
- Resident Verification (*lease agreement, utility bill, other*) if the address on your license or State I.D. is not your current residence.
- Proof of Residency in public housing or homeless shelter

Income Verification

Please attach at least one of the following to this certification form:

- Most recent federal income tax return or W-2
- Verification of employment termination
- Other: _____
(Type of income verification)

Signature

I understand that the information above may require verification. I agree to provide documentation if requested and authorize my employer, if applicable, to release information required by the City of Portland to verify my status as a "Section 3 Resident." I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Print Name

Signature

Date

Return this signed certification form and all attachments to:

City of Portland
259 Kent Street
Portland, MI 48875

(For office use only, do not complete this section)

Date Certification Received: _____

Reviewed By: _____

**ATTACHMENT C
CITY OF PORTLAND
SECTION 3 BUSINESS CERTIFICATION**

Business Name: _____

Business Description or Trade Type: _____

Business Address: _____

Street Address (and/or PO Box)

City, State, Zip Code

Phone: _____ Cell Phone: _____ Fax Number: _____

Contact Person: _____ Title: _____

Email Address: _____ Year Business Started: _____

Corporation

Partnership

Sole Proprietorship

LLC

Note: If a corporation or partnership, attach a copy of the incorporation, partnership or LLC documents. Sole Proprietorship may submit an Assumed Business Name Certificate if applicable. If "Doing Business As" a name other than the owner's name, please include a copy of the DBA registration.

Names of Board Members, Owner, or Partners _____

Section 3 Category

Please select one of the three categories below that best describes your business type. Attach all requested documents to this certification form.

Category 1: Section 3 Resident-Owned Enterprise (51% of business ownership is held by Section 3 Residents). Please attach the following information:

Provide Section 3 Resident Certification forms for each qualified business owner.

Category 2: Business where at least 30% of the workforce is comprised of Section 3 residents. At least 30% of employees (permanent, full time) are currently Section 3 Residents or were the past 3 years. Please attach the following information:

List of all current employees

Payroll Report

Section 3 Resident Certification for each qualified employee

Category 3: Business to subcontract at least 25 percent of the aggregate dollar amount awarded to qualified Section 3 businesses. Please attach the following information:

Copy of Section 3 Plan

A list of expected subcontract amounts to be awarded to Section 3 businesses.

Section 3 Income Limits

Business owners residing in a homeless shelter or public housing development with City of Portland qualify as a Section 3 business. Additionally, business owners residing in City of Portland that meet the income limits set forth below qualify for Section 3 business status. These guidelines are also used to determine whether an individual meets the income requirements to be certified as a Section 3 Resident.

Income Eligibility Guideline*

Household Size	1	2	3	4	5	6	7	8
Income	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,500	\$69,700

* Effective February 9, 2012; Income limits are subject to annual adjustment

For each person in excess of eight, 8% of the relevant four-person base should be added to the eight-person income limit.

Signature and Acknowledgement of Authenticity

Penalty for False or Fraudulent Statements: U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly falsifies...or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both."

I/We certify that the information provided in this document, and included attachments, are true, accurate and complete to the best of my/our knowledge and belief.

Owner's Printed Name

Owner's Signature

Return this signed certification form and all attachments to:

City of Portland
259 Kent Street
Portland, MI 48875

(For office use only, please do not complete this section)

Date Certification Received: _____

Reviewed By: _____

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-11

A RESOLUTION APPROVING A REQUEST FOR PROPOSALS FOR A THIRD PARTY ADMINISTRATOR TO APPLY FOR AND ADMINISTER MSHDA'S DOWNTOWN RENTAL REHABILITATION PROGRAM IN THE CITY OF PORTLAND

WHEREAS, the City held an information meeting to answer questions and determine the level of interest in developing an application for a Michigan State Housing Development Authority (MSHDA) Downtown Rental Rehabilitation Grant; and

WHEREAS, MSHDA's Downtown Rental Rehabilitation Program assists downtown property owners with the development or rehabilitation of residential rental units on the second floor of commercial buildings in the downtown by providing a five (5) year no interest loan which is forgivable after the apartment is offered for rent for a five (5) year affordability period; and

WHEREAS, there appears to be interest in developing an application to assists downtown property owners with the development or rehabilitation of approximately 9 residential rental units on the second floor of buildings in the downtown; and

WHEREAS, due to limited staffing and the required expertise, the City has used a third party administrator to apply for and administer grants from MSHDA's Downtown Rental Rehabilitation Program; and

WHEREAS, MSHDA now requires communities that use a third party administrator to issue a Request for Proposals that includes the criteria for selection,, a copy of a proposed Request for Proposals is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the proposed Section 3 Handbook attached as Exhibit A and authorizes the City Manager to make any modifications to the Handbook required by MSHDA.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 19, 2013

Monique I. Miller, City Clerk

Michigan State Housing Development Authority (MSHDA)
Rental Rehabilitation Program
Request for Proposals

INSTRUCTIONS TO BIDDERS

City of Portland, City Manager's Office
259 Kent St.
Portland, MI 48875

TO: Prospective Bidders

RE: MSHDA Rental Rehabilitation Program Administration

DATE: February 19, 2013

City of Portland will receive bids from prospective bidders to apply for and administer MSHDA's Community Development Division's (CD) Rental Rehabilitation Program.

The bids will be received at the Portland City Hall, located at 259 Kent St., Portland, MI 48875, until 3:00 P.M. March 14, 2013. You are invited but not required to attend the bid opening to be held at 3:05 P.M. on March 14, 2013.

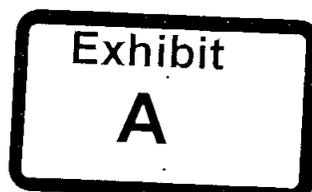
Bids are to be irrevocable for a period of ninety (90) days from the date of the bid opening and may not be withdrawn, modified, or altered after the bid opening.

In case of default by the selected vendor, the City of Portland may procure its requirements from another vendor without going through additional bidding procedures and hold the original vendor liable for any increased costs.

The City of Portland reserves the right to accept or reject any or all bids, to waive any irregularities/informalities in the bids received, and to split the bid if deemed desirable by the City.

Contracts shall be awarded to the responsible bidder as determined by the items listed on Page 5 under Section III-2 Criteria for Selection.

All questions should be directed to City Manager Tom Dempsey (517) 647-2931.



CITY OF PORTLAND EQUAL HOUSING OPPORTUNITY
EQUAL OPPORTUNITY EMPLOYER



SECTION 1 GENERAL INFORMATION

I – 1 Purpose

This Request for Proposal (RFP) provides interested consultants with sufficient information to enable them to prepare and submit a proposal to Portland City Hall to satisfy its need for professional assistance in applying for and administrating Michigan State Housing Development Authority (MSHDA) Community Development Division's (CD) Rental Rehabilitation Program. The Grant(s) will assist downtown property owners with the development or rehabilitation of residential rental units on the second floor of commercial buildings in the downtown.

I – 2 Issuing Office

The RFP is issued on behalf of the Portland City Council. Proposals should be sent to Portland City Hall, 259 Kent St., Portland, MI 48875.

I – 3 Project Statement

The City of Portland, located in central Michigan, has a traditional downtown district with a large number of older 2-story commercial buildings with underutilized second floors. The MSHDA Rental Rehabilitation Program targets downtown business districts with the goal of increasing activity in the downtown, providing increased revenue to downtown property owners, and providing a productive use of space which is often vacant or minimally used. The Program assists downtown property owners with the development or rehabilitation of residential rental units on the second floor of commercial buildings in the downtown by providing a five (5) year no interest loan which is forgivable after a five (5) year affordability period.

I – 4 Point of Contact

There shall be a single point of contact for purposes of information relative to this RFP. All questions regarding this RFP should be addressed or directed to:

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

Phone: (517) 647-2931 Fax: (517) 647-2938
citymanager@portland-michigan.org

I – 5 Response Date and Time

To be considered, a proposal must arrive at the issuing office on or before the date and time specified in the cover letter.

I – 6 Proposals

To be considered, consultants must submit a complete response to this RFP, using the format provided in Section II. Each proposal shall be submitted in three (3) copies to the issuing office. The consultant shall make no other distribution of the proposals. An official authorized to bind the consultant to the provisions of the proposal must sign the proposal in ink. For the RFP, proposals must remain valid for at least ninety (90) days.

I -7 Addenda to the RFP

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all consultants who receive the original RFP.

I – 8 Rejection of Proposals

The City reserves the right to reject any and all proposals received as a part of this RFP, or to negotiate with any source whatsoever in any manner necessary to serve the best interest of the City. The City does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

The selection of the consultant will be made by the City Council and be based on criteria outlined in Section III-2 CRITERIA FOR SELECTION.

I – 9 Incurring Costs

The City of Portland is not liable for any costs incurred by consultants prior to the issuance of a contract.

I – 10 Type of Contract

It is proposed that, if a contract is entered into as a result of the RFP, it will be a purchase of service contract. Negotiations may be undertaken with those consultants whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be the most advantageous to the City of Portland, price and other factors considered. The City of Portland reserves the right to consider the proposals or modifications thereof received at any time before an award is made, if such action were in the interest of the City.

I – 11 Disclosure

All information in a proposal is subject to disclosure under the provision of Public Act 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto.

All responses to this RFP shall remain confidential until the opening of proposal by the issuing office on the date and time noted in the cover letter. Thereafter, all responses shall be available for public inspection.

After contract award, a summary of total price information for all submissions will be furnished upon request to those bidders participating in this RFP.

I – 12 Acceptance of Proposal Content

The contents of the proposal of the successful bidder may become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in the cancellation of the award.

I – 13 Prime Contractor Responsibilities

The selected firm will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the City will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any all charges resulting from the contract.

I – 14 Contract Payments & Schedule

The successful consultant must agree that they will accept as “payment-in-full” no more than the maximum amount allowable according to the terms of the applicable grant. The terms of payment for any contract entered into as result of the RFP will be negotiated as mutually agreeable and subject to funding from the grant(s).

I – 15 News Release

News releases pertaining to this RFP or the service, study or project to which it relates will not be made without prior issuing office approval, and then only in coordination with the issuing office.

SECTION II INFORMATION REQUIRED FROM CONSULTANT

Consultant proposals must be submitted in the format outlined below:

II – 1 Business Organization

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work hereunder. Indicate whether you operate as an individual, partnership, or corporation: if as a corporation, include the state in which you are incorporated. If appropriate, indicate whether you are licensed to operate in the State of Michigan.

II – 2 Project Team

Identify key individuals by name and title that will actually do the work under this proposal. Include resumes for all key project personnel.

II – 3 Capacity to Perform Work

Demonstrate the ability of having the capacity and staffing necessary to perform all work under this proposal.

II – 4 Statement of the Project

State in succinct terms your understanding of the project represented by this RFP.

II – 5 Management Summary and Work Plan

Include a narrative description of the proposed effort and of the products and services that will be delivered, also include your technical work plan. Specifically, include the manner in which tasks as described in Section IV shall be performed and detail the related products and services to be delivered.

II – 6 Prior Experience

Proposals submitted should include, in this section, descriptions of qualifying experience to include project descriptions, costs and related information of projects that have been successful. Also, the name, address and phone number of the responsible official of the client organization who may be contacted.

II – 7 Authorized Negotiators

Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the City.

II – 8 Additional Information and Comments

Include any other information that is believed to be pertinent but not specifically asked for elsewhere, such as innovative ideas for additional services to be provided.

SECTION III SELECTION OF CONTRACTOR

All proposals received shall be subject to an evaluation by the issuing office deemed appropriate for the purpose of selecting the consultant with whom a contract may be signed. The following factors will be considered in making the selection:

III – 1 Bidder Qualifications

Respondents submitting proposals shall have the following minimum qualifications:

- A. The experience and capability to train personnel to carry out other project specifications.
- B. The experience and skills to solve operational problems that may arise during implementation of the project and for the duration of the contract period.

- C. The ability to satisfactorily perform necessary administrative tasks such as financial reports, data collection, reporting, billing, etc.
- D. Have demonstrated integrity and record of compliance with public policy.

III – 2 Criteria for Selection

- A. Responsiveness to the RFP Requirements
- B. Consultant Qualifications and Capability
- C. Acceptance as Payment-in-Full Maximum Payment Allowable by Grant Requirements

Evaluation Factors	Maximum Points	Quality Levels	Score
Consultant's understanding of the project scope and intent.	10	X	=
Thoroughness of the consultant's approach to the planning, organization and management of the project.	10	X	=
Proposed method of communication, problem solving, data gathering and evaluation.	10	X	=
Schedule of the proposed work plan.	10	X	=
Experience from consultant with projects similar in scope and/or size.	10	X	=
Client references for work completed relevant to this project.	10	X	=
Consultant's ability to provide future services.	10	X	=
Relevant experience and qualification of the project staff.	10	X	=
TOTAL			_____

Quality Levels

Excellent	1.0	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weakness.
Very Good	0.8	Meets all requirements; reflects some enhancement or strengths; few if any offsetting weakness.
Good	0.6	Meets all requirements; strength and weakness, if any, tend to offset one another equally.
Fair	0.4	May contain significant weakness only partially offset by less pronounced strengths; should meet all minimum requirements but some area of doubt may exist.

Poor	0.2	Serious doubt exists about ability to meet minimum needs but may be sufficient; significant weakness without offsetting strengths.
Deficient	0.0	Will not meet minimum needs.

**SECTION IV
SCOPE OF WORK DETAILED GUIDELINES**

IV – 1 General

- A. Environmental Reviews
- B. Maintenance of financial records.
- C. Performance and compliance reports.
- D. Participation in the MSHDA monitoring and program audits and clearance of monitoring and audit findings.

IV – 2 Project Administration

- A. Manage rehabilitation program to assure compliance with Federal and State Regulations.
- B. Provide primary property owner and contractor contact and project coordination.
- C. Provide initial structure inspections and specifications preparation.
- D. Supervise bidding process and monitor labor standards compliance.
- E. Assist Local Building Inspectors with follow-up inspections as needed.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-12

A RESOLUTION APPROVING STAFF'S RECOMMENDATION TO APPROVE A CAPACITY PURCHASE THROUGH THE MICHIGAN PUBLIC POWER AGENCY

WHEREAS, the Michigan Public Power Agency (MPPA) is obligated to provide the Midwest Independent Transmission Systems Operator (MISO) with a Fixed Resource Adequacy Plan to ensure that there is adequate capacity to provide the necessary electricity to support the Grid; and

WHEREAS, MPPA has advised City Staff that they need to go out for bids for additional Capacity for members at the end of the month and that Portland is projected to need an additional 0.7 MW of capacity for the Period June 2013 until May 2014; and

WHEREAS, City Staff is recommending that the Council authorize the Electric Superintendent or City Manager to sign an authorized Member Representative letter to approve a capacity purchase through the Michigan Public Power Agency (MPPA), a copy of the Electric Superintendents Memo summarizing this matter is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council authorizes the Electric Superintendent or City Manager to sign an authorized Member Representative letter to approve a capacity purchase of an additional 0.7 MW of capacity for the Period June 2013 until May 2014 through the Michigan Public Power Agency (MPPA), as summarized in a copy of the Electric Superintendents Memo attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 19, 2013

Monique I. Miller, City Clerk

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

Feb. 13, 2013

City Manager
City Council

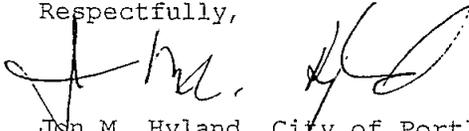
The MPPA is obligated to do a Fixed Resource Adequacy Plan to MISO each year. Portland, this year is short about a .5 MW. but this could change when MISO completes its behind the meter de-rates.

The MPPA needs to go out for bids at the end of the month, to avoid having to take the capacity from the MISO auction, which is usually higher. Since we don't have another City Council meeting before the end of the month I need to have the City Council authorize me to sign the Member Authorized Representative letter with Brent Henry's revised estimate.

There is some wiggle room in the letter of a not to exceed MW of .7 and a not to exceed price of .80 \$/KW-Month. Brent feels the price should come in around \$40./KW Month. If we dont participate we will have to take the auction price, whatever it will be.

The dollar exposure amount is \$6720. I will inform the Light & Power Board at their meeting, which is the Feb. 26th.

Respectfully,



Jon M. Hyland, City of Portland, Board of Light & Power

Exhibit

A

Mike Hyland

From: Bruce Vanfarowe [BVanfarowe@mpower.org]
Sent: Wednesday, February 13, 2013 9:44 AM
To: Bruce Vanfarowe; 'Mike Hyland'
Subject: RE: Capacity Positions

Mike:

I have revised the MW amount and the purchase price for your authorization form. Per the revision, your allowed exposure calculates to \$6,720.00.

Please call/email with questions.

Bruce Van Farowe
Bulk Power Engineer
Michigan Public Power Agency
809 Centennial Way
Lansing, MI 48917
517.323.8919
bvanfarowe@mpower.org

From: Bruce Vanfarowe
Sent: Tuesday, February 05, 2013 1:45 PM
To: 'Mike Hyland'
Subject: Capacity Positions

Mike,

It is nearing the time for submitting our Resource Adequacy plan to MISO. Processes at MISO are not yet fully capable of correctly handling some aspects of the new annual construct. One of the fallouts from this is that currently MPPA is not confident that we have final UCAP credit values for our Behind the Meter capacity Resources. With that in mind, however, we feel that we have a fairly good projected estimate of our position.

Similar to the Capacity positions of past two planning years, some cities have length, while others are short. However, in aggregate, the requirement at the CONS.MPPA node has not been met. MPPA will be recommending a Market purchase to fulfill this requirement. Once the Resource requirement is fully met, the cities with shorts and lengths might then be financially settled intra-Agency (ESP) as was done in prior years.

Utilizing the best available information, I have provided (see attached) a projected position report by city, along with an *example* of a settlement at \$1.00 KW – Mo.

We are asking that you provide Authorization (attached) to purchase shortfall amounts. Because we

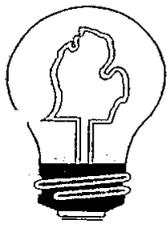
2/13/2013

have not been able to verify Resource credits for you, we are being conservative with the request amounts. Obviously, we will minimize purchase amounts as MISO is able to present accurate Credit values.

Please feel free to review the attached, and call/email with any questions or concerns.

Thank you,

Bruce Van Farowe
Bulk Power Engineer
Michigan Public Power Agency
809 Centennial Way
Lansing, MI 48917
517.323.8919
bvanfarowe@mpower.org



MICHIGAN PUBLIC POWER AGENCY

February 13, 2013

Subject: Letter of Authorization

The City/Village of Portland hereby authorizes a purchase of Capacity by Michigan Public Power Agency on behalf of the City/Village in the Amount and Term(s) of

(Not to Exceed) .7 MW

(Term) June 2013 - May 2014

(Not to Exceed) .80 \$/ KW - Month

Member Authorized Representative:

Printed

Signature

Date

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-13

A RESOLUTION APPROVING SETTING MILEAGE CHARGE FOR AMBULANCE SERVICE AT THE ALLOWABLE BLUE CROSS BLUE SHIELD MILEAGE RATE

WHEREAS, the City's ambulance service is currently charging \$11.44 per mile for transporting patients to the hospital; and

WHEREAS, Blue Cross Blue Shield (BCBS) has increase the allowable mileage charge to \$12.14 per mile; and

WHEREAS, Ambulance Contracts approved by the Council state that ambulance charges will be based on rates approved by the Council; and

WHEREAS, the City Manager and Ambulance Director recommend using the BCBS allowable mileage charge as an index and that the City Council approve setting the mileage charge at that rate, currently \$12.14 per mile.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation of the City Manager and Ambulance Director to use the BCBS allowable mileage charge as an index and set the mileage charge for ambulance service at that rate, currently \$12.14 per mile.
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: January 2, 2013

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, February 4, 2013

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Calley and Krause; City Manager Dempsey; City Clerk Miller

Absent: Council Member Fabiano

Guests: Tom Thelen of the Review & Observer

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

Motion by VanSlambrouck, supported by Calley, to approve the Revised Agenda to excuse Council Member Fabiano who was detained with his job firefighting.

Yeas: VanSlambrouck, Calley, Krause, Barnes

Nays: None

Absent: Fabiano

Adopted

Motion by Calley, supported by VanSlambrouck, to excuse the absence of Council Member Fabiano.

Yeas: Calley, VanSlambrouck, Krause, Barnes

Nays: None

Absent: Fabiano

Adopted

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

City Manager Dempsey also reported a representative of Badger Meter conducted training with staff and the transition is being made to meter readings being made by radio readers and a hand held device for reading entry.

Ambulance Director Dave Brown has retired. Paramedic Phil Gensterblum has stepped into the Director position and has been doing a great job. He received information from a colleague on a used Stryker cot for one of the ambulances. We were able to obtain this cot through trade of excess equipment in the Ambulance Department. Phil is working to improve equipment and service.

There have been schedule changes on the MDOT Box Culvert Project. This week work has actually begun. The section of the trail currently under construction should be open within the next 2 weeks.

Under New Business, the Council considered Resolution 13-04 to confirm the Mayor's appointment of Joseph Fedewa to the Zoning Board of Appeals.

Mayor Pro-Tem VanSlambrouck thanked Mr. Fedewa for volunteering his time to serve Portland.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 13-04 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: VanSlambrouck, Calley, Krause, Barnes

Nays: None

Absent: Fabiano

Adopted

The Council considered Resolution 13-05 to amend the Fiscal Year 2012-2013 Budget for purchase of a backhoe and ambulance.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 13-05 to amend the Budget for Fiscal Year 2012-2013.

Yeas: VanSlambrouck, Calley, Krause, Barnes

Nays: None

Absent: Fabiano

Adopted

The Council considered Resolution 13-06 to approve the purchase of a used ambulance. The City's 1994 ambulance is in need of costly repairs to fix the passenger front sub frame which has rotted out where the cab mount is sitting. Rather than undertake a costly repair on a near obsolete vehicle the City investigated replacing the unit by purchasing either a new, demonstration unit, remount, or used ambulance. City staff has identified a used 2003 ambulance that can be purchased for \$21,000. The City's Ambulance Director and Mechanic have inspected and test driven the ambulance described and are recommending Council approving its purchase.

Motion by Krause, supported by Calley, to approve Resolution 13-06 approving the purchase of a used ambulance.

Yeas: Krause, Calley, VanSlambrouck, Barnes

Nays: None

Absent: Fabiano

Adopted

Council considered Resolution 13-07 to ratify actions taken to repair the 2008 ambulance and approve a payment to La Fontaine Ford. The City's 2008 ambulance broke down and was towed back to the DPW where the City's mechanic determined the engine had seized up and would need to be replaced. Cost and time estimates were obtained from La Fontaine Ford in Lansing and Duthler Ford in Grand Rapids that were similar. The ambulance was taken to La Fontaine Ford due to its close location. The anticipated cost of the repairs was expected to exceed staff's normal purchase authority but the situation was treated as an emergency so the ambulance could be returned to service as soon as possible. Council was advised of the breakdown and needed repairs at the second meeting in January and also advised of the intent to present a resolution requesting formal ratification.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 13-07 ratifying actions taken to repair an ambulance and approving payment to La Fontaine Ford.

Yeas: VanSlambrouck, Calley, Krause, Barnes

Nays: None

Absent: Fabiano

Adopted

Council considered Resolution 13-08 to approve the purchase of a new backhoe loader and trading in the existing unit. The City's 1999 backhoe loader has 6500+ hours on it and needs to have the loader valve replaced as well as some other small repairs. Rather than undertake the costly repair to a near obsolete vehicle the City investigated replacing the unit by purchasing a new unit through the State MiDeal program, which provides a \$72,376.34 discount from the manufacturer's equipment group price of \$178,707.00. City Staff recommends Council approve replacing the backhoe using the MiDeal program and trading in the old unit so the net cost to the City is \$81,329.55.

Motion by Krause, supported by Calley, to approve Resolution 13-08 approving the purchase of a new backhoe loader and trading in the existing unit.

Yeas: Krause, Calley, VanSlambrouck, Barnes

Nays: None

Absent: Fabiano

Adopted

Council considered Resolution 13-09 to approve Permanent Traffic Control Orders controlling parking on a portion of Lincoln Street between Oak and Hill Streets. All day on-street parking on the West side of Lincoln Street between Hill and Oak Streets has caused the City's Department of Public Works to reduce services to property owners on that block because difficulty to get access to clear snow, pick up leaves and brush, and sweep the street. Property owners were consulted about the proposed changes on Danby Street and they voiced concerns about the parking situation on Lincoln Street. The City Manager and Police Chief have reviewed parking on that block and implemented a Temporary Traffic Control Order No. 48A that ordered the placing of "No Parking 8am – 10am" signs on the West side of the street so that those property owners could receive the same City services that other property owners receive. City Manager Dempsey and Police Chief Bauer are now recommending the City Council approve proposed Traffic Control Order No. 48A as a permanent traffic control order.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 13-09 approving permanent traffic control orders controlling parking on a portion of Lincoln Street between Oak and Hill Streets.

Yeas: VanSlambrouck, Calley, Krause, Barnes

Nays: None

Absent: Fabiano

Adopted

Motion by Calley, supported by VanSlambrouck, to go into Closed Session to discuss strategy for collective bargaining at the end of the meeting.

Yeas: Calley, VanSlambrouck, Krause, Barnes

Nays: None

Absent: Fabiano

Adopted

Motion by Krause, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on January 21, 2013 and the City Council Goal Session held on January 23, 2013, payment of invoices in the amount of \$68,867.51 and payroll in the amount of \$137,113.84 for a total of \$205,981.35. There were no purchase orders over \$5,000.00.

Yeas: Krause, VanSlambrouck, Calley, Barnes

Nays: None

Absent: Fabiano

Adopted

Under Council Comments, Barnes thanked City employees for their efforts in keeping the City streets free of snow.

Council Member VanSlambrouck commended the Ambulance Department for the good job they have been doing.

The Council went into Closed Session at 7:17 P.M.

Council Member Fabiano joined the Closed Session at 7:56 P.M.

The Council returned from Closed Session at 8:41 P.M.

Motion by Fabiano, supported by VanSlambrouck, to adjourn the meeting.

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Absent: None

Adopted

Meeting adjourned at 8:41 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the February 4, 2013 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 Calley and Krause; City Manager Dempsey; City Clerk Miller

Absent – Council Member Fabiano

Approval of Resolution 13-04 confirming the Mayor's appointment of Joe Fedewa to the Zoning Board of Appeals.

All in favor. Approved.

Approval of Resolution 13-05 to amend the Budget for Fiscal Year 2012-2013.

All in favor. Approved.

Approval of Resolution 13-06 approving the purchase of a used ambulance.

All in favor. Approved.

Approval of Resolution 13-07 ratifying actions taken to repair an ambulance and approving payment to La Fontaine Ford.

All in favor. Approved.

Approval of Resolution 13-08 approving the purchase of a new backhoe loader and trading in the existing unit.

All in favor. Approved.

Approval of Resolution 13-09 approving permanent traffic control orders controlling parking on a portion of Lincoln Street between Oak and Hill Streets.

All in favor. Approved.

Approval of the Consent Agenda - Motion by Krause, supported by VanSlambrouck, to approve the Consent Agenda.

Council went into Closed Session at 7:17 P.M.

Council Member Fabiano joined the Closed Session at 7:56 P.M.

Council returned from Closed Session at 8:41 P.M.

Adjournment – Motion by Fabiano, supported by VanSlambrouck, to adjourn the regular meeting at 8:41 P.M.

All in favor. Adopted.

A copy of the approved Minutes are available upon request at City Hall, 259 Kent Street.
Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PORTLAND CHURCH OF THE NAZARENE	MISC	RENTAL FEE MOTHER/SON NIGHT - RECREATION	50.00
EASTERN KNOX COUNTY JOINT FIRE DISO	2169	2003 AMBULANCE- MOTOR POOL	21,000.00
DANBY TOWNSHIP	00110	ANNEXATION AGREEMENT 58 ACRE-COMM PROMO	1,763.00
STATE OF MICHIGAN	00428	SALES TAX - ELECTRIC	10,652.97
POSTMASTER	00374	POSTAGE UTILITY BILLS - GEN,ELEC,WTR,WW	72.26
BOUND TREE MEDICAL LLC.	01543	UNIFORMS - AMBULANCE	84.98
BOUND TREE MEDICAL LLC.	01543	OXYGEN CANNULA - AMBULANCE	41.30
B&W AUTO SUPPLY, INC.	00030	SUPPLIES/PARTS - VARIOUS DEPTS	497.49
CAPITAL CITY INT'L TRUCKS	00068	ACC SPRINGS - MOTOR POOL	29.36
CAPITAL CITY INT'L TRUCKS	00068	ACC BUSHINGS - MOTOR POOL	11.64
CENTURYLINK	01567	TELEPHONE SVC- VAR DEPTS	112.27
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - WATER	12.00
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - ELECTRIC	17.00
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - POLICE	115.30
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - MOTOR POOL	119.50
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	1,423.71
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	349.58
DUANE CROSS	00642	BITS (DRILL) - MOTOR POOL	164.05
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	939.80
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE -POLICE, FA, PARKS, ELEC, MP	364.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	6,792.42
HASSELBRING-CLARK	02073	COPY MACHINE MAINTENANCE CONT - CITY HAL	115.32
HYDRO DESIGNS, INC.	01308	INSPECTION & REPORTING SVC-WATER	465.00
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MOTOR POOL	35.00
MARATHON PETROLEUM COMPANY	00250	MOTOR FUEL & OIL - ELECTRIC, MTR POOL	4,097.58
MELLON	MISC	REIMB OVERPAYMENT - AMBULANCE	116.05
MI ASSOC. OF MUNICIPAL CEMETERIES	00265	2013 MEMBERSHIP DUES- CEMETERY	35.00
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,300.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT - COMM PROMO	18,867.50

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	59.70
TOM'S FOOD CENTER	00452	SUPPLIES.PARTS - VARIOUS DEPTS	810.44
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
VERIZON WIRELESS	00470	PHONE SVC- AMBULANCE	90.02
VERIZON WIRELESS	00470	PHONE SVC -CTY MGR,CEM,PARKS,ELECTRIC	152.69
WOW! INTERNET-CABLE PHONE	02132	CABLE SVC - ELECTRIC	12.98
CHROUGH COMMUNICATION, INC.	00082	SERVICE CHARGES TO CHANGE RADIOS-ELEC	40.00
CHROUGH COMMUNICATION, INC.	00082	SVC CHARGES TO CHANGE RADIOS- ELECTRIC	60.00
CHROUGH COMMUNICATION, INC.	00082	SERVICE CHARGES TO CHANGE RADIOS-ELECT	40.00
CHROUGH COMMUNICATION, INC.	00082	SERVICE CHARGES TO CHANGE RADIOS-ELECTR	125.00
DACOTT ENERGY SERVICES, LTD	01299	FINAL BILLING - ELECTRIC	650.00
TOM DEMPSEY	00898	HOTEL/MILEAGE REIMB FOR CONF- CTY MGR	555.79
CONSUMERS ENERGY	00095	GAS SERVICE - VARIOUS DEPTS	2,623.01
USA BLUEBOOK	01850	FERRIC CHLORIDE - WASTE WATER	56.08
FOR A SONG AND DANCE	01039	DADDY/DAUGHTER DJ - RECREATION	200.00
DETROIT SALT COMPANY	01497	ROCK SALT-MAJ STS, LOC STS	2,626.72
MODEL FIRST AID SAFETY/TRAINING	00313	RE-STOCK FIRST AID KIT - ELECTRIC	83.56
R.E. RISK & ASSOC.	01315	SERVICE FEE- INCOME TAX	53.30
R.E. RISK & ASSOC.	01315	SERVICE FEE- INCOME TAX	51.60
R.E. RISK & ASSOC.	01315	SERVICE FEE -INCOME TAX	51.60
R.E. RISK & ASSOC.	01315	SERVICE FEE- INCOME TAX	32.10
R.E. RISK & ASSOC.	01315	SERVICE FEE- INCOME TAX	32.10
MI MUNICIPAL TREASURERS ASSN	00290	MMTA ADVANCED INSTITUTE REGISTRATION-GEN	325.00
LEXISNEXIS RISK DATA MANAGEMENT	IN01309	PEOPLE SEARCHES - GEN, POLICE	50.00
MUNICIPAL SUPPLY CO.	00324	SHOVEL - ELECTRIC	26.60
GRAINGER, INC.	00172	SHOE COVERS - WATER	31.35
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	358.50
KEUSCH SUPER SERVICE	00228	TIRE REPAIR/VALVES - MOTOR POOL	184.90
WINZER CORPORATION	01686	PAINT SUPPLIES - MOTOR POOL	105.40

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE - GEN, ELEC, WTR, WW	862.56
SOS OFFICE SUPPLY	02052	PAPER - GENERAL	464.85
STAPLES BUSINESS ADVANTAGE	00426	PAPER, OFFICE SUPPLIES- VAR DEPTS	401.91
AECOM TECHNICAL SERVICES	01810	PORTLAND DAM MANAGEMENT-ELECTRIC	2,340.00
CHROUCH COMMUNICATION, INC.	00082	NARROW BAND RADIOS-ELECTRIC	1,428.00
CHROUCH COMMUNICATION, INC.	00082	SERVICE TORNADO SIREN - COMM PROMO	440.00
GANNETT MICHIGAN NEWSPAPERS	00236	LEGAL NOTICES FOR JANUARY - GENERAL, CODE	546.83
KEUSCH SUPER SERVICE	00228	TOWING TO LANSING, TIRES -MOTOR POOL	715.00
MHR BILLING	01780	JANUARY BILL SERVICE - AMBULANCE	1,044.00
MICHIGAN MUNICIPAL LEAGUE	00285	ANNUAL MEMEBERSHIP 2012/2013- GENERAL	2,758.00
MSHDA	MISC	SEC 3 IMPLEMENTATION PLANNING-CTY MANGR	10.00
NATIONAL SAFETY COMPLIANCE	01958	FEDERAL LABOR LAW POSTERS-VAR DEPTS	73.70
RESCO	00392	ANCHORS - ELECTRIC	1,038.24
S&W HEALTHCARE CORPORATION	01027	DEFIB SUPPLIES-AMB	849.08
S&W HEALTHCARE CORPORATION	01027	SUPPLIES-AMB	394.65
WMLGMA	MISC	WMLGMA MEMBERSHIP 2012/2013- CTY MGR	60.00
WINTERS GORMAN PLLC	02072	LEGAL SERVICES FOR FEB - POLICE	750.00
CREATIVE PRODUCT SOURCING INC	02165	DARE T-SHIRTS, CERTIFICATES- POLICE	561.94
BRIAN KRIEGER	00568	OFFICIALS - RECREATION	40.00
BRYAN SCHEURER	00600	OFFICIALS - RECREATION	40.00
NICHOLAS NURENBERG	02039	OFFICIALS - RECREATION	120.00
RYAN WILCOX	01734	OFFICIALS - RECREATION	260.00
FRED KRAMER	00564	OFFICIALS - RECREATION	120.00
JAMIE FOGARTY	01668	OFFICIALS - REC	20.00
JORDAN RUSSELL	01377	OFFICIALS - RECREATION	240.00
MARTI SCHRAUBEN	02076	OFFICIALS - RECREATION	120.00
BRUCE ELLIOTT	02017	OFFICIALS - RECREATION	40.00
SCOTT MCKIMMY	01930	OFFICIALS - RECREATION	80.00
TYON HARRIS	02083	OFFICIALS - RECREATION	60.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MAURICE LITTLEJOHN	02088	OFFICIALS - RECREATION	200.00
DAVID QUIGLEY	02005	OFFICIALS - RECREATION	160.00
TODD SCHAEFFER	02158	OFFICIALS - RECREATION	80.00
TODD SCHAEFFER	02158	OFFICIALS - RECREATION	80.00
REGGIE TOWNSEND	02168	OFFICIALS - RECREATION	60.00
MANDY SIMON	02084	OFFICIALS - RECREATION	60.00
ALLISON RUSSELL	01954	SCOREKEEPERS - REC	49.00
SHELBI WILCOX	01439	SCOREKEEPERS -RECREATION	28.00
TAYLOR WILCOX	02159	SCOREKEEPERS - REC	49.00
ALYSSA PUNG	02160	SCOREKEEPERS - REC	63.00
ZACH GUSTAFSON	02161	SCOREKEEPERS - REC	21.00
RHET SCHRABUEN	02162	SCOREKEEPERS - REC	42.00
BRYANT PETTIT	02163	SCOREKEEPERS -REC	21.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	70.00
DETROIT SALT COMPANY	01497	ROCK SALT-MAJ STS, LOC STS	2,800.54
Total:			\$99,019.82

BI-WEEKLY
WAGE REPORT
February 18, 2013

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	7,823.66	146,920.52	2,583.06	81,533.13	228,453.65
ASSESSOR	1,120.80	20,044.05	373.88	5,677.94	25,721.99
CEMETERY	1,429.42	47,222.25	460.87	16,060.17	63,282.42
POLICE	11,644.49	213,051.12	1,576.98	75,469.63	288,520.75
FIRE	-	3,046.00	-	233.02	3,279.02
CODE ENFORCEMENT	1,309.17	27,790.92	431.94	8,097.29	35,888.21
PARKS	1,099.83	39,085.67	364.97	10,016.14	49,101.81
INCOME TAX	1,324.15	24,091.19	435.24	17,762.11	41,853.30
MAJOR STREETS	3,987.42	51,541.51	1,561.46	38,125.46	89,666.97
LOCAL STREETS	2,494.17	34,779.37	973.40	26,461.93	61,241.30
RECREATION	1,925.93	34,763.92	638.36	16,425.84	51,189.76
AMBULANCE	10,195.67	163,015.52	1,564.17	58,584.17	221,599.69
DDA	1,584.55	26,802.04	528.57	8,095.35	34,897.39
ELECTRIC	13,900.23	270,749.44	5,108.04	152,803.70	423,553.14
WASTEWATER	7,638.07	135,498.94	2,706.03	79,251.53	214,750.47
WATER	4,428.74	89,474.53	1,630.23	45,732.45	135,206.98
MOTOR POOL	2,316.17	39,388.07	892.70	30,964.63	70,352.70
TOTALS:	74,222.47	1,367,265.06	21,829.90	671,294.49	2,038,559.55

BI-WEEKLY CASH BALANCE ANALYSIS
2/18/2013

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE		
GENERAL	574,003.46	5,928.11	72,288.10		5,140.00	502,503.47	235,000.00	737,503.47		
INCOME TAX	11,448.88		2,108.67			9,340.21	10,000.00	19,340.21		
MAJOR STREETS	201,075.50		9,018.75		3,615.00	188,441.75	-	188,441.75		
LOCAL STREETS	42,373.14	138.33	5,680.78		3,246.00	33,584.69	-	33,584.69		
RECREATION	1,212.88	2,728.00	4,945.74			(1,004.86)	-	(1,004.86)		
AMBULANCE	36,036.09	21,056.73	15,645.37		4,167.00	37,280.45	-	37,280.45		
REFUSE COLLECTION	22,373.69	2,941.45	8,064.80			17,250.34	-	17,250.34		
ELECTRIC	207,611.72	99,599.25	259,293.33		383.00	47,534.64	610,000.00	657,534.64		
WASTEWATER	41,849.08	25,571.78	36,312.19		4,708.00	26,400.67	-	26,400.67		
WATER	528,220.57	20,524.64	11,394.75		2,584.00	534,766.46	420,000.00	954,766.46		
MOTOR POOL	67,459.69		28,432.05	22,077.00	2,917.00	58,187.64	-	58,187.64		
DDA	61,456.69					61,456.69	-	61,456.69		
TOTALS:	1,795,121.39	178,488.29	453,184.53	22,077.00	26,760.00	1,515,742.15	1,275,000.00	2,790,742.15		
								ELECTRIC-RESTRICTED CASH	320,000.00	320,000.00
								CUSTOMER DEPOSIT CD	170,000.00	170,000.00
								PERPETUAL CARE CD	130,000.00	130,000.00
								SUMMER REC SAVINGS	3,530.33	3,530.33
								INCOME TAX SAVINGS	566,962.98	566,962.98
								ELECTRIC-PRIN & INT ESCROW	305,421.61	305,421.61
								WASTEWATER BOND PROCEEDS	374.68	374.68
								WASTEWATER -DEBT ESCROW	112,463.81	112,463.81
								WASTEWATER-REPAIR ESCROW	35,243.18	35,243.18
								DDA-PRIN/INT ESCROW	104,118.27	104,118.27
									3,023,114.86	4,538,857.01

* CASH IN TIME CERTIFICATES

**INVEST IN TIME CERTIFICATES

**Minutes of the Zoning Board of Appeals
Of the City of Portland**
Held on Monday, August 8, 2011 at 7:00 P.M.
In Council Chambers at City Hall

Members Present: Barnes, Graham, Frederick, Miller

Staff: City Manager Dempsey, Code Enforcement Officer Brown, City Clerk Miller

Guests: Sharon Norton-White, Charles White

City Clerk Miller called the meeting to order at 7:00 P.M.

City Clerk Miller opened the floor for nominations for the office of Chairman.

Motion by Graham, supported by Frederick, to elect Barnes as Chairman.
All in favor. Approved.

The Pledge of Allegiance was taken.

Chairman Barnes opened the floor for nominations for the office of Vice Chairman.

Motion by Miller, supported by Graham, to elect Frederick as Vice Chairman.
All in favor. Approved.

Chairman Barnes opened the floor for nominations for the office of Secretary.

Motion by Barnes, supported Graham, to elect Miller as Secretary.
All in favor. Approved.

Motion by Frederick, supported by Graham to approve the Agenda as presented.
All in favor. Approved.

Motion by Miller, supported by Frederick, to approve the minutes of the July 12, 2010 meeting as presented.
All in favor. Approved.

Chairman Barnes opened the Public Hearing at 7:05 P.M.

City Manager Dempsey presented the application from Charles White and Sharon Norton-White of 810 Bridge St. to enlarge an existing non-conforming structure and to exceed the allowed 40% lot coverage. There are very limited opportunities to expand their garage in any other way. The neighboring properties have similar front setbacks as would be created with this expansion. This is a corner lot making it impossible to expand in any other direction. There is not much room on the lot.

Sharon Norton-White and Charles White introduced themselves. Chairman Barnes went through the application with the Whites.

Under letter a, there must be exceptional or extraordinary circumstances or conditions applying to the property that do not generally apply to other properties in the same zoning district. The Whites stated that they need the additional garage space; there are no other options available for expansion. In addition to the additional garage space this would reduce the amount of driveway to be cleared in the winter. This is difficult due to health issues.

Under letter b, the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same Zoning District and in the vicinity. The Whites stated that with the proposed garage expansion they would be able to house their vehicles inside which is needed for health and safety issues.

Under letter c, the variance will not be detrimental to adjacent property and the surrounding neighborhood. The Whites stated that the addition would be constructed of similar materials to the existing structure and would be in compliance with the 3 feet from the lot line requirement. The existing structure is 4 feet from the lot line.

Under letter d, the variance will not materially impair the intent and purpose of the Ordinance or the provision from which the variance is requested. The Whites stated that the garage was in existence before the Ordinance, and they are unable to move it.

Under letter e, the immediate practical difficulty causing the need for the variance request was not created by the applicant. The Whites stated that the existing structure was on the premises before they purchased the property.

Chairman Barnes closed the Public Hearing at 7:19 P.M.

Vice Chairman Frederick restated that the applicant is looking at expanding a non-conforming structure and is also looking at exceeding the allowed 40% lot coverage. He verified the current measurements and percentages and those that would be created if this variance is granted. He also verified that the existing structure is a small 2-car garage that barely holds 2 modern vehicles.

There was discussion about the structure that would be created if the variance is granted.

Vice Chairman Frederick stated that he was having trouble with the criterion that the characteristics of the lot create a unique circumstance in comparison to the neighborhood.

There was discussion of this issue.

Chairman Barnes inquired if the existing garage structure makes it unique.

City Manager Dempsey stated that many neighboring properties have access to an alley. This property does not.

Motion by Graham, supported by Miller, to approve the variance request from Charles and Sharon White, 810 Bridge St., for expansion of a non-conforming structure and to exceed the allowed 40% lot coverage as requested.

The Clerk held a roll call vote.

Yeas: Graham, Miller, Barnes

Nays: Frederick

Motion approved.

Motion by Frederick, supported by Miller, to adjourn the meeting at 7:29 P.M.

All in favor. Adopted

Respectfully submitted,

Yvonne Miller, Secretary



DATE: February 14, 2013

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>01/17/13</u>	\$ 104,118.27
INTEREST EARNED:	\$ 4.12
DEPOSITS:	\$ 15,800.00
CHECKS WRITTEN:	
NEW BALANCE: <u>02/21/13</u>	<u>\$ 119,922.39</u>

REGULAR ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>01/17/13</u>	\$ 61,456.69
INTEREST EARNED:	\$ 2.44
DEPOSITS:	

CHECKS WRITTEN:

CK NO.	PAYEE	AMOUNT
1255	CITY OF PORTLAND-Telephone expense, retreat expense, shelving unit	\$ 1,467.48
	ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT.	\$ 15,800.00
	ACH TRANSFER-P. Reagan wages/fringes for pay period: 1/1/12 to 1/14/13	\$ 1,982.29
	ACH TRANSFER-P. Reagan wages/fringes for pay period: 1/15/13 to 1/28/13	\$ 2,077.88
	ACH TRANSFER-P. Reagan wages/fringes for pay period: 1/29/13 to 2/11/13	\$ 2,113.12
TOTAL EXPENSES:		<u>\$ (23,440.77)</u>
NEW BALANCE: <u>02/21/13</u>		<u>\$ 38,018.36</u>

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

INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

1) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000613
Service Date: 01/07/2013
Invoice Date: 02/04/2013
Due Date: 03/04/2013

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ELEC USAGE FOR XMAS DECOR	1,252.68	1,252.68

Total Invoice:	1,252.68
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	1,252.68

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

(517) 647-3211

DDA
259 KENT ST.
IND, MI 48875

INVOICE

Customer ID: 00017
Invoice Number: 0000000613
Service Date: 01/07/2013
Invoice Date: 02/04/2013
Due Date: 03/04/2013

Property Address:
259 KENT ST.



INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

7) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000616
Service Date: 02/06/2013
Invoice Date: 02/11/2013
Due Date: 03/11/2013

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET - FEB 2013	112.00	112.00
1	POSTAGE	4.52	4.52

Total Invoice:	116.52
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	116.52

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

(517) 647-3211

DDA
259 KENT ST.
AND, MI 48875

INVOICE

Customer ID: 00017
Invoice Number: 0000000616
Service Date: 02/06/2013
Invoice Date: 02/11/2013
Due Date: 03/11/2013

Property Address:
259 KENT ST.





Center
River
an 48875
ing at Tom's

Do it
center
(517) 647-7800

DATE 12/3 2012

**** 1462 E. GRAND RIVER AVE. ****
PORTLAND, MI 48875 (517) 647-4861

COUNT NUMBER 6477531

YOUR CASHIER IS: PAIGE

Charge	Rec'd On Acct.
--------	----------------

SPT SPRNG WTR 24 2.99 F
 DIET COKE 24PK CAN 8.99 F
 DP POP DEPOSIT 2.40 F
 COCA COLA 24PK CAN 8.99 F
 DP POP DEPOSIT 2.40 F
 20 LB BAG ICE 3.99 B
 **** TAX .24 TTL 30.00
 TAX EXEMPTION .24-
 **** TAX .00 TTL 29.76
 STORE CHARGE 29.76
 12/03/12 12:19 PM 0096 04 0023 2687

PRICE	AMOUNT
	29 76

Center
d River
gan 48875
ing at Tom's

Do it
center
(517) 647-7800

DATE 12/4 2012



**** 1462 E. GRAND RIVER AVE. ****
PORTLAND, MI 48875 (517) 647-4861

COUNT NUMBER 6477531

YOUR CASHIER IS: MARIA

1 Charge	Rec'd On Acct.
----------	----------------

20 LB BAG ICE 3.99 B
 SPT SPRNG WTR 24 2.99 F
 DIET COKE 24PK CAN 8.99 F
 DP POP DEPOSIT 2.40 F
 **** TAX .24 TTL 18.61
 TAX EXEMPTION .24-
 **** TAX .00 TTL 18.37
 STORE CHARGE 18.37
 12/04/12 7:31 AM 0096 03 0041 2394

PRICE	AMOUNT
	18 37

 EARN FREE GAS
 WITH TOM'S
 FUEL REWARDS

Flexible Spending Account (FSA)
Eligible Items Are Marked With:



Vendor: 02066

TELNET WORLDWIDE INC.

Check #: 00000033095 01/21/13

Date	Invoice	Description/Detail	Amount
01/21/2012	288207	PHONE SVC - CITY HALL	
	101-172-851.000	TELEPHONE SERVICE	50.15
	101-201-851.000	TELEPHONE SERVICE	200.62
	101-209-851.000	TELEPHONE SERVICE	50.15
	101-751-851.000	TELEPHONE SERVICE	50.15
	101-728-956.000	MISCELLANEOUS EXPENSES	50.15
	105-254-851.000	TELEPHONE SERVICE	50.15
	208-690-851.000	TELEPHONE SERVICE	50.15

Total: 501.52

PRINTING SYSTEMS • Taylor, MI • 1-800-95-12345

CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

WARNING: DO NOT CASH UNLESS LOGO OR APPEARANCE IS IN FOREGROUND OF CHECK

CITY OF PORTLAND
259 KENT STREET
PORTLAND, MICHIGAN 48875

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

033095

Date: 01/21/13

AMOUNT
\$501.52

Five Hundred One and 52/100 Dollars**

PAY

CITY OF PORTLAND - PAYING ACCOUNT

James Hanner

TO THE OR TELNET WORLDWIDE INC.
8020 SOLUTIONS CENTER

CHICAGO IL 60677

Monique Malle

MAJOR

CLERK

033095 072403473 01151128209

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	02/28/2013 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA FUND					
Revenues					
Dept 000					
248-000-402.000	REAL PROPERTY TAXES	295,000.00	250,000.00	45,000.00	84.75
248-000-551.000	RIVERSIDE FACADE GRANT	0.00	0.00	0.00	0.00
248-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	50.00	52.76	(2.76)	105.52
248-000-674.000	CONTRIBUTION-PROPERTY OWNERS	0.00	0.00	0.00	0.00
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	2,000.00	0.00	2,000.00	0.00
248-000-678.010	REIMBURSEMENTS-RIVERFEST	2,500.00	1,835.00	665.00	73.40
248-000-678.011	REIMBURSEMENTS-CITY AND PACC	0.00	0.00	0.00	0.00
248-000-678.012	REIMBURSEMENTS-MAIN STREET	31,620.00	14,518.16	17,101.84	45.91
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00
248-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00
Total Dept 000		331,170.00	266,405.92	64,764.08	80.44
TOTAL Revenues		331,170.00	266,405.92	64,764.08	80.44
Expenditures					
Dept 275-ADMINISTRATION					
248-275-702.000	S & W FULLTIME	40,000.00	24,731.70	15,268.30	61.83
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	743.02	456.98	61.92
248-275-715.000	S & W SOCIAL SECURITY	3,151.00	1,948.81	1,202.19	61.85
248-275-717.000	LIFE/LTD INSURANCE	875.00	536.72	338.28	61.34
248-275-718.000	PENSION	8,000.00	5,616.85	2,383.15	70.21
248-275-719.000	OTHER FRINGE	0.00	17.24	(17.24)	100.00
248-275-720.000	WORKER'S COMPENSATION	1,500.00	0.00	1,500.00	0.00
248-275-723.000	UNEMPLOYMENT	50.00	3.80	46.20	7.60
248-275-730.000	POSTAGE	500.00	200.27	299.73	40.05
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	942.37	6,557.63	12.56
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	12,800.00	1,017.01	11,782.99	7.95
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	1,820.00	0.00	1,820.00	0.00
248-275-740.005	OPERATING SUPPLIES-O&F COMMITTEE	17,450.00	11,387.40	6,062.60	65.26
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	16,560.00	8,123.58	8,436.42	49.06
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	2,000.00	1,352.00	648.00	67.60
248-275-801.000	LEGAL SERVICE	100.00	0.00	100.00	0.00
248-275-802.000	AUDIT SERVICE	850.00	631.70	218.30	74.32
248-275-803.000	ENGINEERING SERVICE	500.00	0.00	500.00	0.00
248-275-804.000	CONTRACTUAL SERVICE	10,000.00	385.00	9,615.00	3.85
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	7,000.00	6,452.68	547.32	92.18
248-275-806.000	DATA PROCESSING	1,550.00	0.00	1,550.00	0.00
248-275-851.000	TELEPHONE SERVICE	500.00	300.46	199.54	60.09
248-275-886.000	FIREWORKS (DDA)	2,500.00	0.00	2,500.00	0.00
248-275-902.000	ADVERTISING	0.00	0.00	0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	1,500.00	2,271.18	(771.18)	151.41
248-275-958.000	DUES & SUBSCRIPTIONS	300.00	250.00	50.00	83.33
248-275-967.001	FACADE RESTORATION (DDA)	22,000.00	4,643.18	17,356.82	21.11
248-275-992.000	PRINCIPAL PAYMENT	170,000.00	170,000.00	0.00	100.00
248-275-995.000	INTEREST PAYMENT	19,197.82	12,377.07	6,820.75	64.47
248-275-997.000	PAYING AGENT FEES	200.00	0.00	200.00	0.00
248-275-999.202	TRANSFER TO MAJOR STREETS	113,800.00	101,630.48	12,169.52	89.31
Total Dept 275-ADMINISTRATION		463,403.82	355,562.52	107,841.30	76.73

REVENUE AND EXPENDITURE

FOR CITY OF PORTLAND

PERIOD END:

/28/2013

% Fiscal Year

ated: 66.58

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE		AVAILABLE		% BDCGT USED
			02/28/2013 NORMAL (ABNORMAL)		NORMAL (ABNORMAL)		
Fund 248 - DDA FUND							
Expenditures							
Dept 999							
248-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00		0.00		0.00
Total Dept 999		0.00	0.00		0.00		0.00
TOTAL Expenditures		463,403.82	355,562.52		107,841.30		76.73
Fund 248:							
TOTAL REVENUES		331,170.00	266,405.92		64,764.08		80.44
TOTAL EXPENDITURES		463,403.82	355,562.52		107,841.30		76.73
NET OF REVENUES & EXPENDITURES		(132,233.82)	(89,156.60)		(43,077.22)		67.42

PORTLAND POLICE DEPARTMENT

STATISTICAL REPORT

January 1st – January 31st, 2013

COMPLAINTS:

• DISPATCHED :	73 COMPTS	49 HRS 00 MINS
• PATROL ORGINATED:	19 COMPTS	25 HRS 40 MINS
• FOLLOW-UP:	28 COMPTS	17 HRS 40 MINS
• ASSISTING	16 COMPTS	13 HRS 15 MINS

TRAFFIC:

• STOPS:	36
• CITATIONS:	43
• VERBAL WARNINGS:	25
• STATIONARY RADAR:	14 HRS 05 MINS
• PARKING:	69

ARREST:

• MISDEMEANOR:	22
• FELONY:	5
• ORDINANCE VIOLATIONS:	0
• JUVENILES	3

CONTACTS:

• PATROL CONTACTS:	257
• BUSINESS CONTACTS:	45
• SUBPOENA SERVICE	6

PORTLAND POLICE DEPARTMENT

REPORT SUMMARY

January 1st – January 31st, 2013

ASSISTS TO OTHER DEPARTMENTS:

January 4th, 2013 Assist to MSP @ Barnes Rd for a residential alarm.
January 12th, 2013 Assist to IOSH @ Okemos Rd / Oak St investigate suspicious vehicle.

CASE SUMMARY:

On January 5th, 2013 Sgt. Rebecca Ludwick observed a suspicious vehicle on Maple St occupied by three subjects. Two of the subject exited the vehicle and were later found on the 100 block of Kent St. One subject was identified as having an outstanding probation warrant in possession of prescription medical. The second subject was also found to have an outstanding warrant. He was in possession of a large amount of marijuana prepackaged for distribution and was also in possession of methamphetamine. The subjects were arrested on the above crimes and lodged at the Ionia County Sheriff s Department.

On January 25th, 2013 Officer Star Thomas received a complaint of a scam where the victim is threatened with having a warrant arrest issued if they fail to \$500.00 debt. Officer Thomas was able to link this case to one of several in the area where a subject acts as law enforcement or a debt collector while trying to obtain credit card and personal information. There is a short time frame given in order to pay a sum of money or an arrest warrant will be issued. The scammers are usually targeting elderly citizens with adult children.

On January 27th, 2013 Officer Tim Groenhof was dispatched an alarm at Tom's Fuel Center. Upon arrival Officer Groenhof found broken glass window at the point of entry. A single subject made entry into the building and stolen approximately 30 cartons of cigarettes carrying a value of over \$2,000.00. The subject fled the scene prior to officers' arrival and there are currently no leads in this case.

PORTLAND POLICE DEPARTMENT

INDIVIDUAL STATISTICS

January 1st – January 31st, 2013

CHIEF BAUER:

Dispatch Compts:	13	4 Hrs 40 Mins	Traffic Stops:	0
Self Initiated Compts:	0		Citations:	1
Follow-up:	1	1 Hr	Warnings:	0
Assisting	1	15 Mins	Arrests:	0

SGT. REBECCA LUDWICK:

Dispatch Compts:	11	12 Hrs 15 Mins	Traffic Stops:	1
Self Initiated Compts:	3	9 Hrs 40 Mins	Citations:	11
Follow-up:	19	11Hrs 55 Mins	Warnings:	3
Assisting	4	2Hr 5 Mins	Arrests:	12

OFC. TEITSMA:

Dispatch Compts:	16	16 Hrs 30 Mins	Traffic Stops:	7
Self Initiated Compts:	0		Citations:	6
Follow-up:	6	3Hrs 30 Mins	Warnings:	3
Assisting	2	40 Mins	Arrests:	0

OFC. STAR THOMAS:

Dispatch Compts:	18	13Hrs 45 Mins	Traffic Stops:	3
Self Initiated Compts:	2	2Hrs 15 Mins	Citations:	8
Follow-up:	1	1Hrs	Warnings:	0
Assisting	5	6Hrs	Arrests:	5

OFC. TIM GROENHOF:

Dispatch Compts:	13	8 Hrs 30 Mins	Traffic Stops:	22
Self Initiated Compts:	14	13 Hrs 45 Mins	Citations:	14
Follow-up:	1	15 Mins	Warnings:	18
Assisting	4	4 Hrs 15 Mins	Arrests:	12

City Of Portland
 Water Department
 Monthly Water Report
 January 2013

Monthly Water Production	Daily Water Production
Well #4 8,530,000 Gallons	Well #4 275,161 Gallons
Well #5 0 Gallons	Well #5 0 Gallons
Well #6 4,000 Gallons	Well #6 129 Gallons
Well #7 5,000 Gallons	Well #7 161 Gallons
Daily Average Water Production For All Wells	275,451 Gallons
Total Water Production For The Month	8,539,000 Gallons
Total Water Production For The Previous Month	8,434,000 Gallons
Total Production Increased By	105,000 Gallons
Total Production For This Month From The Previous Year	8,175,000 Gallons
Total Production Increased By	364,000 Gallons

Kenneth L Gensterblum
Water Technician



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
 OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE
2012 WATER SUPPLY CROSS CONNECTION REPORT

Issued under authority of 1976 PA 399, as amended, and the administrative rules.
 Failure to submit this form is a violation of the Act and may subject the water supply to enforcement penalties.

Administrative Rule R 325.11405 states in part that "a water utility shall report annually to the department on the status of the cross connection control program on a form provided by the department." Return the completed form by March 31, 2013 to the appropriate Department of Environmental Quality (DEQ) district office. For district office addresses, visit www.michigan.gov/deq and click on Contacts.

WSSN: 5530

- A. Name of water utility: City of Portland County: Ionia
- B. Year that the current written cross connection control program was approved by DEQ: 2008
- C. Total number of industrial, commercial, institutional, residential, and governmental accounts that must be routinely reinspected for cross connections: 157
 Of this number,
 - How many are High Hazard accounts: 10 Frequency of Reinspection: Once per 1 Year
 - How many are Low Hazard accounts: 147 Frequency of Reinspection: Once per: 5 Years
- D. Number of accounts from "C" above that received their initial inspection in 2012: 1
- E. Total number of reinspections required and completed in 2012 based on degree of hazard:
 - High hazard reinspections required: 10 High hazard reinspections completed: 13
 - Low hazard reinspections required: 29 Low hazard reinspections completed: 36
- F. Number of accounts where a cross connection(s) was found to exist during inspections or reinspections in 2012: 5
- G. Number of accounts from "F" above where corrective actions have been completed: 2
- H. Total number of accounts from "C" above which are now in compliance with the local cross connection control program; $H = C - (F - G)$: 139
- I. Total number of backflow prevention devices in system requiring testing: 89
- J. Number of backflow prevention devices tested in 2012: 82

Narrative Description of Program

(Outline briefly any changes or significant findings since last reporting; use additional sheets if necessary.)

Name: K. Gustafson

Title: Water Technician Date: 2-14-13

2012 Water Supply Cross Connection Report Notes

- Testable Backflow Prevention Assemblies
 - All testable assemblies are tested on an annual basis.
 - 82 of 89 assemblies were tested in 2012. All assemblies not tested are either in the notification process or are seasonal assemblies identified after the system was winterized and are scheduled for May 2013.
- Approximately 45 inspections will be completed in 2013.
- 157 total accounts:
 - All 157 accounts have been inspected.
 - 139 of 157 accounts inspected are in-compliance; the remaining 18 facilities are going through the notification process or are vacant buildings.
 - 15 vacant buildings have been identified. We have not been able to gain access to all of these facilities to verify compliance.

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR JANUARY 2013

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of January 2013. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged 9.9 million gallons for the month of January.

In preparation for the new box culvert that is to be installed under the I-96 highway, the Cues camera was used to televise and record the sewer main condition. The entire operation of televising went very smoothly. Doug and Tim were able to view the condition of the line and documented on a DVD. The PVC main is in very good condition at this time.

Polymer for the thickener was ordered and delivered in a timely manner. We have been able to average approximately 3.33 months from three 55 gallon barrels of polymer. This is better than the three months we were getting when the thickener was first placed into service.

After checking with Alexander Chemical in regards to returning empty containers after discontinuing Chlorine and Bisulfite use, the WWTP was informed that there would be an additional charge for returning any partially full containers for credit and that the Bisulfite would have to be chemically neutralized before they could transport. After checking into it further, we determined that it would be safe to dispose of the partial drums of bisulfite by adding a small amount each day to the plant headworks and let it run through the treatment process until all of the containers are empty. This has been done and a pickup for the empty containers is being scheduled.

Gerry Babcock came to the WWTP to perform the required warranty review to determine if any items from the upgrade need warranty attention by Davis Construction. Several items were noted and were forwarded to Rob Kaliniak at Davis by e-mail.

The WWTP Annual Report was completed and turned in.

Maintenance & Capitol Expenses for January 1, 2013 to January 31, 2013

ITEM	COST
Tom's Do It Center – Misc. hardware and Distilled Water	\$ 101.45
Fremont Industries – Thickener polymer	\$ 2659.50
Midwest Gas Instruments – Meter 6 mo. calibration	\$ 76.31
UPS – Impact Pro shipping charge	\$ 22.95
Model First Aid – First aid kit restock	\$ 57.35
Michigan Plumbing – Emergency sewer call 200 W. Bridge St.	\$ 435.00
NCL – Lab supplies Sulfuric acid	\$ 288.46
B & W Automotive – Sil-Glyde lubricant	\$ 5.05
Interstate Battery – Batteries for pH meter	\$ 21.98
	<hr/>
Total Expenses	\$ 3668.05
Total Spent YTD	\$23104.29

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	1420 feet
Routine cleaning	0 feet
Sewer call outs due to building services	1
Sewer call outs due to plugged City main	1
New connections to sewer main	0
Building Services TV Inspected	2
Building Services Inspected	0

SEWER CALLOUTS

January 7, 2013

A call was received by Doug Sherman from Royal Thomason, the DPW standby person, that sewage was backed up at 200 W. Bridge St. The call was received at 5:50 PM. Doug met Royal at the scene at 6:10 PM. Sewage was backing up slowly from the outside cleanout onto the parking lot. No sewage was evident inside of the building. This has occurred in the past from a blockage in the city main. Due to no access in the main to clear the blockage with the Vac truck, Michigan Plumbing was immediately called to bring their small jet rodder out which can access the blockage from the cleanout. They did not arrive until 9:00PM and was able to quickly remove the blockage. WWTP workers returned the following morning with the Vac truck and washed down the parking lot with the spray gun. They vacuumed the water up as they washed the parking lot to prevent any contamination from flowing to the catch basin and into the river. Plans have been made with the DPW to install a manhole upstream of the blockage area for access to the main with the Vac truck. This will be done as soon as the weather permits.

January 14, 2013

Don Miller of 123 Albro called to report that his drains had started gurgling when used. Mike Owen was dispatched to investigate the situation and to verify that the city main was not the problem. Mike and Tim returned with the Sea Snake camera to check his house lateral and found no problems. The problem was apparently in the house plumbing and they recommended that he contact a plumber to check that out.

January 28, 2013

Keith Cook stopped by the WWTP to discuss a problem at the residence of Jerry Cramer of 820 Green St. Mike Owen and Tim Krizov were scheduled to investigate the homeowners house lateral for potential problems. They were able to push the camera in his service until they encountered an impassable obstruction. Due to sewage in the house lateral they were not able to distinguish what the obstruction was. They were able to locate the problem area and suspect that the problem is a root mass from a tree in that area. They also checked the city main to verify that there were no problems there.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

January Portland Light and Power Board EO Report

2/4/2013



Executive Summary:

This report is the final report for 2012 and summarizes your EO programs implemented by Franklin Energy. If you have any questions, please do not hesitate to contact Franklin Energy.

Portland Light and Power Board Summary						
Application Count	kWh Goal	kWh Savings	% to Goal	Incentive Budget	Incentive	% to Budget
C&I Prescriptive	138,616.00	165,533.00	119.42%	11,641.00	\$10,573.96	90.83%
Realized : 17		165,533.00	119.42%		\$10,573.96	90.83%
Residential HVAC	5,833.00	7,773.80	133.27%	1,857.00	\$1,475.00	79.43%
Realized : 8		7,773.80	133.27%		\$1,475.00	79.43%
Small Business DI	13,693.00	15,483.00	113.07%			
Realized : 7		15,483.00	113.07%			

C&I Paid Projects by Month							
Month Paid	Presc & Custom Apps	Prescriptive kWh	Custom kWh	Total kWh	Prescriptive Incentives	Custom Incentives	Total Incentives
July	1	3,456		3,456	\$330		\$330
September	1	4,640		4,640	\$400		\$400
October	4	20,859		20,859	\$1,466		\$1,466
November	4	80,366		80,366	\$4,768		\$4,768
December	6	54,743		54,743	\$3,470		\$3,470
1/2013	1	1,469		1,469	\$140		\$140
2012 YTD	17	165,533	0	165,533	\$10,574	\$0	\$10,574
2012 Goals	-	138,616	45,122	183,738	\$11,641	\$4,332	\$15,973
% to Goal	-	119.42%	.00%	90.09%	90.83%	.00%	66.20%

Small Business Direct Install Program Goal Of 13,693.00 Annual kWh Savings										
Month	CFL 13W	CFL 20W	CFL 23W	LED Exit	Pre-Rinse	Program. T-Stat	Vending Machine	Number of Installs	Total kWh	kWh to Goal %
June	70	10		3			1	84	15,483	113.07%
Totals	70	10		3			1	84	15,483	113.07%

Appliance Recycling & CFLs

Appliance Recycling Program

Appliance Recycling		Unit Goal: 45,00		kWh Goal: 43,036.00		
Unit	Units	kWh Savings	Incentive	\$/kWh	kWh % to Goal	Units % to Goal
Freezers	8	12,408	\$480	\$0.04	28.83%	17.78%
Refrigerators	23	38,456	\$1,380	\$0.04	89.36%	51.11%
Totals	31	50,864	\$1,860	\$0.04	118.19%	68.89%

CFL Installation		Unit Goal: 2,161.00		kWh Goal: 96,164.00		
Unit	Units	kWh Savings	Incentive	\$/kWh	kWh % to Goal	Units % to Goal
CFLs	2,281	100,592	\$0	\$0.00	104.60%	105.55%

Operational Information: There are not any current issues to report.

Marketing Efforts:

Marketing Materials Planned and Implemented:

JACO - Posters, web banners, tear pads, flyers

Residential - Program overview tri-fold brochure, residential newsletters, point of purchase displays and posters (ACs and dehumidifiers, smart strips, refrigerators, clothes dryers, personal computers), press release

C&I - Program overview sell sheets, trade ally and C&I customer T12 phase-out letter (both email and direct mail)

Small Business - Installation form, tri-fold brochures with thermostat and LED inserts

Outreach Efforts:

Email sent to local contractors explaining T12 phase-out, online advertising

Outreach to residential and commercial and industrial contractors, outreach to business customers and facility walk-throughs

Upcoming Events:

Franklin Energy is researching local community events to possibly attend in your area.

C&I Program Summary:

Customer	Status Date	kWh Savings	Incentive
C&I Prescriptive		165,533.00	\$10,573.96

Paid

Customer	Status Date	kWh Savings	Incentive
Cook Brothers Excavating - 7974 Lyons Rd	7/2/2012	3,456.40	\$330.00
Portland Public Schools - 1100 Ionia Rd	9/3/2012	4,640.00	\$400.00
Country Cupboard - 268 Kent Street	10/1/2012	311.00	\$61.00
Kolp Laundry - 1146 E Grand River	10/1/2012	4,141.20	\$306.00
Kolp's Tax/Accounting - 1146 E Grand River	10/1/2012	1,258.80	\$120.00
Portland Family Care Center - 406 Kent Street	10/1/2012	15,148.00	\$979.00
Around The Block - 120 Maple St	11/19/2012	2,705.00	\$645.00
Rite Aid #4740 - 1339 East Grand River Ave	11/19/2012	47,367.00	\$2,000.00
The Peppermint Twist - 120 W Grand River Avenue	11/19/2012	1,347.80	\$122.96
Walters-Dimmick Petroleum - 1501 E Grand River Avenue	11/19/2012	28,946.00	\$2,000.00
Central Mi Plumbing & Heating - 1134 E Grand River Ave	12/3/2012	1,468.60	\$140.00

	Customer	Status Date	kWh Savings	Incentive
Paid	Endless Etching - 1126 E Grand River Ave	12/3/2012	796.80	\$80.00
	Health Source - 1447 E Grand River Ave	12/3/2012	23,726.20	\$1,283.50
	Portland Products - 430 Lyons Road	12/3/2012	12,484.80	\$680.00
	Valerie Jensen - 1128 E Grand River Ave	12/3/2012	398.40	\$40.00
	Vollman Ford - 1600 American Way	12/3/2012	15,868.40	\$1,246.50
	Hair Revisions - 1138 E Grand River Ave	1/7/2013	1,468.60	\$140.00

Residential HVAC Summary:

	Customer	Status Date	kWh Savings	Incentive
Residential HVAC			7,773.80	\$1,475.00

Paid	Daniel Bengel - 8864 Barnes	6/18/2012	94.00	\$25.00
	Brian Stirton - 6951 Jennifer Lane	9/3/2012	938.40	\$165.00
	Tony and Gayle Thelen - 6850 Divine Hwy	9/3/2012	938.40	\$165.00
	Joseph and Jeanette Thelen - 260 Donna Dr	10/1/2012	1,301.40	\$225.00
	Jennifer Schneider - 8921 Cottonwood Creek	11/19/2012	770.40	\$150.00
	Thomas Clark - 841 Riverside Dr	11/19/2012	1,313.40	\$265.00
	Tom Meitler - 411 Riverside Dr	11/19/2012	938.40	\$165.00

Batched	Richard Breimayer - 6893 Maynard Rd	11/29/2012	1,479.40	\$315.00
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Small Business DI Summary:

Portland has reached its Small Business Direct Install goal for 2012.

Small Business DI			15,483.00	\$-
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Component Detail

C&I Prescriptive

Account Number	Component	Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive
Paid						
12-20300-1	Main project (Cook Brothers Excavating - 7974 Lyons Rd)					
	Total Project Cost: \$					
	LC12: RW HPT8 2 Lamp	1	100.00	100.00	10.00	10.00
	LC12: RW HPT8 4 Lamp	16	209.81	3,357.00	20.00	320.00
17-03300-1	Main Project (Portland Public Schools - 1100 Ionia Rd)					
	Total Project Cost: \$ 2,666.00					
	LB12: LED PAR < 20W	40	116.00	4,640.00	10.00	400.00
01-00150-2	Main Project (Country Cupboard - 268 Kent Street)					
	Total Project Cost: \$ 411.00					
	LC12: T12 8ft 2L to HPT8 4ft. 4L	3	49.00	147.00	15.00	45.00
	LC12: HPT8 4ft 2 Lamp	2	82.00	164.00	8.00	16.00
10-09600-3	Main project (Kolp Laundry - 1146 E Grand River)					
	Total Project Cost: \$ 1,099.22					
	LC12: Delamping 8ft T12	17	176.59	3,002.00	10.00	170.00
	LC12: T12 8ft 1L to HPT8 4ft2L	17	67.00	1,139.00	8.00	136.00
10-09800-3	Main project (Kolp's Tax/Accounting - 1146 E Grand River)					
	Total Project Cost: \$ 264.24					
	LC12: RW HPT8 4 Lamp	6	209.83	1,259.00	20.00	120.00
01-07700-2	Main project (Portland Family Care Center - 406 Kent Street)					
	Total Project Cost: \$ 3,100.00					
	LC12: RW HPT8 4 Lamp	10	209.80	2,098.00	20.00	200.00
	LC12: Delamping 4ft T12	52	133.81	6,958.00	5.00	260.00
	LC12: RW HPT8 2 Lamp	49	99.59	4,880.00	10.00	490.00
	LA12: - CFL - Specialty (downlighting spot lamps, 3-w.	6	202.00	1,212.00	6.00	36.00
01-04640-1	Main Project (Around The Block - 120 Maple St)					
	Total Project Cost: \$ 4,961.50					
	LC12: T12 8ft 2L to HPT8 4ft. 4L	39	49.00	1,911.00	15.00	585.00
	LD12: - Occupancy Sensors - < 500 Watts	2	397.00	794.00	30.00	60.00
10090001	Main project (Rite Aid #4740 - 1339 East Grand River Ave)					
	Total Project Cost: \$ 6,493.71					
	MA12: LED Grocery Case Lighting - MPPA	18	460.00	8,280.00	35.00	630.00
	MA12:ECMWalk-In Cooler/Freezer - MPPA	9	1,365.00	12,285.00	30.00	270.00
	MA12: Anti-Sweat Heater Controls - MPPA	18	1,489.00	26,802.00	80.00	1,440.00
09-12900-1	Main project (The Peppermint Twist - 120 W Grand River Avenue)					
	Total Project Cost: \$ 245.92					
	LC12: RW HPT8 2 Lamp	3	99.67	299.00	10.00	30.00
	LC12: RW HPT8 4 Lamp	5	209.80	1,049.00	20.00	100.00
10-08000-2	Main project (Walters-Dimmick Petroleum - 1501 E Grand River Avenue)					
	Total Project Cost: \$ 19,295.91					
	LE12: Exterior HID >250W to LED/Induction	41	706.00	28,946.00	100.00	4,100.00
10-09850-3	Main Project (Central Mi Plumbing & Heating - 1134 E Grand River Ave)					
	Total Project Cost: \$ 305.20					
	LC12: RW HPT8 4 Lamp	7	209.86	1,469.00	20.00	140.00
10-09900-3	Main Project (Endless Etching - 1126 E Grand River Ave)					
	Total Project Cost: \$					
	LC12: RW HPT8 2 Lamp	8	99.63	797.00	10.00	80.00
17-00093-1	Main Project (Health Source - 1447 E Grand River Ave)					
	Total Project Cost: \$					
	LB12: LED Exit Sign	11	201.00	2,211.00	12.50	137.50
	LC12: HPT8 4ft 2 Lamp	57	82.00	4,674.00	8.00	456.00
	LD12: - Occupancy Sensors - < 500 Watts	4	397.00	1,588.00	30.00	120.00
	LC12: Delamping 4ft T12	114	133.80	15,253.00	5.00	570.00

		Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive	
Paid	17-02600-1	Main Project (Portland Products - 430 Lyons Road)		Payment Date : 12/2/2012			
		Total Project Cost: \$					
		LC12: RW HPT8 2 Lamp	34	99.59	3,386.00	10.00	340.00
		LC12: Delamping 4ft T12	68	133.79	9,098.00	5.00	340.00
10-10000-14	Main Project (Valerie Jensen - 1128 E Grand River Ave)		Payment Date : 12/2/2012				
	Total Project Cost: \$ 151.75						
	LC12: RW HPT8 2 Lamp	4	99.50	398.00	10.00	40.00	
10-06900-1	Main Project (Vollman Ford - 1600 American Way)		Payment Date : 12/2/2012				
	Total Project Cost: \$						
		LC12: T12HO 8ft 2L to HPT8 4 ft 4L	47	293.00	13,771.00	25.00	1,175.00
		LC12: RW HPT8 2 Lamp	2	99.50	199.00	10.00	20.00
		LC12: RW HPT8 4 Lamp	1	210.00	210.00	20.00	20.00
	LC12: 32W T8 to 28W Lamps	42	40.19	1,688.00	0.75	31.50	
10-09700-2	Main Project (Hair Revisions - 1138 E Grand River Ave)		Payment Date : 1/6/2013				
	Total Project Cost: \$						
	LC12: RW HPT8 4 Lamp	7	209.86	1,469.00	20.00	140.00	

Residential HVAC/Efficient Appliances

Account Number	Component	Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive	
Paid	12-14100-1	Main project (Daniel Bengel - 8864 Barnes)		Payment Date : 6/17/2012			
		Total Project Cost: \$					
		Residential EStar Refrigerator MPPA	1	94.00	94.00	25.00	25.00
12-19800-3	Main Project (Brian Stirton - 6951 Jennifer Lane)		Payment Date : 9/2/2012				
	Total Project Cost: \$						
		Residential Furnace w/ECM MPPA	1	770.00	770.00	150.00	150.00
	Residential T-Stat MPPA	1	168.00	168.00	15.00	15.00	
12-00900-1	Main Project (Tony and Gayle Thelen - 6850 Divine Hwy)		Payment Date : 9/2/2012				
	Total Project Cost: \$						
		Residential Furnace w/ECM MPPA	1	770.00	770.00	150.00	150.00
	Residential T-Stat MPPA	1	168.00	168.00	15.00	15.00	
08-05200-1	Main Project (Joseph and Jeanette Thelen - 260 Donna Dr)		Payment Date : 9/30/2012				
	Total Project Cost: \$						
		Residential CAC - 15 SEER MPPA	1	531.00	531.00	75.00	75.00
	Residential Furnace w/ECM MPPA	1	770.00	770.00	150.00	150.00	
12-02400-1	Main Project (Jennifer Schneider - 8921 Cottonwood Creek)		Payment Date : 11/18/2012				
	Total Project Cost: \$						
	Residential Furnace w/ECM MPPA	1	770.00	770.00	150.00	150.00	
07-02700-1	Main Project (Thomas Clark - 841 Riverside Dr)		Payment Date : 11/18/2012				
	Total Project Cost: \$						
		Residential CAC - 16 SEER MPPA	1	375.00	375.00	100.00	100.00
		Residential Furnace w/ECM MPPA	1	770.00	770.00	150.00	150.00
	Residential T-Stat MPPA	1	168.00	168.00	15.00	15.00	
07-05100-1	Main Project (Tom Meitler - 411 Riverside Dr)		Payment Date : 11/18/2012				
	Total Project Cost: \$						
		Residential Furnace w/ECM MPPA	1	770.00	770.00	150.00	150.00
		Residential T-Stat MPPA	1	168.00	168.00	15.00	15.00
Batched	12-13400-1	Main Project (Richard Breimayer - 6893 Maynard Rd)					
		Total Project Cost: \$					
		Residential CAC - 17 SEER MPPA	1	541.00	541.00	150.00	150.00
		Residential Furnace w/ECM MPPA	1	770.00	770.00	150.00	150.00
		Residential T-Stat MPPA	1	168.00	168.00	15.00	15.00

Small Business DI

Account Number	Component	Total Qty	KWh/Unit	KWh Savings	Incentive/Unit	Incentive
Work Complete						
01-05600-1	Main project (Bridge Dental Care - 119 Bridge Street) Total Project Cost: \$					
	20W CFL - MPPA SBDI 2012	5	176.00	880.00	0.00	0.00
01-01810-5	Main project (Cheeky Monkey - 176 Kent Street) Total Project Cost: \$					
	13W CFL - MPPA SBDI 2012	16	176.00	2,816.00	0.00	0.00
	20W CFL - MPPA SBDI 2012	2	176.00	352.00	0.00	0.00
01-06200-1	Main project (Chocolate Mousse - 116 E Bridge Street) Total Project Cost: \$					
	13W CFL - MPPA SBDI 2012	17	176.00	2,992.00	0.00	0.00
10-09200-1	Main project (Country Cupboard - 268 Kent Street) Total Project Cost: \$					
	13W CFL - MPPA SBDI 2012	15	176.00	2,640.00	0.00	0.00
01-02102-1	Main project (Distinctive Occassions - 160 Kent Street) Total Project Cost: \$					
	13W CFL - MPPA SBDI 2012	4	176.00	704.00	0.00	0.00
	20W CFL - MPPA SBDI 2012	3	176.00	528.00	0.00	0.00
01-01410-2	Main project (Kramer, Ken - 212 Kent Street) Total Project Cost: \$					
	13W CFL - MPPA SBDI 2012	6	176.00	1,056.00	0.00	0.00
	Vending Machine Controls - MPPA SBDI 2012	1	800.00	800.00	0.00	0.00
01-04650-6	Main project (Wooden, John - 123 Kent Street) Total Project Cost: \$					
	13W CFL - MPPA SBDI 2012	12	176.00	2,112.00	0.00	0.00
	LED Exit Sign - MPPA SBDI 2012	3	201.00	603.00	0.00	0.00

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PERIOD ENDING 01/31/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGST USED
		AMENDED BUDGET	01/31/2013 (ABNORMAL)	MONTH 01/31/2013 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	975,000.00	892,781.14	2,259.44	82,218.86	91.57
101-000-428.000	PILOT-Golden Bridge Manor	6,950.00	0.00	0.00	6,950.00	0.00
101-000-445.000	PENALTY & INTEREST	7,000.00	3,959.05	37.06	3,040.95	56.56
101-000-445.022	1994A SPEC ASSESS - INTEREST	500.00	300.06	0.00	199.94	60.01
101-000-447.000	TAX COLLECTION FEES	41,000.00	35,540.73	4,394.31	5,459.27	86.68
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	18.56	0.00	(18.56)	100.00
101-000-451.000	BUSINESS PERMITS	0.00	767.07	100.00	(767.07)	100.00
101-000-453.000	CABLE TV FEES	16,000.00	0.00	0.00	16,000.00	0.00
101-000-455.000	TRAILER FEES	500.00	2,586.00	2,352.00	(2,086.00)	517.20
101-000-476.000	NON-BUSINESS PERMITS	1,500.00	(830.00)	(1,125.00)	2,330.00	(55.33)
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	0.00	0.00	0.00	0.00
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	562.02	0.00	637.98	46.84
101-000-570.000	LIQUOR FEES	3,000.00	3,082.75	0.00	(82.75)	102.76
101-000-575.000	REVENUE SHARING-CONST SALES	279,196.00	144,364.00	0.00	134,832.00	51.71
101-000-576.000	REVENUE SHARING-STAT SALES	91,818.00	48,095.00	0.00	43,723.00	52.38
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	8,500.00	3,069.00	552.00	5,431.00	36.11
101-000-622.000	DEVELOPMENT AND REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-623.000	TRANSCRIPT FEES	300.00	448.50	113.00	(148.50)	149.50
101-000-624.000	MISCELLANEOUS FEES	0.00	346.30	279.30	(346.30)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	328,257.00	189,905.00	26,570.00	138,352.00	57.85
101-000-629.000	TOWNSHIP FIRE FEES	90,000.00	0.00	0.00	90,000.00	0.00
101-000-630.000	CEMETERY LOT SALES	2,000.00	2,725.00	1,150.00	(725.00)	136.25
101-000-633.000	CEMETERY CARE FEES	5,000.00	2,221.80	0.00	2,778.20	44.44
101-000-634.000	GRAVE OPENING FEES	8,000.00	7,725.00	2,575.00	275.00	96.56
101-000-656.000	DISTRICT COURT FINES	16,000.00	8,568.55	1,075.97	7,431.45	53.55
101-000-661.000	PARKING FINES	1,500.00	1,913.00	781.00	(413.00)	127.53
101-000-662.000	DRUG FORFEITURE MONEY	0.00	0.00	0.00	0.00	0.00
101-000-663.000	MISCELLANEOUS FINES	3,000.00	1,618.62	223.53	1,381.38	53.95
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	1,000.00	306.87	39.81	693.13	30.69
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	300.00	514.14	22.02	(214.14)	171.38
101-000-665.003	INTEREST INCOME-CURRENT TAX	0.00	0.00	0.00	0.00	0.00
101-000-667.000	RENTAL INCOME	7,315.00	485.00	100.00	6,830.00	6.63
101-000-669.000	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-000-676.002	DONATION - POLICE EXPLORERS	0.00	0.00	0.00	0.00	0.00
101-000-676.004	DONATION-OLD MILL BUILDING	3,000.00	0.00	0.00	3,000.00	0.00
101-000-676.005	DONATION - DARE	0.00	0.00	0.00	0.00	0.00
101-000-676.006	DONATION - PARKS	0.00	0.00	0.00	0.00	0.00
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	500.00	850.18	0.00	(350.18)	170.04
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	937.50	0.00	(937.50)	100.00
101-000-678.005	REIMBURSEMENTS-WORKER'S COMP	2,500.00	1,585.00	0.00	915.00	63.40
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	18,000.00	35,497.31	918.70	(17,497.31)	197.21
101-000-678.007	REIMBURSEMENTS-PAMA	665.00	605.40	0.00	59.60	91.04
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	1,300.00	955.58	0.00	344.42	73.51
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
101-000-698.002	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 01/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% B DGT USED
Fund 101 - GENERAL FUND						
Revenues						
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	24,896.00	0.00	24,896.00	50.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	15,882.00	0.00	15,882.00	50.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	31,764.00	15,882.00	0.00	15,882.00	50.00
101-000-699.812	TRANSFER FROM SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		2,034,121.00	1,448,164.13	42,418.14	585,956.87	71.19
Expenditures						
100	COUNCIL	23,657.00	18,683.10	5,057.30	4,973.90	78.97
101	COMMUNITY PROMOTIONS	183,265.00	106,058.90	53,063.48	77,206.10	57.87
172	CITY MANAGER	153,179.00	84,764.42	15,643.42	68,414.58	55.34
191	ELECTIONS	7,400.00	4,542.45	18.00	2,857.55	61.38
201	GENERAL ADMINISTRATION	321,900.00	184,602.48	21,716.49	137,297.52	57.35
209	ASSESSING	48,833.00	26,040.65	2,908.47	22,792.35	53.33
265	CITY HALL	61,256.00	32,429.97	3,524.22	28,826.03	52.94
276	CEMETERY	157,110.00	64,076.12	4,938.50	93,033.88	40.78
301	POLICE	645,868.00	314,408.50	45,849.16	331,459.50	48.68
336	FIRE	101,677.00	80,573.55	0.00	21,103.45	79.24
371	CODE ENFORCEMENT	59,824.00	28,545.20	5,241.42	31,278.80	47.72
728	ECONOMIC DEVELOPMENT	7,500.00	4,411.40	60.06	3,088.60	58.82
751	PARKS	139,164.00	65,147.43	6,525.53	74,016.57	46.81
999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		1,910,633.00	1,014,284.17	164,546.05	896,348.83	53.09
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,034,121.00	1,448,164.13	42,418.14	585,956.87	71.19
TOTAL EXPENDITURES		1,910,633.00	1,014,284.17	164,546.05	896,348.83	53.09
NET OF REVENUES & EXPENDITURES		123,488.00	433,879.96	(122,127.91)	(310,391.96)	351.35
TOTAL REVENUES - FUND 101						
TOTAL EXPENDITURES - FUND 101		1,910,633.00	1,014,284.17	164,546.05	896,348.83	
NET OF REVENUES & EXPENDITURES		123,488.00	433,879.96	(122,127.91)	(310,391.96)	

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GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 01/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	684,073.00	233,247.75	64,563.83	450,825.25	34.10
	TOTAL EXPENDITURES	836,205.00	77,534.43	10,921.60	758,670.57	9.27
	NET OF REVENUES & EXPENDITURES	(152,132.00)	155,713.32	53,642.23	(307,845.32)	(102.35)
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	2,500.00	1,600.00	700.00	900.00	64.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	2,500.00	1,600.00	700.00	900.00	64.00
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	325,800.00	210,667.09	16,847.08	115,132.91	64.66
	TOTAL EXPENDITURES	405,032.00	273,530.95	21,837.37	131,501.05	67.53
	NET OF REVENUES & EXPENDITURES	(79,232.00)	(62,863.86)	(4,990.29)	(16,368.14)	79.34
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	226,700.00	173,799.11	5,855.83	52,900.89	76.66
	TOTAL EXPENDITURES	250,455.00	154,990.56	13,362.68	95,464.44	61.88
	NET OF REVENUES & EXPENDITURES	(23,755.00)	18,808.55	(7,506.85)	(42,563.55)	(79.18)
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	117,500.00	58,264.22	13,014.00	59,235.78	49.59
	TOTAL EXPENDITURES	117,457.00	65,479.29	14,482.44	51,977.71	55.75
	NET OF REVENUES & EXPENDITURES	43.00	(7,215.07)	(1,468.44)	7,258.07	(16,779.1)
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	484,151.00	222,570.42	74,636.08	261,580.58	45.97
	TOTAL EXPENDITURES	483,310.00	260,955.08	43,471.31	222,354.92	53.99
	NET OF REVENUES & EXPENDITURES	841.00	(38,384.66)	31,164.77	39,225.66	(4,564.1)
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:						
	TOTAL REVENUES	331,170.00	266,405.92	50,729.21	64,764.08	80.44
	TOTAL EXPENDITURES	463,403.82	349,904.04	4,256.35	113,499.78	75.51
	NET OF REVENUES & EXPENDITURES	(132,233.82)	(83,498.12)	46,472.86	(48,735.70)	63.14
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
	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 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	90,800.00	57,231.50	8,259.68	33,568.50	63.03
	TOTAL EXPENDITURES	90,550.00	53,162.34	6,792.42	37,387.66	58.71
	NET OF REVENUES & EXPENDITURES	250.00	4,069.16	1,467.26	(3,819.16)	1,627.66

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GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 01/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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:						
	TOTAL REVENUES	3,570,278.00	1,978,672.41	287,083.54	1,591,605.59	55.42
	TOTAL EXPENDITURES	4,465,605.00	2,283,303.53	295,010.90	2,182,301.47	51.13
	NET OF REVENUES & EXPENDITURES	(895,327.00)	(304,631.12)	(7,927.36)	(590,695.88)	34.02
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	792,114.00	453,558.94	61,920.16	338,555.06	57.26
	TOTAL EXPENDITURES	752,792.00	567,279.55	48,129.58	185,512.45	75.36
	NET OF REVENUES & EXPENDITURES	39,322.00	(113,720.61)	13,790.58	153,042.61	(289.20)
Fund 591 - WATER FUND:						
	TOTAL REVENUES	610,602.29	332,592.24	48,447.33	278,010.05	54.47
	TOTAL EXPENDITURES	709,750.80	431,350.00	37,743.64	278,400.80	60.77
	NET OF REVENUES & EXPENDITURES	(99,148.51)	(98,757.76)	10,703.69	(390.75)	99.61
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	264,260.00	165,022.51	22,077.00	99,237.49	62.45
	TOTAL EXPENDITURES	364,492.00	183,052.84	43,039.86	181,439.16	50.22
	NET OF REVENUES & EXPENDITURES	(100,232.00)	(18,030.33)	(20,962.86)	(82,201.67)	17.99
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:						
	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
TOTAL REVENUES - ALL FUNDS						
		7,499,948.29	4,153,632.11	654,133.74	3,346,316.18	55.38
TOTAL EXPENDITURES - ALL FUNDS						
		8,939,052.62	4,700,542.61	539,048.15	4,238,510.01	52.58
NET OF REVENUES & EXPENDITURES						
		(1,439,104.33)	(546,910.50)	115,085.59	(892,193.83)	38.00



February 14, 2013

Dear Mr. Smith,

I'd like to take this opportunity to thank you for your significant donation on behalf of Portland Area Ambulance and our surrounding fire departments.

The donation of your time, plane and fuel and allowing a raffle for our members to have a chance to fly in your Pilatus PC-12 airplane to the Rock & Roll Hall of Fame in OH is very generous.

My understanding is that this was an approximate value of a \$3,000.00 donation, in addition to your time for our disaster drill in March.

We very much appreciate your generosity in allowing Portland Ambulance and our surrounding departments the opportunity to perform this type of training in our area it would not have been possible without your generosity.

Again, on behalf of Portland Area Ambulance and the surrounding fire departments we THANK YOU for your generosity and look forward to having you as a part of our training!

Respectfully,

A handwritten signature in black ink, appearing to read "Phil Gensterblum". The signature is stylized and overlaps the printed name below it.

Phil Gensterblum, Ambulance Director

City of Portland Ambulance Department

cc Tom Dempsey, City Manager, Portland

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



MICHIGAN STRATEGIC FUND

February 7, 2013

300 N Washington Sq
Lansing, MI 48913

MSF BOARD

Michael A. Finney
Chairperson**
President and Chief
Executive Officer,
(MSF Board President
and Chairman)
Michigan Economic
Development Corporation

Steven Hilfinger,
Director*
Michigan Department of
Licensing & Regulatory
Affairs

Andy Dillon */**
State Treasurer
Michigan Department
of Treasury

Paul Hodges, III*
Citizen

Michael J. Jackson, Sr. **
Executive Secretary,
Michigan Regional
Council of Carpenters

Sabrina E. Keeley
Chief Operational Officer,
Business Leaders for
Michigan

Bill J. Martin **
Chief Executive Officer,
Michigan Association
of REALTORS*

William Morris***
President/Chief Investment
Officer,
Prairie & Tireman, LLC

James C. Petcoff */**
President, JFFS, LLC

Richard Rassel***
Director of Global Client
Relations, Butzel Long

Shaun W. Wilson
Vice President/Director of
Client and Community
Relations, PNC Financial
Services Group

*MSF Investment
Subcommittee member

**MSF Incentive
Subcommittee member

***MSF Entrepreneurial
Subcommittee member

The Honorable James E. Barnes
Mayor
City of Portland
259 Kent Street
Portland, Michigan 48875

RE: MSC 210044-CDF, West Educational Leasing, Inc. Façade Improvement Project

Dear Mayor Barnes:

Pursuant to the Community Development Grant Agreement, Section I, Grant Offer for Michigan Community Development Block Grant (CDBG) No. MSC 210044-CDF, Paragraph 4, as amended, the Grant Offer will be terminated if construction has not started by January 21, 2013. The Michigan Strategic Fund has received the City's January 24, 2013 letter indicating that West Educational Leasing, Inc. cannot move forward with the project due to changes in financial conditions. Therefore, the Grant has been terminated as of January 29, 2013. If circumstances change and the proposed Project warrants review in the future, please contact CATeam Specialist Sarah Rainero at (517) 242-5480.

Sincerely,

Deborah Stuart, Director
Community Development Incentive Programs

cc: Thomas Dempsey, Portland City Manager
Patrick Reagan, Portland Downtown Development Authority Director
Sarah Rainero, MEDC CATeam Specialist
Lisa Green, MEDC Project Manager



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MICHIGAN LIQUOR CONTROL COMMISSION
ANDREW J. DELONEY
CHAIRMAN

STEVE ARWOOD
ACTING DIRECTOR

February 12, 2013

Portland City Council
Attn: Clerk
259 Kent St.
Portland, MI 48875-1495

The purpose of this letter is to notify this local legislative body that the Michigan Liquor Control Commission has received an application for a license, as follows:

Request ID#: 676446

Transfer ownership of 2012 SDM License

Name of applicant(s): Crossfire Pizza Inc.

Business address and phone: 607 Grand River, Portland, MI 48875, Portland City, Ionia County

Home address and phone number of partner(s)/subordinates:

Joshua Matthew Cross: 7701 Clarksville Road, Portland, MI 48875 (C) 517-420-1156

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit. Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

kaw

ZONING APPROVAL

Name of Dealership: Keusch Auto Sales

Dealership Address: 1600 American Way Portland 48875
(street) (city) (zip)

Dealer License Number (if applicable): _____

- Class A - New Vehicle Dealer
- Class B - Used Vehicle Dealer
- Class C - Used Vehicle Parts Dealer
- Class D - Broker
- Class E - Distressed Vehicle Transporter
- Class F - Vehicle Scrap Metal Processor
- Class G - Vehicle Salvage Pool
- Class R - Automotive Recycler
- Class W - Automotive Wholesaler

Zoning Authority:

The license(s) being applied for (checked above) would permit, but not require, all business activities described on the reverse. Please check the appropriate category below, complete the signature portion of this form, and return this completed form to the applicant.

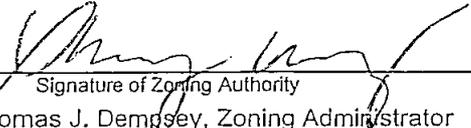
If you have any questions or concerns, contact the Michigan Department of State, Licensing Unit, at 1-888-SOS-MICH (1-888-767-6424).

Thank you.

Location is **APPROVED** for dealer classification(s) checked above.

Location is **DISAPPROVED** because it is not properly zoned.

Location is **APPROVED** because there is NO zoning ordinance in effect.

 2/15/13 (517) 647-7931
Signature of Zoning Authority Date Telephone Number
Thomas J. Dempsey, Zoning Administrator City of Portland
Printed Name of Zoning Authority Jurisdiction (City, Township, etc.)

Class A (New Vehicle Dealer) - This dealer buys and sells new vehicles under a franchise agreement or a contract with a new vehicle manufacturer.

Class B (Used Vehicle Dealer) - This dealer buys and sells used vehicles.

Class C (Used Vehicle Parts Dealer) and Class R (Automotive Recycler) - These dealers buy or otherwise acquire late model major component parts for resale, either at wholesale or at retail, and/or acquire vehicles to dismantle for the resale of their parts, selling the remains as scrap. These are the only classes which can legally buy late model distressed vehicles (salvage or scrap vehicles) or late model major component parts from insurance companies, or through auctions, brokers, or salvage pools in Michigan.

Class D (Broker) - This dealer "brokers" the sale of vehicles or late model major component (salvageable) parts by arranging (or offering to arrange) for the sale of the vehicles or parts between two parties. A broker **may not** take ownership of the vehicles or major component parts.

Class E (Distressed Vehicle Transporter) - This dealer may: 1) buy or acquire ownership of, 2) transport, and 3) sell scrapped or junked vehicles only. Vehicles may be sold at wholesale only to:

1. Used Vehicle Parts Dealers (Class C); or
2. Scrap Metal Processors (Class F); or
3. Automotive Recyclers (Class R).

This dealer may NOT dismantle vehicles or sell parts. (Note: A vehicle "crusher" is one type of distressed vehicle transporter.)

Class F (Vehicle Scrap Metal Processor) - This dealer processes vehicles into scrap metal by shearing, fragmenting, baling, shredding, etc. (Crushing vehicles is not considered a scrap metal process since it is not the final step before remelting.)

A scrap metal processor who acquires vehicles only from licensed dealers is not required to be licensed but must keep certain records and make them available for inspection.

Class G (Vehicle Salvage Pool) - This dealer engages in the business of storing and displaying damaged or distressed vehicles for insurance companies. Class G is compatible only with Class D.

Class W (Automotive Wholesaler) - This dealer engages in the business of buying and selling used vehicles from and to licensed vehicle dealers. A wholesaler may not buy, sell or otherwise deal in vehicles to a person other than a licensed vehicle dealer.

MUNICIPALITY APPROVAL

Name of Dealership: Keusch Auto Sales

Dealership Address: 1600 American Way Portland 48875
(street) (city) (zip)

Dealer License Number (if applicable): _____

- Class A - New Vehicle Dealer
- Class B - Used Vehicle Dealer
- Class C - Used Vehicle Parts Dealer
- Class D - Broker
- Class E - Distressed Vehicle Transporter
- Class F - Vehicle Scrap Metal Processor
- Class G - Vehicle Salvage Pool
- Class R - Automotive Recycler
- Class W - Automotive Wholesaler

Municipal Authority: _____

The license(s) being applied for (checked above) would permit, but not require, all business activities described above. Please check the appropriate category below, complete the signature portion of this form, and return this completed form to the applicant.

If you have any questions or concerns, contact the Michigan Department of State, Licensing Unit, at 1-888-SOS-MICH (1-888-767-6424).

Thank you.

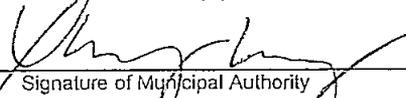
Municipality requirements may include; local building code requirements, land use requirements, sign ordinances, local licensure, etc...

Location **MEETS** all the municipal requirements for dealer classification(s) checked above.

Location **DOES NOT MEET** all the municipal requirements for dealer classification(s) checked above. Please list the reason(s).

Reason:

There are **NO MUNICIPAL REQUIREMENTS** in this jurisdiction for dealer classification(s) checked above.


2/15/13
(517) 647-2931

Signature of Municipal Authority Date Telephone Number

Thomas J. Dempsey, City Manager City of Portland

Printed Name of Municipal Authority Jurisdiction (City, Township, etc.)

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

Agenda
February 12, 2013
4:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar
 - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business
 - A.
- VIII. New Business
 - A. Adoption of Fair Housing Resolution
 - B. Approval of Ionia County Home Improvement Guidelines
 - C. Adoption of Ionia County HUD Act Section 3 Handbook
 - D. County Internet Service
 - E. City/County Radio Tower Agreement Renewal
 - F. Request for change in Jail Administrator position
 - G. Request for part-time Court Security Deputies
 - H. Request for part-time Corrections Officers
 - I. Request to fill open Deputy position
 - J. Acknowledgment of PA116 – Read Trust
 - K. Health Department Clinician Agreement FY 2012/2013
 - L.
- IX. Reports of Officers, Boards, and Standing Committees
 - A. Chairperson
 - B. County Administrator

- C. Appointments
1. Area Agency on Aging of Western Michigan Advisory Council – fill vacant position
 2. Ionia County Substance Abuse Initiative – fill vacant position in District #4
 3. Substance Use Disorder Advisory Council – Newly created Council - Two representatives with one of the two serving as an alternate designee

X. Reports of Special or Ad Hoc Committees

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

XII. Executive Session

XIII. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Advisory Council – One one-year appointment expiring April 2013.
- Board of Public Works – One three-year appointment expiring January 2016.
- Substance Abuse Initiative – One two-year appointment expiring December 2012. Appointment must be made from Commissioner District #4.

Appointments for consideration in the month of March 2013:

- *Community Mental Health Services Board* – Three three-year appointments.

Appointments for consideration in the month of April 2013:

- *Area on Aging of Western Michigan Advisory Council* – Three one-year appointments.
- *Economic Development Corporation/Brownfield Redevelopment Authority* – Three three-year appointments.
- *Jury Board* – One six-year appointment.
- *Land Bank Authority* – One three-year term.

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

Committee-of-the-Whole Agenda

February 19, 2013

4:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business
 - A. Pension Discussion
 - Paul Spoelstra - Milestone Wealth Management
 - Eric Cerling, Actuary – Watkins, Ross & Co.
 - Michael Tackett, Benefit Plan Advisor – MERS
 - Michael Overley, Regional Manager – MERS
- VII. New Business
 - A. Departmental Reports
 1. Building & Grounds
 2. County Treasurer
 3. MSU Extension
 4. Sheriff
 5. Public Health
 - B.
 - C.
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Executive Session
- XI. Adjournment

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
NOTICE OF PUBLIC HEARING

Michigan Part 7 - Plumbing Code Rules (ORR# 2011-039 LR)
Survey and Remonumentation Rules (ORR# 2012-008 LR)

The Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, will hold a public hearing on Thursday, March 28, 2013, at 9:00 a.m. in Conference Room 3, 2501 Woodlake Circle, Okemos, MI 48864. The Part 7 Plumbing Code rules are proposed to be effective 120 days after filing with the Secretary of State. The Survey and Remonumentation rules are proposed to take immediate effect after filing with the Secretary of State.

The public hearing is being held to receive public comments on the proposed amendments to the administrative rules noted above. Testimony will be taken for each rule set in the order the rules are listed above. Individuals who are not present during testimony for a particular rule set will be provided an opportunity to testify after final testimony on the Survey and Remonumentation rules.

The proposed revisions to Part 7 Plumbing Code rules will adopt the 2012 edition of the International Plumbing Code with amendments, deletions, and additions deemed necessary for use in Michigan. The hearing is being conducted by the Department under Section 4 of 1972 PA 230, MCL 125.1504, and Executive Reorganization Order Nos. 2003-1, 2008-4 and 2011-4, MCL 445.2011, 445.2025 and 445.2030.

The Survey and Remonumentation rules were promulgated in 1992 and have not been revised since they were first promulgated. The current rules address only certain aspects of the process for administering the fund grant program, but no other provisions of the State Survey and Remonumentation Act. The hearing is being conducted by the Department under the authority of Section 17 of 1990 PA 345, and Reorganization Order Nos. 1996-2, 1997-12, 2003-1, 2008-20, 2011-4, MCL 445.2001, MCL 445.2002, MCL 54.277, MCL 445.2011, MCL 445.2025 and MCL 445.2030.

The proposed rules will be published in the March 1, 2013, *Michigan Register*. Copies of the proposed Michigan amendments to the Michigan Plumbing Code rules and the Survey and Remonumentation rules may be obtained for a fee of \$3.00 for each rule set by submitting a check or money order made payable to the State of Michigan, to the Bureau at the address below. You may download a free copy of the proposed amendments by visiting the Bureau's website at www.michigan.gov/bcc. The amendments are located under "What's New" on the front page of the website.

Oral or written comments may be presented in person at the hearing on March 28, 2013, or submitted in writing by mail, email, or facsimile no later than 5:00 p.m., March 28, 2013, to the address stated below. If your presentation at the public hearing is in written form, please provide a copy to the Rules Analyst, at the conclusion of your testimony at the hearing.

Department of Licensing and Regulatory Affairs

Bureau of Construction Codes
Office of Administrative Services
P.O. Box 30254
Lansing, MI 48909
Telephone (517) 241-6312
Facsimile (517) 241-9570
matsumotos@michigan.gov

The meeting site and parking are accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call Hillary Cushman at (517) 335-2972 (voice) at least 14 days prior to the hearing. LARA is an equal opportunity employer/program.

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

NOTICE OF HEARING
FOR CONSUMERS ENERGY COMPANY CUSTOMERS
CASE NO. U-17174

- Consumers Energy Company requests Michigan Public Service Commission approval to reconcile certain electric and gas utility residual balances pursuant to the Residual Balance Mechanism authorized in Case No. U-16759.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may ~~review the documents at the offices of Consumers Energy Company.~~
- A public hearing will be held:

DATE/TIME: February 26, 2013, at 9:00 a.m.
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Theresa A. Sheets

LOCATION: Constitution Hall
525 West Allegan
Lansing, Michigan

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

The Michigan Public Service Commission (Commission) will hold a public hearing to ~~consider Consumers Energy Company's (Consumers Energy) November 30, 2012 application,~~ which seeks Commission approval: 1) to use positive and negative surcharges to compute its customers' bills as described in its filing; and 2) to apply the Residual Balance Mechanism approved by the Commission in Case No. U-16759 to any remaining residual balances that continue to exist after implementation of the May 2013 surcharges, including any residual balances arising from Case No. U-16861.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by February 19, 2013. (Petitions to intervene may also be filed using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department – Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his/her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information: available on the Michigan Public Service Commission's website, and subject to disclosure.

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

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

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

January 28, 2013

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

NOTICE OF HEARING
FOR THE NATURAL GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-17197

- Consumers Energy Company is requesting approval from the Michigan Public Service Commission to increase its rates for the distribution of natural gas and for other relief.
- **A TYPICAL RESIDENTIAL CUSTOMER WHO USES 93 Mcf (THOUSAND CUBIC FEET) OF NATURAL GAS PER YEAR MAY SEE A NATURAL GAS COST INCREASE OF APPROXIMATELY \$28 PER YEAR IF THE MICHIGAN PUBLIC SERVICE COMMISSION APPROVES THE REQUEST.**

-
- The information below describes how a person may participate in this case.
 - You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
 - A public hearing will be held:

DATE/TIME: February 27, 2013, at 10:00 a.m.
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Sharon L. Feldman

LOCATION: Constitution Hall
525 West Allegan
Lansing, Michigan

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

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) February 1, 2013 application, which seeks Commission approval to: 1) adjust its retail natural gas rates to provide additional revenue of approximately \$48.9 million annually based on a July 1, 2013 through June 30, 2014 test year; 2) adjust the Company's existing retail natural gas rates to produce a rate of return on common equity of not less than 10.50%; 3) implement a gas revenue decoupling mechanism to annually reconcile non-fuel rate revenues approved by the Commission in the most recent case to non-fuel rate revenues generated through actual sales during the period of time under evaluation; 4) implement an annual Uncollectible Expense True-Up Mechanism; 5) implement pension and retiree health care and life insurance (OPEB) equalization mechanisms; 6) implement a one-time Investment Recovery Mechanism to recover the annual revenue requirement associated with 2015 average incremental rate base and associated direct expenses

beyond the level ultimately approved for the test year ending June 30, 2014; and to adjust its retail gas rates in 2015 to provide annual incremental revenue of \$69.9 million in addition to the requested \$48.9 million increase; and 7) modify the rates, rules, and regulations as described in the Company's filing. Details of Consumers Energy's proposals are contained in the application and filing materials.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by February 20, 2013. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department – Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his/her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information: available on the Michigan Public Service Commission's website, and subject to disclosure.

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

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

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

CONSUMERS ENERGY COMPANY HAS REQUESTED THE INCREASES AND OTHER PROPOSALS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY THE REQUESTED INCREASES AND OTHER PROPOSALS, IN WHOLE OR IN PART, AND MAY GRANT LESSER OR GREATER INCREASES THAN THOSE REQUESTED, AND MAY AUTHORIZE A LESSER OR GREATER RATE FOR ANY CLASS OF SERVICE THAN THAT REQUESTED.

February 5, 2013