



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

7:00 p.m. Monday, June 17, 2013

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<b><u>Estimated Time</u></b>		<b><u>Action Requested</u></b>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	
7:03 PM	<b>IV. <u>City Manager Report</u></b>	
7:15 PM	<b>V. <u>Presentations</u></b> A. DDA/Main Street Director Reagan – Downtown Report	Motion
7:20 PM	<b>VI. <u>Public Hearing(s)</u> – None</b> A. Public Hearing on a Grant Application to the Michigan State Housing Development Authority for a Downtown Rental Rehabilitation Grant Not to Exceed \$400,000	
7:25 PM	<b>VII. <u>Old Business</u></b>	
7:27 PM	<b>VIII. <u>New Business</u></b>	
7:29 PM	A. First Reading of Ordinance 8A to Amend Section 6-1 and Create 6-3 of the City Code of Ordinances B. First Reading of Ordinance 145A to Amend Sections 4-2 to Allow the City Council to Approve Ordinances or Resolutions That Would Allow the Possession and Consumption of Alcoholic Liquor in Public C. First Reading of Ordinance 146A to Amend Section 22-30 to Allow the City Council to Approve Resolutions That Would Allow the Possession and Consumption of Beer and Wine in City Parks with Posted Park Rules That Permit Same	
7:33 PM	D. First Reading of Ordinance 194C to Amend Section 28-6 of the City Code of Ordinances to Provide Regulations for Community Event Signs and to Permit Temporary Banner Signs	
7:35 PM	E. Proposed Resolution 13-41 Approving, Authorizing and Directing the Mayor to Sign a Permit for a Fireworks Display at Portland High School	Motion
7:38 PM	F. Proposed Resolution 13-42 Approving a Subpoena Appearance Policy for City Employees	Motion
7:40 PM	G. Proposed Resolution 13-43 Approving and Authorizing a Grant Application to the Michigan State Housing Development Authority For a Downtown Rental Rehabilitation Grant not to Exceed \$400,000	Motion

<b>Estimated Time</b>		<b>Action Requested</b>
7:43 PM	<b>H.</b> Proposed Resolution 13-44 Approving Fleis & VandenBrink's Proposal to apply for a Grant and to update the City's Wellhead Protection Program Plan	Motion
7:45 PM	<b>I.</b> Proposed Resolution 13-45 to Amend the Budget for Fiscal Year 2012-2013	Motion
7:48 PM	<b>J.</b> Motion to Go Into Closed Session to Discuss Strategy for Collective Bargaining (Requires a 2/3 Majority by Roll Call Vote)	Motion
	<b>IX. <u>Consent Agenda</u></b>	
	<b>A.</b> Minutes & Synopsis from the Regular City Council Meeting held on June 3, 2013	
	<b>B.</b> Payment of Invoices in the Amount of \$64,152.28 and Payroll in the Amount of \$149,038.37 for a Total of \$213,190.65	
	<b>C.</b> Purchase Orders over \$5,000 - None	
	<b>X. <u>Communications</u></b>	
	<b>A.</b> Board and Commission Application for Julie Clement	
	<b>B.</b> Board and Commission Application for Richard Pohl	
	<b>C.</b> Board and Commission Application for Robert Torp-Smith	
	<b>D.</b> Planning Commission Minutes for May 8, 2013	
	<b>E.</b> Police Department Report for May 2013	
	<b>F.</b> Wastewater Treatment Plant Report for May 2013	
	<b>G.</b> Revenue-Expense Report for May 2013	
	<b>H.</b> DDA Treasurer's Report for June 14, 2013	
	<b>I.</b> Olivia Fogarty Letter re: Recycling	
	<b>J.</b> Portland Area Fire Authority Minutes for May 13, 2013	
	<b>K.</b> Portland Area Fire Authority Minutes for June 10, 2013	
	<b>L.</b> Ionia County Board of Commissioners Agenda for June 11, 2013	
	<b>M.</b> MPSC Notice of Hearing for Consumers Energy	
7:48 PM	<b>X. <u>Public Comment</u></b> (5 minute time limit per speaker)	
7:53 PM	<b>XI. <u>Other Business</u></b>	
7:55 PM	<b>XII. <u>Council Comments</u></b>	
8:20 PM	<b>XIII. <u>Adjournment</u></b>	Motion

CITY COUNCIL  
CITY OF PORTLAND  
Ionia County, Michigan

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

ORDINANCE NO. 145A

AN ORDINANCE TO AMEND SECTIONS 4-2 TO ALLOW THE CITY COUNCIL TO APPROVE ORDINANCES OR RESOLUTIONS THAT WOULD ALLOW THE POSSESSION AND CONSUMPTION OF ALCOHOLIC LIQUOR IN PUBLIC

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 4-2 of the City code of Ordinances is amended to read as follows:

Sec. 4-2. Consumption in public prohibited.

No alcoholic liquor shall be consumed nor shall any person possess an open container of an alcoholic liquor in any public place in the city; and the term "public place" shall include, but is not limited to, any street, alley, park, public building, place of business not properly licensed for same, place of assembly not properly licensed for same, parking lot of the city and parking lots of businesses, or in any other place to which the public has access, unless specifically permitted by another ordinance or resolution approved by the City Council.

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

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: \_\_\_\_\_, 2013

\_\_\_\_\_  
James E. Barnes, Mayor

\_\_\_\_\_  
Monique I. Miller, City Clerk

Introduced: \_\_\_\_\_, 2013

Adopted: \_\_\_\_\_, 2013

Published: \_\_\_\_\_, 2013

Effective: \_\_\_\_\_, 2013

**CERTIFICATION**

I certify that the foregoing is a true and complete copy of Ordinance No \_\_\_\_\_, which was adopted by the Portland City Council at a regular meeting, held on \_\_\_\_\_, 2013, which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk

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

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

**ORDINANCE NO. 8 A  
AN ORDINANCE TO AMEND SECTION 6-1 AND SECTION 6-3 OF THE CITY  
CODE OF ORDINANCES**

**THE CITY OF PORTLAND ORDAINS:**

**SECTION 1.** Section 6-1 of the Code of Ordinances, City of Portland, Michigan, is amended to read as follows:

**Sec. 6-1. Prohibited animals; exceptions.**

(a) No person may keep or house any cow, horse, pig, or similar farm animal or domestic fowl within the city.

(b) This section does not apply to animals or fowl kept or housed on premises used and occupied as one parcel of land regularly devoted to, and zoned for, agricultural purposes, now or in the future.

(c) This section does not apply to animals or fowl that are kept or housed at city park facilities for exhibition.

(d) This section does not apply to any person who keeps female chickens (hens) or male or female ducks in compliance with Section 6-3 of this Chapter.

(e) Nothing in this Chapter prohibits the City or a third party from bringing a nuisance action based on the keeping of animals.

**SECTION 2.** Section 6-3 of the Code of Ordinances, City of Portland, Michigan, is amended to read as follows:

**Sec. 6-3 Keeping of Female Chickens (Hens) or Male and Female Ducks**

(a) For purposes of this section, the following definitions apply:

1. "Adjacent property" means all parcels of property that the applicant's property comes into contact with at one or more points, but does not include parcels that are legally adjacent to but are, in fact, separated from the applicant's property by a public or private street.

2. "Backyard" means that portion of a lot enclosed by the property's rear lot line and the side lot lines to the points where the side lot lines intersect with an imaginary line established by the rear of the single-family or two-family structure and extending to the side lot lines.

3. "Hen" means a female chicken and does not include roosters.

4. "Duck" means either a male drake or a female duck of the Muscovy breed, all other breeds are excluded from this ordinance.

5. "Fowl" means either hens or ducks.

6. "Resident" means any person living in the City of Portland.

7. "Private restrictions" include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds.

(b) Residents may keep hens in the City of Portland, subject to all of the following requirements:

1. A permit must be obtained under subsection (c) of this section before acquiring the hens fowl.

2. The principal use of the resident's property must be for a single-family dwelling or two-family dwelling.

3. No more than four hens or six ducks may be kept on a single parcel.

4. No person may slaughter any fowl.

5. Fowl may only be kept in the backyard.

6. Fowl must be provided with a covered enclosure and must be kept in the covered enclosure or in a fenced enclosure at all times. Fenced enclosures are subject to all City fence regulations.

7. A covered or fenced enclosure must be at least 10 feet from any property line of an adjacent property.

8. A covered or fenced enclosure must be at least 40 feet from any residential structure on an adjacent property; however, this requirement may be waived as follows:

(i) If the principal use of resident's property is for a single-family dwelling, all adjacent landowners must verify in writing that there is no objection to the issuance of the permit.

(ii) If the principal use of the resident's property is for a two-family dwelling, all adjacent landowners and the occupants of the other dwelling must verify in writing that there is no objection to the issuance of the permit.

9. All enclosures for the keeping of fowl must be constructed or repaired so as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure.

10. All feed and other items associated with the keeping of fowl that are likely to attract rats, mice, or other rodents must be protected so as to prevent rats, mice, or other rodents from coming into contact with them.

11. A person who has been issued a permit must submit it for examination on demand by any Police Officer or Code Enforcement Officer.

(c) To obtain a permit to keep hens, a resident must submit an application to the City Clerk. The application must be accompanied by the following:

1. Written consent waiving the distance requirement in subsection (c)9 above, if applicable
2. A filing fee, if any, as determined by Council resolution.

(d) The City Clerk must grant a permit to keep fowl if the applicant meets the conditions under subsection (c). Permits expire three years after the date of issuance. A resident who wishes to continue keeping fowl must obtain a new permit on or before the expiration date of the previous permit. Application for a new permit will be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(e) If a resident granted a permit under this section fails to comply with the requirements listed under subsection (b), the City may revoke the permit and may initiate prosecution for a civil infraction violation.

(f) Private restrictions on the use of property remain enforceable and take precedence over a permit to keep fowl. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of fowl is void. Interpretation and enforcement of private restrictions is the sole responsibility of the private parties involved.

(g) The City Clerk will mail a copy of a permit issued under this section to the owners of adjacent property.

**SECTION 3. 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:

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

Introduced:

Adopted:

Published:

Effective:

CITY COUNCIL  
CITY OF PORTLAND  
Ionia County, Michigan

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

ORDINANCE NO. 146A

AN ORDINANCE TO AMEND SECTION 22-30 TO ALLOW THE CITY COUNCIL TO APPROVE RESOLUTIONS THAT WOULD ALLOW THE POSSESSION AND CONSUMPTION OF BEER AND WINE IN CITY PARKS WITH POSTED PARK RULES THAT PERMIT SAME

**THE CITY OF PORTLAND ORDAINS:**

**SECTION 1.** Section 22-30 of the City Code of Ordinances is amended to read as follows:

**Sec. 22-30. Alcoholic liquors; controlled dangerous substances; alms; gambling.**

While in a public park or recreation area, all persons shall conduct themselves in a proper and orderly manner, and in particular, no person shall:

- (1) Possess, sell, drink or use alcoholic liquors or controlled dangerous substances as defined under state statutes, or being under the influence of alcoholic liquor or a controlled dangerous substance in a park or recreation area, or any area open to the public adjacent to or near said park or recreation area, including, but not limited to, streets and parking lots. Provided, however, that the city council may by resolution:
  - a. Approve a special permit for the possession, sale and/or consumption of alcoholic liquors within a park for a specified period of time;
  - b. Approve Park Rules to be posted in applicable parks that permits individuals of legal drinking age to possess and consume beer and wine on park property.
- (2) Solicit alms;
- (3) Play any game of chance or have possession of any instrument or device for gambling; or
- (4) Play, engage or take part in any game or competitive sport for money, or other valuable thing, without a written permit.

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

Ayes:

Nays:

Absent:

Abstain:

**ORDINANCE DECLARED ADOPTED.**

Dated: \_\_\_\_\_, 2013

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

Introduced: \_\_\_\_\_, 2013

Adopted: \_\_\_\_\_, 2013

Published: \_\_\_\_\_, 2013

Effective: \_\_\_\_\_, 2013

CITY COUNCIL  
CITY OF PORTLAND  
Ionia County, Michigan

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

ORDINANCE NO. 194C

AN ORDINANCE TO AMEND SECTION 28-6 OF THE CITY CODE OF ORDINANCES TO PROVIDE REGULATIONS FOR COMMUNITY EVENTS SIGNS AND TO PERMIT TEMPORARY BANNER SIGNS

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 28-6 of the City Code of Ordinance is amended by revising subsection (p) to read as follows:

(p) Signs and their supporting structures may not be constructed with plywood, particleboard, or Masonite except that signs ten square feet or less may use such materials. However, construction signs and real estate signs may be constructed with plywood, particleboard or Masonite and that signs thirty two square feet or less may use plywood rated for outdoor use for the supporting structure.

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

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: \_\_\_\_\_, 2013

\_\_\_\_\_  
James E. Barnes, Mayor

\_\_\_\_\_  
Monique I. Miller, City Clerk

Introduced:

Adopted:

Published:

Effective:

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No 194 C, which was adopted by the Portland City Council at a regular meeting, held on \_\_\_\_\_, 2013, which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

**RESOLUTION NO. 13-41**

**A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE MAYOR TO SIGN A PERMIT FOR A FIREWORKS DISPLAY AT PORTLAND HIGH SCHOOL**

**WHEREAS**, the Chamber of Commerce has requested that the City Council approve a permit for Melrose Pyrotechnic, Inc. to put on a fireworks display at the Portland Public School High School Football Field on the fourth of July to celebrate Independence Day with a rain date of Saturday July 6, 2013, if the show on the fourth is cancelled by Melrose Pyrotechnics, Inc.; and

**WHEREAS**, the City Manager recommends that Council approve the display subject to the Chamber and Pyrotechnics company providing proof of insurance and Melrose Pyrotechnics, Inc. locating the mortar firing area to comply with the requirements of the National Fire Protection Association 1123 Code for Fireworks Displays (e.g. the minimum separation distance between the mortar firing area and spectators shall be 70 feet for each inch of internal mortar diameter; the secure diameter of the firing site shall be twice that distance; and fire department personnel and vehicles being present at the display site perimeter when the fireworks are set off) and Act 358 of the Public Acts of Michigan of 1968, as amended.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Portland City Council approves and authorizes the Mayor to sign a permit for a fireworks display at the Portland Public School High School Football Field as a part of a fourth of July celebration on Thursday, July 4, 2013, with a rain date of Saturday July 6, 2013, if the show on the fourth is cancelled by Melrose Pyrotechnics, Inc., subject to the Chamber and Pyrotechnics company providing proof of insurance and Melrose Pyrotechnics, Inc. locating the mortar firing area to comply with the requirements of the National Fire Protection Association 1123 Code for Fireworks Displays (e.g. the minimum separation distance between the mortar firing area and spectators shall be 70 feet for each inch of internal mortar diameter; the secure diameter of the firing site shall be twice that distance, and fire department personnel and vehicles must be at the display site perimeter) and Act 358 of the Public Acts of Michigan of 1968, as amended.
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: June 17, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 13-42

A RESOLUTION APPROVING A SUBPOENA APPEARANCE POLICY  
FOR CITY EMPLOYEES

WHEREAS, the City does not have a written policy for administering time off for employees who are subpoenaed for witness services; and

WHEREAS, the City Manager has prepared a proposed policy governing time off requests for full-time and regular part-time employees who are benefit eligible, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Subpoena Appearance Policy, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 17, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk

**CITY OF PORTLAND  
SUBPOENA APPEARANCE POLICY**

**PURPOSE**

This policy provides for administering time off for employees subpoenaed for witness services.

**APPLICABILITY**

This policy applies to all regular full-time and regular part-time employees who are benefits eligible.

**POLICY**

City of Portland recognizes employees' obligation to report when subpoenaed as a witnesses in legal proceedings. The City will provide paid leave of absence to all eligible employees who are required to attend a judicial proceeding in response to a subpoena that requires the attendance of the employee before an arbitrator, legislative council, or at a judicial proceeding regarding a legal matter involving the City or on account of the employee's City employment.

The City will provide unpaid leave of absence for subpoena appearances not related to the City or the employee's City employment (e.g. an employee appears in court as the defendant in a criminal case; as a party in a civil action; as an occurrence witness unrelated to their city employment; as a result of secondary employment; or without a subpoena having been issued...).

This policy does not apply to an employee who is a plaintiff or serves as an expert witness.

**GUIDELINES**

- A. Employees must notify their supervisor when served with a subpoena to appear as a witness in court. The employee must also provide a copy of the summons or subpoena to his/her supervisor.
- B. If an employee is released from witness service, the employee should return to work for the remainder of the day. Failure to do so may result in leave without pay for that period.
- C. Hours spent appearing pursuant to a subpoena are not considered "hours worked" and, therefore, are not considered in the calculation of overtime.
- D. Accrual for benefits calculations (such as vacation, sick leave, or holiday benefits) will not be affected during absence due to a subpoena.
- E. An employee who is not scheduled or is on an unpaid leave of absence is not eligible for court appearance compensation.
- F. Absences due to appearances outside the immediate geographical region or that will extend beyond two (2) weeks will be dealt with on a case-by-case basis by the City Manager.
- G. Absences due to a subpoena will not be included when considering an employee's attendance record. These absences should be documented, but should not be considered as an occurrence when determining absenteeism/lateness for disciplinary purposes.
- H. The City will not attempt to have the employee's service in response to subpoena postponed except where work coverage conditions necessitate such action. The City may request an excuse from appearing or a postponement if the employee's absence would create serious operational difficulties or other hardships.

**Exhibit**

**A**

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 13-43**

**A RESOLUTION APPROVING AND AUTHORIZING A GRANT APPLICATION TO THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR A DOWNTOWN RENTAL REHABILITATION GRANT NOT TO EXCEED \$400,000**

**WHEREAS**, the City of Portland is interested in providing rental rehabilitation assistance to downtown building owners to upgrade and provide affordable rental housing for low and moderate income residents; and

**WHEREAS**, MSHDA's Downtown Rental Rehabilitation (DRR) 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**, the City Council approved a proposal submitted by Smith Housing Consulting, to act as a third party administrator to prepare an application for a Michigan State Housing Development Authority (MSHDA) DRR Grant; and

**WHEREAS**: the City has published a public notice and held a public hearing on the proposal to submit a grant application to MSHDA for a DRR Grant not to exceed \$400,000.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The City Council approves and authorizes Smith Housing Consulting to prepare and submit an application for funding for a DRR Grant not to exceed \$400,000 through the Michigan State Housing Development Authority's Housing Resource Fund.
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:** June 17, 2013

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 13-44

A RESOLUTION APPROVING FLEIS AND VANDENBRINK'S PROPOSAL  
TO APPLY FOR A GRANT AND TO UPDATE THE CITY'S WELLHEAD  
PROTECTION PROGRAM PLAN

WHEREAS, the City has a Wellhead Protection Program that includes a delineation for wells PW-4, PW-5, PW-6 and PW-7 that is now more than 5 years old; and

WHEREAS, Fleis and VandenBrink has submitted a proposal to apply for a grant and to update the City's Wellhead Protection Program Plan, a copy of that proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's proposal to apply for a grant and to update the City's Wellhead Protection Program Plan as outlined in the attached Exhibit A, and authorizes the City Manager to sign same on behalf of the City.
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: June 17, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk



## Wellhead Protection 2014 Grant Application

Water Supply Name: City of Portland WSSN: 5530

Address: 259 Kent Street, Portland, MI 48875

Contact: Thomas Dempsey Title: City Manager Date: \_\_\_\_\_

Contact's Address: 259 Kent Street, Portland, MI 48875 Phone: 517.647.2931

Contact's e-mail address: citymanager@portland-michigan.org Fax Number: 517.647.2938

Tax identification number: \_\_\_\_\_ County: onia

Population served by public water supply: 3,883 Number of wells: 4

Source of population data: 2010 Census

Consultant: Yes  No  Consultant: Fleis & VandenBrink Engineering, Inc. Address: 2960 Lucerne Drive SE, Grand Rapids, MI 49546

e-mail address: brice@fveng.com Phone: 616.977.1000

- |    |  |                    |
|----|--|--------------------|
| I. | Grant assistance based on population served                              | a. <u>\$30,000</u> |
|    | Supplemental assistance based on number of wells                         | b. <u>5,000</u>    |
|    | Total grant assistance based on population and wells (add lines a and b) | c. <u>\$35,000</u> |
|    | Total previous expenditures to date (table 1)                            | d. <u>0</u>        |
|    | Amount of grant assistance requested this application                    | e. <u>4,000</u>    |

f. Have you received grant assistance in previous Wellhead Protection Grant Contracts?

Yes  No

II. Demonstrate that funds have been committed to wellhead protection and attach documentation of the dedication of funds to the grant eligible activities for which grant assistance is being requested. Provide proof of the dedication of funds to grant eligible activities in the form of receipts for previous expenditures, proof of a written agreement, or proof of the funds as a local budget item. Please complete attached Table 1: Previous Expenditure Tabulation 2014, to document all previous expenditures. Include all documentation for this section as **Appendix A**. (Maximum 6 Points)  
*Re-applicants please see "Notes to Re-applicants" at the beginning of the instructions.*

III. For completion of this section, please refer to the attached Table 2: Grant Assistance Tabulation. The tabulation is completed to identify previous expenditures that can be utilized as a local match, identify projected project costs, and define the distribution of grant assistance to the grant eligible activities for which assistance is being requested.

1. Identify in column C, Activity Cost, and in column E, Previous Expend. subcolumn, the amount of previous expenditures to be used this contract period. Column C will equal column E in the first row.
2. Identify in column A the grant eligible activities to be completed for which you are requesting grant assistance. A breakdown of the grant eligible activities is important if you will be requesting a partial distribution of grant funds.
3. In column B, Deliverable, identify the "deliverable" related to the grant eligible activities.
4. In column C, Activity Cost, enter the projected cost for completion of the grant eligible activities identified in column A.
5. In column D, Amount Requested for the Activity, enter the amount of grant assistance you are requesting for the grant eligible activity identified in column A.
6. In Column E, Local Match, you will designate the match which will be provided through previous expenditures and/or local funds.



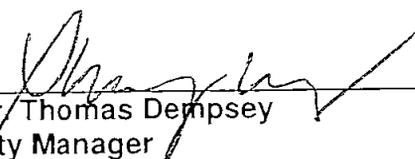


# Table 1: Previous Expenditure Tabulation 2014

Invoice Number	Date	Wellhead Protection Activity	Amount	Approved Amount (DEQ use only)
XX	XX	Balance of previous expenditures		
Total			\$0.00	

## WORK AUTHORIZATION

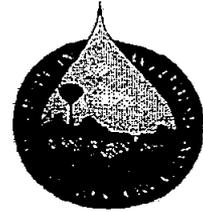
*By signing below, City of Portland, Michigan indicates its agreement and approval of continuing to work with Fleis & VandenBrink Engineering, Inc. (F&V) on the Wellhead Protection Program for the October 1, 2013 through September 30, 2014 Grant Year, as previously authorized under the existing Professional Services Agreement.*

  
\_\_\_\_\_  
Mr. Thomas Dempsey  
City Manager  
City of Portland

6/14/13  
\_\_\_\_\_  
Date



# Wellhead Protection Team Participation Agreement



I agree to actively participate as part of the team in developing and implementing the Wellhead Protection Program for the  
City of Portland

Water Supply. I agree to attend the minimum required quarterly meetings during the contract period October 1, 2013 to September 30, 2014.

Signature: Doug Seel Date: 6-14-13

PLEASE, ORIGINAL SIGNATURES ONLY. NO PHOTOCOPIES ACCEPTED.

Name: DOUG LOGEL

Title: ASSISTANT FIRE CHIEF

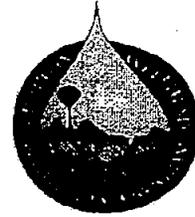
Representing: PORTLAND AREA FIRE AUTHORITY

Address: 773 E. GRAND RIVER

PORTLAND, MI 48875

Phone #: 647-7071

# Wellhead Protection Team Participation Agreement



I agree to actively participate as part of the team in developing and implementing the Wellhead Protection Program for the

City of Portland

Water Supply. I agree to attend the minimum required quarterly meetings during the contract period October 1, 2013 to September 30, 2014.

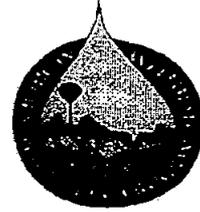
Signature: Richard Pohl Date: 6-14-13

PLEASE, ORIGINAL SIGNATURES ONLY. NO PHOTOCOPIES ACCEPTED.

Name: RICHARD POHL  
Title: DANBY TOWNSHIP SUPERVISOR  
Representing: DANBY TOWNSHIP (Adjacent Municipality)  
Address: 10424 FROST  
PORTLAND, MI. 48875  
517-647-6379  
Phone #: 517-243-0289

7

# Wellhead Protection Team Participation Agreement



I agree to actively participate as part of the team in developing and implementing the Wellhead Protection Program for the

City of Portland

Water Supply. I agree to attend the minimum required quarterly meetings during the contract period October 1, 2013 to September 30, 2014.

Signature: *K. Gustenblum* Date: 6-13-13

PLEASE, ORIGINAL SIGNATURES ONLY. NO PHOTOCOPIES ACCEPTED.

Name: Ken GUSTENBLUM

Title: Water Superintendent

Representing: CITY OF PORTLAND WATER DEPT.

Address: \_\_\_\_\_

451 Morse Dr

Portland MI 48875

Phone #: 517-647-2948

# Wellhead Protection Team Participation Agreement



I agree to actively participate as part of the team in developing and implementing the Wellhead Protection Program for the

City of Portland

Water Supply. I agree to attend the minimum required quarterly meetings during the contract period October 1, 2013 to September 30, 2014.

Signature:  Date: 6/12/13

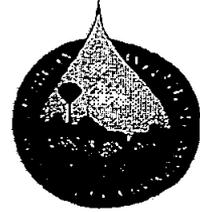
PLEASE, ORIGINAL SIGNATURES ONLY. NO PHOTOCOPIES ACCEPTED.

Name: Patrick T. Reaga  
Title: Resident  
Representing: General Public

Address: 167 Kent St.  
Portland, MI 48975  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: ~~573~~ 231-755-3574

# Wellhead Protection Team Participation Agreement



I agree to actively participate as part of the team in developing and implementing the Wellhead Protection Program for the

City of Portland

Water Supply. I agree to attend the minimum required quarterly meetings during the contract period October 1, 2013 to September 30, 2014.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

6/12/13

PLEASE, ORIGINAL SIGNATURES ONLY. NO PHOTOCOPIES ACCEPTED.

Name: \_\_\_\_\_

THOMAS J. DEMPSEY

Title: \_\_\_\_\_

CITY MANAGER

Representing: \_\_\_\_\_

CITY OF PORTLAND

Address: \_\_\_\_\_

259 KENT ST.

PORTLAND, MI 48875

Phone #: \_\_\_\_\_

517 526-0311

## APPENDIX C

Long-Term Commitment to Wellhead Protection

Attachment 1: Local Ordinance or Resolution related to Wellhead Protection

Attachment 2: Schedule of Completion for Local Wellhead Protection Program

Attachment 3: Evidence of Incorporating Wellhead Protection into Master Plan or other land use planning programs

Attachment 4: Public Outreach and Education

PUBLIC OUTREACH AND EDUCATION  
THREE-YEAR PLAN FOR  
LOCAL WELLHEAD PROTECTION PROGRAM

TASK

COMPLETION DATE

Develop, prepare and produce press releases

Fall 2013

Review Task Committee education option  
regarding wellhead protection issues

Spring 2014

First round of press releases

Fall 2014

Develop and produce public educational material,  
if authorized by council

Fall 2014

First round of educational material distribution,  
if authorized by council

Spring 2015

PORTLAND CITY COUNCIL  
Ionia County, Michigan

Council Member \_\_\_\_\_, supported by Mayor Pro-Tem \_\_\_\_\_, made a motion to adopt the following resolution:

RESOLUTION NO. 13-45  
A RESOLUTION TO AMEND THE BUDGET  
FOR FISCAL YEAR 2012-2013

WHEREAS, State law prohibits local units of government from ending any fiscal year with a negative fund balance in any fund; and

WHEREAS, the City Manager is requesting Council amend the 2012-2013 budget because the Ambulance Department has an opportunity to purchase 2 re-certified heart monitors for less than ½ of the cost of a new heart monitor; and

WHEREAS, the Finance Director has reviewed current fund balances and expenditures for FY 2012-2013 and recommends that the Council approve the proposed amendments set forth on the attached Exhibit A in order to comply with State law.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the 2012-2013 fiscal budget amendments as listed on the attached Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED:

Dated:

\_\_\_\_\_  
Monique I. Miller, City Clerk

# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, June 3, 2013

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; Retiring Police Chief Bauer and Incoming Police Chief Knobelsdorf

Guests: Jane Bauer; Patrick Rourke; Brandon Knobelsdorf; Denise Barnes; Joe Russman, Dawn Bresnahan, Kris Hanson and Starla Robertson representing the Portland Rodeo; Tom Thelen of the Review & Observer

The meeting was called to order at 7:00 P.M. by Mayor Barnes with the Pledge of Allegiance led by Police Chief Bauer and his wife Jane Bauer.

Motion by VanSlambrouck, supported by Krause, to approve the revised Proposed Agenda as presented.

Yeas: VanSlambrouck, Krause, Calley, Fabiano, 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 stated the Department of Public Works has recently been working to replace sections of sidewalk around town that had heaved and has also been mowing a number of properties that were code issues.

Street painting crews are in town tonight painting intersections and crosswalks; they will return in a few days to complete the project with the long line painting.

MDOT is preparing a traffic shift on I-96 for the MDOT Bridge Removal Project to the inside to remove the bridge in the outside lanes. MDOT is asking to close the westbound exit ramp due to the dangerous situation created cause by the temporary elimination of the deceleration lane. They are trying to minimize the length of time for the closure. The details of this scenario are still being discussed. The project is scheduled to be completed at the end of June.

City Manager Dempsey acknowledged the life-saving efforts of Portland's newest and youngest paramedics Brady Hurt and Corey Richey. They responded to a call for a patient that was suffering from a full cardiac arrest. Through the use of an AED and CPR they were able resuscitate him; the patient was found to have had an extreme blockage. The patient returned home this past Saturday.

Under Presentations, Joe Russman of Portland Rodeo Days presented information on the Portland Rodeo Days to be held Friday, June 7<sup>th</sup> and Saturday, June 8<sup>th</sup> at Bogue Flats. Invents will include donkey basketball, a ranch rodeo and other fun-filled events.

Mayor Barnes extended his appreciation to the Portland Rodeo Days group for their efforts in hosting this event.

Mayor Barnes presented a proclamation and City Manager Dempsey presented a plaque to Police Chief Bauer honoring his retirement after serving over 10 years with the Portland Police Department.

City Manager Dempsey introduced newly hired Police Chief Jim Knobelsdorf.

City Clerk Miller swore in Police Chief Knobelsdorf.

Police Chief Knobelsdorf addressed the Council and gave a brief summary of his background. He also highly commended Police Chief Bauer for the professional Police Department that he has established during his tenure in Portland.

Under New Business, the Council considered Resolution 13-37 to set a Public Hearing on the City's proposed grant application to the Michigan State Housing Development Authority for a Downtown Rental Rehabilitation Grant to assist downtown property owners with the development or rehabilitation of residential rental units on the second floor of commercial buildings. Assistance would be in the form of a five-year no interest loan which is forgivable after the apartment is offered for rent for a five-year affordability period. The City Council approved a proposal submitted by Smith Housing Consulting, to act as a third party administrator to prepare the application for the Michigan State Housing Development Authority (MSHDA) Downtown Rental Rehabilitation Grant. Smith Housing Consulting has requested the City hold a Public Hearing to take public comment on the proposed grant application to MSHDA for the grant not to exceed \$400,000.

Council Member Krause expressed her appreciation for the efforts put forth in applying for the grant and looks forward to the additional housing availability in Portland.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 13-37 setting a Public Hearing on the City's proposed grant application to the Michigan State Housing Development Authority for a Downtown Rental Rehabilitation Grant.

Yeas: Krause, VanSlambrouck, Calley, Fabiano, Barnes

Nays: None

Adopted

The Council considered Resolution 13-38 to approve the Board of Light & Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency (MPPA). The MPPA is obligated to provide the Midwest Independent Transmission Systems Operator (MISO) with a Fixed Resource Adequacy Plan to ensure there is adequate capacity to provide the necessary electricity to support the Grid. The MPPA has advised City Staff they need to take bids for additional Capacity for members at the end of the month and Portland is projected to need an additional 0.3 MW of capacity for the period of June 1, 2014 through May 31, 2019. The Board of Light & Power met to review the

parameters of the proposed capacity purchase and is recommending that Council authorize Electric Superintendent Mike Hyland or City Manager Dempsey to sign an authorized Member Representative letter to approve a capacity purchase through the MPPA.

Motion by Fabiano, supported by Calley, to approve Resolution 13-38 approving the Board of Light & Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency.

Yeas: Fabiano, Calley, VanSlambrouck, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 13-39 to approve an increase in Building and Trade Permit Fees charged by Municipal Inspection Services, who the City contracts with for building permit and trade permit review and inspections. Municipal Inspection Services has not increased its permit fees charged in Portland since 1999. Municipal Inspection Services also provides construction department services to Watertown Township and Oneida Township and both Townships have already approved the requested increase.

Motion by VanSlambrouck, supported by Krause, to approve Resolution 13-39 approving an increase in Building Permit and Trade Permit Fees charged by Municipal Inspection Services.

Yeas: VanSlambrouck, Krause, Calley, Fabiano, Barnes

Nays: None

Adopted

The Council considered Resolution 13-40 to appoint Police Chief Knobelsdorf as the City of Portland representative on the Ionia County Central Dispatch Board of Directors to fill the vacancy left by retiring City of Portland Police Chief Bauer whose term is due to expire December 2013.

Motion by VanSlambrouck, supported by Fabiano, to approve Resolution 13-40 appointing Police Chief Knobelsdorf as the City of Portland representative on the Ionia County Central Dispatch Board of Directors.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

Motion by Krause, supported by Fabiano, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on May 20, 2013, payment of invoices in the amount of \$51,728.90 and payroll in the amount of \$110,512.45 for a total of \$162,241.35; including a purchase order to Resco in the amount of \$7,947.50 for the purchase of wire.

Yeas: Krause, Fabiano, VanSlambrouck, Calley, Barnes

Nays: None

Adopted

Under Council Comments, Council Member Krause thanked Mark Lewanski, the Glass Box Guy, and the volunteers he led in beautifying the Downtown with potted flowers and plants.

Mayor Pro-Tem VanSlambrouck remarked the Chamber of Commerce will hold its golf outing this Thursday, June 6<sup>th</sup> at Willow Wood Golf Course. The VFW will hold its Golf Outing and a raffle for a weekend at Crystal Mountain Resort on Saturday, June 15<sup>th</sup> at the Portland Country Club.

Mayor Pro-Tem VanSlambrouck also extended his congratulations to the paramedics on their life-saving efforts.

Council Member Fabiano thanked Police Chief Bauer for his years of service to the City of Portland and all that he has accomplished here.

Mayor Barnes noted that Portland will host the City of Hastings with Mayor Exchange in Portland on Thursday, June 13<sup>th</sup>.

Mayor Barnes also remarked that Mayor Pro-Tem VanSlambrouck did a fantastic job facilitating the Memorial Day ceremonies. He further thanked those residents that attended the ceremonies.

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

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

Meeting adjourned at 7:34 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the June 3, 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, Fabiano and Krause; City Manager Dempsey; City Clerk Miller; Retiring Police Chief Bauer and Incoming Police Chief Knobelsdorf

**Presentation** - Joe Russman of Portland Rodeo Days presented information on the Portland Rodeo Days to be held Friday, June 7<sup>th</sup> and Saturday, June 8<sup>th</sup> at Bogue Flats.

**Presentation** - Mayor Barnes presented a proclamation and City Manager Dempsey presented a plaque to Police Chief Bauer honoring his retirement after serving over 10 years with the Portland Police Department.

**Presentation** – City Manager Dempsey introduced newly hired Police Chief Knobelsdorf and City Clerk Miller swore him in.

**Approval of Resolution 13-37** setting a Public Hearing on the City's proposed grant application to the Michigan State Housing Development Authority for a Downtown Rental Rehabilitation Grant.

All in favor. Approved.

**Approval of Resolution 13-38** approving the Board of Light & Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency.

All in favor. Approved.

**Approval of Resolution 13-39** approving an increase in Building Permit and Trade Permit Fees charged by Municipal Inspection Services.

All in favor. Approved.

**Approval of Resolution 13-40** appointing Police Chief Knobelsdorf as the City of Portland representative on the Ionia County Central Dispatch Board of Directors.

All in favor. Approved.

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

All in favor. Approved.

**Adjournment** – Motion by Fabiano, supported by VanSlambrouck, to adjourn the regular meeting at 7:34 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ALLGRAPHICS CORPORATION	01929	TSHIRTS - REC	758.69
ALLGRAPHICS CORPORATION	01929	T SHIRTS - REC	121.55
AMERICAN RENTALS, INC.	00017	PORTABLE TOILETS - PARKS	160.00
CENTURYLINK	01567	TELEPHONE SERVICE - VARIOUS DEPTS	25.36
CHROUCH COMMUNICATION, INC.	00082	MAINTENANCE CONTRACT - ELECTRIC	78.00
CHROUCH COMMUNICATION, INC.	00082	RADIO MAINTENANCE - POLICE	115.30
CINTAS-725	00083	UNIFORMS, RUGS, SOAPS - VARIOUS DEPTS	1,087.26
DIGITAL ALLY	02002	BATTERY PACK - POLICE	40.00
FREDRICKSON SUPPLY LLC	02104	HOSE - WASTEWATER	170.77
HASSELBRING-CLARK	02073	COPY MACHINE MAINT - POLC, CODE, AMB	192.02
HASSELBRING-CLARK	02073	COPY MACHINE MAINT - CITY HALL	148.52
HYDRO DESIGNS, INC.	01308	CROSS CONNECTION CONTROL PGRM - WATER	465.00
INSOURCE SOLUTIONS GROUP INC.	01813	EFILED TAX RETURNS - INC TAX	21.00
INTEGRITY SOLUTIONS	MISC	BACKGROUND INVESTIGATION - POLICE	455.00
LEXISNEXIS RISK DATA MANAGEMENT	IN01309	PEOPLE SEARCHES - POLICE, INC TAX	50.00
WEX BANK	02181	MOTOR FUEL & OIL - ELEC, MTR POOL	4,574.44
MENARDS	00260	CEMENT - CEMETERY	108.82
MENARDS	00260	WOOD LATH, ZIP TIES - ECON DEV	49.10
MRPA	01481	MEMBERSHIP DUES - PARKS	369.00
MUNICIPAL INSPECTION SERVICES	00323	BUILDING PERMITS - GENERAL	1,108.00
MUNICIPAL SUPPLY CO.	00324	HORNET SPRAY - WATER	48.00
MUNICIPAL SUPPLY CO.	00324	METER & PARTS - WATER	111.66
PORTLAND CIVIC CLUB	00364	2013 DUES - CITY MGR	200.00
WESTSIDE GROCERY	01925	ENERGY OPTIMIZATION PROGRAM - ELECTRC	105.00
PORTLAND PUBLIC SCHOOLS	00370	ENERGY OPTIMIZATION PROGRAM - ELECTRIC	332.50
EPIC CHURCH	MISC	ENERGY OPTIMIZATION PROGRAM - ELECTRIC	60.00
PORTLAND UNITED METHODIST CHURCH	MISC	ENERGY OPTIMIZATION PROGRAM - ELECTRIC	500.00
PROFORMA	02157	DRUG KIT, GLOVES - POLICE	122.10
PROFORMA	02157	NIK POUCH, GLOVES - POLICE	140.30
RESCO	00392	FUSES - ELECTRIC	98.75
RESCO	00392	FUSES - ELECTRIC	177.75

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
S&K TROPHIES AND PLAQUES	00401	SOFTBALL TROPHIES - RECREATION	109.00
S&K TROPHIES AND PLAQUES	00401	MAYOR EXCHANGE PLAQUE - COMM PROMO	45.00
S&K TROPHIES AND PLAQUES	00401	GIRLS ON THE GO MEDALS - RECREATION	42.50
SCHRAUBEN PROPERTIES, LLC	02174	COED CHAMPION T-SHIRTS - RECREATION	156.00
SPARROW OCCUPATIONAL HEALTH	00340	EMPLOYMENT PHYSICALS - CEM, POLICE	207.00
SPRINT	00859	CELL PHONE SERVICE - POLICE	124.14
STATE OF MICHIGAN	00428	WATER SAMPLING - WATER	661.00
STATE OF MICHIGAN	00428	LEIN SERVICE - POLICE	66.00
STATE OF MICHIGAN	00428	RADIO FEES - POLICE	900.00
TOM'S FOOD CENTER	00452	MISC PARTS & SUPPLIES - VARIOUS DEPTS	850.87
ULINE	MISC	FLR GREEN DUCT TAPE - PARKS	111.99
UPS	MISC	SHIPPING - WASTEWATER	21.55
UTILITY CONSULTING GROUP, LLC	00465	PCA CALCULATION - ELECTRIC	225.00
VERIZON WIRELESS	00470	CELLULAR PHONE SERVICE - VARIOUS DEPTS	361.07
WILLIAMS FARM MACHINERY, INC.	01075	BLADE KIT - CEM/PARKS	172.40
WINDEMULLER	MISC	REPAIR LEVEL TRANSMITTER - WASTEWATER	2,295.38
WYOMING CITY	MISC	AMBULANCE LETTERING	333.00
WYOMING CITY	MISC	AMBULANCE LETTERING	333.00
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICE - ELECTRIC	32.97
B&W AUTO SUPPLY, INC.	00030	VARIOUS PARTS/SUPPLIES - CEM, ELEC, MP	1,575.78
BARYAMES CLEANERS INC	01692	UNIFORM CLEANIN - POLICE	59.20
BLUE BOOK LAW ENFORCEMENT DIRECTORMISC		LAW ENFORCEMENT DIRECTORIES - POLICE	22.95
BATTERY ZONE	MISC	FLASHLIGHT BATTERIES - POLICE	63.00
STAPLES BUSINESS ADVANTAGE	00426	OFFICE SUPPLIES - GEN, POLC, ELEC, WTR	791.17
DUANE CROSS	00642	HOSE NOZZLE - MTR POOL	35.50
FAMILY FARM & HOME	01972	LUMBER - MTR POOL	16.76
SCHAFFER PETROLEUM, INC.	00405	DIESEL FUEL - MTR POOL	499.10
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	35.00
MUNICIPAL SUPPLY CO.	00324	STORM GRATE - MAJ STS	306.75
MUNICIPAL SUPPLY CO.	00324	PIPE & FITTINGS - ELECTRIC	254.78
RESCO	00392	PADMOUNT TRANSFORMER - ELECTRIC	1,485.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RESCO	00392	KERITE WIRE - ELECTRIC	8,265.40
OLD SCHOOL TRANSPORTATION	01881	MAYOR EXCHANGE - COMM PROMO	250.00
LITE'S PLUS	00243	BALLASTS & LIGHTS - POLICE	432.00
SPRINT	00859	CELL PHONE SERVICE - POLICE	175.07
JENNIFER GEIGER	MISC	REFUND TENNIS REGISTRATION - RECREATION	25.00
ED FILTER	00540	RECREATION OFFICIALS	161.00
BOB SCHAAR	01956	RECREATION OFFICIAL	138.00
JAMIE FOGARTY	01668	RECREATION OFFICIAL	69.00
GREG GARN	02185	RECREATION OFFICIAL	230.00
NICHOLAS NURENBERG	02039	RECREATION OFFICIAL	138.00
TAYLOR WILCOX	02159	RECREATION OFFICIAL	19.50
BAILEY VAN HOUTEN	02197	RECREATION OFFICIAL	39.00
ALLISON RUSSELL	01954	RECREATION OFFICIAL	19.50
ZACH GUSTAFSON	02161	RECREATION OFFICIAL	78.00
BRYANT PETTIT	02163	RECREATION OFFICIAL	19.50
JANET PUTZ	02032	RECREATION OFFICIAL	52.00
LAUREN RUSSELL	02134	RECREATION OFFICIAL	19.50
CAMERON HEIN	01959	RECREATION OFFICIAL	50.00
DELTA MOBILE TESTING	00117	DIELECTRIC/STRUCTURAL EXAMS - ELECTRIC	1,125.00
WINTERS GORMAN PLLC	02072	LEGAL SERVICES - POLICE	750.00
FLEIS & VANDENBRINK	00153	GROUNDWATER SAMPLING - ELECTRIC	2,669.08
GANNETT MICHIGAN NEWSPAPERS	00236	MAY LEGAL NOTICES - GENERAL, WATER	874.33
MHR BILLING	01780	MAY BILLING SERVICES	666.00
FAMILY FARM & HOME	01972	WRENCHES, FILTER, BOLTS - CEMETERY	54.40
AECOM TECHNICAL SERVICES	01810	PORTLAND DAM - ELECTRIC	1,910.68
STATE OF MICHIGAN	00428	BIOSOLIDS FEE - WASTEWATER	929.48
IONIA COUNTY SHERIFF'S OFFICE	MISC	MAY 2013 SHERIFFS COVERAGE - POLICE	2,211.54
PSYBUS	00981	PSYCHOLOGICAL EXAM - POLICE	1,200.00
FAMILY FARM & HOME	01972	MOLE TRAP - ELECTRIC	26.99
SIMONE MARGRAF	MISC	GIRLS ON THE GO INSTRUCTION - RECREATION	373.00
DANA DESGRANGES	MISC	GIRLS ON THE GO INSTRUCTION - RECREATION	373.00

Date: 1/13

CITY OF PORTLAND INVOICE REGISTER

Page:

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
VICKI CLAREY	MISC	REFUND TENNIS REGISTRATION - RECREATION	60.00
GRANGER CONTAINER SERVICE	00175	MAY REFUSE BILLING	7,085.53
WESTPHALIA TOWNSHIP	00481	REIMBURSE MAY AMBULANCE PAYMENTS	2,394.94
SEBEWA TOWNSHIP	01125	REIMBURSE MAY AMBULANCE PAYMENTS	2,873.88
ORANGE TOWNSHIP	01167	REIMBURSE MAY AMBULANCE PAYMENTS	889.88
LYONS TOWNSHIP	00247	REIMBURSE MAY AMBULANCE PAYMENTS	1,676.93
VILLAGE OF WESTPHALIA	00482	REIMBURSE MAY AMBULANCE PAYMENTS	720.46
CITY OF PORTLAND	00701	POSTAGE, MILEAGE - GEN, ELEC, WTR, WWTR	919.94
Total:			\$64,152.28

BI-WEEKLY  
WAGE REPORT  
JUNE 10, 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.	11,278.48	218,597.64	6,140.16	117,069.75	335,667.39
ASSESSOR	1,319.28	29,068.83	355.21	8,301.41	37,370.24
CEMETERY	5,618.89	71,617.38	1,689.33	23,418.12	95,035.50
POLICE	21,274.21	330,556.15	7,282.07	117,448.88	448,005.03
FIRE	-	3,046.00	-	233.02	3,279.02
CODE ENFORCEMENT	546.74	31,333.25	150.30	10,009.62	41,342.87
PARKS	2,806.13	52,872.53	759.67	13,990.24	66,862.77
INCOME TAX	2,152.19	35,611.97	622.65	24,239.06	59,851.03
MAJOR STREETS	3,007.42	74,315.36	2,867.63	53,349.50	127,664.86
LOCAL STREETS	2,600.48	54,535.94	2,018.06	37,876.57	92,412.51
RECREATION	3,081.47	51,326.83	1,430.43	23,689.64	75,016.47
AMBULANCE	6,972.91	234,527.68	1,616.22	72,836.14	307,363.82
DDA	1,584.55	39,795.74	493.71	12,084.81	51,880.55
ELECTRIC	19,513.37	388,036.34	11,589.23	213,775.66	601,812.00
WASTEWATER	9,629.80	202,671.91	5,915.00	112,198.90	314,870.81
WATER	5,915.57	134,936.75	2,954.96	65,433.84	200,370.59
MOTOR POOL	3,375.97	58,315.81	2,476.28	43,225.82	101,541.63
TOTALS:	100,677.46	2,011,166.11	48,360.91	949,180.98	2,960,347.09

BI-WEEKLY CASH BALANCE ANALYSIS  
6/17/2013

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	276,900.01	87,420.69	83,863.45	26,587.00	5,145.00	301,899.25	235,000.00	536,899.25
INCOME TAX	236.00		2,986.84	40,000.00	2,465.00	34,784.16	10,000.00	44,784.16
MAJOR STREETS	203,151.13	22,917.00	10,065.63		5,400.00	210,602.50	-	210,602.50
LOCAL STREETS	17,898.15	20,680.94	8,502.37		3,819.00	26,257.72	-	26,257.72
RECREATION	6,607.44	7,050.00	8,211.69		1,064.00	4,381.75	-	4,381.75
AMBULANCE	131,462.67	38,639.95	26,857.64		6,444.00	136,800.98	-	136,800.98
REFUSE COLLECTION	22,822.50	4,148.04	8,261.74			18,708.80	-	18,708.80
ELECTRIC	333,448.92	106,835.98	233,590.07		6,462.00	200,232.83	590,000.00	790,232.83
WASTEWATER	55,614.17	18,718.64	21,995.29		26,767.00	25,570.52	-	25,570.52
WATER	566,090.07	12,356.08	13,055.86		7,288.00	558,102.29	420,000.00	978,102.29
MOTOR POOL	52,309.92		13,388.15	22,063.00	2,913.00	58,071.77	-	58,071.77
DDA	44,312.95	19,802.51	11,747.71			52,367.75	-	52,367.75
TOTALS:	1,710,853.93	338,569.83	442,526.44	88,650.00	67,767.00	1,627,780.32	1,255,000.00	2,882,780.32
							340,000.00	340,000.00
							170,000.00	170,000.00
							130,000.00	130,000.00
							199,844.59	199,844.59
							270,264.11	270,264.11
							120,332.71	120,332.71
							50,311.18	50,311.18
							100,000.00	100,000.00
							2,635,752.59	4,263,532.91

\* CASH IN TIME CERTIFICATES  
\*\*INVEST IN TIME CERTIFICATES

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

Julie

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 6-12-13

Name: Julie Clement

Address: 212 Brush Street

Telephone No. 517 402 4271

E-mail address julieannclement@gmail.com

Employer Cooley Law School

Telephone No. 517 371 5140 x 2605

How long have you lived in the City of Portland? 12 years

\*\*\*\*\*

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish. *Resume should be on file - will supply if requested*

Education  
BS, Central Mich. Univ. - Psychology / Math 1978  
Thomas Cooley Law School - J.D. 1998

Are you a high school graduate? *Yes*

College, University, or other school. State name and degree, certificate, etc., earned.  
*See reverse (got a head of myself!)*

Professional and work experience *Atty 1998-present (law professor); medical manager*

Community activities, interests, and service *Main Street (inception - May 2013); arts Council (inception - present); Cool Cities; former council member + Mayor Pro Tem; EDC; Planning Commission; ZBA (previous); various national + international plain-language organizations*

References (optional) Please provide name, address, and telephone number.

*Jim Barnes - Mayor  
Joel VanSlaambrouch - Mayor Pro Tem  
Wanda Urie - DDA  
Chuck Dumas - DDA  
Diane Smith - EDC  
Brian Grapentien - Planning Commission*

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 5-12-13

Name: Richard POW

Address: 10424 Frost

Telephone No. 517-647-6379

E-mail address PowR10424@yahoo.com

Employer Self

Telephone No. \_\_\_\_\_

How long have you lived in the City of Portland?

Life Long Danby Township  
\*\*\*\*\*

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Graduated St Patricks 1968

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 6/10/2013

Name: Robert E. Torp-Smith, aka "Torp"

Address: 1105 James St.

Telephone No. 517-647-2481

E-mail address retorp@sbcglobal.net

Employer City of Portland

Telephone No. 517-647-2481

How long have you lived in the City of Portland? 45 ± years, Owned prop. 60 years

\*\*\*\*\*

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- 1 Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Professional Engineer, Ret. Capt, USNR, Former V.P. Large Eng. Co.  
Currently Chairman of Board of Light & Power.  
Education BS, MS, + Naval Academy Post Grad. School 1.3 years,  
several prof. Diplomas

**Minutes of the Planning Commission  
Of the City of Portland**  
Held on Wednesday, May 8, 2013  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Krause, Swaney-Frederick, Clement, Kmetz, Gorman

Staff: City Manager Dempsey, City Clerk Miller

Guests: Carrie Johnson

Chair Grapentien opened the meeting at 7:03 P.M. with the Pledge of Allegiance.

Motion by Krause, supported by Clement, to accept the Agenda as presented.  
All in favor. Approved.

Motion by Krause, supported by Kmetz, to approve the minutes of the November 14, 2012 meeting as presented.  
All in favor. Approved.

Chair Grapentien opened the Public Hearing at 7:05 P.M.

Under New Business, City Manager Dempsey introduced Carrie Johnson who inquired about raising ducks for eggs; instead of chickens, as her son is allergic to chicken eggs. Ordinance 8A allows the raising of chickens but is specific enough to not allow the raising of ducks.

Ms. Johnson presented a PowerPoint presentation proposing changed to Ordinance 8A (The Chicken Ordinance) to allow Muscovy ducks; as they are the most quiet breed of ducks. Ms. Johnson played audio clips of chicken hens, and various types of ducks including the Muscovy ducks in order to substantiate how quiet the Muscovy ducks are.

The specific changes to Ordinance 8A being proposed were discussed.

City Manager Dempsey stated the Ordinance allows 4 hens and Ms. Johnson is requesting 6 ducks be allowed. He inquired why she is requesting an increase in the number allowed.

Ms. Johnson stated it is because of the number of eggs the Muscovy ducks lay.

There was continued discussion of the issue.

Member Krause stated she does not feel positively about having farm animals as neighbors but she also recognizes the changing times and that many individuals are trying to be more organic in their food sources. Member Krause stated her overall concern is the "slippery slope" created by expanding the animals allowed and what other individuals may request.

Planning Commission Minutes  
May 8, 2013

Member Gorman concurred with Member Krause. He recognized the concerns Ms. Johnson has and the request is reasonable in light of the current Ordinance. He further stated he would not likely be in favor of this proposal as he wouldn't have been in favor of the original Ordinance allowing chickens had he been on the Planning Commission at the time. He would be open to holding a Public Hearing in order to receive input and feedback from the community. He thanked Ms. Johnson for her informational presentation.

Vice Chair Clement agreed that she would also be open to holding a Public Hearing on the issue. The presentation by Ms. Johnson alleviated many of her initial concerns.

City Manager Dempsey there are protections in Ordinance 8A. The pen required in the Ordinance must be at least 40 feet from a neighbor and the enclosure of the pen will further deaden sounds from the animals.

City Manager Dempsey stated the proposed amendments to Ordinance 8A address any concerns the City may have.

Vice Chair Clement recommended the Planning Commission move forward with a Public Hearing on the issue.

The Planning Commission discussed possible Sign Ordinance amendments of Section 28-6 (p) to recognize Marine Grade Plywood and MDO Board as appropriate materials for signs less than 32 sq. ft.

City Manager Dempsey stated this issue came up when an individual installing a sign wanted to use plywood as a supporting structure. The concern the Ordinance addresses is that an individual not be allowed to use plywood as an actual sign. The argument was made that there are differing grades of plywood that could be used that don't require maintenance and could withstand the weather.

There was discussion of the issue.

Chair Grapentien suggested the issue be resolved by separating the "sign" and "supporting structure" in the Ordinance; which are currently addressed in the same paragraph.

Member Gorman concurred with Chair Grapentien.

City Manager noted the issue should be handled carefully as wording could allow a sign to be constructed of plywood, painted and stenciled. He doesn't believe this is the type of signs the City wants to allow.

The members concurred that they don't want to allow those types of signs.

Vice Chair Clement commented she is very nervous about taking on any part of judging aesthetics.

There was discussion of types of materials and their longevity.

City Manager noted that this issue has come up only once in the last 10 years.

Planning Commission Minutes  
May 8, 2013

Member Gorman stated he didn't necessarily see the need to change the Ordinance if there really is no need. He further stated he would like to give the business owners a chance to be heard at a Public Hearing if they feel an amendment in regard to this issue would be beneficial to them.

The members concurred.

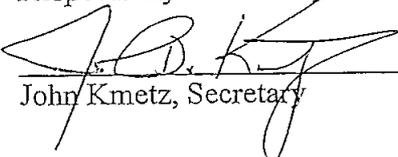
City Manager Dempsey clarified a possible amendment would allow plywood to be used as a supporting structure for up to a 32 sq. ft. sign; not for the sign material itself.

There was continued discussion.

Under Planning Commission Comments, Vice Chair Clement reminded everyone that the Downtown Block Party will be held on Saturday, May 18<sup>th</sup>. A juried art show will be held after the Block Party at Rafael's Marketplace.

Motion by Clement, supported by Krause, to adjourn the meeting at 7:52 P.M.  
All in favor. Approved.

Respectfully submitted,



John Kmetz, Secretary

# PORTLAND POLICE DEPARTMENT

## STATISTICAL REPORT

May 1<sup>st</sup> – May 31st, 2013

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### COMPLAINTS:

• DISPATCHED :	120 COMPTS	66 HRS 00 MINS
• PATROL ORGINATED:	9 COMPTS	9 HRS 00 MINS
• FOLLOW-UP:	29 COMPTS	11 HRS 30 MINS
• ASSISTING	20 COMPTS	14 HRS 45 MINS

### TRAFFIC:

• STOPS:	65
• CITATIONS:	50
• VERBAL WARNINGS:	17
• STATIONARY RADAR:	19 HRS 00 MINS
• PARKING:	17

### ARREST:

• MISDEMEANOR:	17
• FELONY:	3
• ORDINANCE VIOLATIONS:	1
• JUVENILES	2

### CONTACTS:

• PATROL CONTACTS:	305
• BUSINESS CONTACTS:	68
• SUBPOENA SERVICE	24

# PORTLAND POLICE DEPARTMENT

## REPORT SUMMARY

May 1<sup>st</sup>- May 31st, 2013

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### ASSISTS TO OTHER DEPARTMENTS:

May 11<sup>th</sup>, 2013      Assist to MSP @ Sunset Ridge on warrant arrests.  
May 15<sup>th</sup>, 2013      Assist to IOSH @ Peake Rd for domestic in progress.  
May 30<sup>th</sup>, 2013      Assist to MSP @ Wendy's with juvenile runaway.  
May 30<sup>th</sup>, 2013      Assist to IOSH @ 96/ Okemos for reported OWI driver not stopping.

### CASE SUMMARY:

On May 2<sup>nd</sup>, 2013 Sgt. Rebecca Ludwick and Tom Heald made contact with a female subject acting suspiciously in a vehicle. A field interview and vehicle search were conducted. The subject was found to be in possession of methamphetamine. The subject was lodged at the Ionia County Jail.

On May 3<sup>rd</sup>, 2013 Officers from our department responded to an address connected to the above subject to assist DHS on a referral for narcotic activity. The investigation lead to the arrest of one male subject for marijuana and another female subject for possession of methamphetamine.

On May 5<sup>th</sup>, 2013 Officer Tim Groenhof was dispatched to a traffic crash on Grand River Ave near Frosty Boy. Upon arriving at the scene Officer Groenhof found a vehicle had gone down the steep embankment of Powers Park and crashed into the fencing of the ball field. Officer Groenhof determined that a male passenger had caused the crash when he began kicking the steering wheel while the driver was traveling west bound on Grand River Ave. The male was arrested for two counts of MDOP and reckless driving.

On May 20<sup>th</sup>, 2013 the trial began for the homicide of almost three month old Everette Thibeault which occurred at 238 Hill St on March 24<sup>th</sup>, 2012. On June 4<sup>th</sup>, 2013 the father of the infant, Keith Thibeault was found guilty of felony murder in the first degree and child abuse in the first degree.

PORTLAND POLICE DEPARTMENT

INDIVIDUAL STATISTICS

May 1<sup>st</sup> – May 31st, 2013

CHIEF BAUER:

Dispatch Compts:	26	9 Hrs 30 Mins	Traffic Stops:	4
Self-Initiated Compts:	0		Citations:	1
Follow-up:	2	45Mins	Warnings:	3
Assisting	0		Arrests:	0

SGT. REBECCA LUDWICK/ OFC TOM HEALD:

Dispatch Compts:	26	17 Hrs 00 Mins	Traffic Stops:	16
Self-Initiated Compts:	5	7 Hrs 45 Mins	Citations:	21
Follow-up:	9	5 Hrs 40 Mins	Warnings:	9
Assisting	12	7 Hrs 40 Mins	Arrests:	8

OFC. TOM TEITSMA:

Dispatch Compts:	32	14 Hrs 25 Mins	Traffic Stops:	5
Self-Initiated Compts:	1	10 Mins	Citations:	8
Follow-up:	4	1Hr	Warnings:	7
Assisting	5	4Hrs 15 Mins	Arrests:	3

C. STAR THOMAS - ADMINISTRATIVE:

Dispatch Compts:	5	3Hrs 30 Mins	Traffic Stops:	0
Self-Initiated Compts:	0		Citations:	0
Follow-up:	4	1Hr 30 Mins	Warnings:	0
Assisting	0		Arrests:	0

OFC. TIM GROENHOF:

Dispatch Compts:	31	21 Hrs 45 Mins	Traffic Stops:	36
Self-Initiated Compts:	3	1 Hr	Citations:	20
Follow-up:	4	1 Hr	Warnings:	24
Assisting	5	4 Hrs 15 Mins	Arrests:	12

# PORTLAND POLICE DEPARTMENT

## COUNTY REPORT

May 1<sup>st</sup> – May 31<sup>st</sup>, 2013

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### COMPLAINTS:

- 3- Open doors found on patrol
- Civil complaint at residence on Kent St.
- Traffic stop resulting in warrant arrest.
- Car fire put out with extinguisher.

### TRAFFIC:

- STOPS: 3
- CITATIONS: 0
- WARNINGS: 0
- STATIONARY RADAR: 12 HRS 15 MINS
- PARKING: 0

### ARRESTS: 1

### CONTACTS:

- PATROL CONTACTS: 22
- PROPERTY CHECKS: 67

# PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR MAY 2013

## NPDES COMPLIANCE

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

## OPERATIONS

The WWTP treated and discharged 10.8 million gallons for the month of May.

The month began with Tim taking a week of vacation. During that week arrangements were made with Synagro to have the Biosolids hauled and land applied. They were able to do this on the 7<sup>th</sup> of April. 149,000 gallons were hauled at that time. We were able to attain 189 days of storage time between hauling's.

We received our first order of polymer for the sludge thickener from Polydyne. We started using the new polymer around the middle of April. We immediately saw a decrease in the amount of polymer needed to thicken the same amount of Waste Activated Sludge each day while attaining a well thickened sludge. As each operator gains more experience with the thickening process, we are seeing more consistency in our wasting activities. This is helping us move toward longer storage times with our Biosolids before land application.

A meeting was held at the WWTP on the 16<sup>th</sup> between the City Manager and the WWTP operators to discuss problems and concerns. Poor communication seemed to be one of the main issues. Since that meeting, the WWTP has instituted a weekly staff meeting on Monday mornings to share weekly plans and ideas. Time is allowed for any feedback from each person.

On the 16<sup>th</sup>, Rich Grant and Paul Galdes from Flies & Vandenbrink visited the WWTP along with Tom Dempsey. A walk through the plant was conducted with the plant operators to familiarize the engineers with our operation and express individual concerns. Rich requested Doug to forward to him the WWTP current operational data. He also requested the WWTP operators to compile a list of urgent needs, needs, and wish list. Both of these requests have been completed.

Davis construction was contacted by Doug Sherman to follow up on the last warranty item to replace several new sections of cracked sidewalk concrete. The Davis workers were on site on the 30<sup>th</sup> and 31<sup>st</sup> to replace the cracked concrete.

D&E Electric was contacted to obtain an estimate to install on delay relays for the two new final clarifiers. These will allow the clarifiers to restart automatically following any electric power interruption. This will help prevent solids from accumulating in the clarifiers after hours should any interruption occur that does not trigger an alarm. He was also asked to estimate what needs to be done to replace/remove a severely corroded junction box where rain water leaks into the service building. The quotation was approved and D&E has been contacted to schedule the work.

A bankruptcy notice was received from Synagro. Doug Sherman contacted Don Popma to inquire about this. He explained that the owner, the Carlisle Group, is in the process of selling Synagro. They have narrowed it down to one buyer, EQT – a Funding Company. IN an effort to speed up the sale, Carlisle Group voluntarily and strategically filed for Chapter 11 bankruptcy. The bankruptcy notice and this information were forwarded to the City Manager. Don assures us that their services will continue as usual.

All of the WWTP operators had their new employee ID pictures taken.

Tim Krizov went to Lansing on the 23<sup>rd</sup> to take the MDEQ class “C” certification exam. His results of pass or fail should be available by July.

### Maintenance & Capitol Expenses for May 1, 2013 to May 31, 2013

ITEM	COST
Tom’s Do It Center – Misc. hardware, PVC fittings	\$ 37.03
NCL – Lab supplies	\$ 219.59
Polydyne – Polymer for thickener	\$ 1741.50
Training & Education – Doug Sherman Travel Expenses	\$ 438.93
<b>Total Expenses</b>	<b>\$ 2437.05</b>
<b>Total Spent YTD</b>	<b>\$36576.83</b>

### WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	4780 feet
Routine cleaning	970 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	1
Building Services Inspected	0

## SEWER CALLOUTS

May 21, 2013

A call was received at the WWTP at 9:00AM from Terry Gilbert of 320 Charlotte Hwy. He stated that he had a gurgling drain in his basement and was concerned if the sewer was backing up. A time was set up to meet him at his home. Mike and Tim from the WWTP arrived at his home at 10:20AM to investigate. They were able to push the Sea Snake camera through his service lateral and were able to locate the camera almost all of the way to the main connection. The house lateral was in excellent condition. The flow was normal in the City Main. The homeowner had just recently installed anew washer and dryer in the home. They suggested that he may have to add a vent to that drain to stop the gurgling.

May 29, 2013

Phil Quinn of 638 Lookingglass Ave. came to the DPW garage at 9:10AM to report that his toilet was gurgling. He said that this had happened before and that the main had been plugged at that time. Mike and Tim from the WWTP went to investigate and found that the city main was backed up into Manhole B35. They immediately took the Vac truck to the site and jet-rodde the City Main between Manhole B34 and B35. They were able to clear the blockage and prevented any sewage from backing up into any basements in the area.

Respectively Submitted,

Doug Sherman  
WWTP Superintendent



PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13		END BALANCE		ACTIVITY FOR	AVAILABLE		% BDTG	
		AMENDED	BUDGET	05/31/2013	NORMAL (ABNORMAL)		MONTH 05/31/2013	INCREASE (DECREASE)		NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND										
Revenues										
101-000-699.001	TRANSFER FROM VOL FIRE DEPT.	0.00		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	0.00
101-000-699.403	TRANSFER FROM DNR/MDOT GRANT	0.00		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	0.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	49,792.00		24,896.00		0.00		24,896.00	50.00	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	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	50.00
101-000-699.812	TRANSFER FROM SPECIAL ASSESSMENT	0.00		0.00		0.00		0.00	0.00	0.00
TOTAL Revenues		2,034,121.00		1,753,173.50		41,637.27		280,947.50	86.19	86.19
Expenditures										
100	COUNCIL	123,657.00		119,849.73		40.00		3,807.27	96.92	96.92
101	COMMUNITY PROMOTIONS	183,265.00		174,436.64		14,034.74		8,828.36	95.18	95.18
172	CITY MANAGER	153,179.00		132,832.08		10,479.02		20,346.92	86.72	86.72
191	ELECTIONS	7,400.00		4,812.87		0.00		2,587.13	65.04	65.04
201	GENERAL ADMINISTRATION	321,900.00		267,252.40		14,542.63		54,647.60	83.02	83.02
209	ASSESSING	48,833.00		40,692.11		3,797.25		8,140.89	83.33	83.33
265	CITY HALL	157,110.00		99,272.15		3,707.30		11,357.50	81.46	81.46
276	CEMETERY	645,868.00		509,028.49		12,271.96		57,837.85	63.19	63.19
301	POLICE	101,677.00		101,633.53		43,191.34		136,839.51	78.81	78.81
336	FIRE	59,824.00		41,421.76		0.00		43.47	99.96	99.96
371	CODE ENFORCEMENT	7,500.00		6,619.87		1,541.63		18,402.24	69.24	69.24
728	ECONOMIC DEVELOPMENT	139,164.00		102,526.08		1,159.97		880.13	88.26	88.26
751	PARKS	0.00		0.00		12,036.56		36,637.92	73.67	73.67
999		0.00		0.00		0.00		0.00	0.00	0.00
TOTAL Expenditures		2,010,633.00		1,650,276.21		116,802.40		360,356.79	82.08	82.08
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		2,034,121.00		1,753,173.50		41,637.27		280,947.50	86.19	86.19
TOTAL EXPENDITURES		2,010,633.00		1,650,276.21		116,802.40		360,356.79	82.08	82.08
NET OF REVENUES & EXPENDITURES		23,488.00		102,897.29		(75,165.13)		(79,409.29)	438.08	438.08
Fund 101 - GENERAL FUND:										
TOTAL REVENUES - FUND 101		2,034,121.00		1,753,173.50		41,637.27		280,947.50	86.19	86.19
TOTAL EXPENDITURES - FUND 101		2,010,633.00		1,650,276.21		116,802.40		360,356.79	82.08	82.08
NET OF REVENUES & EXPENDITURES		23,488.00		102,897.29		(75,165.13)		(79,409.29)	438.08	438.08

User: NIKKI  
DB: Portland

## PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13		END BALANCE 05/31/2013	ACTIVITY FOR MONTH 05/31/2013	AVAILABLE BALANCE	% BDT USED
		BUDGET	AMENDED				
<b>Fund 105 - INCOME TAX FUND:</b>							
TOTAL REVENUES		684,073.00		549,844.84	0.00	134,228.16	80.38
TOTAL EXPENDITURES		836,205.00		777,519.72	7,649.84	58,685.28	92.98
NET OF REVENUES & EXPENDITURES		(152,132.00)		(227,674.88)	(7,649.84)	75,542.88	149.66
<b>Fund 150 - CEMETERY PERPETUAL CARE FUND:</b>							
TOTAL REVENUES		2,500.00		2,100.00	100.00	400.00	84.00
TOTAL EXPENDITURES		0.00		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,500.00		2,100.00	100.00	400.00	84.00
<b>Fund 202 - MAJOR STREETS FUND:</b>							
TOTAL REVENUES		325,800.00		289,365.50	22,041.83	36,434.50	88.82
TOTAL EXPENDITURES		405,032.00		351,176.30	12,686.92	53,855.70	86.70
NET OF REVENUES & EXPENDITURES		(79,232.00)		(61,810.80)	9,354.91	(17,421.20)	78.01
<b>Fund 203 - LOCAL STREETS FUND:</b>							
TOTAL REVENUES		226,700.00		207,583.45	14,192.03	19,116.55	91.57
TOTAL EXPENDITURES		250,455.00		208,836.10	16,148.31	41,618.90	83.38
NET OF REVENUES & EXPENDITURES		(23,755.00)		(1,252.65)	(1,956.28)	(22,502.35)	5.27
<b>Fund 208 - RECREATION FUND:</b>							
TOTAL REVENUES		117,500.00		104,942.71	9,715.00	12,557.29	89.31
TOTAL EXPENDITURES		117,457.00		111,594.99	11,974.84	5,862.01	95.01
NET OF REVENUES & EXPENDITURES		43.00		(6,652.28)	(2,259.84)	6,695.28	(15,470.00)
<b>Fund 210 - AMBULANCE FUND:</b>							
TOTAL REVENUES		484,151.00		475,176.64	38,774.02	8,974.36	98.15
TOTAL EXPENDITURES		483,310.00		429,430.31	33,183.19	53,879.69	88.85
NET OF REVENUES & EXPENDITURES		841.00		45,746.33	5,590.83	(44,905.33)	5,439.52
<b>Fund 245 - MSHDA LOFT FUND:</b>							
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
<b>Fund 248 - DDA FUND:</b>							
TOTAL REVENUES		331,170.00		300,080.80	4,915.00	31,089.20	90.61
TOTAL EXPENDITURES		463,403.82		400,056.39	13,996.61	63,347.43	86.33
NET OF REVENUES & EXPENDITURES		(132,233.82)		(99,975.59)	(9,081.61)	(32,258.23)	75.61
<b>Fund 405 - WELLHEAD IMPROVEMENT FUND:</b>							
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
<b>Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:</b>							
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
<b>Fund 520 - REFUSE SERVICE FUND:</b>							
TOTAL REVENUES		90,800.00		89,649.02	8,316.03	1,150.98	98.73
TOTAL EXPENDITURES		90,550.00		76,582.54	0.00	13,967.46	84.57
NET OF REVENUES & EXPENDITURES		250.00		13,066.48	8,316.03	(12,816.48)	5,226.59

PERIOD ENDING 05/31/2013

GL NUMBER	DESCRIPTION	2012-13		END BALANCE		ACTIVITY FOR	AVAILABLE		% BGDY	
		AMENDED	BUDGET	05/31/2013	NORMAL (ABNORMAL)		MONTH 05/31/2013	INCREASE (DECREASE)		NORMAL (ABNORMAL)
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		3,213,069.47		292,231.19		357,208.53		89.99
TOTAL EXPENDITURES		4,465,605.00		3,423,886.98		221,332.00		1,041,718.02		76.67
NET OF REVENUES & EXPENDITURES		(895,327.00)		(210,817.51)		70,899.19		(684,509.49)		23.55
Fund 590 - WASTEWATER FUND:										
TOTAL REVENUES		792,114.00		843,119.71		65,161.22		(51,005.71)		106.44
TOTAL EXPENDITURES		752,792.00		879,730.36		41,150.52		(126,938.36)		116.86
NET OF REVENUES & EXPENDITURES		39,322.00		(36,610.65)		24,010.70		75,932.65		(93.10)
Fund 591 - WATER FUND:										
TOTAL REVENUES		610,602.29		511,191.34		44,933.31		99,410.95		83.72
TOTAL EXPENDITURES		709,750.80		580,109.83		29,550.96		129,640.97		81.73
NET OF REVENUES & EXPENDITURES		(99,148.51)		(68,918.49)		15,382.35		(30,230.02)		69.51
Fund 661 - MOTOR POOL FUND:										
TOTAL REVENUES		364,260.00		353,335.35		22,077.00		10,924.65		97.00
TOTAL EXPENDITURES		466,992.00		386,251.86		11,061.97		80,740.14		82.71
NET OF REVENUES & EXPENDITURES		(102,732.00)		(32,916.51)		11,015.03		(69,815.49)		32.04
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										
TOTAL EXPENDITURES - ALL FUNDS		7,599,948.29		6,939,458.83		522,456.63		660,489.46		91.31
NET OF REVENUES & EXPENDITURES		(9,041,552.62)		7,625,175.38		398,735.16		1,416,377.24		84.33
		(1,441,604.33)		(685,716.55)		123,721.47		(755,887.78)		47.57



DATE: June 14, 2013

REPORT OF FUNDS IN DDA AS OF:

**PRINCIPAL & INTEREST ACCOUNT**

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>05/16/13</u>	\$ 100,005.70
INTEREST EARNED:	\$ 4.55
DEPOSITS:	
CHECKS WRITTEN:	

NEW BALANCE: <u>06/20/13</u>	<u>\$ 100,010.25</u>
------------------------------	----------------------

**REGULAR ACCOUNT**

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>05/16/13</u>	\$ 44,312.95
INTEREST EARNED:	\$ 1.96
BANK CHARGE FOR NSF CHECK FROM APRIL (fee was collected in April from check writer)	\$ (13.00)
DEPOSITS:	
6/10/2013 2013 BLOCK PARTY SPONSORSHIP	\$ 4,283.40
6/10/2013 2013 PORTLAND PAY DAY	\$ 1,540.00
6/14/2013 FINAL TRANSFER OF 2012 DDA TAX CAPTURE	\$ 13,977.15

CHECKS WRITTEN:

CK NO.	PAYEE	AMOUNT
1281	WILLIAM BOS GREENHOUSES & FARMS-Hanging baskets and potting mix	\$ 192.97
1282	CHEEKY MONKEYS-Refreshments for July 22	\$ 100.00
1283	AMERICAN FENCE ERECTORS, INC.-Fence section & posts for Scout Park	\$ 1,250.00
1284	STATE OF MICHIGAN-2013 Wine The Walk liquor license	\$ 50.00
1285	PORTLAND AREA CHAMBER OF COMMERCE-2013 4th of July Fireworks	\$ 2,500.00
1286	STATE OF MICHIGAN-2013 Block Party Sales Tax	\$ 123.96
1287	GRIDER-PORTLAND AGENCY-2013 Wine The Walk liability insurance	\$ 535.00
1288	W DESIGN-Web hosting for Portland Mainstreet website	\$ 300.00
1289	ECKERTS GREENHOUSE-Hanging baskets & inserts	\$ 228.79
1290	STATE OF MICHIGAN-Large raffle license application fee	\$ 50.00
1291	CITY OF PORTLAND-Reimburse city for telephone, conference exp,postage	\$ 2,213.84

ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT.	\$ -
ACH TRANSFER-P. Reagan wages/fringes for pay period: 5/7/13 to 5/20/13	\$ 2,111.89
ACH TRANSFER-P. Reagan wages/fringes for pay period: 5/21/13 to 6/3/13	\$ 2,078.26

TOTAL EXPENSES: \$ (11,734.71)

NEW BALANCE: 06/14/13 \$ 52,367.75

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

# WILLIAM BOS GREENHOUSES & FARMS

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

CUSTOMER'S ORDER NO. \_\_\_\_\_ PHONE \_\_\_\_\_ DATE: 5/29/13  
 NAME City of Portland  
 ADDRESS \_\_\_\_\_

QTY.	DESCRIPTION	PRICE	AMOUNT
16	10" petunia Baskets Hanging	10.00	160.00
3	Big 2c FT		32.99
<u>TOTAL</u>			<u>192.97</u>
A-T PATRICK			
RECEIVED BY		TAX	
		TOTAL	

16204

All claims and retained goods MUST be accompanied by this bill

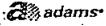
THANK YOU

548086

<b>ORDER INFO</b>	customer's order no.	phone	date
	name <i>Portland Main St.</i>		
	address		
	city, state, zip		
	sold by	cash <input type="checkbox"/> charge <input type="checkbox"/> check <input type="checkbox"/> c.o.d. <input type="checkbox"/> on acct. <input type="checkbox"/> # _____	shipping information

quantity	description	price	amount
1	50 cookies	1.00	50.00
2	50 coffees	1.00	50.00
3			
4			
5			
6			
7	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <p>Total: \$ 100.00</p> </div>		
8			
9			
10			
11			
12			
13			
14			

received by \_\_\_\_\_



keep this slip for reference

DC5808UV/10-10

**AMERICAN**  
FENCE ERECTORS, INC.  
"FENCING... THE ORIGINAL... JUST A SPORT"

Quote

American Fence Erectors, Inc.  
3900 28<sup>th</sup> Street SW  
PO Box 173  
Grandville, MI 49468-0173  
Ph: (616)532-6222 Fax: (616)532-2520

Quote Date: 06/03/2013  
Quote Number: 060313DC08

City of Portland DDA/Portland Main St  
259 Kent Street  
Portland, MI 48875

We are pleased to submit our quote to furnish material only as follows:

- (9) 36" X 6' BLACK WINDSOR SECTIONS
- (5) 58" BLACK WINDSOR LINE POSTS
- (1) 58" BLACK WINDSOR END POSTS
- (21) BLACK WALL MOUNTS

Total Material with shipping & handling and without tax \$1,250.00

~~Option:~~ For black quad rings for (9) sections please add \$495.00 to the above price.

Thank you for the opportunity to quote materials for your fence project. If you have any questions please feel free to let me know.

To be delivered to:  
City of Portland DPW  
451 Morse Drive  
Portland, MI 48875

Respectfully submitted by:

*Doug Cook*



THE ABOVE PRICE IS FIRM FOR A PERIOD OF 30 DAYS FROM THIS DATE.

Accepted by:

*John J. Cook*

Date:

6/7/13

Portland Main Street  
Payment Request  
Wine the Walk  
June 14, 2013

This payment request is for \$50.00 to be made out to the "State of Michigan" for the application fee for the 2013 "Wine the Walk" liquor license. This request should be charged to the Promotions and Marketing Committee.



Patrick T. Reagan, Manager  
City of Portland Downtown Development Authority  
Portland Main Street

5/30/2013

Portland Downtown Development Authority  
ATTN: Patrick Reagan  
259 Kent St.  
PORTLAND, MI 48875

Dear Patrick Reagan,

The Portland Area Chamber of Commerce is once again asking for your generous contributions for this year's fireworks display. It will be held at dusk, on Thursday, July 4<sup>th</sup> at the Portland High School.

It is my understanding that in years past, the DDA has offered a dollar for dollar match for the money that the Chamber collects up to a maximum of \$2,500. It is our hope that the DDA can continue this level of financial support so that we may have the same display through Melrose Pyrotechnic, Inc as we have had in prior years. Without your generous contributions, the 4<sup>th</sup> of July fireworks display would not be possible. Is it possible to have this discussed at your next regular meeting? Please advise of your decision.

If you have any questions please contact me at 517.647.7547.

Sincerely



Sara Badgero  
Chamber Treasurer

PORTLAND AREA CHAMBER OF COMMERCE

PO BOX 303 PORTLAND MI 48875 517.647.7547 WWW.PACOMI.COM

## Sales Tax Return for Special Events

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

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

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

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

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

Mail the return and payment to:

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

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

PART 1: ORGANIZATION INFORMATION			
Organization Name City of Portland Downtown Development Authority		Telephone Number (517) 647-5027	Non-Profit, IRS Organization Code 214837
Street Address 259 Kent Street		City Portland	State MI
		ZIP Code 48875	
Temporary Liquor License Number 223234	Federal Employer ID Number (If applicable)	Sales Tax License Number (If applicable)	
Event Description Fundraiser	Event Location (City) Portland	Event Date 05/18/13	
PART 2: SALES TAX CALCULATION			
1. Gross Sales. Enter your total gross sales from this event.....	1.	\$2,390.00	
2. Enter your total sales of exempt items (prepackaged foods, cans of soda, bottled water, etc.) .....	2.	\$200.00	
3. Subtract line 2 from line 1 .....	3.	\$2,190.00	
4. If tax is included in gross sales from line 1, divide line 3 by 17.6667.....	4.	\$123.96	
5. Taxable Sales. Subtract line 4 from line 3.....	5.	\$2,066.04	
6. <b>Sales Tax Due.</b> Multiply line 5 by 6% (0.06) Pay this amount .....	6.	\$123.96	
PART 3: CERTIFICATION			
Authorized Signature		Date 05/19/13	
Authorized Signer's Name Patrick T. Reagan		Title Director	

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



# Grider-Portland Agency Insurance

## INVOICE

**Customer**

Name City of Portland DDA/Main Street

Address 239 Kent ST

C/S/Z Portland MI 48875

Phone \_\_\_\_\_

Date: 6/7/2013

Due Date: 8/1/2013

Expiration	Policy Number	Item	Premium
8/19/2013	Pending	Liquor Liability Coverage - Wine the Walk	\$ 500.00
8/19/2013	Pending	License Bond - Special Liquor License	\$ 35.00

Bill to:

Insured

Mortgagee

Other

As always, we appreciate the opportunity to serve your insurance needs.

TOTAL PREMIUM DUE: \$ 535.00

Detach here and return the bottom portion with your payment.

**Customer**

Name City of Portland DDA/Main Street

Policy # 8/1/2013

Premium Due: \$ 535.00

Due Date: 8/1/2013

Please make check payable and mail to:

Grider-Portland Agency Inc  
310 Kent St  
Portland MI 48875



marketing design, web, packaging, print, publication.

studio 24 pennsylvania ave. | berlin, nj 08009

Taxpayer ID# 900-152-600/000

Corporate ID# 0400-0519-00

856.767.3400

# Invoice

Date	Invoice #
06/03/2013	06600
Terms	Due Date
Due on receipt	06/03/2013

Bill To
Portland Main Street 259 Kent Street Portland, Michigan 48875

Activity	Amount
<ul style="list-style-type: none"> <li>Annual Web Hosting Fee; June 1, 2013 thru May 31, 2014 www.portlandmainstreet.com/</li> </ul>	300.00

Ordered by: Patraick T. Reagan, Director  
Annual Web Hosting Fee

Total	\$
-------	----

Please make checks payable to CINDY WILLIAMS DESIGN LLC

Eckert's Greenhouse

34051 Ryan Rd  
Sterling Heights, MI 48310

# Sales Order

Date	S.O. No.
6/10/2013	EG6787

Name/Address
City of Portland IDDA 259 Kent Street Portland, MI 48375

Ship To
CITY OF PORTLAND DEVELOPMENT PORTLAND MAIN STREET 259 KENT STREET PORTLAND, MI 48375

P.O. No.	Ship Date	Ship Via	FOB	Phone#
EMAIL	6/10/2013	Federal Express	STERLING HTS	City of Portland IDDA

Item	Description	Ordered	Rate	Amount
Black Fern Spr	Black Fern	10	20.00	200.00
Insert	Weekender Liner	10	0.00	
Twisted Black	Black Twisted Wire Hanger	10	0.00	
	<i>Shipping</i>			<i>28.29</i>
				<b>Total</b>
				<b>228.29</b>

Portland Main Street  
Payment Request  
October Raffle  
6.14.13

This payment request is for an application fee of \$50.00 for a large raffle license for an October trip raffle to be held in conjunction with the Big Beer 5K Run. This request should be charged to the Organization and Finance Committee and should be made out to the "State of Michigan."

A handwritten signature in black ink, appearing to read 'PTR', with a long horizontal line extending to the right.

Patrick T. Reagan, Manager  
City of Portland Downtown Development Authority  
Portland Main Street

# FIA CARD SERVICES®

CITY OF PORTLAND

April 17, 2013 - May 16, 2013

Page 3 of 4

## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
CITY OF PORTLAND				
Account Number: [REDACTED]				
<b>Payments and Other Credits</b>				
05/06	05/05	PAYMENT RECEIVED -- THANK YOU	12574405350000500010630	- 156.29
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				<b>- \$156.29</b>

## REAGAN, PATRICK

Account Number: [REDACTED]

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Purchases and Other Charges</b>				
04/17	04/15	AIRTRANAI 33201415839690 ATLANTA GA REAGAN/PATRICK 33201415839690 Departure Date: 04/13/13 Airport Code: GRR FL R MCO Departure Date: 04/13/13 Airport Code: MCO FL R MSY Departure Date: 04/16/13 Airport Code: MSY FL H ATL Departure Date: 04/16/13 Airport Code: ATL FL H BWI	55417343106581060327415	100.00
04/18	04/16	LA QUINTA INNS 0983 NEW ORLEANS LA Arr: 04/13/13 Dep: 04/16/13 Inv: 186158	55432863107000592022607	515.00
04/18	04/16	LA QUINTA INNS 0983 NEW ORLEANS LA Arr: 04/13/13 Dep: 04/16/13 Inv: 186159	55432863107000592022615	515.00
04/22	04/19	WWW.1AND1.COM TEL8774612631PA	85101653111700000317178	29.97
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				<b>\$1,159.97</b>

## SCHRAUBEN, BRENDA

Account Number: [REDACTED]

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Purchases and Other Charges</b>				
05/01	04/30	MICHIGAN MUNICIPLE LEA 734-662-3246 MI	85500593120900014100016	40.00
05/08	05/07	DISCOUNTMUGS.COM 08005691980 FL	55263523127014000763488	120.77
05/10	05/09	FREDPRYOR CAREERTRACK 800-5563012 KS	75309563129001416580893	149.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				<b>\$309.77</b>

## Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	21.24% V	\$0.00	\$0.00
CASH	24.24% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

## WorldPoints Rewards for Business™ Summary

Beginning Balance	18,640	Monthly Bonus	0
Earned	1,470	Transferred In	0
Redeemed	0	Transferred Out	0
Adjustments	0	<b>Ending Balance</b>	<b>20,110</b>

Redeem your points for gifts cards, travel and merchandise and more by calling 1.888.245.7225, or visit [www.fiabusinesscard.com/worldpoints](http://www.fiabusinesscard.com/worldpoints)

PURCHASE ORDER

CITY OF PORTLAND

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

TO Air Train Airways

SHIP TO \_\_\_\_\_

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

5/1/13 \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ 13-433

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

	Payment for baggage fees for wk 2013 National Main Street Conf.		\$200.00
	4 bags x \$25.00 per bag (Departing flight)	\$100.00	Billed in May
	4 bags x \$25.00 per bag "Main Street Board"	\$100.00	* To Be Billed in June
	Paid for using the Credit Card		

NOT FOR RESALE  FOR RESALE

TAX NUMBER \_\_\_\_\_

*[Signature]*  
AUTHORIZED SIGNATURE

ORIGINAL

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



LA QUINTA INN & SUITES NEW ORLEANS FRENCH QUARTER  
301 CAMP ST.  
NEW ORLEANS, LA 70130  
504-598-9977

REAGAN, PATRICK  
259 KEMP ST  
PORTLAND, MI 48875  
Company: GOVERNMENT RATE

Folio#: 0983186159  
Room: 506  
Arrival: 04/13/13  
Departure: 04/16/13  
Returns Club No :  
Voucher/Ship/PO:

Trans #	Date	Description	Charges	Payments	Balance
111067	4/14/2013	Rm: 506 BAR - Best Available Rate for 4/13/2013	\$245.00	\$0.00	\$245.00
111551	4/14/2013	Rm: 506 BAR - Best Available Rate	\$135.00	\$0.00	\$380.00
112228	4/15/2013	Rm: 506 BAR - Best Available Rate	\$135.00	\$0.00	\$515.00
112401	4/16/2013	CC PMT - MASTER CARD	\$0.00	\$515.00	\$0.00
Balance:					\$0.00

Signature:

THANK YOU  
WE APPRECIATE YOUR BUSINESS

*\$1515.00 total*



LA QUINTA INN & SUITES NEW ORLEANS FRENCH QUARTER  
301 CAMP ST.  
NEW ORLEANS, LA 70130  
504-598-9977

REAGAN, PATRICK  
259 KEMP ST  
PORTLAND, MI 48875  
Company: GOVERNMENT RATE

Folio#: 0983186158  
Room: 501  
Arrival: 04/13/13  
Departure: 04/16/13

Returns Club No :  
Voucher/Ship/PO:

Trans #	Date	Description	Charges	Payments	Balance
111062	4/14/2013	Rm: 501 BAR - Best Available Rate for 4/13/2013	\$245.00	\$0.00	\$245.00
111546	4/14/2013	Rm: 501 BAR - Best Available Rate	\$135.00	\$0.00	\$380.00
112223	4/15/2013	Rm: 501 BAR - Best Available Rate	\$135.00	\$0.00	\$515.00
112400	4/16/2013	CC PMT - MASTER CARD	\$0.00	\$515.00	\$0.00
Balance:					\$0.00

Signature:

THANK YOU  
WE APPRECIATE YOUR BUSINESS

*\$515.00 total*

\*\*\*\*\*  
\* GUEST COPY \*  
\*\*\*\*\*

NET30-CITY OF PORTLAND  
259 KENT ST.

MENARDS - IONIA  
3063 South State St.  
Ionia, MI 48846

PORTLAND  
FAX # (517)

MI 48875

INVOICE # 16715

ACCOUNT : 32360263

TRANSACTION DATE : 03/22/13  
TRANSACTION TIME : 112901  
REGISTER NUMBER : 5  
SIGNER : patrick reagan

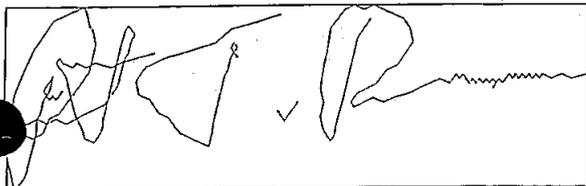
TRANSACTION # : 2273  
PURCHASE ORDER # : 0  
TYPE OF SALE : Charge Sale  
CLAIM # : 0

QUANTITY	SKU	DESCRIPTION	AMOUNT
2.00	1934793	10X20 PREM DELUXE CANOPY	258.00
1.00	1934793	10X20 PREM DELUXE CANOPY	129.00

SUB-TOTAL: 387.00  
TOTAL TAX: 0.00  
PAYMENTS : 0.00  
=====

TOTAL DUE: 387.00

*Reimburse  
city*



# INVOICE

CITY OF PORTLAND  
259 KENT ST.  
PORTLAND, MI 48875  
(517) 647-3211

DDA  
259 KENT ST.  
PORTLAND, MI 48875

Customer ID: 00017  
Invoice Number: 0000000684  
Service Date: 05/06/2013  
Invoice Date: 05/13/2013  
Due Date: 06/07/2013

Property Address:  
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET - MAY 2012	59.00	59.00
1	POSTAGE	21.62	21.62

Total Invoice:	80.62
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	80.62

CITY OF PORTLAND  
CITY OF PORTLAND  
259 KENT ST.  
PORTLAND, MI 48875  
(517) 647-3211

DDA  
KENT ST.  
LAND, MI 48875

Customer ID: 00017  
Invoice Number: 0000000684  
Service Date: 05/06/2013  
Invoice Date: 05/13/2013  
Due Date: 06/07/2013

Property Address:  
259 KENT ST.

# INVOICE



# INVOICE

CITY OF PORTLAND  
259 KENT ST.  
LAND, MI 48875

) 647-3211

DDA  
259 KENT ST.  
PORTLAND, MI 48875

Customer ID: 00017  
Invoice Number: 000000688  
Service Date: 05/16/2013  
Invoice Date: 05/23/2013  
Due Date: 06/24/2013

Property Address:  
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	WATER SLIDES - BLOCK PART	26.17	26.17

Total Invoice:	26.17
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	26.17

# INVOICE

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

(517) 647-3211

DDA  
259 KENT ST.  
PORTLAND, MI 48875

Customer ID: 00017  
Invoice Number: 000000688  
Service Date: 05/16/2013  
Invoice Date: 05/23/2013  
Due Date: 06/24/2013

Property Address:  
259 KENT ST.



Vendor: 00291

MICHIGAN MUNICIPAL WC FUND

Check #: 0000033794 06/10/13

Date	Invoice	Description/Detail	Amount
06/10/2013	PREMIUM	2013-2014 ANNUAL PREMIUM - ALL DEPTS	37,233.00
	101-100-720.000	WORKER'S COMPENSATION	37.00
	101-172-720.000	WORKER'S COMPENSATION	191.00
	101-201-720.000	WORKER'S COMPENSATION	381.00
	101-209-720.000	WORKER'S COMPENSATION	191.00
	101-276-720.000	WORKER'S COMPENSATION	1,854.00
	101-301-720.000	WORKER'S COMPENSATION	6,330.00
	101-371-720.000	WORKER'S COMPENSATION	119.00
	101-751-720.000	WORKER'S COMPENSATION	804.00
	105-254-720.000	WORKER'S COMPENSATION	191.00
	202-463-720.000	WORKER'S COMPENSATION	3,850.00
	203-463-720.000	WORKER'S COMPENSATION	3,850.00
	208-690-720.000	WORKER'S COMPENSATION	804.00
	210-302-720.000	WORKER'S COMPENSATION	8,415.00
	101-728-956.000	MISCELLANEOUS EXPENSES	443.00

Total: 37,233.00

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CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK

CITY OF PORTLAND  
259 KENT STREET  
PORTLAND, MICHIGAN 48875

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

033794

Date: 06/10/13

AMOUNT

\$37,233.00

\*\*\*Thirty-Seven Thousand Two Hundred Thirty-Three and NO/100 Dollars\*\*\*\*\*

PAY

CITY OF PORTLAND - PAYING ACCOUNT

TO THE MICHIGAN MUNICIPAL WC FUND  
P.O BOX 972081

*James Hanner*

MAYOR

YPSILANTI MI 48197-0835

*Monique Malt*

AP  
CLERK

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

⑈033794⑈ ⑆072403473⑆ 01151128209⑈



Tom's



No

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

YOUR CASHIER IS: TAYLOR

SA 4@2.99 SPT SPRNG WTR 24 11.96 F  
3@1.99 SPARTAN ICE CUBE 5.97 B  
\*\*\* TAX .36 TTL 18.29  
\*\*\* TAX .36-  
STORE CHARGE .00 TTL 17.93  
5/18/13 7:33 AM 0096 03 0033 2704

\*\*\*\*\*  
EARN FREE GAS  
WITH TOM'S  
FUEL REWARDS  
\*\*\*\*\*

Flexible Spending Account (FSA)  
Eligible Items Are Marked With:  
"X" = FSA Taxable  
"Q" = FSA Non-Taxable  
ELIGIBLE FUEL DISC BASKET TTL 1

VISIT US AT TOMSFOODCENTER.C  
THANK YOU FOR SHOPPING AT TOM

THANK YOU

ALL Claims and Returned Goods MUST be Accompanied By This Bill

SIGNATURE: [Signature]  
\*SERVICE CHARGE OF 1.12% PER MONTH WILL BE CHARGED ON PAST DUE ACCOUNTS

5-18-13 20

NUMBER 10117531  
Rec'd On Acct:

PRICE	AMOUNT
	17.93

THIS CHARGE FOR TOM'S FOOD CENTER  
FOR THE AMOUNT OF \$ 17.93  
5/18/13 07:33 0096 03 0033 2704

TO

Tom's Food Center  
1462 East Grand River Ave  
Portlnd, MI 48875

SHIP TO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
6/10/13					13-607	
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	Water & Ice purchased for 2013 Block Party					\$ 17.93
	DEM Commission					
	Charged using account					

NOT FOR RESALE  FOR RESALE

TAX NUMBER

AUTHORIZED SIGNATURE

[Signature]

Use Your  2%  
BIG CARD REBATE

**MENARDS®**

MENARDS - IONIA  
3063 South State St  
Ionia, MI 48846

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
items on this receipt will be in the form  
of an in store credit voucher if the  
return is done after 08/15/13

101.728 954



PO #  
Invoice # 21221

CHARGE SALE

Account: 32360263  
Guest Name: NET30-CITY OF PORTLAND

Tax Exempt 12  
Government/School

48" HVY-D TIE UV 10/BAG		
3641351	4 @6.29	25.16 NT
42-48" WOOD LATH		
1022948	2.00 @11.97	23.94 NT

TOTAL	49.10
TOTAL SALE	49.10
CHARGE	49.10

TOTAL NUMBER OF ITEMS = 6

I acknowledge this purchase is governed  
by the terms and conditions posted in the  
front of the store and authorize MENARD,  
Inc. to bill the above named account and  
agree to pay for the goods according to  
the terms of the credit agreement which  
is on file.

Guest Signature

THANK YOU, YOUR CASHIER, Cory

68004 12 5245 05/17/13 01:25PM 3236

ndor: 02066

TELNET WORLDWIDE INC.

Check #: 0000033707 05/20/13

Date	Invoice	Description/Detail	Amount
04/30/2013	301607	PHONE SVC - CITY HALL	
	101-172-851.000	TELEPHONE SERVICE	50.05
	101-201-851.000	TELEPHONE SERVICE	200.19
	101-209-851.000	TELEPHONE SERVICE	50.05
	101-751-851.000	TELEPHONE SERVICE	50.05
	101-728-956.000	MISCELLANEOUS EXPENSES	50.05
	105-254-851.000	TELEPHONE SERVICE	50.05
	208-690-851.000	TELEPHONE SERVICE	50.05

Total: 500.49

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

CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK

CITY OF PORTLAND  
259 KENT STREET  
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK  
GRAND RAPIDS, MICHIGAN  
74-3471724

033707

Date: 05/20/13

AMOUNT  
\$500.49

\*\*\*Five Hundred and 49/100 Dollars\*\*\*\*\*

THE  
DEP  
C  
TELNET WORLDWIDE INC.  
8020 SOLUTIONS CENTER  
CHICAGO

IL 60677

CITY OF PORTLAND - PAYING ACCOUNT

*James Sawyer*

MAYOR

*Monique Milk*

AP  
CLERK

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

⑈033707⑈ ⑆0?2403473⑆ 01151128209⑈

User: BRENDA  
DB: Portland

PERIOD ENDING 6/30/2013

& Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2012-13		END BALANCE		AVAILABLE		% BDF	USED
		AMENDED BUDGET		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)		
Fund 248 - DDA FUND									
Revenues									
Dept 000	REAL PROPERTY TAXES	295,000.00		288,977.15		6,022.85		97.96	0.00
248-000-402.000	RIVERSIDE FACADE GRANT	0.00		0.00		0.00		0.00	0.00
248-000-551.000	CONTRIBUTION FROM STATE -GRANT	0.00		0.00		0.00		0.00	0.00
248-000-577.000	INTEREST INCOME	50.00		76.15		(26.15)		152.30	0.00
248-000-665.000	CONTRIBUTION-PROPERTY OWNERS	0.00		0.00		0.00		0.00	0.00
248-000-674.000	REIMBURSEMENTS-MISCELLANEOUS	2,000.00		23.00		1,977.00		1.15	0.00
248-000-678.006	REIMBURSEMENTS-RIVERFEST	2,500.00		1,835.00		665.00		73.40	0.00
248-000-678.010	REIMBURSEMENTS-CITY AND PACC	0.00		0.00		0.00		0.00	0.00
248-000-678.012	REIMBURSEMENTS-MAIN STREET	31,620.00		24,061.56		7,558.44		76.10	0.00
248-000-698.000	BOND PROCEEDS	0.00		0.00		0.00		0.00	0.00
248-000-698.101	TRANSFER FROM GENERAL	0.00		0.00		0.00		0.00	0.00
248-000-699.101	TRANSFER FROM BOARDWALK FUND	0.00		0.00		0.00		0.00	0.00
248-000-699.406									
Total Dept 000		331,170.00		314,972.86		16,197.14		95.11	
TOTAL Revenues									
		331,170.00		314,972.86		16,197.14		95.11	
Expenditures									
Dept 275-ADMINISTRATION	S & W FULLTIME	40,000.00		37,356.20		2,643.80		93.39	0.00
248-275-702.000	S & W HEALTH PREMIUMS	1,200.00		1,112.22		87.78		92.69	0.00
248-275-711.000	S & W SOCIAL SECURITY	3,151.00		2,942.83		208.17		93.39	0.00
248-275-715.000	LIFE/LTD INSURANCE	875.00		805.08		69.92		92.01	0.00
248-275-717.000	PENSION	8,000.00		8,342.03		(342.03)		104.28	0.00
248-275-718.000	OTHER ERINGE	0.00		17.24		(17.24)		100.00	0.00
248-275-719.000	WORKER'S COMPENSATION	1,500.00		443.00		1,057.00		29.53	0.00
248-275-720.000	UNEMPLOYMENT	50.00		5.70		44.30		11.40	0.00
248-275-723.000	POSTAGE	500.00		314.11		185.89		62.82	0.00
248-275-730.000	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00		5,705.31		1,794.69		76.07	0.00
248-275-740.001	OPERATING SUPPLIES-DESIGN COMMITTEE	12,800.00		9,404.77		3,395.23		73.47	0.00
248-275-740.003	OPERATING SUPPLIES-ER COMMITTEE	1,820.00		0.00		1,820.00		0.00	0.00
248-275-740.004	OPERATING SUPPLIES-O&F COMMITTEE	17,450.00		12,020.40		5,429.60		68.88	0.00
248-275-740.005	OPERATING SUPPLIES-P&M COMMITTEE	16,560.00		16,736.09		(176.09)		101.06	0.00
248-275-740.006	OPERATING SUPPLIES-RIVERFEST	2,000.00		1,352.00		648.00		67.60	0.00
248-275-740.007	LEGAL SERVICE	100.00		0.00		100.00		0.00	0.00
248-275-801.000	AUDIT SERVICE	850.00		631.70		218.30		74.32	0.00
248-275-802.000	ENGINEERING SERVICE	500.00		0.00		500.00		0.00	0.00
248-275-803.000	CONTRACTUAL SERVICE	10,000.00		4,825.00		5,175.00		48.25	0.00
248-275-804.000	CONTRACT SERVICE-DDA XMAS DECO	7,000.00		6,452.68		547.32		92.18	0.00
248-275-804.400	DATA PROCESSING	1,550.00		0.00		1,550.00		0.00	0.00
248-275-806.000	TELEPHONE SERVICE	500.00		500.16		(0.16)		100.03	0.00
248-275-851.000	FIREWORKS (DDA)	2,500.00		2,500.00		0.00		100.00	0.00
248-275-886.000	ADVERTISING	0.00		0.00		0.00		0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00		0.00		0.00		0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	1,500.00		2,311.18		(811.18)		154.08	0.00
248-275-959.000	DUES & SUBSCRIPTIONS	300.00		250.00		50.00		83.33	0.00
248-275-967.001	FACADE RESTORATION (DDA)	22,000.00		4,643.18		17,356.82		21.11	0.00
248-275-992.000	PRINCIPAL PAYMENT	170,000.00		170,000.00		0.00		100.00	0.00
248-275-995.000	INTEREST PAYMENT	19,197.82		19,390.85		(193.03)		101.01	0.00
248-275-997.000	PAYING AGENT FEES	200.00		0.00		200.00		0.00	0.00
248-275-999.202	TRANSFER TO MAJOR STREETS	113,800.00		101,630.48		12,169.52		89.31	0.00
Total Dept 275-ADMINISTRATION		463,403.82		409,692.21		53,711.61		88.41	

User: BREND  
DB: Portlan

PERIOD END: 6/30/2013

% Fiscal Year Completed: 100.00

2012-13  
AMENDED BUDGET

END BALANCE  
06/30/2013  
NORMAL (ABNORMAL)

AVAILABLE  
BALANCE  
NORMAL (ABNORMAL)  
& BDT  
USED

GL NUMBER	DESCRIPTION	AMENDED BUDGET	END BALANCE 06/30/2013 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	& BDT USED
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	409,692.21	53,711.61	88.41
Fund 248:					
TOTAL REVENUES		331,170.00	314,972.86	16,197.14	95.11
TOTAL EXPENDITURES		463,403.82	409,692.21	53,711.61	88.41
NET OF REVENUES & EXPENDITURES		(132,233.82)	(94,719.35)	(37,514.47)	71.63

Dear Editor,

I am Olivia Fogarty and I think we need to recycle.

We need to recycle because...

- It takes a TON of materials to make glass, plastic, and paper! Most of these materials are from our earth! We only have one and we are taking advantage of it.
- Not only that but also when we burn/bury trash it pollutes our air. That can kill people!  
I personally think everyone should recycle because it's better for the one and ONLY earth.
- A lot of people say they want to start helping the earth but they don't know how. It's simple, gather up your newspapers and take them to one of your local recycling bins! There are tons of brands like one I know is Paper Gator.

Another way to help is when you check out at the grocery store say you want plastic

bags instead of paper. Plastic bags are reusable and way harder to break. 50% of the of the garbage generated by communities will be sent to landfills. That means that only 50% of the garbage all in our communities is going into our earth!

“The landfills are on the grid” says Science Focus a science magazine. “They take up space that could be used for more useful things like a hospital for example.”

These are some reasons why I think everyone should start recycling!

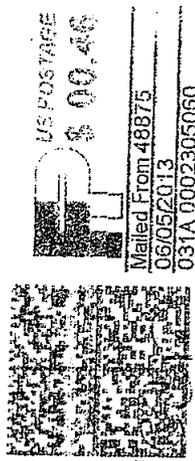
~Olivia Fogarty

Thank You!

News Building  
City Hall  
Eagle Mt  
48822

259 Kent Street  
Portland, MI 48875

To the Newspaper!



Editor!

48825\*1458





Portland Area Fire Authority  
773 E Grand River Ave  
Portland MI 48875  
517-647-2935

Minutes of the Regular Board Meeting  
Monday, May 13, 2013 – 7:00 pm – 773 Grand River Ave, Portland

**Call to Order** – The meeting called to order at 7:00 pm. The Pledge of Allegiance was observed.

**Roll Call**

Present: Steve Smith, Jerry Tiemann, Steve Fabiano, Kathy Parsons, Dick Pohl (arrived at 7:06 pm)  
Guests: Patti Schafer, Chief John Baker, Asst. Chief Doug Logel, Sr.

**Public Comment:** None

**Agenda:**

Mr. Tiemann moved to excuse the absence of Treasurer Mark Ackerson and adopt the agenda as published. Mr. Smith supported. **Motion carried.**

**Approval of Minutes:**

Mr. Tiemann moved to approve the minutes of the previous meeting as published. Mr. Smith supported. **Motion carried.**

**Approval of Bills / Financial Report:**

A list of bills was presented by Chair Fabiano for consideration of payment, as well as the financial reports. Approve \$4,393.54 pay. Mr. Tiemann asked if the check presented for payment for replacement tires was already approved at last meeting. Mr. Fabiano indicated it was. He also reported that 62.6% of budgeted expenses were expended overall through April. Ms. Parsons reminded the board that we will have one more opportunity before fiscal year end to amend budget if needed. Mr. Tiemann asked if all outstanding voluntary separation stipend was paid to date. Chief Baker answered that it had. Mr. Smith moved to approve the financial report and pay the bills as presented. Mr. Pohl supported. **Motion carried.**

**Correspondence:**

Mr. Fabiano reported that it appeared an envelope from an accounting and auditing firm had been received, and may be in response to the RFP for Auditing Services. It will be held for Treasurer Ackerson unopened. No other correspondence.

**Chief's Report:**

Chief Baker reviewed his written report previously sent to the board in the packet. Including 7 runs, 2 in the City (one car fire, one accidental alarm), 1 in Portland Township (one grass fire), and three in Danby Township (one grass fire and two trees down blocking the roadway). Mr. Pohl asked Chief Baker why the

department was required to respond to trees down, and Chief Baker responded it was Central Dispatch policy to send available departments when the County Road Commission is unavailable or may be significantly delayed in responding due to off hours, other engagement, etc., as a public safety matter to prevent collisions and the like. Chief Baker also reported one mutual aid response to Berlin-Orange on a garage fire.

Chief Baker further reported that he continues to meet with surrounding departments regarding mutual aid agreements.

Chief Baker reported that the Mandatory Haz-Mat Updates were nearly completed, and that the few personnel who have not yet completed the trainings will be required to report to the station during Haz-Mat events but not allowed to report to a scene until they have completed their trainings.

The bulk of his report was referred to various action items on the agenda.

#### **Committee Reports:**

##### **Insurance:**

Ms. Parsons reported that the expected proposal was received, she had sent a recap of the various proposals to the Insurance Committee members, and a committee meeting was in the process of being scheduled for review and recommendation. The Insurance Committee members agreed on a meeting date of May 15<sup>th</sup>: 4:30 at the Portland Township Hall.

##### **Policy And Procedure:**

Ms. Parsons reported that she has sent the other committee members draft Facebook and Website policy and a Board Notification policy for review and recommendation, as well as all the Board members for their comment. Mr. Tiemann set a meeting for May 15<sup>th</sup> to immediately follow the Insurance Committee meeting for review and recommendation.

**Budget:** -- None

**Personnel:** -- None

#### **Old Business:**

RFP for Audit Services – June 5<sup>th</sup> deadline. One so far received.

Facebook Page Policy – Policy will be reviewed and recommended May 15<sup>th</sup> for action at next meeting.

#### **New Business:**

##### **Purchase Of Computer And Software**

Chief Baker proposed updating hardware and software, including a laptop for training presentations, etc., in the amount of \$6700, to include: Firehouse Software, desktop computer, printer, laptop computer, technician for installation support and setup. The new computers will be limited to a few key management personnel for access. Mr. Tiemann moved to authorize the Chief to contract and purchase this equipment up to the amount needed. Ms. Parsons supported. **Motion carried.** Budget line amendments are available and will be identified for action with the Treasurer for the next meeting.

## Tires for Engine 1

Tires for Engine 1: Keusch: \$1265.08. Blundy Hoppes gave a comparable quote of \$1304.52, but will give a credit to buy back the old tires, bringing their price down by \$250 for the lower bid for comparable brand. Engine 1 is the more impending repair. Chief Baker suggested holding off on a more extensive replacement until the 5 year truck plan is done. Mr. Pohl moved Pohl moved to replace two front on engine 1 now with Blundy-Hoppes, and hold off for others as the Chief recommends. Mr. Tiemann supported. **Motion carried.**

## Water Rescue Gear

In light of this spring's flooding, Chief Baker reassessed the Department's water rescue needs. He determined that some updated and new equipment, as well as training, was needed. He recommended the purchase of four water-rescue helmets for \$144.00, and four water rescue flotation vests for \$250.00. He reported that this new equipment will be complemented by donation of excess equipment from neighboring Looking Glass Regional Fire Authority. Mr. Tiemann moved to approve purchase of the equipment. Mr. Smith supported. **Motion carried.**

## City of Portland Maintenance Charges Proposal.

Chair Fabiano shared a detailed maintenance cost proposal from the City of Portland for routine service of department vehicles such as oil changes. Mr. Fabiano made some calls as to the competitiveness of the quote, as did Chief Baker, and both concluded the rates proposed were not to be matched locally. Consensus of the board was that the proposal was beneficial to the Department and at the Chief's discretion.

## Board and Public Comment:

Ms. Parsons commended the department for their well-done spaghetti fundraiser, which was well attended. Chief Baker reported over \$700 was raised.

Mr. Smith reported that he will be moving out Portland Township soon, the district he represents. He will remain on the board until replaced, or he moves, whichever is first. Members of the board commended Mr. Smith on his fine work helping to get us off the ground.

## Adjournment:

Mr. Pohl moved to adjourn the meeting, Mr. Smith supported. Meeting adjourned at 7:54 pm

Next Meeting: Monday, June 10, 2013 at 7:00 pm at Portland Township Hall, 773 E Grand River, Portland.

Respectfully submitted:



Kathy Parsons, Secretary



Portland Area Fire Authority  
773 E Grand River Ave  
Portland MI 48875  
517-647-2935

[DRAFT 06/14/2013] Minutes of the Regular Board Meeting  
Monday, June 10, 2013 – 7:00 pm – 773 Grand River Ave, Portland

**Call to Order** – The meeting called to order at 7:00 pm. The Pledge of Allegiance was observed.

**Roll Call**

Present: Steve Smith, Jerry Tiemann, Steve Fabiano, Kathy Parsons, Mark Ackerson  
Guests: Chief John Baker, Patti Schafer, Bill Stegenga

**Public Comment** - None

**Agenda:**

Mr. Ackerson moved to adopt the agenda and excuse the absence of Mr. Pohl. Mr. Smith supported.  
**Motion carried.**

**Approval of Minutes:**

Mr. Ackerson moved to approve the minutes of the previous meeting, changing reference to retirement pay to "voluntary termination stipend" in the interest of clarity. Mr. Tiemann supported. **Motion carried.**

**Approval of Bill Payment / Financial Report** – Monthly bills totaling \$6203.65, including a utility bill received after the previous list was published, were presented for payment. Mr. Ackerson explained the financial report; the budget committee will make recommendations for budget amendments at the July meeting. Consistencies in coding are improving and the amendments will reflect the new procedures. Mr. Smith moved to approve payment of the bills as presented, and to approve the financial report. Mr. Tiemann supported. **Motion carried.**

**Correspondence** - None

**Chief's Report** –

- There were 6 total runs last month. Training schedule is completed for the next 4 months. Required ID cards for firefighters are proposed, and will come from the county. Projected cost is \$3 - \$5 each, and will be needed for approximately 18-19 personnel, and Chief Baker is coordinating with the Portland City Manager where there is cross-over between Fire and Ambulance personnel. Mr. Ackerson moved to approve the purchase and issuance of the ID's, as the purchase is under the Chief's authority. Mr. Tiemann supported. **Motion carried.**
- Chief Baker has applied for an available DNR grant for gear. It is a matching grant awarded in November. The match is approximately \$2,500. and will likely come from the turn-out gear line item.

**Committee Reports:**

- INSURANCE - Deferred to New Business
- POLICY & PROCEDURE - Deferred to New Business
- BUDGET –

•Budget Amendments for 2012-2013 are being put together for the July meeting. No change in the total amount are anticipated. Line item transfers only.

•PERSONNEL – None

**Old Business:**

•AUDIT RFP - Deferred to New Business

**New Business:**

•**Discussion/Action – Recommendation From Insurance Committee**

•- The Insurance Committee distributed earlier a spreadsheet comparing disparate proposals, and unanimously recommended renewal of all coverages in the Michigan Municipal League. While each company bidding had their own strengths and advantages, there was less than \$100 difference between the MML's proposal and the next lower proposal, and it was the opinion of the Committee that this did not justify a change. Mr. Tiemann moved to ratify the recommendation and renew all coverages in the MML. Ms. Parsons supported. Chair Fabiano asked for a roll call vote. Mr. Ackerson, no; Ms. Parsons, yes; Mr. Tiemann, yes; Mr. Smith, yes; Mr. Fabiano, no. **Motion carried.** Ms. Parsons will notify the bidders and complete the paperwork for renewals.

•**Discussion/Action – 5 Year Plan**

• Chief Baker was looking for direction on what the plan will include. Consensus is that the plan will include what is needed. His idea was to go down from 10 to 7 vehicles. He will present a draft plan at a future meeting. Chief Baker will also begin work on a major equipment plan with a target of September.

•**Discussion/Action – Firefighter Stress Package**

•Chief Baker reported that previously, when City employees, the City provided counseling service and Critical Incident Stress Debriefing services to Emergency Service Personnel. The City paid \$18 a year per person for 4 visits per employee per year, and Chief Baker reported that the company the City contracts with agreed to provide the same arrangement at the same price. Chief Baker had also spoken with the City Manager, who agreed that the firefighters who are also ambulance personnel will remain covered under the City's plan. Mr. Ackerson moved to enter into the agreement as proposed, with the charge coming from the employee programs line item. Mr. Smith supported. **Motion carried.**

•**Discussion/Action – Auditor**

•Five proposals were received. All but one included quotes included prices for future years' services. All education and reference qualifications were similar. The lower bid already does work for a township and PAMA. The next lower has no connection to any of the entities, at \$2260 for the first year, and listed prices for 2 years after. One of the higher bidders does the audit for the City. Consensus was to have the budget committee compare the proposals and make a recommendation for the July meeting, with the help of Ms. Schafer., but the two bidders who already do work for one or more of the governing entities will not be considered further. Ms. Parsons will send letters to Abraham & Gaffney and Larry Tiejema thanking them for their proposals but informing them the reason for why they would not be considered.

•Discussion/Action – Policy Committee Recommendations

•Mr. Tiemann reported the discussions behind the Website / Social Media and Notification policies.

•Mr. Smith moved to approve the Website / Social Media Policy as proposed. Mr. Ackerson supported. **Motion carried.**

•Mr. Ackerson suggested changing the notification from Township Supervisor to elected representative on the PAFA board. Chief Baker wants to reiterate that the PIO be one person. The Board agreed. Mr. Ackerson moved to approve the Notification Policy with the change. Mr. Smith supported. **Motion carried.**

•Discussion/Action – 2013/2014 Meeting Schedule

•The Board discussed the 2013 / 2014 schedule of meetings, given the Department Weekly meeting conflicts to facilitate greater participation of Department Members and the Chief, and to accommodate pre-scheduled quarterly meetings for Township elected officials. Mr. Ackerson moved to schedule the Board meetings to the First Tuesday of the month, beginning in July, and move the meetings to the Danby Township Hall with larger facilities. Mr. Tiemann supported. **Motion carried.** The schedule will be: 7/1/2013; 8/6/2013, 9/3/2013; 10/1/2013; 11/5/2013; 12/3/2013; 1/7/2014; 2/4/2014; 3/4/2014; 4/1/2014; 5/6/2014; 6/3/2014. at 7 pm. Ms. Parsons will work with the City and Townships to publish in advance of the next meeting.

•Discussion/Action – Pay Rate Change

•To streamline and standardize payroll for the department and encourage training, the Chief recommends making payroll \$10 across the board for both runs and training at the Department. There are currently 2 rates for training up to 55 hours, and runs. This would amount to a \$1.23 / hour cut for runs, and an increase of \$2.54 / hour for training. The Chief figures this will be expense-neutral. The Chief and Assistant Chief will stay at the current rate. Mr. Ackerson moved to approve the new rate pending acceptance of the change by Department Members. Mr. Smith supported. **Motion carried.**

BOARD COMMENTS AND PUBLIC COMMENT - None

ADJOURNMENT – Tiemann / Ackerson.

Next Meeting: Monday, June 10, 2013 at 7:00 pm at Portland Township Hall, 773 E Grand River, Portland.

Respectfully submitted:



Kathy Parsons, Secretary

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

Agenda  
June 11, 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. Recommendation from Personnel Committee – Staffing in County Clerk's Office
  - B.
- VIII. New Business
  - A. Resolution of Appreciation
  - B. Community Corrections Cognitive Behavior Contract
  - C. Community Corrections Plan and Application FY 2014 – Part I
  - D. Amendment to Grant Agreement with Michigan Department of Community Health
  - E. County Pension Plan
  - F.
- IX. Reports of Officers, Boards, and Standing Committees
  - A. Chairperson
  - B. County Administrator

C. **Appointments**

1. Board of Public Works – to fill a three-year term expiring January 2016.

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**

- Board of Public Works – One three-year appointment expiring January 2016.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year appointment expiring April 2014.
- Comprehensive Economic Development Strategy Committee – Two one-year terms expiring in December 2013. One Public Representative and one Private Sector Representative.

**Appointments for consideration in the month of July 2013:** None

**Appointments for consideration in the month of August 2013:** None

STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-17301

- Consumers Energy Company seeks biennial review and approval of its amended Renewable Energy Plan in compliance with Public Act 295 of 2008 and the Michigan Public Service Commission's (Commission) December 4, 2008 Commission Order in Case No. U-15800 and the January 31, 2013 Commission Order in Case No. U-17301 and Commission orders in Case Nos. U-16543 and U-16581.

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• 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:** June 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 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 (Consumers Energy) May 28, 2013 application seeking biennial approval of its amended Renewable Energy Plan. Consumers Energy also requests that the Commission approve any revised surcharges.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://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](mailto: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](mailto: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 June 19, 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 appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information: available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

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

A copy of Consumers Energy's application may be reviewed on the Commission's website at: [michigan.gov/mpscedockets](http://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.; 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 460.6j et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 2008 PA 295, MCL 460.1001 et seq., and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

June 7, 2013