



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

7:00 p.m. Monday, January 7, 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>	Motion
7:03 PM	IV. <u>City Manager Report</u>	
	V. <u>Presentations</u>	
	VI. <u>Public Hearing(s) - None</u>	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:13 PM	A. First Reading of Tax Exemption Ordinance 195A	
7:15 PM	B. Proposed Resolution 13-001 Confirming the Mayor's Appointments To City Boards and Commissions	Motion
7:18 PM	IX. <u>Consent Agenda</u>–	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting held on December 17, 2012	
	B. Payment of Invoices in the Amount of \$41,267.25 and Payroll in the Amount of \$101,158.16 for a Total of \$142,425.41	
	C. Purchase Orders over \$5,000.00 - None	
	X. <u>Communications</u>–	
	A. DDA Minutes from November 15, 2012	
	B. PAMA Minutes from October 16, 2012 and November 27, 2012	
	C. Safety Meeting Topics 2012	
	D. Water Department Report for December 2012	
	E. Utility Billing Report for November 2012	
	F. Ionia County Board of Commissioners Agenda for December 18, 2012	
	G. Ionia County Board of Commissioners Agenda for January 8, 2013	
	X. <u>Public Comment</u> (5 minute time limit per speaker)	
	XI. <u>Other Business</u>	
7:20 PM		

**Estimated
Time**

7:25 PM

7:30 PM

XII. Council Comments

XIII. Adjournment

**Action
Requested**

Motion

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

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

**TAX EXEMPTION ORDINANCE
ORDINANCE NO. 195A**

An Ordinance to provide for a service charge in lieu of taxes for a proposed multiple family dwelling project for senior persons of low income to be financed or assisted pursuant to the provisions of the State Housing Development Authority Act of 1966, as amended.

CITY OF PORTLAND ORDAINS:

SECTION 1: Title

This Ordinance shall be known and cited as the City of Portland Tax Exemption Ordinance.

SECTION 2: Preamble

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its senior citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCLA Section 125.1401 et. Seq., MSA Section 116.114 (1) et. seq). The City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any and all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for persons of low income is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing certain real-estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemptions and the service charge in lieu of taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

The City acknowledges that the WODA Group, LLC (the "Sponsor") has offered, subject to receipt of a Mortgage Loan from the Michigan State Housing Development Authority, to rehabilitate, own and operate a housing development identified as Portland School Apartments on certain property located in the City of Portland, County of Ionia, Michigan, which is legally described on Exhibit A to serve persons of low income, and that the Sponsor has offered to the City, on account of the housing development, an annual service charge for public services in lieu of all taxes.

SECTION 3: Definitions

- A. Authority means the Michigan State Housing Development Authority.
- B. Act means the State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.
- C. Annual Shelter Rent means the total actual collections during an agreed annual period from all occupants of a housing development representing rents or occupancy charges, which rental amounts shall be exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants.
- D. Contract Rents are as defined by the U. S. Department of Housing and Urban Development in regulations promulgated pursuant to the U. S. Housing Act of 1937, as amended.
- E. Housing Development means a development which contains a significant element of housing for persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines to improve the quality of the development as it relates to housing for persons of low or moderate income. For the purposes of this section, the name of this development shall be The Golden Bridge Apartments.
- F. Class means the Housing Development known as Golden Bridge Apartments for low and moderate income seniors.
- G. Mortgage Loan means a loan to be made by the Authority to the Sponsor for the construction and/or permanent financing of the Housing Development.
- H. Utilities means fuel, water, sanitary sewer service and/or electrical service, which are paid by the Housing Development.
- I. Sponsor means person(s) or entities which have applied to the Authority for a Mortgage Loan to finance a Housing Development. For the purposes of this section, the Sponsor is the WODA Group, LLC.
- J. Senior means a single person who is 55 years of age or older or a household in which at least one member is 55 years of age or older and all other members of the household are 50 years of age or older.

SECTION 4: Class of Housing Developments

It is determined that the class of Housing Development to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be for low and moderate income housing for senior persons or families, which are financed or assisted pursuant to the Act. It is further determined that Portland School Apartments is of this class.

SECTION 5: Establishment of Annual Service Charge

A. The Housing Development identified as Portland School Apartments and the property on which it shall be constructed shall be exempt from all property taxes from and after the commencement of construction. The City acknowledging that the Sponsor and the Authority have established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance and the qualification of the Housing Development for exemption from all property taxes and a payment in lieu of taxes established in the Ordinance, and in consideration of the Sponsor's offer subject to receipt of a Mortgage Loan from the Authority, to construct, own and operate the Housing Development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to ten (10%) percent of the Annual Shelter Rents.

B. The Housing Development shall report to the City its Annual Shelter Rents within 45 days of the last day of the applicable calendar year on a unit-by-unit basis.

C. The City shall have the right to inspect the Housing Developments records and the right to audit and recompute any amounts determined to be Annual Shelter Rents. If the sum recomputed exceed five (5%) percent of the reported Annual Shelter Rents which the audit determines should have been reported, the Housing Development shall pay the City's cost of auditing that calendar year. The Housing Development shall retain financial records for a period of four (4) calendar years and will not be responsible beyond that period of time. The Housing Development shall provide the City with reasonable access to its records documenting rents and occupancy charges as defined by this Ordinance. The Housing Development shall comply with all reasonable requests for information in the performance of the audit. The City agrees to appropriate confidentiality in the performance of the audit. The City agrees to appropriate confidentiality protection for access to confidential and proprietary information.

SECTION 6: Limitation on the Payment of Annual Service Charge

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the Housing Development which is tax exempt and which is occupied by other than low income housing persons or family shall be equal to the full amount of the taxes which would be paid on that portion of the Housing Development if the Housing Development were not tax exempt.

SECTION 7: Contractual Effect of Ordinance

To the extent permitted by law and notwithstanding the provisions of Section 15(a)(5) of the Act, to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of the Ordinance.

SECTION 8: Payment of Service Charge

The service charge in lieu of taxes as determined under the Ordinance shall be payable in the same manner as general property taxes are payable to the City except that the annual payment shall be paid on or before March 1 of each year for the previous calendar year.

SECTION 9: Duration

This Ordinance shall remain in effect and shall not terminate so long as the Mortgage Loan remains outstanding and unpaid or the Authority has any interest in the property, but not in any case more than sixteen (16) years, provided that construction of the Housing Development commences within two (2) years from the effective date of this Ordinance.

SECTION 10: Severability

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declined by any court or competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity or the Ordinance as a whole or any section or provision of the Ordinance other than the section or provision so declared to be unconstitutional or invalid.

SECTION 11: Publication And Effective Date

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

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: January 21, 2013

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: January 7, 2013

Adopted:

Published:

Effective:

State of Michigan)
)SS
County of Ionia)

I, the undersigned, the duly qualified and action City Clerk of the City of Portland, Ionia County, Michigan, do hereby certify that the foregoing Ordinance was adopted by City of Portland at a regular City Council Board meeting duly held on the ____ day of _____, 2013; and that the meeting was held in compliance with notice provisions and all other requirements of Act 267 of the Public Acts of 1976, as amended, I hereby certify that I published the Ordinance in the _____ on the ____ day of _____, 2013

Monique I Miller, City Clerk

EXHIBIT A

LEGAL DESCRIPTION:

CITY OF PORTLAND LOTS 9 THROUGH 22 ALMERON & JAMES NEWMAN ADD;
ALSO ABANDONED ELM ST LYING BETWEEN LOTS 9 & 16 AND BETWEEN HILL &
BRUSH ST.; ALSO THE ABANDONED ALLEY LYING BETWEEN SD STREETS AND
LOTS 16 & 23.; ALSO COM 206 FT. ELY FROM E LINE KENT ST & N LINE HILL ST.
TH: N 32°0'0"E 132.86 FT, TH: S58°0'0"E 190FT. TO NW CORN LOT 13, TH:
S32°0'0"W 129 FT. MORE OR LESS TO N LINE HILL ST & SW CNR LOT 15, TH:
N32°0'0"W 190 FT. ALONG N LINE HILL ST TO POB.
SW 1/4 OF NE 1/4 SEC. 33 T6N R5W.

PROPERTY ADDRESS:

306 BRUSH STREET, PORTLAND, MICHIGAN 48875

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-01

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

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

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

Planning Commission

Nicole Sunstrum to a term expiring June 30, 2015

Board of Review

Paul Johnson to a term expiring December 31, 2015

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayors appointments as set forth above.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: January 7, 2013

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 17, 2012

In Council Chambers at City Hall

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

Guests: Kathy Parsons, City Representative to the Portland Fire Authority Board; 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 Fabiano, to approve the Agenda as presented.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

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

City Manager Dempsey also reported that City Offices will be closed Friday, December 21st at Noon through December 25th for the Christmas Holiday. City Offices will also be closed December 31st and January 1st for the New Year's Holiday.

Under Presentations, DDA/Main Street Director Reagan gave his report on Downtown Portland. Holidayfest was held November 16th and 17th and was another success. Events included carriage rides, a snowball drop with 16 businesses participating, the Holidayfest parade, window decorating and the lighting of the City Christmas tree along with many other activities sponsored by the Arts Council.

The application for the Great American Main Street Award (GAMSA) was submitted on time; should hear something by March. Director Reagan thanked the City Council for their letter of support.

The Brick House Grille at 205 Kent St. will open on Saturday, December 29th and The Grand River Inn (formerly Jerry's Restaurant) will open on New Year's Eve.

Under New Business the Council considered Resolution 12-104 to amend the budget for Fiscal Year 2012-2013 for the Portland Area Fire Authority with the same expense budget but would add budget line items for revenues that were inadvertently left off their last budget submittal.

Motion by Calley, supported by VanSlambrouck, to approve Resolution 12-104 to amend the Budget for Fiscal Year 2012-2013 for the Portland Area Fire Authority.

Yeas: Calley, VanSlambrouck, Fabiano, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 12-105 to approve a budget for Fiscal Year 2013-2014 for the Portland Area Fire Authority. This resolution would approve the same budget for 2013-2014 as the amended budget for 2012-2013.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 12-105 approving an amended budget for Fiscal Year 2013-2014 for the Portland Area Fire Authority.

Yeas: VanSlambrouck, Calley, Fabiano, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 12-106 to amend the budget for Fiscal year 2012-2013. This resolution would approve amendments to eliminate the Fire Department budget expenses after November 1st and include a budget for quarterly payments to the Authority.

Motion by Fabiano, supported by VanSlambrouck, to approve Resolution 12-106 to amend the Budget for Fiscal Year 2012-2013.

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 12-107 to approve Amendment No. 2 to the Engineering Agreement with Capital Consultants, Inc. DBA C2AE to upgrade the City's Wastewater Treatment Facility to reallocate engineering fees between different categories to reflect where time was actually spend. It does not increase the engineering fees earned for the project.

Motion by Krause, supported by Fabiano, to approve Resolution 12-107 approving Amendment No. 2 to the Engineering Agreement with Capital Consultants, Inc. DBA C2AE to upgrade the City's Wastewater Treatment Facility.

Yeas: Krause, Fabiano, VanSlambrouck, Calley, Barnes

Nays: None

Adopted

The Council considered Resolution 12-108 to approve engineering invoices for payment for the Wastewater Treatment Plant Improvement Project in the amount of \$147.75.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 12-108 approving engineering invoices for payment for the Wastewater Treatment Plant Improvement Project.

Yeas: VanSlambrouck, Calley, Fabiano, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 12-109 to approve Pay Request No. 14 and Final to Davis Construction for work done on the Wastewater Treatment Plant Improvement Project in the amount of \$135,415.52 subject to the completion of punch list items.

Mayor Pro-Tem VanSlambrouck inquired what punch list items remained to be completed.

City Manager Dempsey noted the attachment to the Resolution listing the items. Most items are small; some have already been completed. There is no dispute over any of the items.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 12-109 approving Pay Request No. 14 and Final to Davis Construction for work done on the Wastewater Treatment Plant Improvement Project.

Yeas: VanSlambrouck, Calley, Fabiano, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 12-110 in support of the redevelopment of Old School Manor into Senior Housing in accordance with a Letter of Intent to purchase. The Ionia County Land Bank has accepted the terms of the Letter of Intent. This resolution would indicate the Council's support subject to the approval of a satisfactory 16-year 10% PILOT Ordinance and the developer accepting a 29-unit density or obtaining a variance for the additional density.

Council Member Fabiano inquired how the 16-year PILOT was determined.

City Manager Dempsey that typically the PILOT term length is determined by the length of financing. This links occupancy to what is owed. The PILOT on Golden Bridge Manor in Portland is a lesser % for a much longer period of time.

Council Member Fabiano stated it is great to see some potential development for the property.

Motion by VanSlambrouck, supported by Fabiano, to approve Resolution 12-110 in support for the redevelopment of Old School Manor.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fabiano, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on December 3, 2012, payment of invoices in the amount of \$264,442.67 and payroll in the amount of \$121,854.75 for a total of \$386,297.42. Purchase orders to Resco in the amount of \$25,987.50 for wire and to the Portland Area Fire Authority in the amount of \$21,059.98 for 3rd Quarter fire services were included.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

Under Council Comments, Mayor Pro-Tem VanSlambrouck commented that the Michigan Main Street held its Quarterly Training in Portland on the 2nd Floor of City Hall earlier in December with over 12 communities; 50 individuals in attendance. The Training was very educational and informative. The attendees spend time both discussing and observing Downtown Portland.

Mayor Pro-Tem VanSlambrouck extended his condolences to the community of Newport, Connecticut following the tragedy there. He stated the need for communities to always be prepared.

Mayor Barnes noted the applications included in the communications from Nicole Sunstrum for the Planning Commission and Paul Johnson for the Board of Review.

Mayor Barnes wished Safe and Happy Holidays to everyone.

Mayor Barnes expressed his appreciation for the resources in the City of Portland and all of the emergency responders that are always on call and ready to serve and protect us.

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

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

Meeting adjourned at 7:25 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the December 17, 2012 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, Fabiano, and Krause; City Manager Dempsey; City Clerk Miller; Police Chief Bauer; DDA/Main Street Director Reagan

Presentation - DDA/Main Street Director Reagan gave his report on Downtown Portland.

Approval of Resolution 12-104 to amend the Budget for Fiscal Year 2012-2013 for the Portland Area Fire Authority.

All in favor. Approved.

Approval of Resolution 12-105 approving an amended budget for Fiscal Year 2013-2014 for the Portland Area Fire Authority.

All in favor. Approved.

Approval of Resolution 12-106 to amend the Budget for Fiscal Year 2012-2013.

All in favor. Approved.

Approval of Resolution 12-107 approving Amendment No. 2 to the Engineering Agreement with Capital Consultants, Inc. DBA C2AE to upgrade the City's Wastewater Treatment Facility.

All in favor. Approved.

Approval of Resolution 12-108 approving engineering invoices for payment for the Wastewater Treatment Plant Improvement Project.

All in favor. Approved.

Approval of Resolution 12-109 approving Pay Request No. 14 and Final to Davis Construction for work done on the Wastewater Treatment Plant Improvement Project.

All in favor. Approved.

Approval of Resolution 12-110 in support for the redevelopment of Old School Manor.

All in favor. Approved.

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

Adjournment – Motion by Fabiano, supported by VanSlambrouck, to adjourn the regular meeting at 7:25 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
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	2,460.83
AT&T	00686	TELEPHONE SVC - WASTE WATER	166.56
AT&T	00686	TELEPHONE SVC - WASTE WATER	45.60
MICHIGAN TAX TRIBUNAL	01062	MOTION FEE - ASSESSOR	50.00
BARYAMES CLEANERS INC	01692	DRYCLEANING - POLICE	44.65
BOUND TREE MEDICAL LLC.	01543	SUPPLIES - AMBULANCE	451.14
BOUND TREE MEDICAL LLC.	01543	CLOTHING ALLOWANCE - AMBULANCE	138.28
CHIEF SUPPLY	00081	NEW BADGE - POLICE	85.29
CONSUMERS ENERGY	00095	GAS SERVICE - VARIOUS DEPTS	1,860.78
DUANE CROSS	00642	SCREW DRIVER SET - MOTOR POOL	129.50
FAMILY FARM & HOME	01972	TUBE - MOTOR POOL	8.98
FAMILY FARM & HOME	01972	BATTERY, TAP, CORDS - MOTOR POOL	30.44
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	15,000.00
INTERSTATE ALL BATTERY CENTER	00201	BATTERY - WASTE WATER	24.99
KENDALL ELECTRIC	00225	PULLING LUBE - ELECTRIC	326.10
KENDALL ELECTRIC	00225	PULLING LUBE - ELECTRIC	326.10
MENARDS	00260	MATERIALS FOR DAM - ELECTRIC	143.03
MICHIGAN ASSN OF CHIEFS POLICE	00266	JOB POSTING COST - POLICE	50.00
MICHIGAN RECREATION & PARKS	00296	CONFERENCE & TRADE SHOW - PARKS	311.50
MICHIGAN RECREATION & PARKS	00296	MI TRAILS SUMMIT - PARKS	100.00
MICHIGAN RECREATION & PARKS	00296	2013 MRPA CONFERENCE & TRADE SHOW - PARK	335.00
MUNICIPAL SUPPLY CO.	00324	CURB BOX, PLUS GLOVES - WATER	252.24
MUNICIPAL SUPPLY CO.	00324	FULL SEAL CLAMP NBR- WATER	251.20
MUNICIPAL SUPPLY CO.	00324	ADAPTER, PLUG - CEMETERY	16.80
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	3,200.00
NYE UNIFORM CO.	00338	COLLAR BRASS FOR UNIFORM - POLICE	52.70
MIKE OWEN	01809	CLOTHING ALLOWANCE-WASTE WATER	200.00
RESCO	00392	BATTERY CHARGERS, CRIMPING TOOL- ELECTRI	2,131.37
RESCO	00392	ELBOWS - ELECTRIC	472.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RESCO	00392	TRANS CONNECTORS - ELECTRIC	415.00
S&K TROPHIES AND PLAQUES	00401	PLAQUE FOR SAFETY MEETING - GENERAL	11.00
SPARROW OCCUPATIONAL HEALTH	00340	EXAM - MOTOR POOL	48.00
SPRINT	00859	CELL PHONE - POLICE	95.88
TELNET WORLDWIDE INC.	02066	PHONE SVC - CITY HALL	496.10
VERIZON WIRELESS	00470	TELEPHONE SVC-CODE, ELEC, WW, WTR, M POOL	129.28
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - WASTE WATER, MOTOR POOL	70.94
JIM LAKIN	01373	ELECTRIC BOARD - ELECTRIC	75.00
ROBERT TORP-SMITH	01369	ELECTRIC BOARD - ELECTRIC	75.00
ROGER HABEGGER	01841	ELECTRIC BOARD - ELECTRIC	75.00
LYNN WINTER	MISC	ENERGY OPTMZ - ELECTRIC	140.00
JOHN DEERE FINANCIAL	01818	PARTS & LABOR - ELECTRIC, MOTOR POOL	234.82
CHERRY HILL ESTATES	02081	FIRST QUARTER ASSOCIATION DUES - ECON DV	60.06
KENDALL ELECTRIC	00225	PULLING LUBE - ELECTRIC	652.20
KEUSCH SUPER SERVICE	00228	TIRES FOR AMBULANCE - MOTOR POOL	376.40
KEUSCH SUPER SERVICE	00228	TIRES - MOTOR POOL	376.40
MRE SERVICES, INC.	00318	COMPUTER SERVICES - VAR DEPTS	1,941.00
WAGON WHEEL	00794	SAFETY MEETING LUNCH - VAR DEPTS	359.03
ABRAHAM & GAFFNEY, P.C.	00002	FINAL BILLING AUDIT YR 6/30/12-VAR DEPT	1,000.00
JOHNNY MACS SPORTING GOODS	00219	BASKETBALLS- RECREATION	53.42
JOHNNY MACS SPORTING GOODS	00219	BASKETBALLS- RECREATION	208.50
JOHNNY MACS SPORTING GOODS	00219	JET EVOLUTION SC MENS BB - RECREATION	45.95
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY- WATER	448.12
LANSING TRANSMISSION	00709	REMOVE/REPAIR TRANSMISSION-MOTOR POOL	483.00
CHROUCH COMMUNICATION, INC.	00082	INSTALL RADIO - MOTOR POOL	454.75
LAUREEN A BIRDSALL	02152	TAX TRIBUNAL REPRESENTATION-ASSESSING	2,775.00
MICHIGAN CAT	01920	HEATER SWITCH - MOTOR POOL	83.82
DUANE CROSS	00642	CORDLESS SCREWDRIVER KIT - WATER	197.50
KATHY'S CLEANING	01684	CLEANING SVC/SHAMPOO CARPETS-CITY HALL	1,045.00

Date: 01/02/13

CITY OF PORTLAND INVOICE REGISTER

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VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	63.00
R.E. RISK & ASSOC.	01315	SERVICE FEE- INC TAX	63.00
MI MUNICIPAL TREASURERS ASSN	00290	2013 MMTA DUES - GENERAL	50.00
Total:			\$41,267.25

BIWEEKLY
WAGE REPORT
December 24, 2012

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,479.88	112,531.44	2,302.84	56,818.18	169,349.62
ASSESSOR	2,054.80	15,467.45	597.56	4,362.05	19,829.50
CEMETERY	3,018.47	40,555.51	939.66	12,952.01	53,507.52
POLICE	11,178.83	164,640.44	1,426.30	53,509.16	218,149.60
FIRE	-	3,046.00	-	233.02	3,279.02
CODE ENFORCEMENT	1,309.18	18,256.69	380.74	5,376.93	23,633.62
PARKS	2,263.97	33,983.56	665.65	7,613.09	41,596.65
INCOME TAX	1,324.18	18,430.36	379.83	11,942.40	30,372.76
MAJOR STREETS	2,237.70	36,896.85	899.78	24,711.65	61,608.50
LOCAL STREETS	1,876.99	25,769.34	751.22	17,583.53	43,352.87
RECREATION	2,411.04	25,509.80	698.39	10,996.30	36,506.40
AMBULANCE	11,760.60	118,749.88	2,099.18	40,068.55	158,818.43
DDA	1,584.56	20,463.84	460.82	6,135.33	26,599.17
ELECTRIC	14,063.45	206,135.44	5,079.85	104,747.44	310,882.88
WASTEWATER	7,523.88	104,099.81	2,545.82	54,992.51	159,092.32
WATER	4,871.82	70,830.33	1,781.06	33,753.63	104,583.96
MOTOR POOL	3,001.59	28,916.02	1,188.52	19,652.77	48,568.79
TOTALS:	78,960.94	1,044,282.76	22,197.22	465,448.55	1,509,731.31

BI-WEEKLY CASH BALANCE ANALYSIS
1/7/2013

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	682,333.31	24,019.77	46,791.33	26,570.00		686,131.75	235,000.00	921,131.75
INCOME TAX	8,960.20		2,107.12		2,460.00	4,393.08	10,000.00	14,393.08
MAJOR STREETS	202,182.02		3,137.48		1,786.00	197,258.54	-	197,258.54
LOCAL STREETS	51,903.98	571.31	2,628.21		577.00	49,270.08	-	49,270.08
RECREATION	8,048.77	3,145.00	3,466.91		1,060.00	6,666.86	-	6,666.86
AMBULANCE	29,634.58	15,249.85	14,574.23		2,279.00	28,031.20	-	28,031.20
REFUSE COLLECTION	15,913.15	5,771.32	12.84			21,671.63	-	21,671.63
ELECTRIC	114,362.01	265,828.58	225,772.43		6,075.00	148,343.16	615,000.00	763,343.16
WASTEWATER	53,529.59	43,171.38	27,134.28		4,708.00	64,858.69	-	64,858.69
WATER	511,504.38	29,824.70	8,469.94		4,708.00	528,151.14	420,000.00	948,151.14
MOTOR POOL	100,461.58	5,957.00	6,634.83		2,917.00	96,866.75	-	96,866.75
DDA	50,450.33					50,450.33	-	50,450.33
TOTALS:	1,829,283.90	393,538.91	340,729.60	26,570.00	26,570.00	1,882,093.21	1,280,000.00	3,162,093.21
							315,000.00	315,000.00
							170,000.00	170,000.00
							130,000.00	130,000.00
							3,530.33	3,530.33
							492,337.35	492,337.35
							305,421.61	305,421.61
							374.68	374.68
							170,780.62	170,780.62
							23,942.18	23,942.18
							72,512.40	72,512.40
							2,963,899.17	4,845,992.38

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

Minutes of the Downtown Development Authority Regular Meeting
City of Portland

Held on Thursday, November 15, 2012
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Dempsey, VanSlambrouck, Sunstrum, Briggs, Smith, Urie, and Clement

Absent: Dumas, Blastic

Staff: DDA/Main Street Director Reagan, City Clerk Miller

Guests: Amy Deel of Local First

The meeting was called to order at 3:30 P.M. by Vice Chair Antaya.

Motion by Smith, supported by VanSlambrouck, to excuse the absence of Dumas and Blastic. All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the Agenda as presented. All in favor. Adopted.

Motion by Barnes, supported by Sunstrum, to approve the Minutes of the October 18th Regular Meeting as presented. All in favor. Adopted.

Motion by Dempsey, supported by VanSlambrouck, to approve the Treasurer's Report as presented. All in favor. Adopted.

Under Presentations, Amy Deel of Local First gave some background on their organization and explained changes they were part of making in Grand Rapids over the past few years and what they would like to do for Portland. Local First was founded 10 years ago by business owners to have a voice in the community. It is a non-profit organization that focuses on economic development. They are currently working with the MEDC to secure funding to expand services; they would like to do work in Portland. Their mission is to create a vibrant, sustainable community in West Michigan which will ultimately grow the economy as a whole. Their goal is to educate the community on why spending dollars locally is so important.

Member Smith asked if Local First would be selling ads in Portland.

Ms. Deel stated that Local First would be looking at the community to what its needs are. Membership with their organization would bring them to the community to meet and discuss with business owners to assess their needs.

Ms. Deel stated their goal is to create an environment where businesses work together to keep each other strong.

Mayor Barnes inquired if Local First works with service businesses.

Ms. Deel stated that they do. They work with all types of businesses; there are different membership categories available.

Under New Business, Director Reagan presented a request for approval to transfer funds from the DDA to the City of Portland in the amount of \$101,630.48 for the Kent Street Improvement Project. He presented a breakdown of the project costs and the amounts the DDA, the Water Department, and the Local Streets Department are paying. This was a very good project; it turned out very well.

City Manager Dempsey noted that the project came in under budget.

Motion by Dempsey, supported by Clement, to approve the transfer of funds from the DDA to the City of Portland in the amount of \$101,630.48 for the Kent Street Improvement Project. All in favor. Adopted.

Mayor Barnes commented that Cook Brothers Excavating is very judicious in their business and were instrumental in the project coming in under budget.

Director Reagan stated that last year the Portland Main Street program finished in the Top 10 of the Great American Main Street Award (GAMSA) although a community must finish in the Top 5 to be awarded the designation of being a Great American Main Street. The Portland Main Street program is applying again this year for the designation; applications are due December 3rd. Letters of recommendation from residents, businesses, and community organizations both inside and outside of the community are needed.

Under the Director's Report, Director Reagan stated that the Main Street Quarterly Training will be held in Portland on December 3rd and 4th at City Hall.

Under Committee Updates, the Promotions & Marketing Committee has been planning the Holidayfest celebration to be held November 16th and 17th in Downtown Portland.

The Organization and Finance Committee has the final numbers on the Oktoberfest celebration. Due to sponsorships being down from last year and competition from the MSU vs. U of M game the event had a loss of \$629. Next year the event is expected to have a better result. The committee continues its offering of advertising space in the "On the Street" newsletter each month. Special thanks to Julie Clement, editor of the newsletter, for its publication.

Under Council Comments, Member Urie stated the play; "Noises Off" at the Portland Civic Theatre is very beautiful.

Mayor Barnes reminded everyone that a listing of Holidayfest events can be found at www.portlandmainstreet.org.

City Manager Dempsey commented that the City had received a letter from the Department of Licensing and Regulatory Affairs stating that Ken and Diane Bush of the Grand River Inn had submitted an application for the former Jerry's Restaurant.

Motion by Dempsey, supported by Urie, to adjourn the meeting at 4:07 P.M.
All in favor. Adopted

Respectfully submitted,


Kory Blastic, Secretary

Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

October 16, 2012

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

Meeting was called to order at 7:40 p.m.

SECRETARY'S REPORT:

- Minutes were approved as written. Motion to approve by D. Logel seconded by G. Krausz

TREASURER'S REPORT:

- No Report due to D. Pohl absence

OLD BUSINESS:

- Reviewed invoice from Larry Teijema that was approved by K. Cook and D. Pohl at July 10th meeting.

NEW BUSINESS:

- Welcomed Randy Foote to board who has replaced Ed Barr for City of Portland
- Discussed bids from D and E Electric for various projects
- Motion made by K. Cook seconded by R. Foote to accept bid #1654 from D and E Electric in the amount of \$350.00 for push button stations and control station wiring. All approved
- Discussed bid #1658 from D and E Electric in the amount of \$4969.00 for panel upgrade and 8 ea. Dedicated circuits at truck bays, board decided that more information was needed and other bids should be submitted before this improvement can be approved.
- Discussed bid #1653 from D and E Electric in the amount of \$550.00 for data power and recess box, Board member D. Logel said this item could be done in house and he will proceed
- Discussed concrete repairs at various locations in parking lot.

Motion made by G. Krausz to adjourn the meeting at 8: 20 p.m. Seconded by Keith Cook. Motion approved.

Respectfully submitted,

Keith Cook, Secretary

NEXT MEETING: January 8, 2013

Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

November 27, 2012

Special Meeting

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

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

NEW BUSINESS:

- Dick Pohl presented lease agreement for board to review and sign
- Discussed language of lease of building to governing authority
- Note made to include language of Portland Township Hall, Portland Police and Portland Ambulance as additional uses of building
- Motion made by D. Logel to require no smoking within 25' of building supported by D. Pohl
- Lease was signed with condition that above measures would be addressed

Motion made by K. Cook to adjourn the meeting at 8:30 p.m. Seconded by D. Logel. Motion approved.

Respectfully submitted,

Keith Cook, Secretary

2012

SAFETY MEETING TOPICS

Discussions /Trainings/Presentations

- Child/Infant CPR
- Adult CPR
- Home Safety
- Top 10 MIOSHA Violations
- Fire Evacuations Plans
- Health Insurance Changes- Renewal & Proposal comparison
- Hearing Conservation Program testing
- Defensive Driving in a Dangerous World (video)
- Worker's Compensation

Handouts

- Top 10 MIOSHA Violations
- Bulldozer kills Operator standing on track
- Protecting Workers from the Effects of Heat
- Safety in your home and workshop
- Stay clear of an excavator's attachment & Swing area
- Beyond OSHA's Top 10
- Permit Required Confined Entry in General Industry
- Preventing Slips/trips/falls in the workplace
- Avoid Cold Stress
- Preventable or not? Doe's wide left doesn't go right

City Of Portland
 Water Department
 Monthly Water Report
 December 2012

Monthly Water Production

Daily Water Production

Well #4 8,434,000 Gallons
 Well #5 0 Gallons
 Well #6 0 Gallons
 Well #7 0 Gallons

Well #4 272,064 Gallons
 Well #5 0 Gallons
 Well #6 0 Gallons
 Well #7 Gallons

Daily Average Water Production For All Wells

272,064 Gallons

Total Water Production For The Month

8,434,000 Gallons

Total Water Production For The Previous Month

9,044,000 Gallons

Total Production Decreased By

610,000 Gallons

Total Production For This Month From The Previous Year

9,187,000 Gallons

Total Production Decreased By

753,000 Gallons

Kenneth L Gensterblum
Water Technician

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

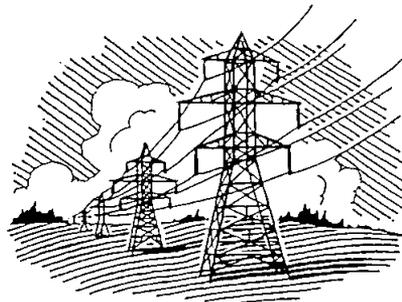
December 1, 2012
November 1-30, 2012

HYDRO GENERATION	76,800		
DIESEL PRODUCTION	0		
Kwh Purchased	2,809,440	Amount Paid	\$ 187,757.30
Total Kwh Purchased	2,809,440	Total Dollars Paid	\$ 187,757.30

Kwh Billed		Dollars Billed	
Residential	1,255,169	PCA Billed	\$ 8,574.71
Commercial	616,005	Residential	\$ 133,423.04
Large General	791,740	Residential EO Charge	\$ 2,291.96
City St. Lites Metered	36,383	Geothermal Discount	\$ (215.51)
St. Lites Unmetered		Commercial	\$ 66,267.32
Rental Lights		Commercial/LG EO Charge	\$ 2,530.08
Demand	2,334	Large General	\$ 54,895.82
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 3,031.49
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,701,631	Rental Lights	\$ 259.59
Arrears after billing	\$ 12,714.54	Demand	\$ 13,723.49
Penalties Added	\$ 1,522.55	Tax	\$ 10,416.73
Arrears end of month	\$ 33,260.61	Total Dollars Billed	\$ 296,760.17
Fuel Cost Billed	\$ 8,665.21	Power Cost Adj.	.00322
Amount Collected	\$ 289,107.07		
Total Adjustments	\$1,482.57		

Residential Customers	2,142
Commercial Customers	310
Large General	17
Total Customers	2,469

12/04/12



CITY OF PORTLAND
December-12

WATER DEPARTMENT REPORT

MONTH	Nov-12	PERIOD COVERED	November 1-30, 2012
Customers Billed		Penalties Added	\$ 371.69
City	1,820	Dollars Collected	\$ 48,142.89
Rural	27	Arrears at end of Month	\$ 7,387.83
Total Customers	1,847	Adjustments	\$ 196.84
		Gallons Pumped	9,044,000
		Hydrant Flusing/Rental (unmetered)	0 (water leak)
Gallons Billed		Dollars Billed	
City	8,671,070		\$ 44,924.38
Rural	<u>162,400</u>		<u>\$ 1,617.14</u>
Total	<u>8,833,470</u>		<u>\$ 46,541.52</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,778	Dollars Billed	\$ 65,851.27
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 65,851.27

Penalties Added	\$ 572.67
Dollars Collected	\$ 65,280.52
Arrears at end of Month	\$ 11,053.07
Adjustments	\$ 175.87
Gallons Treated per Million	8.7



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

Agenda
December 18, 2012
7:00 p.m.

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Invocation**
- IV. **Approval of Agenda**
 - A. Consideration of additional items
- V. **Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. **Did You Know?**
- VII. **Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of November 2012 - \$1,164,988.92
 - D. Approve payment of Health Fund bills - \$118,815.82
 - E.
- VIII. **Unfinished Business**
 - A. Interviews for Road Commission Position
 - B. Appointments
 1. Road Commission Board – One six-year term expiring December 2018
 2. Central Dispatch Board of Directors – Seven two-year terms. One Firefighter Representative, one Commissioner Representative, one Township Representative, one Emergency Medical Services Representative, three Citizen Representatives.
 3. EightCap Governing Board – One two-year term, which must be filled by a Commissioner
 4. Mid-South Substance Abuse Commission – Two positions, one position serves as an alternate member
 5. Mid-South Substance Abuse Advisory Council – Two positions, one position serves as an alternate member
 6. Substance Abuse Initiative – Two two-year terms, one represents the current District #2 and one represents the current District #6
 - C. Drug Treatment Court Subcontracts
 - D. Resolution Amending the Ionia County Address Ordinance of 2000
 - E.

IX. New Business

- A. Resolutions of Appreciation
- B. MSUE Work Plan for 2013
- C. Johnson Road Improvement Fund Transfer
- D. Facilities Committee Request to Contract with Facilities Planner
- E. Health Department Bi-Monthly Report
- F. Animal Care and Control Temporary Position Extension
- G. 2013 Renewal Agreement with Michigan Municipal Risk Management Authority
- H. Organizational Meeting - 2013
- I.

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

XI. Reports of Special or Ad Hoc Committees

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

XIII. Executive Session

XIV. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Advisory Council – One one-year appointment expiring April 2013.
- Central Dispatch Board of Directors – One two-year appointment expiring December 2013.
- 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 January 2013:

- *Board of Public Works* – Two three-year appointments.
- *Park Advisory Board* – One two-year appointment.
- *Tax Allocation Board* – One one-year appointment.

Appointments for consideration in the month of February 2013: None

IONIA COUNTY BOARD OF COMMISSIONERS

Organizational Meeting Agenda

January 8, 2013

4:00 p.m.

- I. **Call to Order by County Clerk**
- II. **Pledge of Allegiance**
- III. **Organization of Board and Committees**
 - A. Selection of Chairperson
**Meeting turned over to newly elected Chairperson*
 - B. Selection of Vice-Chairperson
 - C. Review and Adoption of Board Rules
** Discussion and adoption of board and committee meeting dates and times*
- IV. **Approval of Agenda**
- 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. **Appointments**
 - A. *Appointments to Standing Committee(s)*
 1. Audit Committee
 2. Bargaining Committee Representative
 3. Facilities Committee
 4. Grievance Hearing Committee
 5. Personnel Committee
 - B. *Commissioner Appointments to Boards/Commissions*
 1. Airport Board – Three appointments (two-year terms)
 2. Area Agency on Aging of Western Michigan Board of Directors – One appointment (two-year term)
 3. Central Area Michigan Works! Consortium – Two appointments (one-year terms)
 4. Community Corrections Advisory Board – One appointment (one-year term)
 5. Department of Human Services Board – One appointment (one-year term)
 6. Green View Point Park Ad Hoc Committee – One appointment (one-year term)
 7. Ionia County Economic Alliance – One appointment (three-year term)
 8. Lake Boards – One-year terms
 - Long Lake Board
 - Jordan Lake Board
 - Morrison Lake Board
 9. MAC Workers' Compensation Board – One appointment (one-year term)
 10. MSU Extension District Extension Council – One appointment (no set term)
 11. Park Advisory Board – One appointment (two-year term)
 12. Pension Advisory Committee – One appointment (two-year term)
 13. Road Commission – One appointment (one-year term)
 14. Tax Allocation Board – One appointment (one-year term)

C. *Legal Counsel*

D. *Department Heads*

1. Administrative Health Officer – One-year appointment
2. Animal Control Officers – Two-year appointments
3. Building Codes Official – One-year appointment
4. Central Dispatch Director – One-year appointment
5. Equalization Director – One-year appointment

VIII. **Unfinished Business**

- A. Appointments to Substance Abuse Initiative - Two two-year terms, one represents District #5; one represents District #3.

IX. **New Business**

- A. Ranney Lake Resolution
B. New World Systems Software Maintenance Agreement
C.

X. **Reports of Officers, Boards, and Standing Committees**

- A. Chairperson
B. County Administrator
C. **Appointments**
1. Board of Public Works – Two three-year terms.
2. Park Advisory Board – One two-year term (General Public Representative).
3. Pension Advisory Committee – One two-year term (Current employee enrolled in plan).
4. Tax Allocation Board – One one-year term (General Public Representative).

XI. **Reports of Special or Ad Hoc Committees**

XII. **Public Comment (3 minute time limit per speaker)**

XIII. **Executive Session**

XIV. **Adjournment**

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Advisory Council – One one-year appointment expiring April 2013.
- Substance Abuse Initiative – One two-year appointment expiring December 2014. Appointment must be made from Commissioner District #4.

Appointments for consideration in the month of February 2013: None

Appointments for consideration in the month of March 2013:

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