



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

7:00 p.m. Monday, March 4, 2013
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Motion
7:03 PM	IV. <u>City Manager Report</u>	
	V. <u>Presentations</u>	
	VI. <u>Public Hearing(s) - None</u>	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:15 PM	A. Proposed Resolution 13-14 Approving, Authorizing, and Directing The City Manager to Sign an Addendum to the Water Tank Maintenance Contract for the 400,000 Gallon Water Storage Tank at 501 Charlotte Highway	Motion
7:18 PM	B. Proposed Resolution 13-15 Approving Michigan Pavement Marking LLC's Bid for 2013 Street Painting	Motion
7:20 PM	C. Proposed Resolution 13-16 Approving, Authorizing, and Directing The Mayor and Clerk to Sign an Agreement for Sheriff's Office Services between the City of Portland and Ionia County	Motion
7:22 PM	D. Motion to Go Into Closed Session to Discuss Strategy for Collective Bargaining (Requires a 2/3 Majority by Roll Call Vote)	Motion
8:00 PM	IX. <u>Consent Agenda</u>	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting and Closed Session held on February 19, 2013	
	B. Payment of Invoices in the Amount of \$72,333.31 and Payroll in the Amount of \$128,206.28 for a Total of \$200,539.59	
	C. Purchase Order to Municipal Supply Co. in the amount of \$6,500.00 For a Trimble Ranger 3 Handheld Meter Reading Device	
	X. <u>Communications</u>	
	A. DDA Minutes for January 17, 2013	
	B. Utility Billing Report for January 2013	
	C. Water Department Report for February 2013	
	D. Ionia County Board of Commissioners Agenda for February 26, 2013	

**Estimated
Time**

8:05 PM

8:10 PM

8:15 PM

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

XI. **Other Business**

XII. **Council Comments**

XIII. **Adjournment**

**Action
Requested**

Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-14

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE CITY MANAGER TO SIGN AN ADDENDUM TO THE WATER TANK MAINTENANCE CONTRACT FOR THE 400,000 GALLON WATER STORAGE TANK AT 501 CHARLOTTE HIGHWAY

WHEREAS, in January of 2012 the City approved a water Tank Maintenance Contracts with Utility Service Company, Inc. for professional services needed to maintain the 400,000 gallon water storage tank at 501 Charlotte Highway a.k.a. the South Tank and the 150,000 gallon water storage tank at 452 Lincoln Street a.k.a. the Hill Street Tank, including annual inspections and service of the tank, biennial washout-inspections of the interior of the tank, and all other engineering and inspection services needed to maintain and repair the Tank and tower during the term of the Contract; and

WHEREAS, the City deferred the contract start date on South Tank to have an opportunity to evaluate the quality of the coating work and mixing system that were scheduled to be done in the first year of the contract on the Hill Street Tank; and

WHEREAS, due to delays of the work scheduled on the Hill Street Tank, the City has requested moving back the start date on the South Tank contract to the first quarter of 2014; and

WHEREAS, Utility Service Company has agreed to hold the contract price and defer the start date on the South Tank Contract until the first quarter of 2014 and has prepared an Addendum to Water Tank Maintenance Contract for the South Tank to memorialize that agreement, a copy of the proposed Addendum and the original Water Tank Maintenance Contract for the South Tank are attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes, and directs the City Manager to sign the Addendum to Water Tank Maintenance Contract for the South Tank, a copy of which is attached as Exhibit A, to delay the start date of Utility Services Company's Water Tank Maintenance Contract for the South Tank until the first quarter of 2014.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 4, 2013

Monique I. Miller, City Clerk

UTILITY SERVICE

PAULA JONES
CUSTOMER SERVICE REPRESENTATIVE
535 COURTNEY HODGES BOULEVARD
P O BOX 1350
PERRY, GA 31069
TEL 800-942-0722
FAX 478-987-2529
PJONES@UTILITYSERVICE.COM
WWW.UTILITYSERVICE.COM



February 19, 2013

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

Dear Mr. Dempsey:

RE: Addendum to following contract:

Contract Date	Tank Name	Gallons	Type	Tank #	Customer #
Jan 3, 2012	South Tank	400,000	Pedisphere	126410	32512

Due to the delay of work scheduled for 2012, the City of Portland, MI elects to move the beginning of fees and service to the first quarter of 2014.

Upon receipt of this signed addendum, invoice # 299093 and invoice 308267 will be voided and reissued upon completion of the installation of the mixing system, (first quarter of 2014). Each subsequent annual fee, plus all applicable taxes, shall be billed January 1st 2015 on a quarterly schedule of January, April, July and October. January 1, 2015 will begin Contract Year 2. All future work and billing listed according to Schedule A of the contract will also be pushed forward per this addendum. All other aspects of the contract remain unchanged.

Please sign below and return one copy in the enclosed self-addressed envelope.

Thank you very much for your business. Please let me know when I can be of assistance.

Sincerely,

Don Belcher
Senior Vice President of Operations

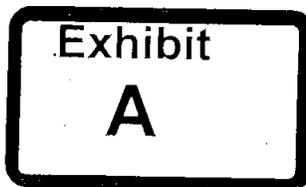
City of Portland, MI

Authorizing Signature: _____ Title: _____

The above signatories certify that they are duly authorized to sign this Addendum on behalf of the entities represented.

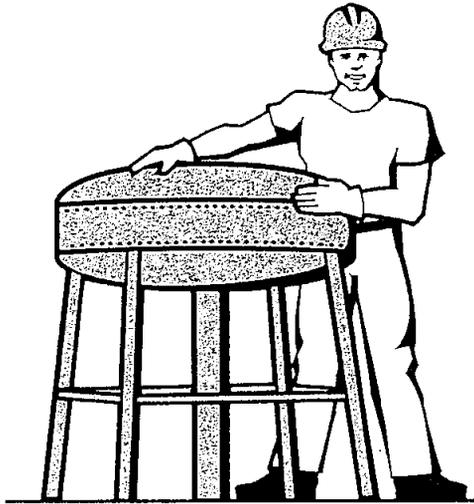
Printed Name: _____ Date: _____

Copy: Accounts Receivable Manager
George Shannon, Vice President



Utility Service Co., Inc.

Water Tank Maintenance Contract



Owner: City of Portland
Portland, Michigan

Tank Size/Name: 400,000 Pedisphere – South Tank

Location: 501 Charlotte Highway

Date Prepared: December 12, 2011



535 Courtney Hodges Blvd.
P.O. Box 1350
Perry, Georgia 31069
tel: 478-987-0303 800-223-3695
fax: 478-987-2991
www.utiltyservice.com

WATER TANK MAINTENANCE CONTRACT

This Contract entered into by and between City of Portland, whose business address is 259 Kent Street, Portland, Michigan 48875 (hereinafter, the "Owner") and Utility Service Co., Inc., whose business address is Post Office Box 1350, 535 Courtney Hodges Boulevard, Perry, Georgia 31069 (hereinafter, the "Company").

Therefore, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Owner and the Company, the parties agree as follows:

The Owner agrees to engage the Company to provide the professional service needed to maintain its 400,000 gallon water storage Tank located at 501 Charlotte Highway, Portland, Michigan 48875 (hereinafter, the "Tank").

Article 1. Company's Responsibilities. The Company hereby agrees to perform the following services for the care and maintenance of the subject Tank:

A. Tank Maintenance Service.

1. The Company will annually inspect and service the Tank. The Tank and tower will be thoroughly inspected to ensure that the structure is in a sound, watertight condition.
2. Biennially, beginning with the first washout-inspection, the Tank will be completely drained and cleaned to remove all mud, silt, and other accumulations that might be harmful to the Tank or its contents. After cleaning is completed, the interior will be thoroughly inspected and disinfected prior to returning the Tank to service; however, the Owner is responsible for draining and filling the Tank and conducting any required testing of the water. A written report will be mailed to the Owner after each inspection.
3. The Company shall furnish engineering and inspection services needed to maintain and repair the Tank and tower during the term of this Contract. The repairs include: steel parts, expansion joints, water level indicators, sway rod adjustments, and manhole covers/gaskets.
4. The Company will clean and repaint the interior and/or exterior of the Tank at such time as complete repainting is needed. The need for interior painting is to be determined by the thickness of the existing liner and its protective condition. When interior repainting is needed, procedures as outlined in A.W.W.A.-D102 specifications for cleaning and coating of potable water Tanks will be followed. Only material approved for use in potable water Tanks will be used on any interior surface area. The need for exterior painting is to be determined by the appearance and protective condition of the existing paint. At the time the exterior requires repainting, the Company agrees to paint the Tank with the same color paint and to select a coating system which best suits the site conditions, environment, and general location of the Tank. When painting is needed, all products and procedures will be equal to, or exceed the requirements of Michigan Department of Natural Resources and Environment, the American Water Works Association, and the Society for Protective Coatings as to surface preparation and coating materials. The exterior repainting cycle will not exceed 10 years and the interior repainting cycle will not exceed 12 years.

5. A lock will be installed on the roof hatch of the Tank.
6. The Company will provide emergency services, when needed, to perform all repairs covered under this Contract. Reasonable travel time must be allowed for the repair unit to reach the Tank site.
7. The Company will furnish pressure relief valves, if requested by the Owner, so that the Owner can install the valves in its water system while the Tank is being serviced.

B. Chemical Clean Service.

1. Biennially, during washout-inspections, the Company will apply an NSF 60 approved chemical cleaning agent to the interior walls and floor surfaces of the Tank to treat mineral build-up and bio-film that form on the interior tank surfaces.
2. The Company will fresh water rinse the interior walls and floor surfaces to remove the cleaning agent and to dilute residual concentrations. The Company will also ensure that the rinse water is disposed of in on-site drainage.
3. Thereafter, the Company will complete the washout-inspection as outlined in Article 1.A.2.

C. Mixing System Installation and Service.

1. The Company shall install an active mixing system in the Tank. The particular unit that will be installed in the tank is a PAX, NSF approved, active mixing system along with its component parts.
3. The Company will annually inspect and service the active mixing system. The active mixing system will be thoroughly inspected to ensure that the active mixing system is good working condition.
4. The Company shall furnish engineering and inspection services needed to maintain and repair the active mixing system during the term of this Contract.

Article 2. Definition of Contract Year. A "Contract Year" shall be defined as each consecutive 12-month period following the first day of the month in which the Contract is executed by the Owner and each subsequent 12-month period thereafter during the time the Contract is in effect. For example, if a contract was signed by Owner on April 17, 2007, Contract Year 1 for that contract would be April 1, 2007 to March 31, 2008, and Contract Year 2 for that contract would be April 1, 2008 to March 31, 2009 and so on.

Article 3. Contract Price/Annual Fees. The tank shall receive an active mixing system installation and repairs prior to the end of Contract Year 1 per Attached Schedule A. The Tank shall receive an exterior and interior dry renovation prior to the end of Contract Year 3 per Attached Schedule A. The Tank shall receive an interior wet renovation prior to the end of Contract Year 5 per Attached Schedule A. The first five (5) annual fees shall be \$44,123.00 per Contract Year. The annual fee for Contract Year 6 and each subsequent annual fee shall be \$23,226.00 per Contract Year; however, in Contract Year 9 and each third anniversary thereafter, the annual fee shall be adjusted to reflect the current cost of service. The adjustment of the annual fee shall be limited to a maximum of 5% per annum (or maximum of 15%, for each three year cycle. For example: The annual fee for Contract Year 6 above is \$23,226.00. Assuming the maximum amount of inflation noted above, the amount of the base fee in Contract Year 9 would be \$26,710.00. All applicable taxes are the responsibility of the Owner and are in addition to the stated costs and fees in this Contract.

Article 4. Payment Terms. The annual fee for Contract Year 1, plus all applicable taxes, shall be due and payable upon completion of the mixing system installation. Each subsequent annual fee, plus all applicable taxes, shall be due and payable on the first day of each Contract Year; however, beginning in Contract Year 2, the annual fee can be paid either monthly, quarterly, semiannually, or annually. Owner shall circle the preferred billing frequency. If the Owner does not choose a preferred billing frequency, the Owner will be billed quarterly. (Note: Due to the length of time that it takes to perform the initial renovation project, it is possible that two (2) annual fees could fall within one budget year for the Owner). Furthermore, if the Owner elects to terminate this Contract prior to remitting the first five (5) annual fees, the unpaid balance of the first five (5) annual fees shall be due and payable within thirty (30) days of the termination.

Article 5. Structure of Tank. The Company is accepting this Tank under program based upon its existing structure and components. *Any modifications to the Tank, including, but not limited to antenna installations, shall be approved by Utility Service Co., Inc., prior to installation or modification and may warrant an increase in the annual fee.*

Article 6. Environmental, Health, Safety, or Labor Requirements.

A. Environmental, Health, Safety, or Labor Requirements. The Owner hereby agrees that future mandated environmental, health, safety, or labor requirements as well as changes in site conditions at the Tank site which cause an increase in the cost of Tank maintenance will be just cause for modification of this Contract. Said modification of this Contract will reasonably reflect the increased cost of the service with a newly negotiated annual fee.

B. Prevailing Wages. The parties agree that the Company's annual fees are based on the Owner's representation that the work to be performed under this Contract is not subject to prevailing wage requirements. The Owner agrees to notify the Company immediately, if the Company's work is (or will become) subject to prevailing wage requirements, so that the Company may submit revised amounts for annual fees

Article 7. Excluded Items: This Contract does NOT include the cost for and/or liability on the part of the Company for: (1) containment of the tank at anytime during the term of the Contract; (2) disposal of any hazardous waste materials; (3) resolution of operational problems or structural damage due to cold weather; (4) repair of structural damage due to antenna installations or other attachments for which the tank was not originally designed; (5) resolution of operational problems or repair of structural damage or site damage caused by physical conditions below the surface of the ground; (6) negligent acts of Owner's employees, agents or contractors; (7) damages, whether foreseen or unforeseen, caused by the Owner's use of pressure relief valves; (8) repairs to the foundation of the tank; (9) other conditions which are beyond the Owner's and Company's control, including, but not limited to: acts of God and acts of terrorism. Acts of terrorism include, but are not limited to, any damage to the tank or tank site which results from unauthorized entry of any kind to the tank site or tank; or (10) repair or replacement of the insulation.

Article 8. Termination. The Owner shall have the right to continue this Contract for an indefinite period of time providing Owner makes payment of each annual fee in accordance with the terms herein. This Contract is subject to termination by the Owner only if written notice of intent to terminate is received by the Company ninety (90) days prior to the first day of the upcoming Contract Year. Notice of Termination is to be delivered by registered mail to Utility Service Co., Inc., Attn: Customer Service, P.O. Box 1350, Perry, Georgia 31069, and signed by three (3) authorized voting officials of the Owner's management and/or Commissioners. Any termination is subject to the terms of Article 4 hereinbefore.

Article 9. Assignment. The Owner may not assign or otherwise transfer all or any of its interest under this Contract without the prior written consent of the Company. If the Company agrees to the assignment, the Owner shall remain responsible under this Contract, until its assignee assumes in full and in writing all of the obligations of the Owner under this Contract.

Article 10. Indemnification. THE COMPANY AGREES TO INDEMNIFY THE OWNER AND HOLD THE OWNER HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE COMPANY OR ITS SUBCONTRACTORS, AGENTS, OR EMPLOYEES. IN TURN, THE OWNER AGREES TO INDEMNIFY THE COMPANY AND HOLD THE COMPANY HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, DAMAGES, LIABILITY, AND EXPENSE IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY BY REASON OF ANY ACT, OMISSION, OR REPRESENTATION OF THE OWNER OR ITS CONTRACTORS, AGENTS, OR EMPLOYEES. THE INDEMNIFICATION PROVIDED IN THIS PARAGRAPH DOES NOT AFFECT THE COMPANY'S LIMITATIONS OF LIABILITY SET FORTH IN OTHER PARAGRAPHS OF THIS CONTRACT.

Article 11. Insurance. The Company will provide the Owner with a current Certificate of Insurance evidencing its insurance coverage throughout the term of this Contract.

Article 12. Assignment of Receivables. The Company reserves the right to assign any outstanding receivables from this Contract to its Bank or other Lending Institutions as collateral for any loans or lines of credit.

Article 13. Miscellaneous Items. No modifications, amendments, or alterations of this Contract may be made except in writing signed by all the parties to this Contract. No failure or delay on the part of any party hereto in exercising any power or right hereunder shall operate as a waiver thereof. The parties expressly warrant that the individuals who sign below are authorized to bind them.

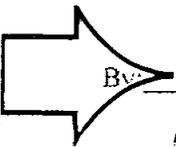
Article 14. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

Article 15. Visual Inspection Disclaimer. This Contract is based upon a visual inspection of the Tank. The Owner and the Company hereby acknowledge and agree that a visual inspection is intended to assess the condition of the Tank for all patent defects. If latent defects are identified once the tank has been drained for repairs, the Owner agrees and acknowledges that the Company shall not be responsible to repair the latent defects unless the Owner and the Company renegotiate the annual fees. The definition of a "latent defect" shall be any defect of the Tank which is not easily discovered (e.g., corrosion of the floor plates, damage to the roof of the tank which is not clearly visible during the visual inspection, etc.). **This clause is only valid for the initial upfront renovation and does not pertain to future inspections or future renovations. The Company will be responsible for all future repairs.**

This Contract signed this 3rd day of January, 2012.

OWNER:

City of Portland

By: 

James E. Barnes

Title: Mayor

Print Name: James E. Barnes

Witness

Maryue S. Miller

Seal:

COMPANY:

Utility Service Co., Inc.

By:

Michael J. Lewis

Title: Senior Vice President

Print Name: Michael J. Lewis

Witness

Regina Arthen

Seal:

SIGN

SCHEDULE A

Initial Scope of Work

Exterior Overcoat (Schedule in 2014)

1. All exterior surfaces must be pressure washed with a minimum of 4,000 P.S.I. washer to remove any surface contamination.
2. All rusted areas must be Hand/Power tool cleaned per SSPC-SP2, SP3 cleaning methods.
3. All rusted or bare areas must be spot primed with a rust inhibitive metal primer.
4. One (1) full intermediate coat of a Tnemec compatible Series coating shall be applied to the complete exterior surfaces (100%) at the manufacturer's recommended thickness.
5. One (1) full finish coat of a Tnemec compatible Series coating shall be applied to the complete exterior surfaces (100%) at the manufacturer's recommended thickness.
6. Retrace Logos
7. Paint all Concrete Foundations

Repairs (Scheduled in 2012)

1. Install Access Ladder Cable Safety Climb Device
2. Remove Cathodic Protections and Seal Holes
3. Install Grease Seals on Anchor Chairs
4. Seal Vent Gap
5. Install an Active PAX Mixing System
6. Touch up Wet Interior

Interior Wet Specifications (Scheduled in 2016)

1. The complete interior (100%) shall be abrasive blast cleaned to SSPC-SP No. 10 "Near White" finish.
2. After abrasive cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
3. A high build epoxy liner manufactured by the Tnemec Company shall be applied as follows:
 - a. Primer Coat: One [1] complete coat of Tnemec Series N140 Epoxy or equivalent shall be applied to achieve a dry film thickness of 3 to 5 mils.
 - b. Finish Coat: One [1] complete finish coat of Tnemec Series N140 Epoxy or equivalent shall be applied to achieve a dry film thickness of 4 to 6 mils.
 - c. Contrasting Color: Each coat of epoxy paint shall be of contrasting color.
 - d. Stripe Coat: One additional coat of epoxy shall be applied by brush and roller to all weld seams.
4. After the liner has properly cured, the interior surfaces shall be disinfected per A.W.W.A. Spray Method No. 2 (200 PPM).
5. The spent abrasive media shall be tested per TCLP-(8) Heavy Metals as mandated by the State.
6. Once the tests results confirm the non-hazardous status of the wastes, the spent abrasive shall be disposed of properly.
7. The Tower shall be sealed and made ready for service.

Interior- Dry Overcoat (Scheduled in 2014)

1. All interior dry surfaces must be pressure washed with a minimum of 4,000 P.S.I. washer to remove any surface contamination.
2. All rusted areas must be Hand/Power tool cleaned per SSPC-SP2, SP3 cleaning methods.
3. All rusted or bare areas must be spot primed with a rust inhibitive metal primer.
4. One (1) full finish coat of a Tnemec compatible Series coating shall be applied to complete interior dry surfaces (100%) at the manufacturer's recommended thickness.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-15

**A RESOLUTION APPROVING MICHIGAN PAVEMENT MARKING LLC'S
BID FOR 2013 STREET PAINTING**

WHEREAS, last year the City issued a joint RFP for pavement marking with the City of Ionia and the City of Belding hoping to get more competitive pricing for the 2012 season; and

WHEREAS, the City of Portland portion of the low bid for the 2012 season was Michigan Pavement Marking with a bid of \$9,241 which was \$481.65 higher than the 2011 bid of \$8,759.35; and

WHEREAS, the Ionia County Road Commission 2012 bid for pavement marking had a low bid from M & M Pavement Marking who agreed to extend that bid price to Portland, Ionia, and Belding and the City Council approved awarding the work to M & M Pavement Marking for an amount not to exceed \$8,851.11, which was \$389.89 less than the City of Portland's price under the Cities' combined bid; and

WHEREAS, the Ionia County Road Commission has negotiated and extension of last year's Contract with M&M Pavement Marking for the 2013 season; and

WHEREAS, the City issued its own RFP for pavement marking hoping to get more competitive pricing for the 2013 season; and

WHEREAS, the City received three bids, copies of which are attached as Exhibit A, and staff recommends award the 2013 pavement marking work to the low bidder, Michigan Pavement Marking LLC for an amount not to exceed \$8,406.34.

WHEREAS, there are sufficient funds budgeted in the Major Street Fund to cover the cost of this proposal.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves Staff's recommendation and award the work to the lowest bidder Michigan Pavement Marking LLC for an amount not to exceed \$8,406.34.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 4, 2013

Monique I. Miller, City Clerk

Solicitation For Sealed Bids

The Portland Dept. of Public Works, 451 Morse Dr, Portland MI 48875 is accepting bids for the following:

Street Painting

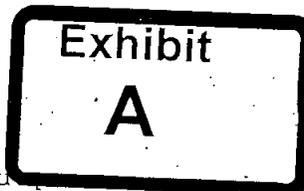
Bids will be accepted beginning January 15, 2013 and ending February 4, 2013 at the close of the business day. The City of Portland reserves the right to accept the bid as a whole or In part. Please bid each item separately and submit on the form provided.

Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Royal Thomason, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

The following specifications must be included in the bid price:

Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	78,724'	Waterborne	0.04	3148.96
Skip Yellow	6,594'		0.05	329.70
Solid White-Lane Lines	1,492'		0.04	59.68
Skip White	780'		0.05	39.00
Solid White	34,480'		0.04	1379.20
21' Parking Stalls	110		2.00	220.00
18' Parking Stalls	85		2.00	170.00
4" Blue Line	330'		1.00	330.00
Handicap Symbols	5		10.00	50.00
Left Turn Arrows	10		25.00	250.00
Right Turn Arrows	6		25.00	150.00
Combination Arrows	3		40.00	120.00
ONLY Symbols	8		25.00	200.00
24" Stop Bar	518'		1.00	518.00
6" Cross Walk	3,326'		0.30	997.80
12" Cross Walk Pads	888'		0.50	444.00
			TOTAL	8406.34

Michigan Pavement Markings LLC
 616-261-3111
 Shannu Niebauer



Solicitation For Sealed Bids

The Portland Dept. of Public Works, 451 Morse Dr, Portland MI 48875 is accepting bids for the following:

Street Painting

Bids will be accepted beginning January 15, 2013 and ending February 4, 2013 at the close of the business day. The City of Portland reserves the right to accept the bid as a whole or in part. Please bid each item separately and submit on the form provided.

Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Royal Thomason, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

The following specifications must be included in the bid price:

Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	78,724'		.039	3070.24
Skip Yellow	6,594'		.039	257.17
Solid White-Lane Lines	1,492'		.039	58.19
Skip White	780'		1.050	390.00
Solid White	34,480'		.039	1349.72
21' Parking Stalls	110		4.00	440.00
18' Parking Stalls	85		4.00	340.00
4" Blue Line	330'		.30	99.00
Handicap Symbols	5		5.00	25.00
Left Turn Arrows	10		30.00	300.00
Right Turn Arrows	6		30.00	180.00
Combination Arrows	3		40.00	120.00
ONLY Symbols	8		30.00	240.00
24" Stop Bar	518'		1.50	777.00
6" Cross Walk	3,326'		.40	1330.40
12" Cross Walk Pads	888'		1.00	888.00
			TOTAL	89859.72

M-M PAVEMENT
MARKING

Solicitation For Sealed Bids

The Portland Dept. of Public Works, 451. Morse Dr, Portland MI 48875 is accepting bids for the following:

Street Painting

Bids will be accepted beginning January 15, 2013 and ending February 4, 2013 at the close of the business day. The City of Portland reserves the right to accept the bid as a whole or in part. Please bid each item separately and submit on the form provided.

Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Royal Thomason, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

The following specifications must be included in the bid price:

Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	78,724'	LF	.09	7,085.16
Skip Yellow	6,594'	LF	.09	593.46
Solid White-Lane Lines	1,492'	LF	.09	134.28
Skip White	780'	LF	.09	70.20
Solid White	34,480'	LF	.09	3,103.20
21' Parking Stalls	110	EA	2.50	275.00
18' Parking Stalls	85	EA	2.50	212.50
4" Blue Line	330'	LF	.30	99.00
Handicap Symbols	5	EA	25.00	125.00
Left Turn Arrows	10	EA	25.00	250.00
Right Turn Arrows	6	EA	25.00	150.00
Combination Arrows	3	EA	50.00	150.00
ONLY Symbols	8	EA	50.00	400.00
24" Stop Bar	518'	LF	.75	388.50
6" Cross Walk	3,326'	LF	.50	1,663.00
12" Cross Walk Pads	888'	LF	1.00	888.00
			TOTAL	15,589.30

ARMAN MEXICO, VICE PRESIDENT
 KENMARK, INC.
 P.O. Box 2
 DUCKLEY, MI 49620
 231-269-3777

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-16

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR AND CLERK TO SIGN AGREEMENT FOR SHERIFF'S OFFICE SERVICES BETWEEN THE CITY OF PORTLAND AND IONIA COUNTY

WHEREAS, the City Council previously approved an Agreement for Sheriff's Office Services so that Ionia County Deputies could be used to cover unfilled shifts so that the City could maintain 24/7 law enforcement coverage over the past year ; and

WHEREAS, the previously approved Agreement for Sheriff's Office Services expires on March 31, 2013; and

WHEREAS, the City anticipates that it will continue to have difficulty covering all of the shift necessary to maintain 24/7 coverage with its own law enforcement officers over the next year due to turnover, work limitations, and time off requests; and

WHEREAS, the City has solicited a new Agreement for Sheriff's Office Services for 2013-2014, a copy of which is attached as Exhibit A, so that Ionia County Deputies could be used to cover unfilled shifts and gaps in coverage; and

WHEREAS, the hourly rate in the Sheriff's Office Services Agreement for 2013-2014 is \$39.27 which is \$1.14 higher per hour (slightly less than 3%) than the prior contract, largely due to increases in health care costs paid by the County; and

WHEREAS, the hourly rate in the Sheriff's Office Services Agreement for 2013-2014, a copy of which is attached as Exhibit A, is the same as the rate that is used in a contract with the Village of Saranac and is less than the overtime rate for Portland Police Officers.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes, and directs the Mayor and Clerk to sign the proposed Sheriff's Office Services Agreement for 2013-2014, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 4, 2013

Monique I. Miller, City Clerk

**AGREEMENT FOR SHERIFF'S OFFICE SERVICES BETWEEN
THE CITY OF PORTLAND AND THE COUNTY OF IONIA**

THIS AGREEMENT is made this 1st day of April, 2013 to March 31, 2014, between the City Of Portland (City) and the COUNTY OF IONIA (County), with reference to the following facts and circumstances.

1. **DUTIES OF THE COUNTY.** The County, through the Office, shall provide the City with the following:

- A. One (1) deputy with a fully equipped Sheriff's Office patrol vehicle will conduct policing activities within the city, which shall include, but not be limited to, vehicle patrol, foot patrol of downtown business area, and enforcement of ordinances of the City of Portland and the laws of the State of Michigan, within the corporation limits of the City.
- B. The total hours scheduled for the City in the performance of this Agreement commencing April 1, 2013, shall be as requested by the City and provided to the Sheriff's Office by the 1st of each month prior to services rendered.
- C. Deputies assigned to the City in the performance of this Agreement shall remain in the City at all times (this includes lunch hours and breaks) with the exception of times when outside of the City working on a City generated incident including arrest transports. If the Deputy is removed from the City to respond to an emergency the time outside the City would not be charged to the City.
- D. The deputy position will at all times be staffed by the County and the Sheriff's Office with staff that are qualified and trained in accordance with all requirements of a full-time police officer.

2. **DUTIES OF THE CITY.** The City agrees to the following:

- A. The City will remit monthly payments for actual hours performed by the Sheriff's Office in the service of this Agreement, according to a monthly invoice submitted by the County in accordance with the hourly rates as follows:

April 1, 2013 through March 31, 2014	\$39.27
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- B. The City will provide office space and telephone for on-duty officers to use for activities related to the services to be provided the City under this Agreement.

IN WITNESS WHEREOF, the County of Ionia has caused this Agreement to be executed by the Chairperson and the Clerk of the Board of Commissioners and the Sheriff of Ionia County and the City of Portland has caused this Agreement to be executed by its Mayor and Clerk.



WITNESSED

City of Portland

Date By: _____
James E. Barnes, Mayor

Date By: _____
Nikki Miller, Clerk

COUNTY OF IONIA

Date By: _____
Julie Calley, Chairperson
County Board of Commissioners

Date By: _____
Tonda Rich
County Clerk

Date By: _____
Dale Miller, Sheriff

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 19, 2013

In Council Chambers at City Hall

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

Absent: Council Member Krause

Guests: Tom Thelen of the Review & Observer

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

Motion by Calley, supported by VanSlambrouck, to approve the Proposed Revised Agenda.

Yeas: Calley, VanSlambrouck, Fabiano, Barnes

Nays: None

Absent: Krause

Adopted

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

Yeas: Calley, VanSlambrouck, Fabiano, Barnes

Nays: None

Absent: Krause

Adopted

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

City Manager Dempsey also reported MDOT has installed the box culvert under I-96 and the Trail-Detour signs have been taken down. The traffic controls for the detour have been left in place as the contractor will be back to re-close the Trail and begin the work from I-96 at the beginning of April.

City Assessor, Erik Litts, advised City Manager Dempsey that Assessment Notices would be mailed by the end of this week in order to provide the necessary 15-day notice before the first opportunity for property owners to appear before the Board of Review on March 11th.

Ambulance Director Phil Gensterblum and City Manager Dempsey have met with representative of Danby Township, the Village of Westphalia, Westphalia Township, the Village of Pewamo, Lyons Township, Orange Township and Portland Township to introduce Phil and to talk about upgrades to Ambulance Equipment and plans for the future. They will still be meeting with Sebewa Township on February 26th and will then meet with all of the customer communities on March 14th to discuss contract options for the upcoming 2013-2014 contract year.

The City has taken delivery of the 2004 Ambulance from Eastern Knox County *and is in the process of* removing the old identification and getting new decals for all of the ambulances. The new cot/gurney that Director Gensterblum and Andrew Rivard were able to barter for from the National Guard Station

in Battle Creek has been received. This trade saved the Ambulance service \$2,600 over the cost of a refurbished cot and \$4,000 over the cost of a new one.

Director Gensterblum is now looking into grant opportunities to replace the heart monitors that sell for \$30,000 each. If successful, the City would like to have all 3 ambulances set up as advanced life support rather than just 2 with 1 basic unit.

The Portland Area Fire Authority has hired John Baker as the new Fire Chief. Mr. Baker has worked in the Fire Department in the past and also works with the City's Police Department.

Under Presentations, DDA/Main Street Director Reagan gave a report on Downtown activities. The Design Committee is currently accepting bids for a proposed fence in Scout Park that would look very similar to the brick piers and fencing located along Maple Street. The fence would replace the wooden, split rail fencing that was pulled out approximately 1 year ago due to deterioration.

The Design Committee is also working with the City and the Electric Department to replace fixtures on a portion of street lights in the Downtown. Lower bases and upper bases will be replaced on the broken lights in the Downtown District. The City will be replacing some light fixtures along the River Trail and along Water Street, especially in front of Frosty Boy on the corner of Grand River Ave. and Water Street.

The 2013 Block Party will be held Saturday, May 18th and will feature a BBQ competition along with a petting zoo, live music, a party pavilion and inflatables for the kids.

A Building Basics Webinar was held Thursday, February 7th at City Hall. This was a kick-off point for the Design Committee to select downtown buildings to receive design services intended to facilitate the rehabilitation of a building's façade. Any building located within the Main Street District is eligible to receive the no-cost design services that include a schematic drawing of the proposed façade improvement, paint samples, and other information to assist with the improvements. The design services are provided by the State Historic Preservation Office in the Michigan State Housing Development Authority.

Under New Business, the Council considered Resolution 13-10 to approve a Housing and Urban Development Section 3 Handbook. The City held an informational meeting to answer questions and determine the level of interest in developing an application for a Michigan State Housing Development Authority (MSHDA) Downtown Rental Rehabilitation Grant and found interest in the program. The grant program assists downtown property owners with the development or rehabilitation of residential units on the second floor of commercial buildings in the downtown by providing a five-year no interest loan which is forgivable after the apartment is offered for rent for a five-year affordability period. MSHDA's Downtown Rental Rehabilitation Program uses Federal funds that require recipients to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u and 24 CFR Part 135) by providing preference for new employment, training, and contracting opportunities created from the usage of those funds to low-and very-low income residents of the community where funds are spent and the businesses that substantially employ these persons. Section 3 is the legal basis for providing jobs for residents and awarding contracts to businesses in the area receiving HUD funds. It is the means by which HUD fosters economic development, neighborhood economic improvement, and individual self-sufficiency. Wherever HUD financial assistance is expended for housing or community development, to the greatest extent feasible, economic opportunities are provided to Section 3 residents and businesses in that area. MSHDA requires communities that participated in the

Downtown Rental Rehabilitation Program to have an approved Section 3 Handbook to implement these policies.

Mayor Pro-Tem VanSlambrouck inquired if this was a new requirement since the last time this program was taken advantage of in Portland.

City Manager Dempsey stated it has been a requirement but there is more scrutiny now.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 13-10 approving a Housing and Urban Development Section 3 Handbook.

Yeas: VanSlambrouck, Calley, Fabiano, Barnes

Nays: None

Absent: Krause

Adopted

The Council considered Resolution 13-11 to approve a Request for Proposals (RFP) for a third party administrator to apply for and administer MSHDA's Downtown Rental Rehabilitation Program in the City of Portland. The third party administrator is paid for out of grant funds. MSHDA required communities that use a third party administrator to issue a RFP that includes the criteria for selection.

Motion by Calley, supported by VanSlambrouck, to approve Resolution 13-11 approving a Request for Proposals for a third party administrator to apply for and administer MSHDA's Downtown Rental Rehabilitation Program in the City of Portland.

Yeas: Calley, VanSlambrouck, Fabiano, Barnes

Nays: None

Absent: Krause

Adopted

The Council considered Resolution 13-12 to approve Staff's recommendation to approve a capacity purchase through the Michigan Public Power Agency (MPPA). The City is a member of the MPPA and 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 its members with the necessary electricity to support the grid. MPPA has advised City Staff they need to go out for bids for additional capacity for members at the end of the month and that Portland is projected to need an additional 0.7 MW of capacity for the period of June 2013 through May 2014. City Staff is recommending the Council authorize Electric Superintendent Hyland or City Manager Dempsey to sign an authorized Member Representative letter to approve a capacity purchase through the MPPA for a cost not to exceed \$0.80/KW per month which calculates out to \$6,720 for the year. City Staff believes the price should come in at about half that price but has requested the authority at \$0.80 to ensure a deal can be transacted to avoid having to purchase capacity at the MISO auction price which is expected to be higher.

Motion by Fabiano, supported by VanSlambrouck, to approve Resolution 13-12 approving Staff's recommendation to approve a capacity purchase through the Michigan Public Power Agency.

Yeas: Fabiano, VanSlambrouck, Calley, Barnes

Nays: None

Absent: Krause

Adopted

The Council considered Resolution 13-13 to approve setting the mileage charge for ambulance services at the allowable Blue Cross Blue Shield (BCBS) mileage rate. BCBS has increased the allowable mileage rate for ambulance service to \$12.14 per mile. Staff recommends the City Council approve the BCBS rate as an index for the ambulance services mileage charge so the service will always collect the maximum allowable rate from BCBS.

Motion by Fabiano, supported by Calley, to approve Resolution 13-13 approving setting the mileage charge for ambulance service at the allowable Blue Cross Blue Shield mileage rate.

Yeas: Fabiano, Calley, VanSlambrouck, Barnes

Nays: None

Absent: Krause

Adopted

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

Yeas: Calley, VanSlambrouck, Fabiano, Barnes

Nays: None

Absent: Krause

Adopted

Motion by Calley, supported by Fabiano, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on February 4, 2013, payment of invoices in the amount of \$99,019.82 and payroll in the amount of \$96,052.37 for a total of \$195,072.19. There were no purchase orders over \$5,000.00.

Yeas: Calley, Fabiano, VanSlambrouck, Barnes

Nays: None

Absent: Krause

Adopted

Under Council Comments, Council Member Fabiano reported the Portland Area Fire Authority had completed its interview process to hire a new Fire Chief. There were 5 candidates; they were all close in their scoring. John Baker scored the best and was therefore offered the position. He has accepted and will start on Monday, February 25th.

Mayor Barnes stated his appreciation for the efforts of the Board and securing the services of Mr. Baker.

Mayor Pro-Tem VanSlambrouck stated the VFW will hold a fund raiser on Friday, February 22nd to restore the floor throughout the building. Dinner will be served from 5:00 – 8:00 P.M. Music will begin at 6:00 P.M.

Council Member Fabiano explained his rugged appearance. He has joined a fund raising campaign to fight children's cancer. Those participating have pledged to not cut their hair. Their heads will be shaved on March 10th. He is currently taking pledges for the St. Baldrick's Foundation.

Mayor Barnes reported that the review process of City Manager Dempsey has recently been completed. He scored very well with some areas for improvement; as is to be expected of anyone. This past January marked 10 years of City Manager Dempsey being with the City of Portland. Mayor Barnes expressed his pleasure with the City Manager's performance.

Mayor Barnes extended a welcome to new Fire Chief John Baker.

Mayor Barnes commented he was contacted by the Mayor of Hastings; they are interested in participating in a Mayor Exchange with Portland. The rest of the Council concurred with this. The Mayor Exchange will be planned to take place in May.

Mayor Barnes noted the passing of Brad Foltz and extended his condolences to the family. Mr. Foltz was a genuinely great guy and will be missed in the community.

The Council adjourned to Closed Session at 7:32 P.M.

The Council returned from Closed Session at 8:35 P.M.

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

Yeas: Fabiano, VanSlambrouck, Calley, Barnes

Nays: None

Absent: Krause

Adopted

Meeting adjourned at 8:35 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the February 19, 2013 City Council Meeting

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

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

Absent – Council Member Krause

Presentation - DDA/Main Street Director Reagan gave a report on Downtown activities.

Approval of Resolution 13-10 approving a Housing and Urban Development Section 3 Handbook.

All in favor. Approved.

Approval of Resolution 13-11 approving a Request for Proposals for a third party administrator to apply for and administer MSHDA's Downtown Rental Rehabilitation Program in the City of Portland.

All in favor. Approved.

Approval of Resolution 13-12 approving Staff's recommendation to approve a capacity purchase through the Michigan Public Power Agency.

All in favor. Approved.

Approval of Resolution 13-13 approving setting the mileage charge for ambulance service at the allowable Blue Cross Blue Shield mileage rate.

All in favor. Approved.

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

Council went into Closed Session at 7:32 P.M.

Council returned from Closed Session at 8:35 P.M.

Adjournment – Motion by Fabiano, supported by VanSlambrouck, to adjourn the regular meeting at 8:35 P.M.

All in favor. Adopted.

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

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
DONALD CHILDS	02008	OFFICIALS - RECREATION	80.00
BARYAMES CLEANERS INC	01692	DRY CLEANING COSTS - POLICE	42.90
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	395.30
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	8.90
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	50.58
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	489.26
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	2.55
CHEEKY MONKEYS	01782	COFFEE/LUNCH - POLICE	46.08
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECRIE	15,000.00
TIM KRIZOV	01897	UNIFORM ALLOWANCE - WASTE WTR	161.09
STATE OF MICHIGAN	00428	REGISTRY TOKENS - POLICE	66.00
MODERN MARKETING INC.	01755	PENCILS FOR SCHOOL PROGRAMS - POLICE	372.50
POLICE TECHNICAL	MISC	CELL PHONE INVESTIGATION TRAINING-POLICE	350.00
RESCO	00392	DISCONNECTS - ELECTRIC	480.00
RESCO	00392	SPLIT BOLTS-ELECTRIC	227.26
RESCO	00392	ELBOWS - ELECTRIC	472.00
RESCO	00392	ELBOWS - ELECTRIC	472.00
RESCO	00392	REELS OF WIRE - ELECTRIC	27,291.60
WESTPHALIA TOWNSHIP-FIRE DEPT.	00481	AIRCRAFT DISASTER DRILL - AMBULANCE	500.00
WMCJTC ATTN: LORI BOEVE	01911	TRAINING - POLICE	50.00
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	3,042.28
AT&T	00686	TELEPHONE SVC- WASTE WTR	52.98
AT&T	00686	TELEPHONE SVC- WASTE WTR	166.43
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES -WASTE WTR,MOTOR POOL	70.94
VERIZON WIRELESS	00470	TELEPHONE SVC-CODE,ELEC,WW,WTR,M POOL	128.82
TELNET WORLDWIDE INC.	02066	PHONE SVC - CITY HALL	495.60
IONIA CONSERVATION DISTRICT	00213	WHITE PINE/MAPLE SEEDLINGS-PARKS	112.00
APEX SOFTWARE	00876	MAINTENANCE RENEWAL - ASSESSOR	215.00
DOUG LOGEL	MISC	REIMB FOR REPROGRAMMING PLECTRUM - AMB	100.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KEUSCH SUPER SERVICE	00228	BATTERY FOR MINI EXCAVATOR-ELECTRIC	109.95
BRIAN KRIEGER	00568	OFFICIALS - RECREATION	80.00
BRYAN SCHEURER	00600	OFFICIALS - RECREATION	80.00
NICHOLAS NURENBERG	02039	OFFICIALS - RECREATION	180.00
RYAN WILCOX	01734	OFFICIALS - RECREATION	220.00
FRED KRAMER	00564	OFFICIALS - RECREATION	120.00
JORDAN RUSSELL	01377	OFFICIALS - RECREATION	240.00
MARTI SCHRAUBEN	02076	OFFICIALS - RECREATION	60.00
BRUCE ELLIOTT	02017	OFFICIALS - RECREATION	60.00
TYON HARRIS	02083	OFFICIALS- RECREATION	80.00
MAURICE LITTLEJOHN	02088	OFFICIALS - RECREATION	160.00
TODD SCHAEFFER	02158	OFFICIALS - RECREATION	80.00
DONALD CHILDS	02008	OFFICIALS - RECREATION	80.00
REGGIE TOWNSEND	02168	OFFICIALS - RECREATION	120.00
MIKE FULLER	01801	OFFICIALS - RECREATION	60.00
JODI WOODMAN	02006	OFFICIALS - RECREATION	60.00
MANDY SIMON	02084	OFFICIALS - RECREATION	100.00
ALLISON RUSSELL	01954	SCOREKEEPERS - RECREATION	42.00
SHELBI WILCOX	01439	SCOREKEEPERS - RECREATION	21.00
ALYSSA PUNG	02160	SCOREKEEPERS - RECREATION	49.00
ZACH GUSTAFSON	02161	SCOREKEEPERS - RECREATION	63.00
RHET SCHRABUEN	02162	SCOREKEEPERS - RECREATION	42.00
LAUREN RUSSELL	02134	SCOREKEEPERS - RECREATION	77.00
JOHN DEERE FINANCIAL	01818	PARTS, SUPPLIES - ELECTRIC, MTR POOL	260.78
WARD'S GARAGE	00475	TIRE BALANCE - MOTOR POOL	20.00
RIETH-RILEY CONSTRUCTION CO.	00395	BLACKTOP - MAJ STS, LOC STS	94.05
POWER LINE SUPPLY COMPANY	00389	TEST & REPAIR GLOVES/SLEEVES - ELECTRIC	495.00
KENDALL ELECTRIC	00225	SPADES - ELECTRIC	79.73
MUNICIPAL SUPPLY CO.	00324	MARKING PAINT - ELECTRIC	48.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
DUANE CROSS	00642	EXTENDED PHILLIPS BITS - WATER	10.80
KATHY'S CLEANING	01684	CLEANING SERVICES - CITY HALL	720.00
DOUGLAS SHERMAN	00414	REIMB FOR RENEW OF EDL-WASTE WTR	78.00
ENVIRONMENTAL WASTE & RECOVERY SVC	02078	REMOVE 12 DRUMS OF AST LIQUID WASTE-ELEC	1,145.00
FLEIS & VANDENBRINK	00153	2012 BRIDGE INSPECTION SVC- MAJ STS	6,200.00
PHIL GENSTERBLUM	00164	REIMB FOR INK CART & FUEL - AMBULANCE	256.95
KENDALL ELECTRIC	00225	HOLE LUGS - ELECTRIC	410.68
KEUSCH SUPER SERVICE	00228	TIRES FOR BUCKET TREE TRUCK -ELECTRIC	950.00
LANSING TRANSMISSION	00709	TRANS REPAIR & LABOR - MOTOR POOL	1,995.80
MARK WOODMAN PLUMBING & HEATING	01816	INSTALL BACKFLOW PREVENTION-ELECTRIC	1,151.86
MICTA	01536	MICTA ANNUAL DUES - GENERAL	100.00
MRE SERVICES, INC.	00318	JANUARY COMPUTER SERVICES- VARIOUS DEPTS	2,264.49
MUZZALL GRAPHICS	00326	LETTER HEAD PAPER - VARIOUS DEPTS	631.00
MUNICIPAL SUPPLY CO.	00324	METER HORN, TAIL PIECE- WATER	206.02
NORTH AMERICAN ELECTRIC RELIABILITY	00985	NERC ASSMNT, RFC ASSMNT-ELECTRIC	236.12
OTIS ELEVATOR	00970	ELEVATOR SERVICES - CITY HALL	506.61
REFLECTIONS PHOTOGRAPHY	02013	DADDY DAUGHTER PHOTOS - RECREATION	573.00
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY INSPEC 30%FILTERS-CITY HALL	713.00
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	60.40
Total:			\$72,333.31

BI-WEEKLY
WAGE REPORT
March 4, 2013

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	7,879.11	154,799.63	6,774.29	88,307.42	243,107.05
ASSESSOR	1,050.75	21,094.80	351.26	6,029.20	27,124.00
CEMETERY	1,643.62	48,865.87	839.74	16,899.91	65,765.78
POLICE	12,614.07	225,665.19	11,674.54	87,144.17	312,809.36
FIRE	-	3,046.00	-	233.02	3,279.02
CODE ENFORCEMENT	1,309.17	29,100.09	1,214.43	9,311.72	38,411.81
PARKS	1,142.68	40,228.35	614.86	10,631.00	50,859.35
INCOME TAX	1,324.18	25,415.37	1,609.02	19,371.13	44,786.50
MAJOR STREETS	3,778.17	55,319.68	3,800.72	41,926.18	97,245.86
LOCAL STREETS	1,887.70	36,667.07	2,000.13	28,462.06	65,129.13
RECREATION	1,925.92	36,689.84	1,312.94	17,738.78	54,428.62
AMBULANCE	5,709.90	168,725.42	2,143.37	60,727.54	229,452.96
DDA	1,584.55	28,386.59	596.78	8,692.13	37,078.72
ELECTRIC	13,976.95	284,726.39	12,199.36	165,003.06	449,729.45
WASTEWATER	7,889.16	143,388.10	6,411.54	85,663.07	229,051.17
WATER	4,428.75	93,903.28	3,244.00	48,976.45	142,879.73
MOTOR POOL	2,401.82	41,789.89	2,872.80	33,837.43	75,627.32
TOTALS:	70,546.50	1,437,811.56	57,659.78	728,954.27	2,166,765.83

BI-WEEKLY CASH BALANCE ANALYSIS
3/4/2013

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	502,503.47	7,281.54	55,034.30			454,750.71	235,000.00	689,750.71
INCOME TAX	9,340.21	5.00	3,399.67			5,945.54	10,000.00	15,945.54
MAJOR STREETS	188,441.75		13,825.91			174,615.84	-	174,615.84
LOCAL STREETS	33,584.69	133.15	3,934.86			29,782.98	-	29,782.98
RECREATION	(1,004.86)	12,323.00	6,090.66	3,531.94		8,759.42	-	8,759.42
AMBULANCE	37,280.45	98,366.04	10,193.50			125,452.99	-	125,452.99
REFUSE COLLECTION	17,250.34	5,477.44	0.75			22,727.03	-	22,727.03
ELECTRIC	47,534.64	294,112.33	180,437.15			161,209.82	605,000.00	766,209.82
WASTEWATER	26,400.67	43,638.55	15,463.79			54,575.43	-	54,575.43
WATER	534,766.46	29,015.41	8,492.61			555,289.26	420,000.00	975,289.26
MOTOR POOL	58,187.64		7,741.31			50,446.33	-	50,446.33
DDA	61,456.69	2.44	23,440.77			38,018.36	-	38,018.36
TOTALS:	1,515,742.15	490,354.90	328,055.28	3,531.94	-	1,681,573.71	1,270,000.00	2,951,573.71
						ELECTRIC-RESTRICTED CASH	325,000.00	325,000.00
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00
						PERPETUAL CARE CD	130,000.00	130,000.00
						SUMMER REC SAVINGS-transferred to recreation account		
						INCOME TAX SAVINGS	578,004.25	578,004.25
						ELECTRIC-PRIN & INT ESCROW	320,421.61	320,421.61
						WASTEWATER BOND PROCEEDS	374.68	374.68
						WASTEWATER -DEBT ESCROW	112,463.81	112,463.81
						WASTEWATER-REPAIR ESCROW	35,243.18	35,243.18
						DDA-PRIN/INT ESCROW	119,922.39	119,922.39
							3,061,429.92	4,743,003.63

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

PURCHASE ORDER

CITY OF PORTLAND

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

TO Municipal Supply Co

SHIP TO Water

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
2-19-13		591-441-935			13-221
QUANTITY	DESCRIPTION			PRICE	AMOUNT
1	Trimble Ranger 3 Handheld				6,500 ⁰⁰
	How for Council approval				
	hf				

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

[Signature]
AUTHORIZED SIGNATURE

ORIGINAL

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

QUOTE



Municipal Supply Co.

STREET & WATER SUPPLIES

Quote #: QTE09398

Date: 2/15/2013

Showroom/Warehouse Industrial Drive, Bld #1 Portland, MI 48875	PH. 517 647-6597 FAX 517 647-2007	Mailing Address P.O. Box 470 Portland, MI 48875
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Bill To: CITY OF PORTLAND
 259 KENT ST
 PORTLAND MI 48875-1495

Ship To: CITY OF PORTLAND
 259 KENT ST
 PORTLAND MI 48875-1495

Job Site:

P.O. Number	Acct #	Salesperson	Shipping Via	Terms	Req. Ship Date
	POR101	B.W.	COURIER	Net 30	0/0/0000

Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
1	183-TDSHANDHELD	Trimble Ranger 3 Handheld w/Internal ME Transrecci PRICING IS BEING HELD BECAUSE YOU PURCHASED THE ORION PROGRAM AND TRAINING. NORMAL PRICING FOR A SECOND UNIT WOULD BE \$7250.00.	EACH	6,500.00	\$6,500.00

Subtotal	\$6,500.00
Shipping/Handling	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Total	\$6,500.00

Minutes of the Downtown Development Authority Regular Meeting
City of Portland
Held on January 17, 2013
In Council Chambers at City Hall

Members Present: Dumas, Briggs, Blastic, Antaya, Dempsey, Sunstrum

Absent: Barnes, Smith, VanSlambrouck, Urie, Clement

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

The meeting was called to order at 3:37 P.M. by Chair Dumas.

Motion by Antaya, supported by Briggs, to approve the Agenda as presented.
All in favor. Adopted.

Motion by Sunstrum, supported by Antaya, to approve the Minutes of the December 20, 2012 Regular Meeting as presented.
All in favor. Adopted.

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

There were no Old or New Business on the Agenda.

Under the Director's Report, Director Reagan reported that a Rental Rehabilitation Meeting will be held in the City Council Chambers on Tuesday, January 22nd at 6:30 P.M. The purpose of the meeting is to find building owners interested in loft apartments in their buildings.

A "Building Basics" webinar will be held in the Executive Conference Room at City Hall at 8:30 A.M. on Thursday, February 7th. This meeting will be the kick-off to the façade grant process.

The National Main Street Conference will be held in New Orleans, Louisiana April 14th – 16th.

The application for the Great American Main Street Award (GAMSA) was submitted; should hear the results sometime in March.

Under Committee Updates, Director Reagan reported the Design Committee is working on a fencing project in Scout Park. The old fencing was removed due to deterioration. The committee is looking at replacing it with metal fencing that would match other in the Downtown.

The Economic Revitalization Committee will host the Rental Rehabilitation Meeting on January 22nd.

The Organization and Finance Committee continues its publication efforts with the "On the Street" Newsletter. Many thanks were sent to Julie Clement for all of her efforts in publishing

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

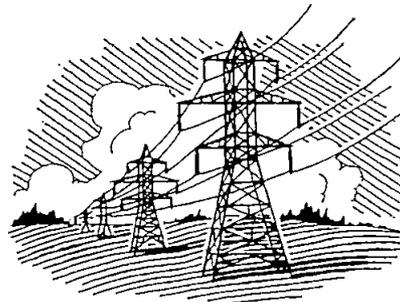
February 1, 2013
January 1-31, 2013

HYDRO GENERATION	102,600		
DIESEL PRODUCTION	0		
Kwh Purchased	3,157,389	Amount Paid	\$ 206,919.89
Total Kwh Purchased	3,157,389	Total Dollars Paid	\$ 206,919.89

Kwh Billed		Dollars Billed	
Residential	1,656,752	PCA Billed	\$ 13,494.23
Commercial	733,778	Residential	\$ 171,531.37
Large General	949,580	Residential EO Charge	\$ 2,865.82
City St. Lites Metered	36,139	Geothermal Discount	\$ (246.08)
St. Lites Unmetered		Commercial	\$ 77,853.14
Rental Lights		Commercial/LG EO Charge	\$ 2,507.76
Demand	2,443	Large General	\$ 64,940.55
Total Kwh Billed	3,378,692	Large EO Charge	\$ 18.40
Arrears after billing	\$ 5,364.14	City St. Lights Metered	\$ 3,009.55
Penalties Added	\$ 1,671.76	St. Lights Unmetered	\$ 1,543.05
Arrears end of month	\$ 38,501.33	Rental Lights	\$ 259.59
Fuel Cost Billed	\$ 11,401.80	Demand	\$ 14,359.94
Amount Collected	\$ 301,489.20	Tax	\$ 13,055.84
Total Adjustments	\$699.16	Total Dollars Billed	\$ 365,193.16
		Power Cost Adj.	.00404

Residential Customers	2,135
Commercial Customers	308
Large General	17
Total Customers	2,460

02/05/13



CITY OF PORTLAND
February-13

WATER DEPARTMENT REPORT

MONTH	Jan-13	PERIOD COVERED	January 1-31, 2013
Customers Billed		Penalties Added	\$ 343.14
City	1,796	Dollars Collected	\$ 45,161.21
Rural	27	Arrears at end of Month	\$ 7,089.37
Total Customers	1,823	Adjustments	\$ 461.27
		Gallons Pumped	8,539,000
		Hydrant Flusing/Rental (unmetered)	0 (water leak)
Gallons Billed		Dollars Billed	
City	9,136,511		\$ 46,445.58
Rural	158,700		\$ 1,597.77
Total	<u>9,295,211</u>		<u>\$ 48,043.35</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,757	Dollars Billed	\$ 67,608.34
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 67,608.34

Penalties Added	\$ 535.53
Dollars Collected	\$ 64,495.38
Arrears at end of Month	\$ 9,889.74
Adjustments	\$ 539.12
Gallons Treated per Million	9.90



City Of Portland
 Water Department
 Monthly Water Report
 February 2013

Monthly Water Production		Daily Water Production	
Well #4	7,839,000 Gallons	Well #4	279,964 Gallons
Well #5	0 Gallons	Well #5	0 Gallons
Well #6	0 Gallons	Well #6	0 Gallons
Well #7	2,000 Gallons	Well #7	71 Gallons
Daily Average Water Production For All Wells		280,035	Gallons
Total Water Production For The Month		7,841,000	Gallons
Total Water Production For The Previous Month		8,539,000	Gallons
Total Production Decreased By		698,000	Gallons
Total Production For This Month From The Previous Year		8,842,300	Gallons
Total Production Decreased By		1,001,300	Gallons

Kenneth L. Gensterblum
Water Technician

IONIA COUNTY BOARD OF COMMISSIONERS

“Collaborating For Safe, Strong and Healthy Communities”

Agenda
February 26, 2013
7:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of January 2013 - \$1,317,772.25
 - D. Approve payment of Health Fund bills - \$97,132.36
 - E.
- VIII. Unfinished Business**
 - A. Appointments
 - 1. Area Agency on Aging of Western Michigan Advisory Council – Fill vacant position expiring April 2013.
 - 2. Ionia County Substance Abuse Initiative – Fill vacant position in District #4
 - 3. Substance Use Disorder Advisory Council – Newly created Council - Two representatives with one of the two serving as an alternate designee
 - B. Action on PA116 – Read Trust
 - C.
- IX. New Business**
 - A. Request to fill Account Clerk Position in Treasurer’s Office
 - B. Recommendation for Appointment to Ionia County Joint Airport Zoning Board
 - C. Budget Amendments
 - 1. Animal Care and Control Department
 - 2. Sheriff Department – Secondary Road
 - 3. Sheriff Department – Community Corrections
 - 4. Health Department

- D. 2013 Capital Budget
- E.

- X. Reports of Officers, Boards, and Standing Committees
 - A. Chairperson
 - B. County Administrator

- XI. Reports of Special or Ad Hoc Committees

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

- XIII. Executive Session

- XIV. Adjournment

Board and/or Commission Vacancies

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

Appointments for consideration in the month of March 2013:

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

Appointments for consideration in the month of April 2013:

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