



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

7:00 p.m. Monday, March 18, 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>	Motion
	<b>V. <u>Presentations</u></b>	
7:20 PM	<b>A. DDA/Main Street Director Reagan – Downtown Report</b>	
	<b>VI. <u>Public Hearing(s) - None</u></b>	
	<b>VII. <u>Old Business</u></b>	
	<b>VIII. <u>New Business</u></b>	
7:25 PM	<b>A. Proposed Resolution 13-17 Approving the Michigan Main Street Program Community Requirements and Expectations Agreement</b>	Motion
7:28 PM	<b>B. Proposed Resolution 13-18 Approving Participation in the State Bid Process for Winter Road Salt 2013-2014</b>	Motion
7:30 PM	<b>C. Proposed Resolution 13-19 Approving the Park and Recreation Board’s Recommendation to Approve a Special Events Policy</b>	Motion
7:33 PM	<b>D. Proposed Resolution 13-20 Approving the Park and Recreation Board’s Recommendation to Approve a Ball Field Banner Program</b>	Motion
7:35 PM	<b>E. Motion to Go Into Closed Session to Discuss Strategy for Collective Bargaining (Requires a 2/3 Majority by Roll Call Vote)</b>	Motion
7:37 PM	<b>IX. <u>Consent Agenda</u>–</b>	Motion
	<b>A. Minutes &amp; Synopsis from the Regular City Council Meeting and Closed Session held on March 4, 2013</b>	
	<b>B. Payment of Invoices in the Amount of \$227,876.92 and Payroll in the Amount of \$101,033.41 for a Total of \$328,910.33</b>	
	<b>C. Purchase Orders to the Portland Area Fire Authority in the amount of \$21,059.98 for 4<sup>th</sup> Quarter Fire Services</b>	
	<b>X. <u>Communications</u>–</b>	
	<b>A. DDA Treasurer’s Report – March 14, 2013</b>	
	<b>B. Wastewater Treatment Plant Report for February 2013</b>	
	<b>C. Parks and Recreation Board Memo – March 13, 2013</b>	
	<b>D. Portland Area Fire Authority Minutes – February 11, 2013</b>	

**Estimated  
Time**

**Action  
Requested**

- E. Portland Area Fire Authority Minutes – March 13, 2013
- F. Portland Fire Department Alarms Report – February 2013
- G. Revenue-Expense Report – February 2013
- H. WOW! Cable Communication dropping RFD Channel
- I. Ionia County Board of Commissioners Agenda for March 12, 2013
- J. Ionia County Board of Commissioners Minutes for March 12, 2013
- K. Ionia County Board of Commissioners Agenda for March 19, 2013

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

7:40 PM

XI. **Other Business**

7:45PM

XII. **Council Comments**

8:15 PM

XIII. **Adjournment**

Motion

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 13-17

**A RESOLUTION APPROVING THE MICHIGAN MAIN STREET PROGRAM  
COMMUNITY REQUIREMENTS AND EXPECTATIONS AGREEMENT**

**WHEREAS**, the Michigan Main Street Program has a contract with the National Trust for Historic Preservation, National Main Street Center, in Washington D.C. to provide technical expertise, training, and services to designated Michigan communities; and

**WHEREAS**, the City of Portland Main Street Program is a designated community that has successfully completed all of the requirements and expectations at the Selected Level and has been accredited, by the Michigan Main Street Program; and

**WHEREAS**, the Michigan Main Street Program requires an agreement with accredited communities for the purpose of setting forth the requirements and expectations for the Local Main Street Program pursuant to its designation as a Master Michigan Main Street Community and pursuant to the contractual arrangement between the Michigan Main Street Program and the National Trust for Historic Preservation, National Main Street Center, in Washington D.C, a copy of which is attached as Exhibit A; and

**WHEREAS**, the City of Portland desires to continue its Michigan Main Street Program in the community.

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

1. The City Council approves, authorizes, and directs the City Manager to sign the Michigan Main Street Program Community Requirements and Expectations Agreement Master Level, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 18, 2013

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

# Michigan Main Street Program Community Requirements and Expectations Agreement

## Master Level

THIS AGREEMENT is entered into and executed by Michigan Main Street ("MMS"), whose address is 735 East Michigan Avenue, Lansing, MI 48909, and the Community of \_\_\_\_\_, County of \_\_\_\_\_, State of Michigan (the "Community") whose address (City, State, Zip Code) is \_\_\_\_\_, and its Local Program ("Local Program") whose address (City, State, Zip Code) is \_\_\_\_\_, each of such parties being a "Party" to this Agreement, for the purpose of implementing the MMS Program in the community.

WHEREAS, MMS has entered into a contract with the National Trust for Historic Preservation, National Main Street Center, Washington, D.C. (the "NTHP NMSC"), to provide technical expertise, training and services to designated Michigan communities;

WHEREAS, the Community and Local Program have successfully completed all requirements and expectations of the Selected Level (which is the initial level of participation in the MMS Program) and have been accredited based on the Ten Standards of Performance by the NTHP NMSC as outlined in Attachment 1;

WHEREAS, this Agreement is for the purpose of setting forth the MMS Program requirements and expectations for the Community's Local Program, pursuant to its designation as a Master Michigan Main Street Community and pursuant to contractual arrangements between the NTHP NMSC and MMS, so as to assist in the revitalization of the designated Local Program area of \_\_\_\_\_, Michigan;

NOW THEREFORE, in consideration of the foregoing mutual covenants and agreements contained herein, the parties have agreed to do as follows:

### SECTION I. The Community and its Local Program agree to these Minimum Participation Standards:

1. Employ a full-time (no less than forty (40) hours per week) program director for Local Program who will be responsible for the day-to-day administration of the Main Street program in the Community, and develop a job description to describe the duties for which the program director is responsible. During transition periods between program directors, Local Program must make all efforts to hire a new director within a reasonable amount of time. Generally, an interim director should be in place two months after a program director leaves and a full-time director should be in place six months after a director leaves.
2. Maintain an active Board of Directors and Committees, following the National Main Street 4-Point Approach (as set forth in Attachment 2), to actively lead

**Exhibit**

**A**

Local Program by developing work plans, utilizing volunteers, and successfully completing all stated programmatic activities.

3. Fund Local Program for the term of this Agreement at a level allowing for the full operation of the program. Funding must contain both dedicated funds by public entities and private contributions through fundraising activities.
4. Participate in all scheduled the MMS Program services (outlined in Section II of this Agreement). Travel expenses to any required sessions are the sole responsibility of Local Program. If the Community is temporarily without a program director or the program director is unable to attend, then a representative from the Community is required to attend in their place.
5. Submit complete and accurate monthly reports by the 10<sup>th</sup> of each month on the form provided by the MMS Program.
6. Submit complete and accurate annual reports by the 10<sup>th</sup> of August each year on the form provided by the MMS Program. (All such monthly and annual reports being hereinafter referred to as "**Reports.**")
7. Maintain a current membership in the National Main Street Center Network.
8. Continue to meet the Ten Standards of Performance set by the NTHP NMSC for accreditation, as outlined in Attachment 1. The Community must meet these standards at the end of each two-year period or this Agreement will be terminated and the Community will no longer be a MMS certified community. All rights associated with the Community's participation in the MMS Program will be revoked including the right to use the MMS Program name and logo.
9. Utilize the MMS Program name and logo with the MMS Program pre-approval. The use of the name and logo can be used for marketing materials, window signs, flags, letterhead, banners, pins, etc. The MMS Program name and logo are trademark protected. Any MMS road signs given to the Community by the MMS Program are property of the MMS Program and shall be returned if the Community is no longer a MMS Community. See Section III, Number 3, of this Agreement.
10. Maintain Local Program's boundaries and organization structure approved upon the Community's designation as a MMS community. Changes to either of these require MMS Program approval as it could affect the services provided to the Community.
11. Understand all requirements of this Agreement must be met regardless of changes within the Local Program, such as temporary displacement of program director. If requirements of this Agreement are not met, MMS Program services will be suspended, and a written warning to the Chairperson of the Board of Directors and program director will be issued requesting an explanation. Once requirements are met, MMS Program services will be reinstated. *If requirements continue to not be met, this Agreement will be terminated and Community will no*

longer be a MMS community. All rights associated with the Community's participation in the MMS Program will be revoked, including the right to use the MMS Program name and logo.

12. Assume full responsibility for all costs and expenses associated with the performance of the Local Program and the performance of its rights and responsibilities under this Agreement. The Community and the Local Program further acknowledge that the MMS Program is not responsible to the Community and the Local Program for any costs associated with this Agreement or the services provided under this Agreement, including but not limited to those costs or expenses incurred as a result of anticipated or actual participation in the MMS Program, the NTHP NMSC Program or pursuant to the Community's selection or participation as a MMS Community.

## **SECTION II. The MMS Program agrees to provide these services:**

1. Provide customized program training and technical assistance to each MMS Community. Training and technical assistance are anticipated as follows, but may be modified by the MMS Program, in its sole discretion, to meet programmatic needs:

### **Program Services provided to Master MMS Communities:**

- Manager Selection Assistance (C)\*
  - Board Training (C)\*
  - Manager Training (C)\*
  - Work Plan Training (C)\*
  - Committee Training (C)\*
  - Main Street Building Basic (C)\*
  - Design Services – remainder of services to the Community from Selected Level
  - MMS Quarterly Trainings
  - Branding Service (C)\*
  - Retail Merchandising (C)\*
  - Biennial Program Evaluations (C)\*
  - Accreditation w/ the National Main Street Center
  - MMS Listserv Opportunities
  - Mentoring Opportunities
  - Eligible for seat on MMS Advisory Committee
- 

\* (C) = Services provided within community

2. Conduct MMS Quarterly Forums statewide for program directors and Local Program volunteers. Specific forum training topics will vary and be based on the combined needs of all MMS Communities.
3. Conduct a Biennial Program Evaluation for each Master Level Local Program. In order to receive this service, the Community and Local Program must be in compliance with the above Minimum Participation Standards (Section II.1 above)

4. Conduct a Check-in Visit for each Master Level Local Program, to occur in alternating years with the above Biennial Program Evaluation (II.3). The year following acceptance of Local Program into the Master Level, the Check-in Visit will be performed in order to informally assess and advise Local Program. The next year, the Biennial Program Evaluation will occur, and the schedule will continue to alternate as such for the term of this Agreement.
5. Provide advice, information, and additional on-site assistance to the Community, Local Program, its staff, and its Board of Directors upon request by Local Program and subject to the MMS Program schedule, program constraints, staff availability, and costs associated with the request. MMS may request the assistance of other State or Federal agencies.
6. Provide one (1) Design 101 Training workshop and the remainder of Design Services not utilized during the Community's participation in the Selected Level. The Design Services may be scheduled according to the Community's needs with a maximum of three (3) services provided per year as long as Local Program is in compliance with this Agreement.
7. Invite all Master MMS communities to attend training and technical assistance opportunities in the other Selected or Master MMS Communities.
8. Accredite, on behalf of the NTHP NMSC, all eligible MMS communities that meet the above Minimum Participation Standards (Section II.1) and the NTHP NMSC Ten Standards of Performance outlined in Attachment 1.

**SECTION III. The PARTIES hereto otherwise agree as follows:**

1. **TERM OF THE AGREEMENT.** This Agreement, beginning January 1, 2013 shall remain in effect until such time as the "Termination or Cancellation" provisions hereof are invoked. All procedures for termination and cancellation are outlined below in Section III.17.
2. **CONFIDENTIAL INFORMATION.** Except for information provided to MMS at its request or as part of this Agreement, the Community, Local Program, and their employees, agents, and representatives shall not disclose, other than to the extent required by law, including without limitation, the Freedom of Information Act, any information or data, including but not limited to all materials furnished to the Community and/or Local Program by MMS ("Confidential Information") without the written consent of MMS. Confidential information does not include information that is already in the possession of, or is independently developed by, the Community and/or Local Program; becomes publicly available other than through breach of this Section; or is received by the Community and/or Local Program from a third party with authorization to make such disclosures or is released with MMS's prior written consent.

3. **LICENSING OF CERTAIN MARKS.** MMS grants to Local Program a license to utilize the MMS Program trade names, trademarks, logo, and/or service marks ("MMS Marks") for the express purpose of publicizing the Community's selection and involvement as a the MMS Program Community. Local Program's use of the MMS Marks shall be approved by MMS in advance of use.
4. **INTELLECTUAL PROPERTY RIGHTS.** Local Program acknowledges that it is being granted a limited license during the term of this Agreement by MMS hereunder to use the MMS Marks in accordance with the terms and conditions of this Agreement, and that no further or greater rights are granted in or to the MMS Marks. Local Program acknowledges that MMS owns all rights, title and interest in and to the MMS Marks and that it will do nothing inconsistent with MMS's ownership of the Marks.
5. **INDEMNIFICATION AND LIABILITY INSURANCE.** The Community and its Local Program shall indemnify, defend, and hold harmless MMS and its subsidiaries, agents, employees and contractors from any damages, liability, costs or expenses that it may sustain through the negligence or willful acts of the Community and/or its Local Program pertaining to the performance of this Agreement. The Community and its Local Program shall maintain such insurance as shall be necessary to protect MMS from claims that may arise out of or as a result of the Community's and/or Local Program's operations pursuant to this Agreement. The Community and/or Local Program will provide and maintain its own property damage insurance (written at not less than full replacement cost), workers compensation insurance (written for not less than any limits of liability required by law), and liability insurance (maintained at not less than \$1 million per occurrence, and \$5 million in the aggregate). MMS shall be listed as an additional named insured on all such insurance policies. The Community and Local Program shall provide to MMS periodic certificates of insurance to evidence the compliance with such insurance requirements, and, in any event, shall deliver such certificates to MMS within 10 days after request by MMS.
6. **TOTAL AGREEMENT.** This Agreement contains the entire agreement between the parties superseding any prior or concurrent agreements as to the services being provided, and no oral or written terms or conditions which are not contained in this Agreement shall be binding. This Agreement may not be changed except by mutual agreement of the parties, reduced to writing and signed.
7. **ASSIGNMENT/TRANSFER/SUBCONTRACTING.** Except as contemplated by the Agreement, the Community and its Local Program shall not assign, transfer, convey, subcontract, or otherwise dispose of any duties or rights under this Agreement without the prior specific written consent of MMS. Any future successors of the Community and/or Local Program will be bound by the provisions of this Agreement unless MMS otherwise agrees in a specific written consent.
8. **COMPLIANCE WITH LAWS.** The Community and Local Program shall comply with all applicable laws, ordinances, regulations, rules, orders, judgments, decrees or other requirements imposed by any governmental authority

(collectively, "laws"). The Community and/or Local Program is not, and will not during the term of this Agreement, be in violation of any laws to which it is subject, and will not fail to obtain any licenses, permits or other governmental authorizations necessary to carry out its duties hereunder.

9. **WAIVER.** A failure or delay in exercising any right with respect to this Agreement will not operate as a waiver unless otherwise stated in this Agreement, and will not excuse subsequent failures or delays, and a single or partial exercise of any right will not be presumed to preclude any subsequent or further exercise of that right, or the exercise of any other right, and will not be construed as an automatic exercise of subsequent rights.
10. **NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement shall be given in writing and shall be deemed to have been delivered and given for all purposes (i) on the delivery date if delivered by electronic mail or by confirmed facsimile; (ii) on the delivery date if delivered personally to the Party to whom the same is directed; (iii) one (1) business day after deposit with a commercial overnight carrier, with written verification of receipt; or (iv) three (3) business days after the mailing date, whether or not actually received, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of rapid mail delivery for which a receipt is available. The notice address for the Parties shall be the address as set forth in this Agreement, with the other relevant notice information, including the recipient for notice and, as applicable, such recipient's fax number or e-mail address, to be reasonably identified by notifying Party. MMS, the Community and Local Program may, by notice given hereunder, designate any further or different addresses to which subsequent notices shall be sent.
11. **NON-DISCRIMINATION AND UNFAIR LABOR PRACTICES.** In connection with this Agreement, the Community and its Local Program shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, gender, height, weight, marital status or handicap. In connection with this Agreement, the Community and its Local Program shall not violate 1980 Public Act 278, as amended, MCL 423.321, et seq, by entering into a sub-contract with any individual person, firm or entity who has been found in contempt of court by a Federal Court of Appeals on not less than three (3) occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act. Violations of law after the beginning date of this Agreement may result in its termination.
12. **SEVERABILITY.** The invalidity or unenforceability of a particular provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, provided that the principal intent of this Agreement can be preserved.
13. **GOVERNING LAW AND JURISDICTION.** This Agreement is made and

entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The parties agree that any legal actions concerning this Agreement shall be brought in the Ingham County Circuit Court in Ingham County, Michigan, USA. The terms of this paragraph shall survive the termination of the cancellation of this Agreement.

14. **NO EMPLOYMENT, PARTNERSHIP OR AGENCY RELATIONSHIP.**

The MMS Program is limited to furnishing its technical services to the Community and its Local Program and thus nothing contained herein shall create any employer-employee relationship. Further, this Agreement does not create a partnership relationship.

15. **NO THIRD PARTY BENEFICIARIES.** There are no express or implied third party beneficiaries to this Agreement.

16. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts and by facsimile, each of which shall constitute an original, and all of which together shall constitute one and the same instrument.

17. **TERMINATION OR CANCELLATION.**

A. This Agreement may be terminated by MMS by providing written notice of default and termination to the Community and its Local Program (“**Notice of Default and Intent to Terminate**”) upon the occurrence of any of the following events or conditions (“**Event of Default**”):

- (i) any representation or covenant made by the Community and/or its Local Program is determined by MMS, in its reasonable judgment, to be incorrect at the time that such representation or covenant was made in any material respect, including, but not limited to, the Reports and compliance with laws as required under this Agreement;
- (ii) the Community’s and/or its Local Program’s failure to comply with any of the requirements of this Agreement;
- (iii) use of the program training, technical assistance, and resources provided pursuant to this Agreement for purposes other than as set forth in this Agreement.

B. Notwithstanding the foregoing, the Community and its Local Program acknowledges that MMS’s performance of its obligations under this Agreement is dependent upon the continued approval of funding and/or the continued receipt of state funding. In the event that the State Legislature, the State Government or any State official, public body corporate, commission, authority, body or employees, or the federal government (a) takes any legislative or administrative action which fails to provide, terminates or reduces the funding or programmatic support necessary for this Agreement, or (b) takes any legislative or administrative action, which is unrelated to the source of funding or programmatic

support for this Agreement, but which affects MMS's ability to fund and administer the MMS Program, then MMS may cancel this Agreement by providing notice to the Community and its Local Program of cancellation. Cancellation may be made effective immediately, upon delivery of notice to the Community or its Local Program, or with such other time period as MMS, in its sole discretion, deems reasonable.

- C. In addition to the above, either party may terminate its obligations under this Agreement, without cause, by giving the other party a 30-calendar day written notice of such termination.
  - D. In the event that this Agreement is terminated, neither MMS nor the Community or its Local Program shall have any further obligation to perform under this Agreement. The Community and/or Local Program shall, unless otherwise directed by MMS in writing, immediately take all reasonable steps to terminate operations under this Agreement.
18. **RESERVATIONS.** MMS reserves the right to modify services provided to the Community and/or its Local Program as necessary.
19. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The signatories below warrant that they are authorized to enter into this Agreement.
20. **Failure to sign and submit this agreement to MMS on or before May 31, 2013, will result in the termination of the Community's participation in the MMS Program.**

*[signatures follow on next page]*

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth below.

\_\_\_\_\_  
("COMMUNITY")

BY: \_\_\_\_\_  
(City Manager or Village President) (Date)

\_\_\_\_\_, Michigan  
(City or Village)

\_\_\_\_\_  
("LOCAL PROGRAM")

BY: \_\_\_\_\_  
(Local Main Street Board Chairperson) (Date)

\_\_\_\_\_  
(Local Program)

MICHIGAN MAIN STREET ("MMS")

BY: \_\_\_\_\_  
(Director, Downtown & Community Services) (Date)

BY: \_\_\_\_\_  
(State Historic Preservation Officer) (Date)

National Trust for Historic Preservation / National Main Street Center

**Ten Standards of Performance  
for Accreditation**

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1. Has broad-based community support for the commercial district revitalization process, with strong support from both the public and private sectors
2. Has developed vision and mission statements relevant to community conditions and to Local Program's organizational stage
3. Has a comprehensive Main Street work plan with measurable objectives
4. Possesses an historic preservation ethic
5. Has an active board of directors and committees
6. Has an adequate operating budget
7. Has a paid professional program director
8. Conducts a program of on-going training for staff and volunteers
9. Reports key statistics
10. Is a current member of the National Main Street Network



# Liability & Property Pool

## CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED AS LISTED BELOW.

**Name and Address of Participant:**

City of Portland  
259 Kent St.  
Portland, MI 48375

**Coverage Afforded:**

Michigan Municipal League Liability and Property Pool  
1875 Green Road  
Ann Arbor, MI 48105-2530

**Name and Address of Service Provider:**

Meadowbrook, Inc.  
P.O. Box 2054  
Ann Arbor, MI 48107-2054

This is to certify that the coverage listed below has been issued to the participant named above and is in force at this time. Notwithstanding any requirement, term or condition of any contract or other document which may be issued in connection with the coverage afforded herein, the benefits provided hereunder shall be subject to all the terms, exclusions and conditions of the policy or policies so listed.

Coverage	Contract Number	Expiration Date	Limits of Liability
General Liability	MML001186926	8/1/2013	\$5,000,000
Automobile Liability	MML001186926	8/1/2013	\$5,000,000 Liability Injury and Property Damage Combined Single Limit
Other			

**Description of Operations, Locations, Vehicles:**

Certificate Holder Evidence of Coverage solely with respect to: program for downtown revitalization as a Greater Local Community.

**CANCELLATION:** Should any of the above described coverages be canceled before the expiration date thereof, the administrator will endeavor to mail 60 days' written notice to the certificate holder named above, but this notice shall not constitute any obligation or liability of any kind upon the Pool.

**Name and Address of Certificate Holder:**

Michigan Main Street  
735 E. Michigan Ave.  
Lansing, MI 48909

Date Issued: 07/10/2012

By:   
Authorized Representative

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 13-18**

**A RESOLUTION APPROVING PARTICIPATION IN THE STATE BID PROCESS  
FOR WINTER ROAD SALT 2013-2014**

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

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

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

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

**WHEREAS**, the State of Michigan Department of Management & Budget sent out an email advising that road salt requisitioning would be done on-line with the deadline for ordering being April 15, 2013; and

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

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

1. The Portland City Council approves participating in the State bid process for Winter Road Salt for 2013-2014 and authorizes the City Manager to submit the on-line requisition for 300 tons for the early delivery and 200 tons for the seasonal backup.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 18, 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. 13-19**

**A RESOLUTION APPROVING THE PARK AND RECREATION BOARD'S  
RECOMMENDATION TO APPROVE A SPECIAL EVENTS POLICY**

**WHEREAS**, the Parks and Recreation Board has been discussing the need for a Special Events Policy to cover the increasing use of city trails and parks for 5k, 10k, and marathons which are run as fund raisers for various causes; and

**WHEREAS**, the Parks and Recreation Board met on March 12, 2013, and approved a recommendation that the City Council approve a proposed policy, permit application, and an indemnification and hold harmless agreement that are similar to what other communities require, copies of the which are attached as Exhibit A.

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

1. The City Council approves the Parks and Recreation Board's recommendation to approve the policy, permit application, and an indemnification and hold harmless agreement that are 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 18, 2013

Monique I. Miller, City Clerk

**PORTLAND PARKS & RECREATION  
SPECIAL EVENT POLICY**

The following are standards and requirements applicable to road races such as 5k, 10k, marathons and triathlons as well as other large special events.

**I. Application for Special Event Permit**

- A. A person shall not sponsor, operate, maintain, conduct or promote an event in any Portland Park unless the person shall have first made application for and obtained as hereinafter prescribed as, a permit for each such event.
- B. A person shall not participate in an event in any Portland Park unless a permit has been issued for that event.
- C. Application for a permit to conduct any event must be made in writing on such forms and in such a manner as prescribed by the Portland Parks Department. Initial application shall be made at least thirty (30) days prior to the date of the proposed event. All information and all required documentation must be received by the Parks Department no later than ten (10) days prior to the date of the event.

**II. Fees and Deposits**

- A. For any shelter made unavailable for rent to the general public by the event the normal rental fee shall apply and be due two weeks from the date the reservation is made.
- B. Deposits, when required, must be made in cash or certified check payable to Portland Parks and Recreation Department and are due at least ten (10) days in advance of the event.
- C. The following fees will be charged for Special Events based on the number of participants:

1-100 participants	\$ 50.00
101-200	\$ 100.00
201-300	\$ 150.00
301- 400	\$ 200.00
401-500	\$ 250.00

- D. Deposit fee \$ 50.00

**III. Action by the Portland Parks & Recreation Department**

- A. The application shall be reviewed by the Director or its designated representative for its approval or denial.



**IV. Event Requirements**

- A. Food Service: If food service is made available on the premises, it shall be delivered only through caterers or vendors licensed and operating in accordance with the provisions or selling pre-packaged food.
- B. Traffic Control: This must be approved by the Chief of Police and there may be an additional charge for services.

**V. Insurance**

- A. Insurance: The sponsoring organization must provide a completed certificate of insurance naming Portland Parks & Recreation and the City of Portland as additional insured. The Director of Parks and Recreation is authorized to require higher limits than those stated below when circumstances warrant.
- B. For 5K run/walk races, family type concerts, parades (no floats) - \$ 1,000,000.00 minimum combined single limit coverage is required. No alcoholic beverages are permitted at these events.
- C. Any event not specifically listed above, shall be classified by the Board or its designated representative
- D. A person shall not sponsor, operate, maintain, conduct, promote or participate in and event in any Portland Park until it has obtained the insurance required under this permit. All coverage shall be with insurance carriers licensed and admitted to do business in the State of Michigan. All coverage shall be carriers acceptable to the City of Portland.

**VI. Hold Harmless Agreement :**

The applicant must provide a completed and signed indemnification and hold harmless agreement with their application.

Note: When scheduling the Trail for an event the Trail will still be open to the General Public at all times.

**PORTLAND PARKS DEPARTMENT  
SPECIAL EVENT PERMIT  
APPLICAION**

Event Name \_\_\_\_\_ Date \_\_\_\_\_

Type of Event \_\_\_\_\_

Location ( attach trail route and start and finish locations):

Start time \_\_\_\_\_ am/pm No. of participants expected \_\_\_\_\_

Event time \_\_\_\_\_ am/pm No. of participants previous yr. \_\_\_\_\_

	Yes	NO
Is a shelter requested?	_____	_____
Any Road closing /crossings required?	_____	_____
Will a fee be charged for this event?	_____	_____

Provide brief description of the Event:

Medical personnel assigned to the event:	Is this person a(n):	
Name:	EMT	RN
Address:	PARAMEDIC	OTHER
Phone:	Physician	

**SPONSORING ORGANIZATION INFORMATION**

Name:

Address:

Phone:

Website:

Event Director: \_\_\_\_\_ Day time phone \_\_\_\_\_

Address: \_\_\_\_\_ Evening phone \_\_\_\_\_

**\*\*\*ALL APPLICANTS MUST COMPLETE AND SUBMIT AN INDEMNIFICATION AND HOLD HARMLESS AGREEMENT.**

**PORTLAND PARKS AND RECREATION DEPARTMENT  
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In consideration of its use of \_\_\_\_\_ park,  
(name of park)  
the \_\_\_\_\_ agrees to defend, pay on behalf of,  
(name of organization)

Indemnify, and hold harmless the City of Portland and the Portland Parks and Recreation Department and their elected and appointed officials, employees and volunteers and others working on behalf of the City of Portland and Portland Parks and Recreation Department, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for damages which may be asserted, claimed or recovered against or from the City of Portland or Portland Parks and Recreation Department, their elected and appointed officials, employees, volunteers or others working on behalf of the City of Portland or the Portland Parks and Recreation Department, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of:

\_\_\_\_\_ by \_\_\_\_\_  
(name of park) (name of organization)

Its officers, employees or agents; its parent organization, subsidiaries, independent contractors, subcontractors, licensees and invitees if any; and any such parent organization's subsidiaries', independent contractors, licensees', invitees' officers, employees or agents. It is expressly understood and agreed that the indemnification and Hold Harmless requirements of the Agreement do not include losses, injuries or damages arising from the negligence of the City of Portland or Portland Parks & Recreation Department personnel.

This Agreement shall be construed according to the laws or the State of Michigan. The appropriate venue for the bringing of any legal action under the Agreement shall be the County of Ionia, of the State of Michigan.

**The person signing on behalf of the entity certifies by his/her signature that he/she is duly authorized to sign this Agreement on behalf of the entity and that this Agreement has been authorized by the entity.**

This Agreement will be effective \_\_\_\_\_, 20\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_\_.

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

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

Signature Name: (type or print): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_



The CITY OF PORTLAND  
PARKS AND RECREATION DEPARTMENT  
249 Kent Street, Portland, MI. 48875  
Phone: 517-647-7985 Fax: 517-647-6612  
www.portland-michigan.org

Dear Local Merchant,

**Is your business looking to get noticed?** Portland Parks and Recreation offers a special program for local businesses to advertise in a cost effective manner. The Softball and Baseball Signage program allows you to purchase outfield banners to be displayed from April 1 thru November 1 at the Powers Park field adjacent to Grand River Avenue or at the fields down at the Flats. During the 2013 season, your company's logo could be seen by both youth and adults playing softball and baseball on the fields 7 days a week. With our ball fields as active as ours, lots of vehicle traffic that passes by, softball tournaments as well as visitors to the park, your sign will be highly visible.

The dimensions of the banners are 4' high by 8' long. The materials are designed for outdoor use and the sign is handcrafted by a sign shop. The Director will gladly work with your company on your billboard design. The initial cost is \$ 350.00 for one year and \$ 500.00 for two years. This includes the banner and the first year of display at the field of your choice.

**The banners will be left up from April 1st thru November 1st.** That means cost effective advertising for your business or organization! Each spring your company has the opportunity to renew the sign for the following year for the low cost of \$ 200.00. At the time of renewal, you may choose to switch your banner to another location or field.

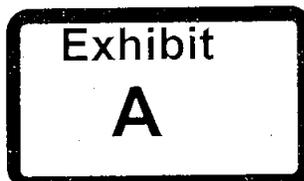
Should you choose to take advantage of this unique opportunity, please fill out the enclosed agreement form and return it to the Parks & Recreation Department. Please note that you have the option of being invoiced, which will extend the payment due date to May 1, 2013. If you have any questions, please contact me at (517) 647-7985 or at [recreationdirector@portland-michigan.org](mailto:recreationdirector@portland-michigan.org)

Thank you for your consideration and we look forward to working with you.

Sincerely,



Mary Ellen Scheurer  
Parks, Recreation and Cemetery Director  
City of Portland



PORTLAND PARKS & RECREATION  
2013 BALL FIELD BANNER PROGRAM

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Email Address \_\_\_\_\_

		TOTAL
New Purchase	_____ # of Banners @ \$350.00 for 1 yr.	\$ _____
	_____ # of Banners @ \$500.00 for 2 yr.	\$ _____
		GRAND TOTAL \$ _____

**Payment**

**Options**

- Check (please write check number) \_\_\_\_\_
- Cash
- Please invoice: I understand that payment will be due by May 1, 2013.

**Location**

- #1 \_\_\_\_\_ Location – Powers Park (Adult leagues)
- #2 \_\_\_\_\_ Location – Bud Plant field (Adult leagues)
- #3 \_\_\_\_\_ Location – Pony League Field # 2 (Youth leagues)
- #4 \_\_\_\_\_ Location – Field # 1 at flats (Youth leagues)
- #5 \_\_\_\_\_ Location – Russman Field # 3 (Youth leagues)
- # 6 \_\_\_\_\_ Location - Thompson Fields or T-ball Fields

**Artwork**

A simple design has the best visibility. Digital copies of your Banner design will work.

\_\_\_\_\_  
Signature Date

Please send artwork along with payments (payable to Portland Recreation Department) to:

Portland Parks and Recreation  
Mary Ellen Scheurer Director  
259 Kent Street  
Portland, Mi. 48875  
(517)647-7985.

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 11-28

A RESOLUTION APPROVING SIGN ADVERTISING AGREEMENT AND FORM LETTER CONSISTENT WITH THE PREVIOUSLY APPROVED A PARKS AND RECREATION DEPARTMENT SPONSORSHIP AND UNDERWRITING POLICY

WHEREAS, the Park and Recreation Board met on Thursday March 17, 2011 and approved a motion to recommend to the City Council that it approve a proposed Sign Advertising Agreement, proposed form letter to merchants, and proposed fee structure for advertising signs on the ball field fences, a copy of the Park and Recreation Director's Memo with the proposed Sign Advertising Agreement and form letter to merchants and the previously approved Sponsorship and Underwriting Policy and Sponsorship Agreement is attached as Exhibit A; and

WHEREAS, the City manager has reviewed the proposed agreements and form letter and advises that similar signs are permitted at the High School and on St. Pat's fields so long as the signs face the fields and are not visible from off site and that the form letter offers to allow signs facing Grand River Avenue for an additional \$75 that would be contrary to the sign ordinance; and

WHEREAS, The City Manager recommends approving the Park and Recreation Board's recommendation subject to the form letter being revised to eliminate the offer of signs facing Grand River Avenue.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the park and Recreation Board's recommendation to approve the proposed Sign Advertising Agreement, form letter to merchants, and fee structure, subject to the form letter being revised to eliminate the offer of signs facing Grand River Avenue.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes: Clement, Calley, VanSlambrouck, Fabiano, Barnes

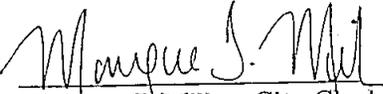
Nays: None

Absent: None

Abstain: None

RESOLUTION DECLARED ADOPTED.

Dated: April 4, 2011

  
Monique I. Miller, City Clerk



March 17, 2011

To: City Council / City Manager

From: Parks and Recreation Board

Re: Action taken at the Regular March Parks and Recreation Board meeting

Dear Council,

At the regular scheduled Parks and Recreation Board meeting held on Thursday March 17, 2011 the Board took the following action. The regular scheduled Parks and Recreation Board meeting started at 5:30 PM in the Council Chambers at City Hall.

The Director provided the Board with two quotes on 4' X 8' signs and a rough draft of a policy and a draft agreement for their review. After discussion a motion was made by Cross to recommend to the Council to approve the proposed sign advertising agreement and our proposed form letter and fee structure for advertising signs on the ball field fences, seconded by Weller. Motion carried. The cost to place the sign on the fence would be \$ 600.00 for the first year and \$ 300.00 for each additional year or \$ 800.00 for the first two years. The revenue collected through this program would be used to purchase the signs and used in the Parks and Recreation Department. I have attached a copy of the Sponsorship and Underwriting Policy and the Sponsorship Agreement which was approved by Council in January of 2006 for your information. I have also attached the proposed specific sign advertising agreement and the letter to local merchants to advertise on the City Ball fields to generate additional revenue.

In other action the City Manager attend the meeting to discuss the proposed box culvert on our trail system west of Cutler road. He then explained the background on the project and what MDOT was thinking of doing when they replace the I-96 Bridge. The Parks and Recreation Board and the Director then made several comments regarding maintaining the trail along the railway corridor under the expressway. That maintaining the rail road right away and installing a culvert would be the best way to maintain our safe highway across the community. The proposed alternate route down Grand River Avenue would cross the exit

**Exhibit**

**A**

ramp off from I-96 and at certain times the traffic is really heavy and it would not be the safest route especially with young children on bikes and roller blades. Furthermore, if a culvert was not installed at this time and it was eliminated we would never get it back and lose that portion of the railway corridor. This would also prohibit a trail from ever being developed from Eagle to Ionia utilizing the abandoned rail right of way. A suggestion was also made by Weller to use motion sensors with the lights in the box culvert to try and save costs on lighting the culvert in the future. After discussion a motion was made by Weller that if the Board was only given one route choice the Parks and Recreation Boards number one priority would be to install the box culvert and maintain our safe highway across the community. Furthermore, if we could also acquire an easement from MDOT to complete the slope paving under the Grand River Avenue Bridge in the future if grant funds became available to complete the alternate route for trail users coming from Grand River, seconded by Williams.

If you have any questions at all in regards to the above information please let me know.

Respectfully,



Mary Ellen Scheurer  
Parks, Recreation & Cemetery Director

SIGN ADVERTISING AGREEMENT  
PORTLAND PARKS AND RECREATION

This sign advertising Agreement (this "Agreement") is entered into effective as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Portland Parks and Recreation (P.P.R), and \_\_\_\_\_ ("Advertiser").

WHEREAS, Advertiser has elected to and desires to contract for the display of advertising by means of a fence sign on the terms hereinafter described.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. SIGN LEASE P.P.R. agrees to install and lease to Advertiser a sign (the "Sign") displaying an advertisement for the benefit of Advertiser on the interior of the outfield fences at Powers Park and the Flats. Provided Advertiser shall timely perform all obligations of Advertiser under this agreement, The Sign, shall be approximately (4) feet high by (8) feet wide (4x8). The Sign shall be of such design, color and wording as shall be agreed between P.P.R. and Advertiser. Advertiser agrees to strictly comply with laws respecting copyright, royalties and trademarks and shall not infringe on any statutory, common law, or other right of any person or entity The Sign shall be good taste and shall not contain any language, words, slogans, design, or other material which, in the judgment of P.P.R. administration, is inappropriate for public park facility. In the event that P.P.R. and Advertiser are unable to agree upon the design, color or wording of "The Sign", P.P.R. may, in its sole discretion, at any time, unilaterally terminate this Agreement and not have any obligation hereunder.

2. LEASE Advertiser hereby agrees to lease the sign for the term of twelve (12) months from P.P.R. and to pay P.P.R. the total amount of \$ 600.00 (the lease price) upon signing of the lease by both parties. Or the Advertiser hereby agrees to lease the sign for the term of twenty-four (24) months from P.P.R. and to pay P.P.R. the total amount of \$ 800.00 (the lease price) upon signing of the lease by both parties.

3. SIGN PREPARATION AND MAINTENANCE P.P.R. shall be responsible for preparation of The Sign in accordance with the design agreed upon by P.P.R. and the Advertiser. P.P.R. also shall be responsible for installing The Sign on the interior side of the outfield fence at the selected Portland Ball Field. The cost of such preparation and installation are included in the lease price.

Advertiser shall be responsible for obtaining at Advertiser's expense all drawings, illustrations and art work which are necessary by preparation of The Sign. The design, layout and content of The Sign may be changed by Advertiser during the term of this agreement; provided, however, that the new design, layout and content must first be agreed between P.P.R. and Advertiser and all costs and expenses necessary or incidental thereto, including preparation and installation costs, shall be borne by the Advertiser.

Advertiser further understands that there will be no security or protection provided by P.P.R. with respect to The Sign, and that The Sign may be subject to vandalism, theft, defacement, and/or other forms of damage from any number of different causes. P.P.R. shall maintain The Sign in reasonable condition during the term of this agreement, but with consideration given to

the type and degree of maintenance required vis-à-vis the financial capabilities and constraints of P.P.R. The Sign at the term of this agreement shall remain the property of the Advertiser.

4. NO PARTNERSHIP OR AGENCY P.P.R. and Advertiser shall be and act as independent contractors under this agreement and under no circumstances shall this agreement be construed as on of agency, partnership, joint venture or employment between the parties.

5. NO PERSONAL LIABILITY Nothing contained in this agreement between P.P.R. and Advertiser shall create any rights whatsoever on behalf of the Advertiser against P.P.R. and/or its officers, directors, agents and, further advertiser shall have no rights against P.P.R. or its officers, directors, agents, or assets as a consequence of any breach default or failure of consideration under this agreement.

6. TERMINATION Either party may execute termination of the contractual without cause within 14 days through written notification. Said termination shall be a NON-REFUNDABLE act between the Advertiser and P.P.R. at the discretion of the director.

PORTLAND PARKS AND RECREATION

By: \_\_\_\_\_

Its: \_\_\_\_\_

Address:  
259 Kent St.  
Portland, Mi. 48875

ADVERTISER

\_\_\_\_\_  
By: \_\_\_\_\_

Its: \_\_\_\_\_

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

\_\_\_\_\_

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

Business Phone: \_\_\_\_\_

THE CITY OF PORTLAND  
PARKS AND RECREATION DEPARTMENT  
249 Kent Street, Portland, MI. 48875  
Phone: 517-647-7985 Fax: 517-647-6612  
www.portland-michigan.org

Dear Local Merchant,

**Is your business looking to get noticed?** Portland Parks and Recreation offers a special program for local businesses to advertise in a cost effective manner. The Softball and Baseball Signage program allows you to purchase an outfield billboards to be displayed year-round at the Powers Park field adjacent to Grand River Avenue or at the fields down at the Flats. During the 2011 season, your company's logo could be seen by both youth and adults playing softball and baseball on the fields 7 days a week. With our ball fields as active as ours, lots of vehicle traffic that passes by, softball tournaments as well as visitors to the park, your sign will be highly visible.

The dimensions of the billboards are 4' high by 8' long. The materials are designed for outdoor use and the sign is handcrafted by a sign shop. The Director will gladly work with your company on your billboard design. The initial cost is \$ 600.00 for one year our \$ 800.00 for two years. This includes the billboard and the first year of display at the field of your choice. Upgrade the sign location at Powers Park to face Grand River Avenue for an additional \$75 per year.

**The billboards are left up all year round.** That means cost effective advertising for your business or organization 365 days a year! Each Spring your company has the opportunity to renew the sign for the following year for the low cost of \$ 300.00 (\$ 75.00 for signs facing Grand River Ave). At the time of renewal, you may choose to switch your billboard's location or fields.

Should you choose to take advantage of this unique opportunity, please fill out the enclosed agreement form and return it to the Parks & Recreation Department. Please note that you have the option of being invoiced, which will extend the payment due date to May 1, 2011. If you have any questions, please do not hesitate to contact me at (517) 647-7985 or at [recreationdirector@portland-michigan.org](mailto:recreationdirector@portland-michigan.org)

Thank you for your consideration and we look forward to working with you.

Sincerely,

Mary Ellen Scheurer  
Parks, Recreation and Cemetery Director  
City of Portland

**PORTLAND PARKS & RECREATION  
2011 BALL Field SIGN PROGRAM**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Email Address \_\_\_\_\_

<b>New Purchase</b>	_____ Billboards (_____ per billboard)	TOTAL \$ _____
	_____ Grand River Ave. Display Upgrade (\$75 per billboard)	\$ _____
		<b>GRAND TOTAL \$ _____</b>

**Payment**

- Options**
- Check (please write check number) \_\_\_\_\_
  - Cash
  - Please invoice: I understand that payment will be due by May 1, 2011.

- Location**
- #1 \_\_\_\_\_ Location – Powers Park (Adult leagues)
  - #2 \_\_\_\_\_ Location – Bud Plant field (Adult leagues)
  - #3 \_\_\_\_\_ Location – Pony League Field # 2 (Youth leagues)
  - #4 \_\_\_\_\_ Location – Field # 1 at flats (Youth leagues)
  - #5 \_\_\_\_\_ Location – Russman Field (youth leagues)
  - # 6 \_\_\_\_\_ Location - Thompson Fields

**Artwork**      A simple design has the best visibility. Artwork needs to be in black and white and letterhead is fine. Do you need Artist Assistance: YES or NO (Circle)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send artwork along with payments (payable to City of Saline) to:

Portland Parks and Recreation  
Mary Ellen Scheurer Director  
259 Kent Street  
Portland, Mi. 48875  
(517)647-7985.

**PORTLAND PARKS AND RECREATION DEPARTMENT**  
**SPONSORSHIP AND UNDERWRITING POLICY**

**PURPOSE**

Many programs offered by the City of Portland Parks and Recreation Department (the "Department") are supported by user fees. Financially, these programs seek to bring in sufficient revenue to cover their expenses while limiting increases in fees so as to afford greater participation levels. To supplement funding for these programs the Department, with the consent and approval of the City Council, has determined to adopt this Policy offering sponsorship and underwriting opportunities to persons and businesses. Among the sponsorship and underwriting opportunities currently envisioned are: team or league sponsors, equipment and facility sponsors, underwriting Department brochures and newsletters, signage on softball fences and other outdoor sports facility.

The purpose of this Policy is to establish standards for qualified sponsors and underwriters for the Department.

**Definitions:** For the purpose of this Policy, the following definitions will apply.

*Business or Businesses* – For this Policy, a business will be defined as any person, organization, entity or group, of any kind or nature, that sells products or services, whether profit, non-profit, public or private.

*Sponsorships* – Term used by the City for opportunity for businesses to financially support a particular facility, program or activity.

**Statement of Intent:** Consistent with federal and state law, the City recognizes that there are different types of public forums. The City finds that sponsorships and underwriting opportunities for facilities, programs and activities are not a traditional or limited public forum and are, instead, by their nature indefinite and transitory. In addition, it is expressly the City's findings that:

A. The sponsoring or underwriting of City facilities, programs or activities is not traditionally open to City residents and citizens.

B. It is not the City's intent, by accepting sponsorships or underwriting offers, to thereby open these facilities, programs or activities for use by the public generally or for expressive purposes; instead, access to sponsorships and underwriting shall remain selective, consistent with the goals and purposes of the City as determined by the City Council as stated in this Policy or amendments thereto.

C. The sponsorship and underwriting of facilities, programs or activities is different, in kind, from traditional advertising and reflects the

City's acknowledgement of program and facility funding sources, rather than the speech of private individuals and groups.

## POLICY

Subject to the terms of this Policy, certain facilities, programs and activities of the Department shall be made available for sponsorships or underwriting. A partial description of the facilities, programs and activities and the opportunities that exist includes, but is not limited to, the following:

- *Field/court Underwriting* – softball/baseball field as well as tennis courts and roller hockey rink fencing will give underwriters the opportunity to assist in funding a particular facility which will be acknowledged through signage on the walls and fences. Such signage shall not conflict with current sign ordinances. Sponsorship for Field/court Underwriting must be approved by the Parks and Recreation Board and the City Council.
- *Equipment in Parks* – Businesses or families can underwrite a bench, play equipment, disc golf holes, skate park equipment or any other tangible piece of equipment.
- *Teams/Leagues* – There are several youth and adult teams that businesses could have the opportunity to sponsor. An acknowledgment of such sponsorships could take the form of placing the businesses name/logo/identification on a T-shirt.

*\*\*This does not at all affect the current practice of adult managers contacting and getting sponsorship for their adult athletic teams in the Portland Recreation leagues which may includes payment of league fees and t-shirts.*

- *City Events* – Many programs that the City sponsors are very visible to the public and offer the opportunity for positive exposure to interested businesses. In addition, temporary banners, t-shirts and other items associated with these events may be available for underwriting.
- *Brochures/Newsletters* – The City is responsible for various newsletters and brochures that are distributed locally. The opportunity for different types of underwriting of such newsletters and brochures also exists.

All of the aforementioned opportunities will generate needed revenue that will permit programs and events to continue or to expand. Several programs that the City runs are free to the public or charge a minimal fee that only covers a portion of the total expenses. Opening these programs and activities for sponsorships will enable the City to offer additional public services and an improved quality of life.

## Sponsorship Standards and Placement

Consistent with the Statement of Intent noted above, the City's underwriting and sponsorship opportunities will not be made available to the public generally or for expressive purposes; instead, the City expressly reserves the right to reject any business seeking to sponsor or underwrite a facility, program or activity, because the nature of the business is inconsistent with the goals and purposes of the City, as determined by the City Council. As such, the City may determine the nature of the underwriters and sponsors that are acceptable consistent with the terms of this Policy.

The City will acknowledge underwriters and sponsors and will allow those persons and businesses to identify themselves including the nature of their business. The City shall only permit the acknowledgment of sponsors and underwriters who meet the standard of this Policy.

As a condition of sponsorship, the sponsor acknowledges that it will have no authority with respect to the organization or administration of a sponsored program or activity, or any rights with respect to the position, design, maintenance schedule or selection of sponsored equipment. The sponsor shall have the right to reasonably approve the design and placement of any signage or other acknowledgment of the sponsorship.

## Unacceptable Sponsorship or Underwriting Standards

It is the City's intent to prohibit sponsorships or underwriting for nudity/pornography, sexual content, adult and/or hate and/or vulgar language, tobacco, alcohol or similar material will be prohibited. Sponsorships or underwriting by political candidates or issue proposals are also prohibited.

Examples of unacceptable sponsors/underwriters:

- a. Alcoholic beverages businesses. Distribution or sale of alcoholic beverages as primary business function. Businesses that generate less than one quarter of total sales from alcoholic beverages will be allowed. For example, an alcoholic beverage manufacturer or distributor may not be accepted, but a full service restaurant and grocery stores will qualify.
- b. Adult businesses (activities restricted to adults).
- c. Tobacco firms or marketers.
- d. Firearm firm or marketers.
- e. Groups advocating hate or violence.
- f. Firms or groups advocating illegal or inappropriate use of firearms, drugs or other illegal activity.

- g. Businesses or entities promoting adult materials or services or with sexual associations such as massage parlors, escort services, or establishments featuring for show or sale X-rated or pornographic movies or materials.
- h. False, misleading or deceptive sponsorships/underwriters.
- i. Businesses or entities whose materials, services or products are harmful to children or of a nature to frighten children.
- j. Business or entities promoting products or services otherwise inconsistent with the goals and purposes of this Policy.

### **PROCEDURE**

The Department Director or his designee is responsible for determining that all proposed sponsors or underwriters meet the terms of this Policy.

A precondition to any sponsorship is that the sponsor and City first enter into a sponsorship agreement, in such format as approved by the City. Sponsors will be responsible for submitting logo, graphics and any pertinent information to the City upon approval.

### **NO ENDORSEMENT**

Being accepted as a sponsor or underwriter by the City consistent with the terms of this Policy does not imply City endorsement of the relevant business, and no announcement, press release, flyer or other promotion shall state or imply the City's endorsement or sponsorship of the business. Sponsors and underwriters are strictly prohibited from using the City or Department's name or address as their own.

### **INDEMNIFICATION**

Sponsors and underwriters of Department facilities, programs or activities agree to indemnify and hold harmless the City from any and all claims or demands, of any nature, predicated on the sponsor or underwriter's funding participation.

### **INSURANCE**

The City shall retain the right to require, as a condition of sponsorship, that the sponsor obtain and maintain comprehensive general liability insurance coverage in an amount reasonably determined by the City, which policy shall name the "City of Portland, a municipal corporation and all associated and subsidiary entities of the City and their respective officers, employees and agents" as additional insureds.

**PORTLAND PARKS AND RECREATION DEPARTMENT**  
**SPONSORSHIP AGREEMENT**

This Sponsorship Agreement is made as of \_\_\_\_\_, 200\_, by the City of Portland, a Michigan municipal corporation, the business address of which is City of Portland, Attn: Parks and Recreation Director, 259 Kent Street, Portland MI 49548 (the "City"), and \_\_\_\_\_, a \_\_\_\_\_, the business address of which is \_\_\_\_\_, Michigan \_\_\_\_\_ (the "Business").

**RECITALS**

- A. The City is a Michigan municipal corporation.
- B. The City wishes to provide opportunities to businesses or civic groups to sponsor and support facilities, programs, and activities offered by the City's Parks and Recreation Department.
- C. The Business desires to sponsor a facility, program or activity and its sponsorship has been accepted by the City.

**TERMS AND CONDITIONS**

Now, therefore, in exchange for the consideration in and referred to by this Contract, the sufficiency of which is acknowledged, the parties agree as follows:

(1) Terms. Unless otherwise defined herein, all words and phrases used in this Agreement shall have the meanings ascribed to them in the City's adopted Portland Parks and Recreation Department Sponsorship and Underwriting Policy (the "Policy").

(2) Businesses Responsibilities. The Business shall have the following duties and obligations under this Contract:

- (a) Qualifications. The Business represents that it is not currently and has not ever been subject to disciplinary, licensing or registration or certification, or criminal sanctions as a result of any dishonesty, theft, embezzlement, conspiracy or fraud. The Business further represents and covenants that it is familiar with the Policy and agrees to comply with all of its provisions and that it will continue to meet the criteria required by the City for acceptable sponsors.
- (b) Unacceptable Standards. Without limiting the foregoing, unacceptable sponsorships include those promoting goods or services for nudity/pornography, sexual content, adult and/or hate and/or vulgar language, tobacco, alcohol and similar materials. Political statements and sponsorships featuring ads for political candidates are prohibited.
- (c) Examples of unacceptable sponsorships.

(1) Businesses that distribute or sell alcoholic beverages as a primary business function. Businesses that generate less than one quarter of total sales from alcoholic beverages will be allowed. For example, an alcoholic beverage manufacturer or distributor may not be accepted, but restaurants and grocery stores may be accepted.

(2) Businesses or entities promoting any good, service or product identified as a type of unacceptable product or service in the Policy.

(3) Business or entities making false, misleading or deceptive sponsorships or claims.

(4) Businesses or entities whose log or slogan contains language or depictions that is obscene, foul, vulgar or controversial.

(5) Businesses or entities that are delinquent in payments due to the City, whether fines, taxes, contractual obligations or otherwise.

(d) No Public Forum. The Business acknowledges and agrees that the City's execution of this Agreement does not and shall not be construed or interpreted as the creation or establishment of a public forum of any kind or nature.

(e) Specific Tasks. The Business desires to pay to the City of Portland the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) to sponsor the following facilities, programs, or activities: \_\_\_\_\_ ("Program(s)"). The sponsorship fee will be paid on or before \_\_\_\_\_ 200\_\_\_. The sponsorship of the Program shall terminate on \_\_\_\_\_, unless otherwise renewed on such terms acceptable to the parties.

(f) No Authority. Business acknowledges that it will have no authority with respect to the organization or administration of a Program, or any rights with respect to the position, design, maintenance schedule or selection of sponsored equipment.

(g) Design. Business will be responsible for providing the City with requested information that may include: logo or camera ready artwork. Other information may be requested depending on the nature and complexity of the Program.

(h) Indemnification. Business shall hold the City, its officers and employees, harmless from and indemnify them for any and all claims,

demands, judgments, awards, arbitrations, administrative or criminal actions or proceedings or other losses or potential losses arising from the Businesses or its agents' funding activities associated with the Program.

(i) Additional Services. Additional services other than those included as part of the Program shall only be authorized by written amendment to this Agreement.

(3) Miscellaneous.

(a) Governing Law and Remedies. This Contract is being executed and delivered and is intended to be performed in the State of Michigan and shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the State of Michigan. The parties agree that the sole jurisdiction and venue for any action brought pursuant to or to enforce this agreement shall be in the state courts in Ionia County, Michigan and the prevailing party in any such action shall, in addition to any other remedies to which that party is entitled at law or in equity, be entitled to recover its actual costs.

(b) Amendment. This Agreement and its terms and conditions may not be amended except in writing, signed by each of the parties.

CITY OF Portland

BUSINESS

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parks & Recreation Representative

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Formsspcon05

# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 4, 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; Police Chief Bauer

Guests: Tom Thelen of the Review & Observer

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

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

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

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

City Manager Dempsey also reported after 10 years of service in the Portland Community Police Chief Bob Bauer has announced his intention to retire in June of this year. The Job Description and Position Posting are currently being reviewed to advertise the position.

The Assessor's Office will hold Board of Review for the purpose of hearing appeals on property assessments at City Hall on March 11<sup>th</sup> and 13<sup>th</sup>. Other days may be added as needed. The Assessor may be contacted at 647-2943 with any questions regarding assessments or to schedule a hearing.

MDOT has installed the lighting in the box culvert under I-96. The Contractor will be back to re-close the trail and begin the bridge elimination work from I-96 at the beginning of April.

City Manager Dempsey stated he and Ambulance Director Gensterblum have met with representatives of Sebewa Township to introduce Director Gensterblum, to talk about the repairs to the 2008 ambulance, replacing the 1994 ambulance with a 2004 ambulance and plans for the future. They will meet with all of the ambulance customer communities on March 14<sup>th</sup> to discuss contract options for the upcoming 2013-2014 contract year.

The 2004 Ambulance purchased from Eastern Knox County has passed MDOT inspection and had new identification decals put on it. Chrouch Communication is putting in a radio for hospital communication this week and then the unit will be inspected by the State before being placed in service. The goal is to have the rig in service next week.

City Manager Dempsey also reported that non-public safety employees of the City participated in safety training on Blood Borne Pathogens last week in conjunction with Homeworks Tri-County. City Manager Dempsey thanked them for sharing their program and Chris O’Neill for his excellent training.

Under New Business, the Council considered Resolution 13-14 to authorize 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. In January of 2012 the City approved a Water Tank Maintenance Contract 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. The City deferred the contract start date on the 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. 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.

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 the Water Tank Maintenance Contract for the South Tank.

Mayor Pro-Tem VanSlambrouck inquired if there is anything wrong with the water storage tank.

City Manager Dempsey advised there is not anything wrong with the tank; the proposed contract is for the maintenance of the water storage tank to keep it in good condition.

Motion by VanSlambrouck, supported by Calley, to approve 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.

Yeas: VanSlambrouck, Calley, Fabiano, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 13-15 to approve Michigan Pavement Marking LLC’s bid for 2013 street painting. Last year the City issued a joint RFP with the Cities of Belding and Ionia hoping to get more competitive pricing and the bids came back \$481 higher. The City ended up using the Ionia County Road Commission Bid and contracted with M&M Pavement Marking for \$390 less than the lowest bid under the joint bid with the other two cities. This year the County negotiated to extend that contract price for the 2013 season. The City requested bids on its own and ended up with a low bid of \$8,406.34 which is \$353 lower than the 2011 price and \$444.77 less than last year’s. City Staff recommends awarding the work to the low bidder Michigan Pavement Marking LLC for an amount not to exceed \$8,406.34.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 13-15 approving Michigan Pavement Marking LLC’s bid for 2013 street painting.

Yeas: VanSlambrouck, Calley, Fabiano, Krause, Barnes

Nays: None  
Adopted

The Council considered Resolution 13-16 to authorize the Mayor and Clerk to sign an agreement for Sheriff's Office services between the City of Portland and Ionia County. The Agreement the City had with the Sheriff's Department last year is due to expire at the end of the month. Resolution 13-16 would approve another contract for the coming year at \$39.27 per hour which is \$1.14 higher (slightly less than 3%) than the prior contract. The Sheriff advises the increase is due to increases in health care costs paid by the County. Police Chief Bauer and City Manager Dempsey both recommend approval of this resolution to assist in covering unfilled shifts due to turnover, work limitations, and time off requests.

Council Member Fabiano inquired how many hours the contract with the Sheriff's Department covers per month.

City Manager Dempsey stated the County covers approximately 40 to 60 hours per month. When the current police new hire completes the FTO program the City will likely need to depend on the County less.

Motion by Calley, supported by VanSlambrouck, to approve 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.

Yeas: Calley, VanSlambrouck, Fabiano, Krause, Barnes

Nays: None

Adopted

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

Yeas: Fabiano, VanSlambrouck, 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 and Closed Session held on February 19, 2013, 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; and a purchase order to Municipal Supply Co. in the amount of \$6,500.00 for a Trimble Ranger 3 Handheld Meter Reading Device.

Yeas: Krause, Fabiano, VanSlambrouck, Calley, Barnes

Nays: None

Adopted

Under Council Comments, Mayor Barnes commented how nice the new flags, placed by the City, on the Veterans Memorial Bridge look.

Mayor Barnes commented on the event the Library recently held demonstrating the new equipment in the Children’s Library. They have installed new touch screen computers for early learning. These upgrades speak well to the Library and what it is accomplishing.

Mayor Barnes noted that the Library will host the author of the book “Ella Enchanted” on Wednesday, March 6<sup>th</sup>. There will be an opportunity to purchase the book and a book signing.

The Council adjourned to Closed Session at 7:22 P.M.

The Council returned from Closed Session at 8:53 P.M.

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

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

Meeting adjourned at 8:53 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the March 4, 2013 City Council Meeting**

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

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

**Approval of 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.

All in favor. Approved.

**Approval of Resolution 13-15** approving Michigan Pavement Marking LLC's Bid for 2013 street painting.

All in favor. Approved.

**Approval of 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.

All in favor. Approved.

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

**Council went into Closed Session** at 7:22 P.M.

**Council returned from Closed Session** at 8:53 P.M.

**Adjournment** – Motion by Fabiano, supported by VanSlambrouck, to adjourn the regular meeting at 8:53 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



# Portland Area Fire Authority

773 E. Grand River Ave.  
Portland, MI. 48875  
Phone 517-647-2950

# INVOICE

INVOICE #0113  
DATE: MARCH 13, 2013

TO:  
City Of Portland  
259 Kent St.  
Portland , MI. 48875

MAKE ALL CHECKS PAYABLE TO PORTLAND AREA FIRE  
AUTHORITY  
PAYMENT IS DUE APRIL 1ST 2013

DESCRIPTION	AMOUNT
<p>Fourth Quarter Fire Services April 1<sup>st</sup> 2013 – June 30<sup>th</sup> 2013</p> <p>Note the invoice is based on the fire budget as per the Fire Authority agreement. The following is a breakdown based on the existing annual budget of \$218,805.00</p> <p>City of Portland - 38.5% = <math>\\$84,239.93 \div 4 = \\$21,059.98</math> per quarter  Portland Twp. - 38.22% = <math>\\$83,627.27 \div 4 = \\$20,906.82</math> per quarter  Danby Twp. - 23.28% = <math>\\$50,937.80 \div 4 = \\$12,734.45</math> per quarter</p>	<p>\$21,059.98</p>
<b>TOTAL</b>	<b>\$21,059.98</b>

# PURCHASE ORDER

## CITY OF PORTLAND

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

TO

[ Portland Area Fire Authority ]  
 \_\_\_\_\_  
 773 E. Grand River Ave.  
 \_\_\_\_\_  
 Portland, MI 48875  
 \_\_\_\_\_  
 [ ]

SHIP TO

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

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
3/13/2013						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	Fourth Quarter Services April 1st 2013 - June 30th 2013					\$21,059.98
	101.336.804000 Fire Contractual Services \$21,059.98					

NOT FOR RESALE  FOR RESALE

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

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

ORIGINAL

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

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BUSINESS CARD	02075	SUPPLIES/SEMINAR - VAR DEPTS	448.68
C2AE	01859	FINAL ENG PMNT WWTP-WASTE WTR	147.75
DAVIS CONSTRUCTION INC.	02047	FINAL PAYMENT WWTP UPGRADE-WASTE WTR	135,415.52
STATE OF MICHIGAN	00428	SALES TAX - ELECTRIC	13,740.98
AMERICAN WATER WORKS ASSOC.	00018	AWWA MEMBSHIP - WATER	70.00
B&W AUTO SUPPLY, INC.	00030	PARTS & SUPPLIES -ELECTRIC, MTR POOL	1,609.17
THE BANK OF NEW YORK MELLON, N.A.	01541	WATER INTEREST PAYMENT - WATER	11,060.90
AUTOMATED BUSINESS EQUIPMENT	00027	ULTIMAIL LABELS - GENERAL	38.65
BARYAMES CLEANERS INC	01692	UNIFORM CLEANING -POLICE	40.05
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	477.55
CENTURYLINK	01567	PHONE SERVICE-VARIOUS DEPTS	120.40
BRAD CHARTRAND	02172	REIMBURSEMENT FOR WORK BOOTS-AMB	90.09
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS- WATER	12.00
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - ELECTRIC	17.00
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - MOTOR POOL	119.50
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - POLICE	115.30
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	1,069.32
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	867.08
COOK BROS EXCAVATING	00101	SAND/GRAVEL - MAJ STS, LOC STS, WATER	360.00
COUNTRY CUPBOARD	00104	CORSAGE LEAVES/RIBBON - RECREATION	54.00
CREATIVE PRODUCT SOURCING INC	02165	DARE SUPPLIES - POLICE	226.80
DUANE CROSS	00642	DRILL DOCTOR-ELECTRIC	240.20
TOM DEMPSEY	00898	MILEAGE REIMB - CITY MANAGER	122.61
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY- WATER	346.00
FP MAILING SOLUTIONS	01758	POSTAGE RESET - GENERAL	12.00
GANNETT MICHIGAN NEWSPAPERS	00236	LEGAL NOTICES - GEN, ECON DEV	206.35
GRANGER CONTAINER SERVICE	00175	REFUSE SVC - WASTE WTR	50.86
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE-POL, FIRE, PRKS, ELE, MTR P	364.00
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	554.85

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	6,712.75
GROSS MACHINE SHOP	00180	STEEL - MOTOR POOL	33.00
GROSS MACHINE SHOP	00180	STEEL - MOTOR POOL	20.00
HOLBEN PROFESSIONAL EH SERVICES	01934	COURSE FEE - WATER	150.00
HASSELBRING-CLARK	02073	COPY MACHINE MAINTENANCE CONT - CITY HAL	114.65
HYDRO DESIGNS, INC.	01308	INSPECTION & REPORTING SVC-WATER	465.00
KENDALL ELECTRIC	00225	CUT CU WIRE - ELECTRIC	200.57
KENDALL ELECTRIC	00225	2-HOLE CU LUG - ELECTRIC	348.86
MARATHON PETROLEUM COMPANY	00250	MOTOR FUEL & OIL -ELECTRIC, MOTOR POOL	2,242.02
MACNLOW ASSOCIATES	00853	PERFORMANCE APPRAISAL TRAINING-POLICE	340.03
MICHIGAN SECTION, A.W.W.A.	00298	REGISTRATION FEES 2013 MEETING-WATER	190.00
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,085.00
MUNICIPAL SUPPLY CO.	00324	LED LIGHT - ELECTRIC	350.00
NYE UNIFORM CO.	00338	UNIFORM COLLAR BRASS- POLICE	60.70
POLLY PRODUCTS LLC	01137	BENCH - PARKS	364.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT-COMM PROMO	4,412.34
POWER LINE SUPPLY COMPANY	00389	DIE O SET FOR MECH TOOLS-ELECTRIC	48.00
PSYBUS	00981	PSYCHOLOGICAL EVAL - POLICE	585.00
PURITY CYLINDER GASES, INC.	00380	COMPRESSED OXYGEN - AMBULANCE	59.70
RESCO	00392	SWITCH DISCONNECT BYPASS-ELECTRIC	478.80
RESCO	00392	CLAMP HOT LINE PLATED - ELECTRIC	453.86
RESCO	00392	FUSES & STIRRUPS - ELECTRIC	428.93
RESCO	00392	FUSE LINS.CLAMPS- ELECTRIC	465.09
RESCO	00392	COMPRESSION LUG - ELECTRIC	192.00
S&K TROPHIES AND PLAQUES	00401	TROPHIES FOR.B-BALL/V-BALL- RECREATION	273.00
SPRINT	00859	CELL PHONE SVC/PURCHASE WI-FI DEVICE-POL	216.53
STAR TRUCK RENTALS	MISC	INSPECTION & REPAIRS- MOTOR POOL	241.49
STAPLES BUSINESS ADVANTAGE	00426	SUPPLIES - VARIOUS DEPTS	906.20
STATE OF MICHIGAN	00428	ELEVATOR SAFETY INSPECTION-CITY HALL	185.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
TOM'S FOOD CENTER	00452	SUPPLIES, PARTS - VARIOUS DEPTS	587.60
TYTEK MEDICAL	02173	TVAC SUCTION DEVICES - AMBULANCE	95.70
USA BLUEBOOK	01850	STENNER INDEX PIN HOLDER -WASTE WTR	165.05
UIS SCADA	00462	TROUBLESHOOT VFD AT WEL HOUSE-WTR	650.00
VERIZON WIRELESS	00470	PHONE - AMBULANCE	90.02
VERIZON WIRELESS	00470	PHONE SVC-CTY MGR, CEM, PARKS, ELEC	153.19
VISCO	00793	LOWER/UPPER BASE/FINIAL - PARKS	4,714.00
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - ELECTRIC	52.96
SCHRAUBEN PROPERTIES, LLC	02174	SHIRTS ADULT BASKETBALL/VOLLEYBALL-REC	352.00
GORDON HOPPES	MISC	ENERGY OPTMZ- ELECTRIC	150.00
ARLENE CHALLENGER	MISC	ENERGY OPTZ - ELECTRIC	150.00
STEVE CALLEY	MISC	ENERGY OPTMZ - ELECTRIC	150.00
LYLE BRALEY	MISC	ENERGY OPTMZ - ELECTRIC	150.00
BRAD PUNG	MISC	ENERGY OPTZ - ELECTRIC	240.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN COMPRESSED- AMBULANCE	59.70
ALTEC INDUSTRIES, INC.	00016	REPAIR LEAKING BOOM SWITCH ON UNIT-ELEC	567.00
AECOM TECHNICAL SERVICES	01810	PORTLAND DAM MANAGEMENT-ELECTRIC	200.00
HASSELBRING-CLARK	02073	QTRLY MA COPY MACH-POL, FIRE, CODE, AMB	126.00
HOMEWORKS TRI-COUNTY ELECTRIC	02092	FIRST AID/BLOOD BORNE PATH CERT-VAR DEPT	486.00
IONIA COUNTY TREASURER	00209	SHERIFF ROAD COVERAGE-POLICE	610.08
MHR BILLING	01780	FEBRUARY BILL SERVICE - AMBULANCE	990.00
MICHIGAN MUNICIPAL LEAGUE	00285	CAPITAL CONFERENCE 2013-CTY MGR, COUNCIL	500.00
PLEUNE SERVICE COMPANY INC.	00741	FIXED HEAT 2ND FLOOR - CITY HALL	126.00
PORTLAND AREA FIRE AUTHORITY	02128	4TH QUARTER SERVICES- FIRE	21,059.98
MARY SCHEURER	00408	MRPA CONFERENCE REIMB- PARKS	281.45
WINTERS GORMAN PLLC	02072	LEGAL SERVICES - POLICE	750.00
LEXISNEXIS RISK DATA MANAGEMENT	IN01309	PEOPLE SEARCHES - GEN, POLICE	50.00
INSOURCE SOLUTIONS GROUP INC	01813	E-FILED RETURNS - INCOME TAX	486.00
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE, PARKING REIM- GEN, POL, ELE, WW, WT	969.11

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AMR- WEST MICHIGAN	01914	TUITION EMS INSTRUCTOR CLASS-AMBULANCE	995.00
FLEIS & VANDENBRINK	00153	GROUNDWTR SAMPLING - ELECTRIC	258.00
NORTH GRAND RIVER COOP, INC.	00335	LINEN CLEAN/DELIVERY - AMBULANCE	88.35
BRIAN KRIEGER	00568	OFFICIALS - RECREATION	80.00
BRYAN SCHEURER	00600	OFFICIALS - REC	40.00
NICHOLAS NURENBERG	02039	OFFICIALS - REC	160.00
RYAN WILCOX	01734	OFFICIALS - REC	120.00
FRED KRAMER	00564	OFFICIALS - REC	60.00
JORDAN RUSSELL	01377	OFFICIALS - REC	180.00
MARTI SCHRAUBEN	02076	OFFICIALS - REC	140.00
BRUCE ELLIOTT	02017	OFFICIALS - REC	80.00
SCOTT MCKIMMY	01930	OFFICIALS - REC	140.00
TYON HARRIS	02083	OFFICIALS - REC	60.00
DAVID QUIGLEY	02005	OFFICIALS - REC	80.00
TODD SCHAEFFER	02158	OFFICIALS - REC	140.00
DONALD CHILDS	02008	OFFICIALS - REC	120.00
REGGIE TOWNSEND	02168	OFFICIALS - REC	60.00
JODI WOODMAN	02006	OFFICIALS - REC	40.00
MANDY SIMON	02084	OFFICIALS - REC	80.00
ALLISON RUSSELL	01954	SCOREKEEPERS - REC	42.00
SHELBI WILCOX	01439	SCOREKEEPERS - REC	42.00
TAYLOR WILCOX	02159	SCOREKEEPERS - REC	42.00
ALYSSA PUNG	02160	SCOREKEEPERS - REC	21.00
ZACH GUSTAFSON	02161	SCOREKEEPERS - REC	21.00
RHET SCHRABUEN	02162	SCOREKEEPERS - REC	21.00
BRYANT PETTIT	02163	SCOREKEEPERS - REC	42.00
LAUREN RUSSELL	02134	SCOREKEEPER - REC	21.00
RIETH-RILEY CONSTRUCTION CO.	00395	BLACKTOP - MAJ STS, LOC STS	121.60

Total:

227,876.92

BI-WEEKLY  
WAGE REPORT  
March 18, 2013

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,459.51	163,259.14	2,758.08	91,065.50	254,324.64
ASSESSOR	1,120.80	22,215.60	365.39	6,394.59	28,610.19
CEMETERY	1,279.48	50,145.35	391.01	17,290.92	67,436.27
POLICE	14,256.48	239,921.67	2,167.04	89,311.21	329,232.88
FIRE	-	3,046.00	-	233.02	3,279.02
CODE ENFORCEMENT	523.70	29,623.79	168.69	9,480.41	39,104.20
PARKS	1,185.52	41,413.87	390.71	11,021.71	52,435.58
INCOME TAX	1,324.19	26,739.56	424.52	19,795.65	46,535.21
MAJOR STREETS	3,920.36	59,240.04	1,486.48	43,412.66	102,652.70
LOCAL STREETS	2,656.90	39,323.97	1,013.49	29,475.55	68,799.52
RECREATION	1,925.92	38,615.76	623.75	18,362.53	56,978.29
AMBULANCE	10,834.91	179,560.33	1,824.07	62,551.61	242,111.94
DDA	1,584.55	29,971.14	516.58	9,208.71	39,179.85
ELECTRIC	14,190.99	298,917.38	5,061.13	170,064.19	468,981.57
WASTEWATER	7,815.41	151,203.51	2,688.82	88,351.89	239,555.40
WATER	4,815.18	98,718.46	1,719.01	50,695.46	149,413.92
MOTOR POOL	2,575.89	44,365.78	964.85	34,802.28	79,168.06
TOTALS:	78,469.79	1,516,281.35	22,563.62	751,517.89	2,267,799.24

BI-WEEKLY CASH BALANCE ANALYSIS  
3/18/2013

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE		
GENERAL	454,750.71	64,620.95	78,935.08	26,570.00		467,006.58	235,000.00	702,006.58		
INCOME TAX	5,945.54		2,348.71		2,460.00	1,136.83	10,000.00	11,136.83		
MAJOR STREETS	174,615.84	33,625.92	5,817.34		5,401.00	197,023.42	-	197,023.42		
LOCAL STREETS	29,782.98	11,325.80	3,887.57		3,823.00	33,398.21	-	33,398.21		
RECREATION	8,759.42	5,940.00	5,522.55		1,060.00	8,116.87	-	8,116.87		
AMBULANCE	125,452.99	25,155.01	15,863.38		6,446.00	128,298.62	-	128,298.62		
REFUSE COLLECTION	22,727.03	2,599.31	7,535.71			17,790.63	-	17,790.63		
ELECTRIC	161,209.82	117,856.72	124,642.64		6,458.00	147,965.90	605,000.00	752,965.90		
WASTEWATER	54,575.43	23,988.16	170,411.39	135,374.68	7,650.00	35,876.88	-	35,876.88		
WATER	555,289.26	17,375.21	22,802.00		7,292.00	542,570.47	420,000.00	962,570.47		
MOTOR POOL	50,446.33		8,648.49	22,077.00	2,917.00	60,957.84	-	60,957.84		
DDA	38,018.36	1.73	24,248.65			13,771.44	-	13,771.44		
TOTALS:	1,681,573.71	302,488.81	470,663.51	184,021.68	43,507.00	1,653,913.69	1,270,000.00	2,923,913.69		
								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	599,089.17	599,089.17
								ELECTRIC-PRIN & INT ESCROW	320,421.61	320,421.61
								WASTEWATER BOND PROCEEDS-transferred to wastewater cash		
								WASTEWATER -DEBT ESCROW	127,813.81	127,813.81
								WASTEWATER-REPAIR ESCROW	39,010.18	39,010.18
								DDA-PRIN/INT ESCROW	128,713.06	128,713.06
									3,110,047.83	4,763,961.52

\* CASH IN TIME CERTIFICATES

\*\*INVEST IN TIME CERTIFICATES



DATE: March 14, 2013

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>02/21/13</u>	\$ 119,922.39
INTEREST EARNED:	\$ 4.45
DEPOSITS:	\$ 15,800.00
CHECKS WRITTEN: CK#222 PNC BANK, NA-Interest payment on DDA Bonds	\$ (7,013.78)
NEW BALANCE: <u>03/21/13</u>	<u>\$ 128,713.06</u>

REGULAR ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>02/21/13</u>	\$ 38,018.36
INTEREST EARNED:	\$ 1.73
DEPOSITS:	

CHECKS WRITTEN:

CK NO.	PAYEE	AMOUNT
1256	GRIDER-PORTLAND AGENCY-2013 Block Party liability insurance	\$ 604.50
1257	STATE OF MICHIGAN-License fee for 2013 Block Party	\$ 50.00
1258	STATE OF MICHIGAN-Charitable gaming license application for Block Party	\$ 50.00
1259	WHISPERING PINES MOBILE ZOO-Petting zoo for 2013 Block Party	\$ 110.00
1260	VISCO-Streetlight base components	\$ 3,116.00
1261	CITY OF PORTLAND-Telephone expense, On The Street Adv., website monthly fee	\$ 235.69

ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT.	\$ 15,800.00
ACH TRANSFER-P. Reagan wages/fringes for pay period: 2/12/12 to 2/25/13	\$ 2,181.33
ACH TRANSFER-P. Reagan wages/fringes for pay period: 2/26/13 to 3/11/13	\$ 2,101.13

TOTAL EXPENSES:	<u>\$ (24,248.65)</u>
NEW BALANCE: <u>03/21/13</u>	<u>\$ 13,771.44</u>

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

Direct any questions regarding your statement to the above address.

*Robert Mokee  
 517-334-5228*

Portfolio	Obligation	Obligor	Interest Paid Year to Date
010	605305547	34276904	0.00
Maturity Date	Billed Date	Due Date	Total Amount Due
10/01/16	03/07/13	04/01/13	7,013.78

CITY OF PORTLAND  
 259 KENT STREET  
 PORTLAND MI 48875

Payment must be made in the amount indicated in the "Total Amount Due" section above to avoid additional interest and/or delinquency charges.

*360 days year*

**Loan Summary**

Previous Interest Due	Interest Debits and Credits	Current Interest Due	Total Interest Due	Total Fees Due
12,377.07	12,377.07-	7,013.78	7,013.78	0.00
Previous Principal Due	Principal Debits and Credits	Current Principal Due	Total Principal Due	Total Late Charges Due
170,000.00	170,000.00-	0.00	0.00	0.00

**Activity Detail**

Date	Tran Description	Interest Rate	Fee Amount	Principal Amount	Principal Balance	Days	Interest
10/01/12	Balance Forward	1.720000			985,000.00		12,377.07
09/22/12	Interest Paymt	1.720000			985,000.00		12,377.07-
09/01/12	Principal Paymt	1.720000		170,000.00-	815,000.00		
10/01/12	Adjustment				815,000.00		73.10-
01/01/13	Int. Accrual	1.720000			815,000.00	92	3,582.38
04/01/13	Int. Accrual	1.720000			815,000.00	90	3,504.50

Please return this portion with payment. Make check payable to "PNC Bank".

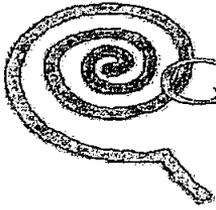
**PNC Bank Commercial Loan Statement**

CITY OF PORTLAND

PNC BANK, N.A.  
 COMMERCIAL LOAN OPERATIONS  
 P O BOX 747046  
 PITTSBURGH PA 15274-7046

Interest Due	Principal Due	Due Date
7,013.78	0.00	04/01/13
Fees Due	Late Charges Due	Total Amount Due
0.00	0.00	7,013.78
Portfolio	Obligation	Obligor
010	605305547	34276904

Amount Paid



# Grider-Portland Agency Insurance

## INVOICE

Customer \_\_\_\_\_

Name Portland DDA

Address 259 Kent St

C/S/Z Lansing MI 48912

Phone \_\_\_\_\_

Date: 3/8/2013

Due Date: 5/1/2013

Expiration	Policy Number	Item	Premium
	Pending	Liquor Liability Coverage – \$1,000,000/\$2,000,000 Block Party	\$ 569.50
	Pending	License and Permit Bond	\$ 35.00

Special Risks 

Bill to:

Insured

Mortgagee

Other

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

TOTAL PREMIUM DUE: \$ 604.50

Detach here and return the bottom portion with your payment.

Customer \_\_\_\_\_

Name Portland DDA

Policy # Pending

Premium Due: \_\_\_\_\_

\$ 604.50

Due Date: 5/1/2013

Please make check payable and mail to:

Grider-Portland Agency Inc  
310 Kent St  
Portland MI 48875

**Portland Main Street  
Purchase Order Request  
2013 Downtown Block Party**

March 13, 2013

This purchase order request is for the sum of \$50.00 to be paid to “State of Michigan” for the special event liquor license application for the 2013 Downtown Block Party. This liquor license is necessary for the sale of alcohol at this event.

This fee should be charged to the “Promotions and Marketing Committee.”

Patrick T. Reagan, Director

**Portland Main Street  
Purchase Order Request  
2013 Portland Pay Day**

March 13, 2013

This purchase order request is for the sum of \$50.00 to be paid to "State of Michigan" for the Charitable gaming license application for the 2013 Portland Pay Day. This license is necessary to host a raffle.

This fee should be charged to the "Promotions and Marketing Committee"

A handwritten signature in black ink, appearing to read 'Patrick T. Reagan', with a long horizontal line extending to the right.

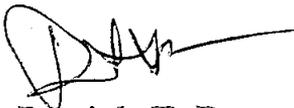
Patrick T. Reagan, Director

**Portland Main Street  
Purchase Order Request  
2013 Downtown Block Party**

March 13, 2013

This purchase order request is for the sum of \$110.00 to be paid to "Whispering Pines Mobile Zoo" for the required 10% deposit for their services at the 2013 Downtown Block Party. The remainder of the payment will be requested in May 2013.

This fee should be charged to the "Promotions and Marketing Committee."



Patrick T. Reagan, Director



MOBILE ZOO  
LLC

10811 S. Deer Lake Rd ♦ Reed City, Michigan 49677 ♦ 810-334-2512  
Email: whisperingpinesanimals@gmail.com ♦ Website: www.whisperingpinesmobilezoo.com  
www.facebook.com/coolanimals

COPY

CONTRACT FOR SERVICES

Organization/Event: Downtown Block Party in Portland

Organization mailing address: City of Portland Downtown Development Authority/ Portland Main Street, 259 Kent Street

City/State/Zip: Portland, Michigan 48875 Business phone: (517) 647-5027

Contact person: Patrick T. Reagan, Director or Heather Wiborn cell phone: (231) 755-3574

Email address: ddamainstreet@portland-michigan.org or hwiborn@yahoo.com

Event location address: \_\_\_\_\_

Date(s): Saturday, May 18, 2013 Hours of operation: 11 am - 5 pm

Cost per day: \$1100.00 Total number of days: 1 Total: \$1,100.00 10% Deposit:

Options (check as many boxes as applicable):

Petting Zoo  
(approx. 40' x 50'  
85')

Exotic Exhibit  
(min 20' x 85')

Special provisions/notes:

<p><b>Event holder shall supply:</b></p> <ul style="list-style-type: none"> <li>• Minimum space requirements: as stated above</li> <li>• Hook up to min 30amp electric power service</li> <li>• Access to Water</li> <li>• Site for manure and trash disposal</li> <li>• Payment in full LATEST on day of event</li> </ul>	<p><b>Whispering Pines Mobile Zoo LLC shall supply:</b></p> <ul style="list-style-type: none"> <li>• Variety of healthy, well-behaved animals*</li> <li>• Tents, fencing, signage, hand sanitizer</li> <li>• feed for sale</li> <li>• Knowledgeable and courteous staff</li> </ul> <p><small>*Due to the nature of this business, animals booked may be subject to change.</small></p>
--	--

Please return a signed copy of this contract along with a 10% deposit to:  
Whispering Pines Mobile Zoo, 10811 S. Deer Lake Rd., Reed City, MI 49677

I have read and agree to the terms of this contract

Signature: [Handwritten Signature]

Date: 3/8/13

Event Representative

Signature: [Handwritten Signature]

Date: 1/2013

# PURCHASE ORDER

## CITY OF PORTLAND

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

TO

VISCO

SHIP TO

Elec.

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
2-12-13						
QUANTITY	DESCRIPTION				PRICE	AMOUNT
4	Lower base 10c				563	\$ 2252.00
2	Upper base 11c				418	\$ 836.00
	Finial				28	\$ 28.
						\$ 3116.00
	Downtown and City Hall Parking Lot					
	Design Committee					

NOT FOR RESALE  FOR RESALE

TAX NUMBER

ORIGINAL

AUTHORIZED SIGNATURE

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

# INVOICE

CITY OF PORTLAND  
259 KENT ST.  
PORTLAND, MI 48875

647-3211

DDA  
259 KENT ST.  
PORTLAND, MI 48875

Customer ID: 00017  
Invoice Number: 0000000663  
Service Date: 03/06/2013  
Invoice Date: 03/11/2013  
Due Date: 04/08/2013

Property Address:  
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET - MARCH	112.00	112.00
1	POSTAGE	44.16	44.16

Total Invoice:	156.16
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	156.16

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

(517) 647-3211

DDA  
259 KENT ST.  
PORTLAND, MI 48875

# INVOICE

Customer ID: 00017  
Invoice Number: 0000000663  
Service Date: 03/06/2013  
Invoice Date: 03/11/2013  
Due Date: 04/08/2013

Property Address:  
259 KENT ST.



Vendor: 02066

TELNET WORLDWIDE INC.

Check #: 00000033323 03/04/13

Date	Invoice	Description/Detail	Amount
1/2013	291515	PHONE SVC - CITY HALL	495.60
	101-172-851.000	TELEPHONE SERVICE	49.56
	101-201-851.000	TELEPHONE SERVICE	198.24
	101-209-851.000	TELEPHONE SERVICE	49.56
	101-751-851.000	TELEPHONE SERVICE	49.56
	101-728-956.000	MISCELLANEOUS EXPENSES	49.56
	105-254-851.000	TELEPHONE SERVICE	49.56
	208-690-851.000	TELEPHONE SERVICE	49.56

Total: 495.60

PRINTING 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  
74-347/724

033323

Date: 03/04/13

AMOUNT

\$495.60

\*\*\*Four Hundred Ninety-Five and 60/100 Dollars\*\*\*\*\*

PAY

TELNET WORLDWIDE INC.  
8020 SOLUTIONS CENTER

CHICAGO

IL 60677

CITY OF PORTLAND - PAYING ACCOUNT

*James Hanner*

MAYOR

*Monique Miller*

CLERK

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

⑈033323⑈ ⑆072403473⑆ 01151128209⑈

\* Paid 3/5/13;  
Reimburse Society

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>REAGAN, PATRICK</b>				
Account Number: [REDACTED]				
Purchases and Other Charges				
01/23	01/21	WWW.1AND1.COM TEL8774612631PA	85101653022700000314025	29.97
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$29.97
<b>SCHRAUBEN, BRENDA</b>				
Account Number: [REDACTED]				
Purchases and Other Charges				
01/24	01/22	MICHIGAN MUNICIPLE LEA 734-662-3246 MI	85500593023900017600119	10.00
02/01	01/30	ORIENTAL TRADING CO 800-2280475 NE	25265863031031034961009	174.17
02/05	02/04	VIKTOR INCENTIVES&MEET 02319470882 MI	55547503036091146000173	99.00
02/07	02/06	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432863037000989505755	76.60
02/07	02/06	YA YA E FAVORMART 06266672258 CA	55310203037207305605245	58.94
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$418.71

**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	15,372	Monthly Bonus	0
Deposited	449	Transferred In	0
Redeemed	0	Transferred Out	0
Adjustments	0	<b>Ending Balance</b>	<b>15,821</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)

User: BREND

PERIOD END 03/31/2013

DB: Portland

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	AVAILABLE	% BGDG USED
		AMENDED BUDGET	03/31/2013 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA FUND					
Revenues					
Dept 000					
248-000-402.000	REAL PROPERTY TAXES	295,000.00	250,000.00	45,000.00	84.75
248-000-551.000	RIVERSIDE FACADE GRANT	0.00	0.00	0.00	0.00
248-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	50.00	58.94	(8.94)	117.88
248-000-674.000	CONTRIBUTION-PROPERTY OWNERS	0.00	0.00	0.00	0.00
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	2,000.00	0.00	2,000.00	0.00
248-000-678.010	REIMBURSEMENTS-RIVERFEST	2,500.00	1,835.00	665.00	73.40
248-000-678.011	REIMBURSEMENTS-CITY AND PACC	0.00	0.00	0.00	0.00
248-000-678.012	REIMBURSEMENTS-MAIN STREET	31,620.00	14,518.16	17,101.84	45.91
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00
248-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00
Total Dept 000		331,170.00	266,412.10	64,757.90	80.45
TOTAL Revenues		331,170.00	266,412.10	64,757.90	80.45
Expenditures					
Dept 275-ADMINISTRATION					
248-275-702.000	S & W FULLTIME	40,000.00	27,808.50	12,191.50	69.52
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	835.32	364.68	69.61
248-275-715.000	S & W SOCIAL SECURITY	3,151.00	2,191.25	959.75	69.54
248-275-717.000	LIFE/LTD INSURANCE	875.00	603.81	271.19	69.01
248-275-718.000	PENSION	8,000.00	6,418.78	1,581.22	80.23
248-275-719.000	OTHER FRINGE	0.00	17.24	(17.24)	100.00
248-275-720.000	WORKER'S COMPENSATION	1,500.00	0.00	1,500.00	0.00
248-275-723.000	UNEMPLOYMENT	50.00	5.70	44.30	11.40
248-275-730.000	POSTAGE	500.00	244.43	255.57	48.89
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	972.34	6,527.66	12.96
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	12,800.00	4,133.01	8,666.99	32.29
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	1,820.00	0.00	1,820.00	0.00
248-275-740.005	OPERATING SUPPLIES-O&F COMMITTEE	17,450.00	11,499.40	5,950.60	65.90
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	16,560.00	8,938.08	7,621.92	53.97
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	2,000.00	1,352.00	648.00	67.60
248-275-801.000	LEGAL SERVICE	100.00	0.00	100.00	0.00
248-275-802.000	AUDIT SERVICE	850.00	631.70	218.30	74.32
248-275-803.000	ENGINEERING SERVICE	500.00	0.00	500.00	0.00
248-275-804.000	CONTRACTUAL SERVICE	10,000.00	385.00	9,615.00	3.85
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	7,000.00	6,452.68	547.32	92.18
248-275-806.000	DATA PROCESSING	1,550.00	0.00	1,550.00	0.00
248-275-851.000	TELEPHONE SERVICE	500.00	350.02	149.98	70.00
248-275-886.000	FIREWORKS (DDA)	2,500.00	0.00	2,500.00	0.00
248-275-902.000	ADVERTISING	0.00	0.00	0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	1,500.00	2,271.18	(771.18)	151.41
248-275-958.000	DUES & SUBSCRIPTIONS	300.00	250.00	50.00	83.33
248-275-967.001	FACADE RESTORATION (DDA)	22,000.00	4,643.18	17,356.82	21.11
248-275-992.000	PRINCIPAL PAYMENT	170,000.00	170,000.00	0.00	100.00
248-275-995.000	INTEREST PAYMENT	19,197.82	12,377.07	6,820.75	64.47
248-275-997.000	PAYING AGENT FEES	200.00	0.00	200.00	0.00
248-275-999.202	TRANSFER TO MAJOR STREETS	113,800.00	101,630.48	12,169.52	89.31
Total Dept 275-ADMINISTRATION		463,403.82	364,011.17	99,392.65	78.55

03/14/2013 PM  
 User: BREN  
 DB: Portla

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

Page

PERIOD END 03/31/2013

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2013 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA FUND					
Expenditures					
Dept 999					
248-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00
Total Dept 999		0.00	0.00	0.00	0.00
TOTAL Expenditures		463,403.82	364,011.17	99,392.65	78.55
Fund 248:					
TOTAL REVENUES		331,170.00	266,412.10	64,757.90	80.45
TOTAL EXPENDITURES		463,403.82	364,011.17	99,392.65	78.55
NET OF REVENUES & EXPENDITURES		(132,233.82)	(97,599.07)	(34,634.75)	73.81

# PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR FEBRUARY 2013

## NPDES COMPLIANCE

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

## OPERATIONS

The WWTP treated and discharged 10.6 million gallons for the month of February.

Cold weather and high flows due to the high river levels, rain and snow melt off always make life more interesting at the WWTP. We were already dealing with an onset of Filamentous bacteria in January from the introduction of digester supernatant to the treatment process. The filamentous causes poorer settling in the final clarifiers which affects every process downstream from the clarifiers. As a result the polymer used for thickening had to be increased to achieve the required solids concentration of the sludge sent to the primary digester. Dosing the Return Activated Sludge (RAS) with Chlorine helped to improve the settling, but then the high flows came. This was the first experience with high flows since the WWTP upgrade. The second clarifier was brought back on line to accommodate the higher hydraulic loading. In the meantime the settling conditions once again deteriorated. Chlorine was once again introduced to the RAS to kill the filamentous bacteria and improve the settling. By the end of the month everything was back to normal except for the polymer dosing of the thickener sludge. After checking with the supplier they confirmed what we had pretty much figured out at the WWTP. Filamentous, temperatures of the polymer near 40° F, and a change in the nitrification process has created a larger demand of the polymer to achieve the required thickening. Once the weather warms up and the nitrification is stabilized, we should see a decrease in polymer demand. All of the NPDES permit requirements were easily met through all of the weather turmoil.

Davis Construction finished the punch list items. FHC replaced all of the new suction and discharge gauges on the Raw Sewage pumps as they had all failed. Randy Hamlett from Hamlett Environmental Technologies checked the size of the material that passes through the channel grinder. He observed some grease build up on the perforated screen and said that this would increase the flow velocity through the grinder which in turn would not break down the rags properly. He advised the WWTP operators to clean this screen on a regular basis to avoid this problem. He also stated that he would confer with JWC, the

manufacturer, to see if they might supply a set of brushes that would continuously clean the screen. C2AE delivered the WWTP O&M Manual and the as-built blueprints.

The SARA Tier II annual report was submitted before the March 1 deadline. Copies of the report were sent to the Portland Fire Authority and the Ionia LEPC coordinator as required.

The WWTP budget worksheet was completed and submitted to Nikki Miller at City Hall.

All of the WWTP personnel attended the First Aid Training at Tri-county Rural Electric on the 28<sup>th</sup> of February.

Tim Krizov and Doug Sherman both celebrated their birthdays.

### **Maintenance & Capitol Expenses for February 1, 2013 to February 28, 2013**

ITEM	COST
Tom's Do It Center – O-rings & CLR cleaner	\$ 7.06
USA Bluebook – CBOD Nutrients	\$ 56.08
<b>Total Expenses</b>	<b>\$ 63.14</b>
<b>Total Spent YTD</b>	<b>\$23167.43</b>

### **WASTEWATER COLLECTION SYSTEM ACTIVITY**

Sewer Trouble Spots sections cleaned	1680 feet
Routine cleaning	621 feet
Sewer call outs due to building services	3
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services TV Inspected	1
Building Services Inspected	1

### **SEWER CALLOUTS**

February 5, 2013

Charles Burns of 318 Washington St. contacted the WWTP to inquire if we could use the City Camera to examine his house lateral for a problem that he was having. Mike Owen and Tim Krizov used the Sea Snake push camera to enter his lateral to check the condition. Approximately 40 feet from the house they found a large root blockage and located where it was in the lawn. They advised the homeowner to contact a plumber to

cut the roots especially in the area that they had located. The lateral up to the location of the root mas was in very good condition.

February 8, 2013

Jake Spedoske of 518 Lookingglass called at 2:30PM called the WWTP for an inspection of his house lateral that he had replaced with PVC. Doug Sherman inspected the lateral after 3:00PM and approved. This house has had problems for years and hopefully the new PVC line will take care of the problems.

February 13, 2013

A call was received from Dick Keusch of Keusch Super Service located at 118 E. Grand River at 8:40AM. He stated that their toilet would not go down and that they had run a sewer tape out 25 feet without any success. Mike Owen was immediately dispatched to investigate the situation. He inspected the flow through manholes C2, C3, and C4 in the city main. The flow was good in the city main. Mike advised them that the problem was in their service lead and that they should have it cleaned to clear the blockage. Dick Keusch called back several hours later to let the WWTP know that he noticed water escaping from the manhole of their sand & grease trap and questioned if this might be causing the problem. Doug told him that could certainly cause the problem. Dick asked if the City cleaned these traps and was advised that we don't and that he should contact an environmental waste hauler to pump the sludge from his trap and dispose of it properly. This satisfied Dick and we have heard nothing further of any problems.

February 13, 2013

A call was received at the WWTP from Nick Sandborn of 594 Divine Hwy at 11:00AM that they had experienced sewage backing up into the basement. Mike Owen was dispatched to investigate the problem. He inspected the flow in manholes B10 & B11 for proper flow. The flow was good and determined that the problem was in the house service lead. He advised Nick to have the lateral cleaned by a plumber to clear the blockage.

February 21, 2013

Mike Owen received a call from Central Dispatch at 8:45PM that sewage was backing into the basement at 729 Hill St. He arrived at the scene at 9:10PM to investigate the problem. The flow was checked at manholes C44 & C45 in the city main to verify if the main was blocked or not. The flow was good in the main. Mike advised the homeowner the homeowner that the problem was in his house lateral and that he should have a plumber clean to clear the blockage.

Respectively Submitted,



March 13, 2013

To: City Council / City Manager  
From: Parks and Recreation Board  
Re: Action taken at the rescheduled March Parks and Recreation Board meeting

Dear Council,

At the regular Parks and Recreation Board meeting held on Thursday March 12, 2013 the Board took the following action. The Parks and Recreation Board meeting started at 5:30 PM in the Executive Board room at City Hall.

The Parks and Recreation Board have been discussing a Special Events Policy which will cover the use of the trails for events such as 5k, 10k and marathons over the last few months. Every year we have been receiving more and more requests from organizations, local and out of town groups to utilize the trail for fund raising opportunities which incurs costs to the Department. Furthermore, when we have individuals rent the ball fields there is a charge and we also require liability insurance with them naming us as additional insured. After discussion a motion was made by Foote to recommend to the Council to approve the proposed policy, seconded by Cross. Motion carried. You will find attached the proposed policy, a permit application and an indemnification and hold harmless agreement that other communities require.

In other action the board took the following action. After discussion a motion was made by Williams to recommend to the Council to approve the proposed Ball Field Banner Program, seconded by Weller. Motion carried. The Parks and Recreation Sponsorship and Underwriting Policy were approved by the City Council in 2011.

You will find attached a copy of the March Parks and Recreation Board minutes for your review. You will also find a copy of our Arbor Day Tree Planting flyer as we will be planting an Arbor Tree on Friday April 26, 2013 at 2:00 pm in the Park along Water Street.

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

Over the winter some of the junk and hazardous trees were removed from this park. I also attached a proposed Arbor Day 2013 Proclamation which is a requirement for Tree City USA status for the Council to approve.

If you have any questions at all in regards to the above information please let me know.

Respectfully,

A handwritten signature in cursive script that reads "Mary Ellen Scheurer". The signature is written in black ink and is positioned above the printed name.

Mary Ellen Scheurer  
Parks, Recreation & Cemetery Director

**PORTLAND PARKS & RECREATION  
SPECIAL EVENT POLICY**

The following are standards and requirements applicable to road races such as 5k, 10k, marathons and triathlons as well as other large special events.

**I. Application for Special Event Permit**

- A. A person shall not sponsor, operate, maintain, conduct or promote an event in any Portland Park unless the person shall have first made application for and obtained as hereinafter prescribed as, a permit for each such event.
- B. A person shall not participate in an event in any Portland Park unless a permit has been issued for that event.
- C. Application for a permit to conduct any event must be made in writing on such forms and in such a manner as prescribed by the Portland Parks Department. Initial application shall be made at least thirty (30) days prior to the date of the proposed event. All information and all required documentation must be received by the Parks Department no later than ten (10) days prior to the date of the event.

**II. Fees and Deposits**

- A. For any shelter made unavailable for rent to the general public by the event the normal rental fee shall apply and be due two weeks from the date the reservation is made.
- B. Deposits, when required, must be made in cash or certified check payable to Portland Parks and Recreation Department and are due at least ten (10) days in advance of the event.
- C. The following fees will be charged for Special Events based on the number of participants:

1-100 participants	\$ 50.00
101-200	\$ 100.00
201-300	\$ 150.00
301- 400	\$ 200.00
401-500	\$ 250.00

- D. Deposit fee \$ 50.00

**III. Action by the Portland Parks & Recreation Department**

- A. The application shall be reviewed by the Director or its designated representative for its approval or denial.

**IV. Event Requirements**

- A. Food Service: If food service is made available on the premises, it shall be delivered only through caterers or vendors licensed and operating in accordance with the provisions or selling pre-packaged food.
- B. Traffic Control: This must be approved by the Chief of Police and there may be an additional charge for services.

**V. Insurance**

- A. Insurance: The sponsoring organization must provide a completed certificate of insurance naming Portland Parks & Recreation and the City of Portland as additional insured. The Director of Parks and Recreation is authorized to require higher limits than those stated below when circumstances warrant.
- B. For 5K run/walk races, family type concerts, parades (no floats) - \$ 1,000,000.00 minimum combined single limit coverage is required. No alcoholic beverages are permitted at these events.
- C. Any event not specifically listed above, shall be classified by the Board or its designated representative
- D. A person shall not sponsor, operate, maintain, conduct, promote or participate in an event in any Portland Park until it has obtained the insurance required under this permit. All coverage shall be with insurance carriers licensed and admitted to do business in the State of Michigan. All coverage shall be carriers acceptable to the City of Portland.

**VI. Hold Harmless Agreement :**

The applicant must provide a completed and signed indemnification and hold harmless agreement with their application.

Note: When scheduling the Trail for an event the Trail will still be open to the General Public at all times.

**PORTLAND PARKS DEPARTMENT  
SPECIAL EVENT PERMIT  
APPLICATION**

Event Name \_\_\_\_\_ Date \_\_\_\_\_

Type of Event \_\_\_\_\_

Location ( attach trail route and start and finish locations):

Start time \_\_\_\_\_ am/pm      No. of participants expected \_\_\_\_\_

Event time \_\_\_\_\_ am/pm      No. of participants previous yr. \_\_\_\_\_

	Yes	NO
Is a shelter requested?	_____	_____
Any Road closing /crossings required?	_____	_____
Will a fee be charged for this event?	_____	_____

---

Provide brief description of the Event:

---

Medical personnel assigned to the event:

Is this person a(n):

Name:	EMT	RN
Address:	PARAMEDIC	OTHER
Phone:	Physician	

---

**SPONSORING ORGANIZATION INFORMATION**

Name:

Address:

Phone:

Website:

Event Director:

Day time phone \_\_\_\_\_

Address:

Evening phone \_\_\_\_\_

**\*\*\*ALL APPLICANTS MUST COMPLETE AND SUBMIT AN  
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT.**

**PORTLAND PARKS AND RECREATION DEPARTMENT  
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In consideration of its use of \_\_\_\_\_ park,  
(name of park)  
the \_\_\_\_\_ agrees to defend, pay on behalf of,  
(name of organization)

Indemnify, and hold harmless the City of Portland and the Portland Parks and Recreation Department and their elected and appointed officials, employees and volunteers and others working on behalf of the City of Portland and Portland Parks and Recreation Department, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for damages which may be asserted, claimed or recovered against or from the City of Portland or Portland Parks and Recreation Department, their elected and appointed officials, employees, volunteers or others working on behalf of the City of Portland or the Portland Parks and Recreation Department, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of:

\_\_\_\_\_ by \_\_\_\_\_  
(name of park) (name of organization)

Its officers, employees or agents; its parent organization, subsidiaries, independent contractors, subcontractors, licensees and invitees if any; and any such parent organization's subsidiaries', independent contractors, licensees', invitees' officers, employees or agents. It is expressly understood and agreed that the indemnification and Hold Harmless requirements of the Agreement do not include losses, injuries or damages arising from the negligence of the City of Portland or Portland Parks & Recreation Department personnel.

This Agreement shall be construed according to the laws or the State of Michigan. The appropriate venue for the bringing of any legal action under the Agreement shall be the County of Ionia, of the State of Michigan.

**The person signing on behalf of the entity certifies by his/her signature that he/she is duly authorized to sign this Agreement on behalf of the entity and that this Agreement has been authorized by the entity.**

This Agreement will be effective \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_.

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

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

Signature Name: (type or print): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

The CITY OF PORTLAND  
PARKS AND RECREATION DEPARTMENT  
249 Kent Street, Portland, MI. 48875  
Phone: 517-647-7985 Fax: 517-647-6612  
[www.portland-michigan.org](http://www.portland-michigan.org)

Dear Local Merchant,

**Is your business looking to get noticed?** Portland Parks and Recreation offers a special program for local businesses to advertise in a cost effective manner. The Softball and Baseball Signage program allows you to purchase outfield banners to be displayed from April 1 thru November 1 at the Powers Park field adjacent to Grand River Avenue or at the fields down at the Flats. During the 2013 season, your company's logo could be seen by both youth and adults playing softball and baseball on the fields 7 days a week. With our ball fields as active as ours, lots of vehicle traffic that passes by, softball tournaments as well as visitors to the park, your sign will be highly visible.

The dimensions of the banners are 4' high by 8' long. The materials are designed for outdoor use and the sign is handcrafted by a sign shop. The Director will gladly work with your company on your billboard design. The initial cost is \$ 350.00 for one year and \$ 500.00 for two years. This includes the banner and the first year of display at the field of your choice.

**The banners will be left up from April 1st thru November 1st.** That means cost effective advertising for your business or organization! Each spring your company has the opportunity to renew the sign for the following year for the low cost of \$ 200.00. At the time of renewal, you may choose to switch your banner to another location or field.

Should you choose to take advantage of this unique opportunity, please fill out the enclosed agreement form and return it to the Parks & Recreation Department. Please note that you have the option of being invoiced, which will extend the payment due date to May 1, 2013. If you have any questions, please contact me at (517) 647-7985 or at [recreationdirector@portland-michigan.org](mailto:recreationdirector@portland-michigan.org)

Thank you for your consideration and we look forward to working with you.

Sincerely,



Mary Ellen Scheurer  
Parks, Recreation and Cemetery Director  
City of Portland

**PORTLAND PARKS & RECREATION  
2013 BALL FIELD BANNER PROGRAM**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Email Address \_\_\_\_\_

<b>New Purchase</b>	_____ # of Banners @ \$350.00 for 1 yr.	TOTAL \$ _____
	_____ # of Banners @ \$500.00 for 2 yr.	\$ _____
		<b>GRAND TOTAL \$ _____</b>

**Payment**

**Options**     Check (please write check number) \_\_\_\_\_  
                   Cash  
                   Please invoice: I understand that payment will be due by May 1, 2013.

**Location**    #1 \_\_\_\_\_ Location – Powers Park (Adult leagues)  
                  #2 \_\_\_\_\_ Location – Bud Plant field (Adult leagues)  
                  #3 \_\_\_\_\_ Location – Pony League Field # 2 (Youth leagues)  
                  #4 \_\_\_\_\_ Location – Field # 1 at flats (Youth leagues)  
                  #5 \_\_\_\_\_ Location – Russman Field # 3 (Youth leagues)  
                  # 6 \_\_\_\_\_ Location - Thompson Fields or T-ball Fields

**Artwork**    A simple design has the best visibility. Digital copies of your Banner design will work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send artwork along with payments (payable to Portland Recreation Department) to:

Portland Parks and Recreation  
Mary Ellen Scheurer Director  
259 Kent Street  
Portland, Mi. 48875  
(517)647-7985.

March 12,, 2013

Minutes of the Thursday March 12, 2013, Parks and Recreation Board meeting held at 5:30 pm at the Executive Board Room at City Hall.

Members Present: Cross, Foote, Weller and Williams

Members Absent: Segerlind

Guests: none

Meeting called to order at 5:30 PM.

Old Business:

1. Minutes of the Thursday January 17, 2013 Parks and Recreation Board meeting approved as written.
2. MDOT Box Culvert – The Director informed the Board on the progress of the Box Culvert. They have also finished up the electricity and the lights in the culvert. The City Manager and I went up to look at the culvert prior to opening the trail back up and the day light in the culvert was better then I expected prior to the lights being installed.
3. Trail Fees for special events – The Director provided the Board a sample policy which includes a fee structure, a hold harmless clause on the registration forms and liability insurance. After discussion a motion was made by Foote to recommend to the Council to approve the proposed policy, seconded by Cross. Motion carried.

New Business:

1. Mother Son Sports Activity – A copy of the final report was provided for the Boards review and we had 88 participants and it was nearly the maximum we could accommodate at this event.
2. Sponsorship signs for the Ball fields – The Director provided the Board with the proposed Ball Field Banner program as well as information from Source One Digital. Source One Digital is the Company that made the free banners the Department received from Meijer to advertise our registration times a couple of years ago. The Company makes all sizes and types of banners. After discussion a motion was made by Williams to recommend to the Council to approve the proposed Ball Field Banner Program, seconded by Weller. Motion carried.
3. Daddy Daughter Dance – The event was held at the K of C Hall on Wednesday February 13, 2013. Neil and I made the corsages with artificial flowers and the girls

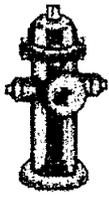
really liked them over the live carnations that they received in the past. It took us quite a few hours to make but they were much cheaper than buying already made corsages. This year we had 244 Girls and 184 fathers for a total of 430 participants at the Dance.

4. PATA Tennis program – The Director provided the Board with a copy of the Tennis programs that will be offered this summer. The Parks and Recreation Department is co-sponsoring the program with the PATA group and we will be handling all registration and payroll. Jim Neilbling and Joel Cross will continue to run the day to day program and hiring the instructors for scheduling. The Recreation Department will end up getting so much per head for the registration depending on the cost of the individual programs.
5. Budget Reports – The report was provided for the Board's review. There was some discussion on the Budget and trying to generate some additional revenue due to the reduced amounts in the donations from the Community Fund and Portland Township over the last couple of years. The Director also informed the Board that we have doubled the size of the gymnastics program and had to turn kids away due to instructor availability and availability of facilities. We also offered volleyball for second thru 4<sup>th</sup> graders this spring the class filled quickly and we have never offered this program for 2<sup>nd</sup> and 3<sup>rd</sup> graders in the past. As mentioned above we are also now co-sponsoring the PATA Tennis program and hope to add some revenue with our ball field banner program.

The meeting was adjourned at 6:15 pm.

Respectfully,

Greg Foote  
Secretary



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

Minutes of the Regular Board Meeting  
Monday, February 11, 2013 – 7:00 PM - 773 E Grand River, Portland

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

**Roll Call**

Present: Jerry Tiemann, Steve Smith, Mark Ackerson, Steve Fabiano, Kathy Parsons.

Dick Pohl arrived at 7:15,

Guests: Tyler Bailey, Nathan Bailey, Corey Czaika, Tom Thelen, Larry Blundy, Asst. Chief Doug Logel Sr.

Public Comment: None

**Agenda:**

Mr. Pohl moved to approve the agenda as published. Mr. Ackerson supported. Motion approved

**Approval of Minutes:**

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

**Bills/Financial Report:**

Mr. Ackerson presented bills outstanding and reported recurring bills paid per policy. Recurring bills were not available from the accountant for ratification. Mark will meet again with accountant re: other bills' recaps. Also the investment savings account is ready to be opened, just need signatures. Mr. Tiemann moved to pay bills as presented, approve and sign investment savings account documents. Mr. Pohl supported. Motion carried.

Correspondence: Mr. Pohl received an offer to provide audit services, the letter placed on file for future action.

**Chief's Report:**

Interim Chief Logel recapped his written report, and presented some questions from members requesting clarification of certain policies from the manual. Referred to the Personnel Committee for research and report.

Retirement parties for Crist and Brown scheduled for 4 pm March 3. Board members are invited to attend.

**Purchase orders**

- for MSP: Training \$671.00, investigation school. Money is in the training budget.
- Westphalia Twp FD for \$500 - air crash disaster drill. March 23<sup>rd</sup>. Multiple departments.
- Westshore Fire Service for four carbon fibered cylinders \$2,488.00. from the equipment line.

Bylaws call for 16 firefighters and rest reserves receiving \$50 pay for a private phone line. The members are willing to give that towards something like equipment or training. For instance, last year, the safety money was given towards a projector for the department.

Trucks from Lyons still in the works but no firm timeline yet.

**Committee Reports:**

- Insurance: None
- Policy Committee: None

- Budget: None
- Personnel Committee: None

Old Business:

- Burn permits: Mr. Ackerson reported his own experience was frustrating in leaving a message. Interim Chief Logel will fix the message to make it more user-friendly from the public's perspective.
- Mr. Fabiano reported that the city prefers to take back Engine 7 upon our purchase of a replacement, and has no issue with us replacing it. It will remain in service until then.

New Business:

- Mr. Smith moved to approve purchase order requests per Chief's report. Mr. Tiemann supported. Motion carried.
- Fire Chief's discussion and tabulation. Question was whether it served the process to go into closed session. Mr. Ackerson read pertinent statutes for closed session criteria, specifically centering on comments. Consensus was that only the score totals would be discussed, so closed session was not needed. After tabulation of the scores, weighted 40% qualifications, 60% interview. While scores were close, Mr. Ackerson moved to accept the candidate who scored highest in the process, and offer the position of Fire Chief to John Baker. Mr. Smith supported. Mr. Fabiano requested a roll call vote.

Ackerson, yes; Smith, yes; Pohl, yes; Tiemann, yes; Parsons, yes; Fabiano, yes. Motion carried.

Public comment: None

Mr. Tiemann moved to adjourn. Mr. Smith supported. Motion carried. Meeting adjourned 8:05 pm.

Next meeting: Monday, March 11, 2013 – 7:00 pm

Respectfully submitted:



Kathy Parsons, Secretary



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

[DRAFT 03/13/2013] Minutes of the Regular Board Meeting  
Monday, March 11, 2013 – 7:00 PM - 773 E Grand River, Portland

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

Roll Call

Present: Jerry Tiemann, Steve Smith, Mark Ackerson, Steve Fabiano, Kathy Parsons, Dick Pohl  
Guests: Patti Schafer, Chief John Baker, Asst. Chief Doug Logel Sr.

Public Comment: None

Agenda:

Mr. Pohl moved to approve the agenda as published. Mr. Smith supported. Motion carried.

Approval of Minutes:

Mr. Ackerson moved to approve the minutes of the previous meeting as published (with one edit for spelling). Mr. Tiemann supported. Motion carried.

Bills/Financial Report:

Mr. Ackerson explained the financial report, along with the transfer to savings, including recurring bills and petty cash report. Also included were checks picked up on Sunday for last minute bills. Quarterly bills for the municipalities were sent. The chair thanked the accountant for amending the reports as requested. Mr. Tiemann moved to approve the financial report, ratify recurring bills paid, and pay the bills as presented. Mr. Pohl supported. Motion carried.

Correspondence: Mr. Ackerson read a note from Doug Logel, Jr. thanking the board for the opportunity to interview for the Chief.

Chief's Report:

The new Fire Chief, John Baker, introduced himself and thanked the Board for the opportunity to serve, and complimented the Board on the process. Chief Baker reported runs, trainings and meetings, as well as his progress on department review. He has met with officers and found the meeting to be positive. Standard operating procedures are under review, as well as mutual aid agreements. Most urgent need is updated software to replace out of date tools. The basic package needed is more than adequate, and costs \$3190. \$2500 is currently budgeted for software. Chief Baker has found areas where necessary budget amendments are possible with no harm to services. The computer inherited is inadequate but he can push purchasing new hardware to the next budget year if needed. He will have a recommendation for the next meeting, including and excluding hardware purchase.

Chief Baker reported the previous chief's breakdown of his runs for consideration of payment. Chief's pay from November 30<sup>th</sup>, 2012 cut off will be paid in June's payroll payment, including these runs. The same process will be observed for Mr. Crist.

Assistant Chief Logel reported aviation training in the Pewamo-Westphalia area, which is in the distress flight path for Ionia airport. Ionia Hospital, as well as other departments, will participate in the training, as will Portland. The training is March 23<sup>rd</sup>. If the board wants to observe, let Chief Baker know and he will arrange it.

Committee Reports:

- Insurance: Ms. Parsons reported that the RFP's were sent, and she is already getting inquiries.
- Policy Committee: None

- Budget: None
- Personnel Committee: None

Old Business:  
None.

New Business:

- Mr. Tiemann requested a date change for meetings in April, July, October and January due to quarterly Township associations meetings, for which he, Mr. Pohl, and others may attend. Wednesday April 10<sup>th</sup> meets everyone's schedules. Future meeting changes will be covered under next year's schedule of meetings.
- Mr. Tiemann spoke with City Manager Dempsey requesting breakdowns of month-by-month expenses actually spent.

Public comment: Ms. Schafer asked the Board how they plan to proceed to develop an auditor RFP. She recommended a timeline, and that the budget committee publish in May, and recommended that the auditor chosen is not already a township or city auditor.

Mr. Logel thanked Ms. Parsons for her writing and presenting proclamations at their retirement party for retirees Brown and Crist.

Ms. Schafer recommended that where recurring bills are available for payment online that the Chief print the bills, code them, and send them to her, and she will pay them online and include them in the report.

Adjournment:

Mr. Smith to adjourn. Mr. Pohl supported. Motion carried. Meeting adjourned 8:05 pm.

Next meeting: Wednesday, April 10, 2013 – 7:00 pm

Respectfully submitted:



Kathy Parsons, Secretary

Portland Fire Department Monthly Alarms Report (Serving with Pride and Excellence)						Month of February 2013		
Type of Call	Danby Twp Alarms	Danby Twp Manhours	Portland Twp Alarms	Portland Twp Manhours	City Portland Alarms	City Portland Manhours	Apparatus Response	
							Truck	Amount
Ambulance/Police Assits					2	7	Engine # 1	1
Dwelling			1	64			Engine # 7	1
Vehicle Fire							Engine # 11	3
Industrial/Commercial Fire							Tanker # 9	3
Wildland/Grass Fire							Brush # 6	
Garage/Storage Building Fire					1	43	Brush # 8	3
Barn Fire							Brush # 12	
Tree Down							Light/Air # 2	3
Power Line/transformer							Command 10	
Rescue/Extrication/Water			1	50			Car # 4	3
Smoke Alarm							Quad # 51	
Natural Gas/CO2 Leak	1	8					Marine # 3	
Tornado Warning								
<b>Total for Month</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>114</b>	<b>3</b>	<b>50</b>	<b>Year</b>	
<b>Total for Year</b>	<b>5</b>	<b>50</b>	<b>6</b>	<b>148</b>	<b>4</b>	<b>77</b>	Engine # 1	1
<b>Mutual Aid Given</b>	<b>Alarms</b>	<b>Manhours</b>			<b>Mutual Aid Received</b>	<b>Alarms</b>	Engine # 7	1
Grand Ledge					Grand Ledge		Engine # 11	4
Westphalia					Westphalia	1	Tanker # 9	3
Berlin/Orange					Berlin/Orange	1	Brush # 6	
Roxand Township					Roxand Twp.		Brush # 8	8
Lyons/Muir					Lyons/Muir	2	Brush #12	3
Pewamo					Pewamo		Light/Air # 2	3
Sunfield					Sunfield		Command 10	
Delta Fire	1	40			Delta Fire		Car # 4	4
Other					Other		Quad # 51	
<b>Totals for Month</b>	<b>1</b>	<b>40</b>			<b>Totals for Month</b>	<b>4</b>	Marine # 3	
<b>Totals for Year</b>	<b>2</b>	<b>51</b>			<b>Totals for Year</b>	<b>4</b>	Total	27
	<b>Alarms</b>	<b>Manhours</b>						
<b>Total for Month</b>	<b>7</b>	<b>212</b>						
<b>Total for Year</b>	<b>20</b>	<b>326</b>						
<b>Training for February 2013</b>	<b>Manhours</b>		<b>Training for Year</b>	<b>Manhours</b>			<b>Reported By</b>	
	<b>52</b>			<b>150</b>			Nick Martin, Fire Marshal	

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2013 (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	975,000.00	896,133.29	3,352.15	78,866.71	91.91
101-000-428.000	PILOT-Golden Bridge Manor	6,950.00	0.00	0.00	6,950.00	0.00
101-000-445.000	PENALTY & INTEREST	7,000.00	4,377.07	418.02	2,622.93	62.53
101-000-445.022	1994A SPEC ASSESS - INTEREST	500.00	417.17	117.11	82.83	83.43
101-000-447.000	TAX COLLECTION FEES	41,000.00	38,404.67	2,863.94	2,595.33	93.67
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	21.78	3.22	(21.78)	100.00
101-000-451.000	BUSINESS PERMITS	0.00	767.07	0.00	(767.07)	100.00
101-000-453.000	CABLE TV FEES	16,000.00	0.00	0.00	16,000.00	0.00
101-000-455.000	TRAILER FEES	500.00	2,619.00	33.00	(2,119.00)	523.80
101-000-476.000	NON-BUSINESS PERMITS	1,500.00	1,095.00	1,925.00	405.00	73.00
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	0.00	0.00	0.00	0.00
101-000-501.000	CHRC-FEDERAL STIMULUS GRANT	0.00	0.00	0.00	0.00	0.00
101-000-510.000	COPS-CHRF GRANT	0.00	0.00	0.00	0.00	0.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,200.00	562.02	0.00	637.98	46.84
101-000-570.000	LIQUOR FEES	3,000.00	3,137.75	55.00	(137.75)	104.59
101-000-575.000	REVENUE SHARING-CONST SALES	279,196.00	193,274.00	48,910.00	85,922.00	69.23
101-000-576.000	REVENUE SHARING-STAT SALES	91,818.00	64,491.00	16,396.00	27,327.00	70.24
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00
101-000-620.000	PBT TESTING FEES	8,500.00	3,378.00	309.00	5,122.00	39.74
101-000-622.000	DEVELOPMENT AND REVIEW FEES	0.00	0.00	0.00	0.00	0.00
101-000-623.000	TRANSCRIPT FEES	300.00	512.50	64.00	(212.50)	170.83
101-000-624.000	MISCELLANEOUS FEES	0.00	68.36	(277.94)	(68.36)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	328,257.00	216,475.00	26,570.00	111,782.00	65.95
101-000-629.000	TOWNSHIP FIRE FEES	90,000.00	0.00	0.00	90,000.00	0.00
101-000-630.000	CEMETERY LOT SALES	2,000.00	2,725.00	0.00	(725.00)	136.25
101-000-633.000	CEMETERY CARE FEES	5,000.00	2,221.80	0.00	2,778.20	44.44
101-000-634.000	GRAVE OPENING FEES	8,000.00	8,300.00	575.00	(300.00)	103.75
101-000-656.000	DISTRICT COURT FINES	16,000.00	9,930.14	1,361.59	6,069.86	62.06
101-000-661.000	PARKING FINES	1,500.00	2,558.00	645.00	(1,058.00)	170.53
101-000-662.000	DRUG FORFEITURE MONEY	0.00	0.00	0.00	0.00	0.00
101-000-663.000	MISCELLANEOUS FINES	3,000.00	1,807.62	189.00	1,192.38	60.25
101-000-664.000	SEX OFFENDER REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	INTEREST INCOME	1,000.00	346.78	39.91	653.22	34.68
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	300.00	536.22	22.08	(236.22)	178.74
101-000-665.003	INTEREST INCOME-CURRENT TAX	0.00	0.00	0.00	0.00	0.00
101-000-667.000	RENTAL INCOME	7,315.00	585.00	100.00	6,730.00	8.00
101-000-669.000	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-000-676.002	DONATION - POLICE EXPLORERS	0.00	0.00	0.00	0.00	0.00
101-000-676.004	DONATION-OLD MILL BUILDING	3,000.00	0.00	0.00	3,000.00	0.00
101-000-676.005	DONATION - DARE	0.00	0.00	0.00	0.00	0.00
101-000-676.006	DONATION - PARKS	0.00	0.00	0.00	0.00	0.00
101-000-676.007	DONATION - PORTLAND TWP	0.00	0.00	0.00	0.00	0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	500.00	850.18	0.00	(350.18)	170.04
101-000-678.002	REIMBURSEMENTS-AMBULANCE COLL.	0.00	0.00	0.00	0.00	0.00
101-000-678.003	REIMBURSEMENTS-RAILROAD LEASES	0.00	0.00	0.00	0.00	0.00
101-000-678.004	REIMBURSEMENTS-PATROL	0.00	937.50	0.00	(937.50)	100.00
101-000-678.005	REIMBURSEMENTS-WORKER'S COMP	2,500.00	1,585.00	0.00	915.00	63.40
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	18,000.00	37,022.71	1,525.40	(19,022.71)	205.68
101-000-678.007	REIMBURSEMENTS-PAMA	665.00	605.40	0.00	59.60	91.04
101-000-678.008	REIMBURSEMENTS-RETIREE HEALTH	0.00	0.00	0.00	0.00	0.00
101-000-678.009	REIMBURSEMENTS-RETIREE LIFE	0.00	0.00	0.00	0.00	0.00
101-000-683.022	1994A SPEC ASSESS - PRINCIPAL	1,300.00	1,155.61	200.03	144.39	88.89
101-000-694.000	SALE OF LAND	0.00	0.00	0.00	0.00	0.00
101-000-698.000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
101-000-698.002	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

Page:

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2013 (ABNORMAL)	MONTH 02/28/2013 INCREASE (DECREASE)	BALANCE 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
101-000-699.105	CONTRIBUTION FROM INCOME TAX	0.00	0.00	0.00	0.00	0.00
101-000-699.403	TRANSFER FROM DNR/MDOT GRANT	0.00	0.00	0.00	0.00	0.00
101-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU O	49,792.00	24,896.00	0.00	24,896.00	50.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	15,882.00	0.00	15,882.00	50.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	31,764.00	15,882.00	0.00	15,882.00	50.00
101-000-699.812	TRANSFER FROM SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		2,034,121.00	1,553,560.64	105,396.51	480,560.36	76.38
Expenditures						
100	COUNCIL	123,657.00	18,683.10	0.00	104,973.90	15.11
101	COMMUNITY PROMOTIONS	183,265.00	131,751.24	25,692.34	51,513.76	71.89
172	CITY MANAGER	153,179.00	96,128.29	11,314.31	57,050.71	62.76
191	ELECTIONS	7,400.00	4,566.76	24.31	2,833.24	61.71
201	GENERAL ADMINISTRATION	321,900.00	206,295.73	18,804.96	115,604.27	64.09
209	ASSESSING	48,833.00	29,571.88	3,166.67	19,261.12	60.56
265	CITY HALL	61,256.00	36,570.32	4,140.35	24,685.68	59.70
276	CEMETERY	157,110.00	69,083.02	4,946.05	88,026.98	43.97
301	POLICE	645,868.00	352,065.52	36,546.54	293,802.48	54.51
336	FIRE	101,677.00	80,573.55	0.00	21,103.45	79.24
371	CODE ENFORCEMENT	59,824.00	36,483.14	7,925.06	23,340.86	60.98
728	ECONOMIC DEVELOPMENT	7,500.00	4,490.93	29.97	3,009.07	59.88
751	PARKS	139,164.00	69,759.22	4,562.23	69,404.78	50.13
999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		2,010,633.00	1,136,022.70	117,152.79	874,610.30	56.50
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,034,121.00	1,553,560.64	105,396.51	480,560.36	76.38
TOTAL EXPENDITURES		2,010,633.00	1,136,022.70	117,152.79	874,610.30	56.50
NET OF REVENUES & EXPENDITURES		23,488.00	417,537.94	(11,756.28)	(394,049.94)	1,777.66
TOTAL REVENUES - FUND 101						
TOTAL REVENUES - FUND 101		2,034,121.00	1,553,560.64	105,396.51	480,560.36	
TOTAL EXPENDITURES - FUND 101		2,010,633.00	1,136,022.70	117,152.79	874,610.30	
NET OF REVENUES & EXPENDITURES		23,488.00	417,537.94	(11,756.28)	(394,049.94)	

REVENUE AND EXPENDITURE STATEMENT FOR CITY OF PORTLAND

PERIOD END 2/28/2013

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 02/28/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 105 - INCOME TAX FUND:</b>						
	TOTAL REVENUES	684,073.00	334,734.07	101,486.32	349,338.93	48.93
	TOTAL EXPENDITURES	836,205.00	96,801.55	19,047.16	739,403.45	11.58
	NET OF REVENUES & EXPENDITURES	(152,132.00)	237,932.52	82,439.16	(390,064.52)	(156.40)
<b>Fund 150 - CEMETERY PERPETUAL CARE FUND:</b>						
	TOTAL REVENUES	2,500.00	1,600.00	0.00	900.00	64.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	2,500.00	1,600.00	0.00	900.00	64.00
<b>Fund 202 - MAJOR STREETS FUND:</b>						
	TOTAL REVENUES	325,800.00	227,368.04	16,700.95	98,431.96	69.79
	TOTAL EXPENDITURES	405,032.00	301,307.90	21,576.95	103,724.10	74.39
	NET OF REVENUES & EXPENDITURES	(79,232.00)	(73,939.86)	(4,876.00)	(5,292.14)	93.32
<b>Fund 203 - LOCAL STREETS FUND:</b>						
	TOTAL REVENUES	226,700.00	179,695.75	5,896.64	47,004.25	79.27
	TOTAL EXPENDITURES	250,455.00	169,422.55	14,431.99	81,032.45	67.65
	NET OF REVENUES & EXPENDITURES	(23,755.00)	10,273.20	(8,535.35)	(34,028.20)	(43.25)
<b>Fund 208 - RECREATION FUND:</b>						
	TOTAL REVENUES	117,500.00	72,942.32	14,678.10	44,557.68	62.08
	TOTAL EXPENDITURES	117,457.00	77,701.47	12,172.62	39,755.53	66.15
	NET OF REVENUES & EXPENDITURES	43.00	(4,759.15)	2,505.48	4,802.15	(11,067.40)
<b>Fund 210 - AMBULANCE FUND:</b>						
	TOTAL REVENUES	484,151.00	347,281.23	124,710.81	136,869.77	71.73
	TOTAL EXPENDITURES	483,310.00	301,652.18	40,192.41	181,657.82	62.41
	NET OF REVENUES & EXPENDITURES	841.00	45,629.05	84,518.40	(44,788.05)	5,425.57
<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	266,412.10	6.18	64,757.90	80.45
	TOTAL EXPENDITURES	463,403.82	355,562.52	5,658.48	107,841.30	76.73
	NET OF REVENUES & EXPENDITURES	(132,233.82)	(89,150.42)	(5,652.30)	(43,083.40)	67.42
<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	65,173.69	7,942.19	25,626.31	71.78
	TOTAL EXPENDITURES	90,550.00	53,162.34	0.00	37,387.66	58.71
	NET OF REVENUES & EXPENDITURES	250.00	12,011.35	7,942.19	(11,761.35)	4,804.54

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REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	2012-13 AMENDED BUDGET	END BALANCE 02/28/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 528:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,570,278.00	2,334,893.88	356,221.47	1,235,384.12	65.40
TOTAL EXPENDITURES		4,465,605.00	2,568,277.27	284,735.02	1,897,327.73	57.51
NET OF REVENUES & EXPENDITURES		(895,327.00)	(233,383.39)	71,486.45	(661,943.61)	26.07
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		792,114.00	656,640.76	203,081.82	135,473.24	82.90
TOTAL EXPENDITURES		752,792.00	606,051.75	37,831.66	146,740.25	80.51
NET OF REVENUES & EXPENDITURES		39,322.00	50,589.01	165,250.16	(11,267.01)	128.65
Fund 591 - WATER FUND:						
TOTAL REVENUES		610,602.29	381,060.70	48,468.46	229,541.59	62.41
TOTAL EXPENDITURES		709,750.80	457,915.74	26,114.06	251,835.06	64.52
NET OF REVENUES & EXPENDITURES		(99,148.51)	(76,855.04)	22,354.40	(22,293.47)	77.52
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		364,260.00	187,099.51	22,077.00	177,160.49	51.36
TOTAL EXPENDITURES		466,992.00	220,365.74	37,152.56	246,626.26	47.19
NET OF REVENUES & EXPENDITURES		(102,732.00)	(33,266.23)	(15,075.56)	(69,465.77)	32.38
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 REVENUES - ALL FUNDS		7,599,948.29	5,054,902.05	901,269.94	2,545,046.24	66.51
TOTAL EXPENDITURES - ALL FUNDS		9,041,552.62	5,208,221.01	498,912.91	3,833,331.61	57.60
NET OF REVENUES & EXPENDITURES		(1,441,604.33)	(153,318.96)	402,357.03	(1,288,285.37)	10.64



2512 Lansing Road  
Charlotte, Michigan 48813

February 28, 2013

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

Dear Sir or Madam,

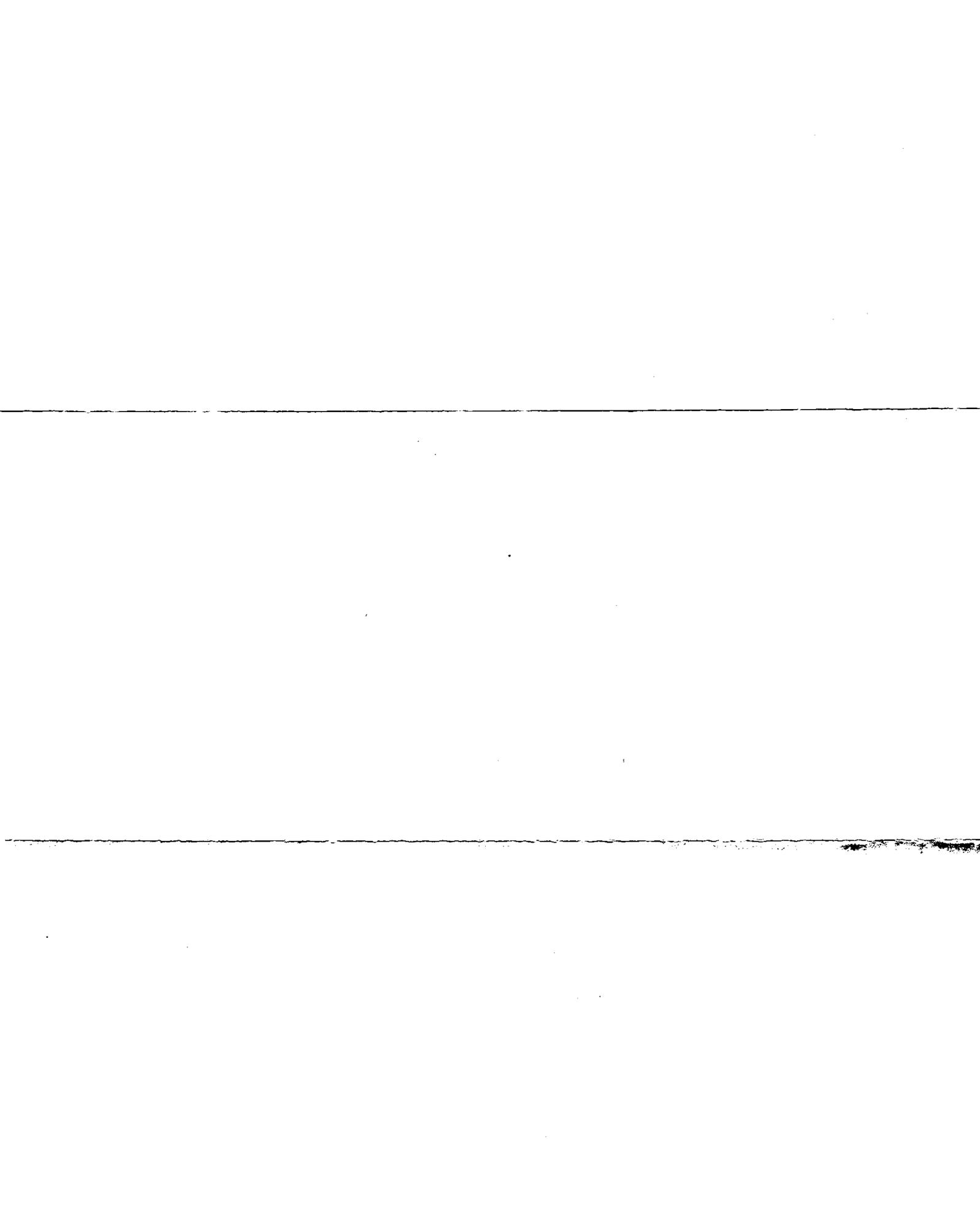
Keeping you informed is important to us. To this end, we wish to inform you that effective April 2, 2013, RFD-TV will no longer be available on WOW! cable services. We currently receive the signal for this channel from a third-party vendor called HITS. WOW! will be transitioning our programming off of HITS in the Mid-Michigan market during the first part of April, therefore we will no longer have access to the RFD-TV signal after that time.

Should you have any questions or concerns about this change, please feel free to contact me at 517-319-3150 or [esesi@wideopenwest.com](mailto:esesi@wideopenwest.com). Questions may also be directed to Michelle Webb, Acting Executive Director at 517-335-7095 or [michellew@mgvtv.org](mailto:michellew@mgvtv.org).

Regards,

A handwritten signature in blue ink that reads "Ed Sesi".

Ed Sesi  
VP/System Manager  
[esesi@wideopenwest.com](mailto:esesi@wideopenwest.com)  
517.319.3150



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

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

- I. Call to Order
  
- II. Pledge of Allegiance
  
- III. Invocation
  
- IV. Approval of Agenda
  - A. Consideration of additional items
  
- V. Public Comment  
(3 minute time limit per speaker – please state name/organization)
  
- VI. Action on Consent Calendar
  - A. Approve minutes of the previous meeting(s)
  
- VII. Unfinished Business
  - A.
  
- VIII. New Business
  - A. Request for Conversion to Virtual Servers
  - B. Acknowledgement of PA116 – Seidelman
  - C. Health Department Adjustment Authorization
  - D. Request to fill Health Department Staff Vacancy
  - E. Request approval of Michigan Department of Community Health CPBC Agreement Amendments #2 and #3
  - F. Request approval of Health Department Fee Schedule
  - G. Request for Appointment of Sanitary Code Committee
  - H.
  
- IX. Reports of Officers, Boards, and Standing Committees
  - A. Chairperson
  - B. County Administrator

C. Appointments

1. Community Mental Health – Three three-year appointments

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.

**Appointments for consideration in the month of April 2013:**

- *Area on Aging of Western Michigan Advisory Council* – Two 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.

**Appointments for consideration in the month of May 2013:**

- *Midwest Michigan Trail Authority* – Three two-year appointments.

IONIA COUNTY BOARD OF COMMISSIONERS  
Regular Meeting  
March 12, 2013  
4:00 p.m.

The Chair called the meeting to order and led with the Pledge of Allegiance.

Members present: Mason, Tiejema, Banks, Cowling-Cronk, Wirtz, Shattuck and Calley

Others present: JoAnne Eakins, Lisa McCafferty, Bob Cusack, Jack Elliott, Brent Schipper, Walter Barnes, Bob Belmonte, Ken Bowen, Deb Thailson, Don Ransom, Diane Adams, Robert Van Lente, Jim Valentine, Katalina Brickey, Stephanie Hurlbut and Tonda Rich

Approval of Agenda

A. Consideration of additional items

The Chair noted two additional items to be added to the agenda: Added item B. under the Consent Calendar for the approval of the Closed Session minutes from February 26, 2013 and added #4 to item E. under New Business for the approval of amendment #4 to the CPBC Agreement. Moved by Tiejema, supported by Cowling-Cronk, to approve the amended agenda. Motion carried by voice vote.

Public Comment

Jack Elliott addressed the Board concerning property taxes and foreclosures.

Consent Calendar

- A. Approve minutes of the previous meeting(s)
- B. Approve Closed Session minutes from February 26, 2013

The Closed Session minutes were handed out and reviewed by the Board. Hearing no objections, the Chair declared the Consent Calendar approved.

New Business

- A. Walter Barnes, Information Technician, along with Brent Schipper and Bob Belmonte from CPR, discussed converting the 18 servers that are located in the main courthouse to energy efficient servers. Barnes explained that a majority of the current servers have far exceeded their life expectancy and are no longer covered under a warranty. The current servers are not energy efficient and by going to the virtual servers, it will greatly reduce the energy costs. Bob Belmonte and Brent Schipper explained how the virtual servers will work and answered questions from the Board. Diane Adams, Register of Deeds, stated that based on the Register of Deeds usage of storage for documents, she has committed \$52,546 from the Register of Deeds Automation Fund for the project. Moved by Tiejema, supported by Mason, to approve the virtual server project and authorize the

purchase of virtual servers in an amount not to exceed \$125,031, with \$52,546 to come from the Register of Deeds Automation Fund and \$72,485 from the General Fund Designated Fund. Motion carried by voice vote.

- B. The Chair acknowledged the filing of a PA 116 Farmland Agreement for property located in Ronald Township from Phil and Mary Seidelman.
- C. Moved by Mason, supported by Wirtz, to approve the contractual allowance adjustment of \$24,061.80 and bad debt adjustment in the amount of \$160 for a total adjustment of \$24,221.80 for the Health Department's fiscal year 2012. Motion carried by voice vote.
- D. Public Health Officer, Lisa McCafferty, stated that Linda Droste has announced her retirement after 35 years working for the County as the Hearing Technician at the Health Department and requested authorization to fill the position before her retirement for training purposes. Moved by Mason, supported by Tiejema, to authorize hiring a Hearing Technician at the Health Department. Motion carried by voice vote.
- E. McCafferty discussed the amendments to the Michigan Department of Community Health and Ionia County Health Department Comprehensive Planning, Budgeting and Contracting Agreement for FY 10/1/12 – 9/30/13.

(While the Board was waiting for copies of amendment #4, they moved to item F)

- F. Ken Bowen and McCafferty discussed the proposed changes to the fee schedule for the Health Department and answered various questions from the Board. Moved by Banks, supported by Shattuck, to approve the revised fee schedule for the Health Department effective March 15, 2013 as presented. Motion carried by voice vote.

E. (continued)

Moved by Mason, supported by Cowling-Cronk, to approve amendment #2, #3 and #4 of the Michigan Department of Community Health FY 12/13 Comprehensive Planning, Budgeting and Contracting Agreement and authorize appropriate signatures.

After further discussion, Mason amended her motion, supported by Cowling-Cronk, to approve amendments #2, #3 and #4 to the Grant Agreement between Michigan Department of Community Health and the Ionia County Board of Commissioners, on behalf of the Ionia County Health Department. Motion carried by voice vote.

- G. Bowen and McCafferty discussed the need to revise/update the Ionia County Department of Public Health Sanitary Code and comprise a Sanitary Code Committee to review and make the needed changes. Moved by Tiejema, supported by Mason, to appoint Commissioners' Cowling-Cronk and Wirtz, the Administrative Health Officer, the Environmental Health Supervisor and one township official to the Sanitary Code Committee. Motion carried by voice vote.

County Administrator's report:

- 1) Received notice that the County's bond rating has been changed from an A2 to an A1 rating.

Other Reports

Commissioner Tiejema commented on the Central Dispatch Board hearing their first address appeal.

Commissioner Mason updated the Board on the Rails to Trails, the Ionia County Literacy Council's upcoming Spelling Bee and Substance Abuse Council.

Public Comment

Jack Elliott addressed the Board concerning the recent foreclosure hearing. Bob Cusack voiced his interest in being appointed to the Land Bank Authority. Deb Thailson stated the Prescription Drug Drop Boxes, located at the Sheriff's Department and the Belding Police Department, are going very well.

Moved by Shattuck, supported by Cowling-Cronk, to adjourn the meeting at 5:28 p.m. Motion carried by voice vote.

\_\_\_\_\_  
Julie Calley, Chair

\_\_\_\_\_  
Tonda Rich, Clerk

Minutes approved on:

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

Committee-of-the-Whole Agenda

March 19, 2013

4:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
  - A. Consideration of additional items
- V. Public Comment  
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business
  - A.
- VII. New Business
  - A. Departmental Reports
    - 1. Central Dispatch
    - 2. Parks & Recreation
    - 3. Emergency Management
  - B.
- VIII. Reports of Officers, Board and Standing Committees
  - A. Chairperson
  - B. Commissioners
  - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Executive Session
- XI. Adjournment