



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

7:00 p.m. Monday, October 21, 2013
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

| <u>Estimated Time</u> | | <u>Action Requested</u> |
|------------------------------|---|--------------------------------|
| 7:00 PM | I. <u>Call to Order</u> | |
| 7:01 PM | II. <u>Pledge of Allegiance</u> | |
| 7:02 PM | III. <u>Acceptance of Agenda</u> | Motion |
| 7:03 PM | IV. <u>City Manager Report</u> | |
| | V. <u>Presentations</u> | |
| | VI. <u>Public Hearing(s)</u> – None | |
| | VII. <u>Old Business</u> | |
| | VIII. <u>New Business</u> | |
| 7:15 PM | A. Ordinance 180A Granting to Consumers Energy Company, Its Successors and Assigns, the Right, Power and Authority to Lay, Maintain and Operate Gas Mains, Pipes and Services on, Along, Across and Under the Highways, Streets, Alleys, Bridges and Other Public Places, and to do a Local Gas Business in the City of Portland, Ionia County, Michigan for a Period of Ten Years | Motion |
| 7:18 PM | B. Proposed Resolution 13-83 Approving a Proposal to Hold a Circus in Bogue Flats on Saturday, June 28th, 2014 as a Joint Fundraiser for the Chamber of Commerce and City Recreation Program | Motion |
| 7:22 PM | C. Proposed Resolution 13-84 to Amend the Budget for Fiscal Year 2013-2014 | Motion |
| 7:24 PM | IX. <u>Consent Agenda</u>– | Motion |
| | A. Minutes & Synopsis from the Regular City Council Meeting held on October 7, 2013 | |
| | B. Payment of Invoices in the Amount of \$101,631.32 and Payroll in the Amount of \$127,477.07 for a Total of \$229,108.39 | |
| | C. Purchase Orders over \$5,000 to Michigan Electric Cooperative Association in the amount of \$7,667.00 for 2014 Safety Dues | |
| | X. <u>Communications</u>– | |
| | A. Planning Commission Minutes for August 26, 2013 | |
| | B. DDA Minutes for September 19, 2013 | |
| | C. DDA Treasurer’s Report for October 14, 2013 | |
| | D. Wastewater Treatment Plant Report for September 2013 | |
| | E. Utility Billing Report for September 2013 | |
| | F. Revenue-Expense Report for September 2013 | |

**Estimated
Time**

**Action
Requested**

- G. Fleis & VandenBrink re: Board of Light and Power
- H. Portland Area Fire Authority Minutes for October 1, 2013
- I. Portland Area Fire Authority Alarms Report for Sept 2013
- J. Portland Township ZBA Public Notice
- K. Ionia County Board of Commissioners Agenda October 8, 2013
- L. Ionia County Board of Commissioners Agenda October 15, 2013
- M. Ionia County Board of Commissioners Agenda October 22, 2013

7:26 PM

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

7:31 PM

- XI. **Other Business**

7:35 PM

- XII. **Council Comments**

7:40 PM

- XIII. **Adjournment**

Motion

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

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

ORDINANCE NO. 180 A

AN ORDINANCE GRANTING TO CONSUMERS POWER COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT, POWER AND AUTHORITY TO LAY, MAINTAIN AND OPERATE GAS MAINS, PIPES AND SERVICES ON, ALONG, ACROSS AND UNDER THE HIGHWAYS, STREETS, ALLEYS, BRIDGES AND OTHER PUBLIC PLACES, AND TO DO A LOCAL GAS BUSINESS IN THE CITY OF PORTLAND, IONIA COUNTY, MICHIGAN FOR A PERIOD OF TEN YEARS.

THE CITY OF PORTLAND, IONIA COUNTY, MICHIGAN ORDAINS:

Section 1. Grant; term. The City of Portland, Ionia County, Michigan, hereby grants to the Consumers Power Company, a Michigan corporation, its successors and assigns, hereinafter called the "Grantee," the right, power and authority to lay, maintain and operate gas mains, pipes and services on, along, across and under the highways, streets, alleys, bridges and other public places, and to do a local gas business in the City of Portland, Ionia County, Michigan for a period of ten years.

Section 2. Consideration. In consideration of the rights, power and authority hereby granted, Grantee will faithfully perform all things required by the terms hereof.

Section 3. Conditions. The right, power, and authority of the Grantee to lay, maintain, and operate its gas facilities is subject to the following conditions:

- (a) Grantee must construct all new gas mains, including old mains which are being relocated, within the public right of way, but not under the traveled portion of any city street; provided, however, that Grantee will have the right to place such facilities under the traveled portion of any city street where the parties agree that there is not adequate space in the right of way to accommodate such facilities. The City and Grantee recognize that some portion of Grantee's gas mains and facilities will be located under the traveled portion of the city streets whenever such facilities must cross a street.
- (b) (i) Grantee acknowledges that the City is undertaking an extensive program aimed at improving city streets. Grantee agrees that it will relocate its gas mains and place them within the public right of way but not under the city streets (except where the parties agree that there is not adequate space in the right of way to accommodate such facilities), provided that such mains are (x) located under the traveled portion of a street being improved, (y) were installed by Grantee prior to 1960. The City may agree to allow steel high pressure mains to remain based on evaluation of condition.

- (ii) Any of Grantee's mains installed during or after 1960 will be considered for relocation by Grantee on a case by case basis. The decision to relocate such mains shall be made by Grantee in accordance with its standard policies and procedures in effect at the time.
- (iii) Any such relocation by Grantee will require the City to provide copies of its final plans for the street improvement at least 120 days before the scheduled starting date of such street improvement. Failure to provide such final plans in a timely manner may result in delays to the street improvement project.
- (c) No highway, street, alley, bridge or other public place used by said Grantee will be obstructed longer than necessary during the work of construction or repair, and shall be restored to the same order and condition as when said work was commenced. All of Grantee's pipes and mains will be so placed in the highways and other public places as not to unnecessarily interfere with the use thereof for highway purposes.
- (d) Grantee agrees to repair any streets cut or disturbed by its work in accordance with the City's standards and specifications in effect at the time. Upon the request of Grantee and the agreement of the City, the City will repair such streets cut or disturbed by Grantee and Grantee will reimburse the City for such work.
- (e) Grantee must obtain written authorization from the City prior to performing any pre-planned or scheduled work within the public right of way or on city property. However, nothing herein shall preclude the Grantee from immediately commencing work when necessary to prevent imminent danger to life or property, and in such case, the Grantee shall notify the City as immediately as reasonably possible of such emergency work.

Section 4. Hold harmless. Grantee will at all times keep and save the City free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the structures and equipment hereby authorized. In case any action is commenced against the City on account of the permission herein given, said Grantee must, upon notice, defend the City and save it free and harmless from all loss, cost and damage arising out of such negligent construction and maintenance.

Section 5. Extensions. Grantee will construct and extend its gas distribution system within said City, and will furnish gas to applicants residing therein in accordance with applicable laws, rules and regulations.

Section 6. Franchise not exclusive. The rights, power and authority herein granted, are not exclusive. Either manufactured or natural gas may be furnished hereunder.

Section 7. Rates. Grantee is entitled to charge the inhabitants of said City for gas furnished therein, the rates as approved by the Michigan Public Service Commission, to which Commission or its successors authority and jurisdiction to fix and regulate gas rates and rules regulating such service in said City, as hereby granted for the term of this franchise. Such rates and rules shall be subject to review and change at any time upon petition therefor being made by either said City, acting by its City Council, or by the Grantee.

Section 8. Revocation. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by the party desiring such revocation.

Section 9. Michigan Public Service Commission, jurisdiction. Grantee will, as to all other conditions and elements of service not herein fixed, be and remain subject to the reasonable rules and regulations of the Michigan Public Service Commission or its successors, applicable to gas service in said City.

Section 10. Publication and effective date. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council, provided however, it shall cease and be of no effect after thirty days from its adoption unless within said period the Grantee shall accept the same in writing filed with the City Clerk. Upon acceptance and publication hereof, this ordinance shall constitute a contract between said City and said Grantee.

Ayes:
Nays:
Absent:
Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: _____, 2013

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: _____, 2013
Adopted: _____, 2013
Published: _____, 2013
Effective: _____, 2013

CERTIFICATION

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

Dated: _____, 2013

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-83

A RESOLUTION APPROVING A PROPOSAL TO HOLD A CIRCUS IN BOGUE FLATS ON SATURDAY JUNE 28, 2014 AS A JOINT FUNDRAISER FOR THE CHAMBER OF COMMERCE AND CITY RECREATION PROGRAM

WHEREAS, the Chamber of Commerce has signed a contract with the Culpepper & Merriweather Circus to hold a Circus in the Portland area on June 28, 2014, a copy of the Circus Contract is attached as Exhibit A; and

WHEREAS, the Chamber of Commerce has requested permission to hold the Circus in Bogue Flats to help raise funds to support Chamber activities; and

WHEREAS, the City previously held a Circus in Bogue Flats as fundraiser to support Riverfest activities; and

WHEREAS, in the absence of Riverfest, the City planned to hold a Circus to benefit the City's Recreation programs; and

WHEREAS, the City Manager attended the October meeting of the Chamber of Commerce and suggested that the Chamber and Recreation Department hold the Circus together as a joint fundraiser for both the Chamber and the Recreation Department and the Chamber approved the proposal; and

WHEREAS, the City Manager recommends that the City Council approve the Chamber's request to hold a circus in Bogue Flats near the Horse Arena (where the circus had been held in the past) on Saturday, June 28, 2014, as a joint fundraiser for the Chamber of Commerce and Recreation Department.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the City Manager's recommendation to approve the Chamber of Commerce's request to hold a circus in Bogue Flats near the Horse Arena (where the circus had been held in the past) on Saturday, June 28, 2014, as a joint fundraiser for the Chamber of Commerce and Recreation Department.
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: October 21, 2013

Monique I. Miller, City Clerk



CULPEPPER & MERRIWEATHER CIRCUS

P.O. Box 813
Hugo, OK 74743

Phone: (580) 326-8833

Fax: (580) 326-8866



City: Portland State: MI Zip Code: 48875 Contract Date: 9/20/13

This is an agreement between Culpepper & Merriweather Circus, hereinafter referred to as "Circus", and Portland Area Chamber of Commerce, hereinafter referred to as "Sponsor", for the Circus to exhibit in or near Portland, MI (City & State)

Show Date(s): JUNE 28th 2014 Show Times: 2PM & 4:30 p.m.

Lot Location: TBD

| | | |
|----------------|-----------------------------|-----------------------------|
| Ticket Prices: | Sold by Sponsor in Advance: | Sold by Circus on Show Day: |
| | Adult \$10.00 | Adult \$13.00 |
| | Child (ages 2-12) \$6.00 | Child (ages 2-12) \$7.00 |

Children's Tickets are sold in advance by telemarketing agent for \$6.00 each. Children under the age of 2 years do not require a ticket for admission. There are no refunds or exchanges on any tickets sold by the Sponsor, Telemarketer or the Circus.

Taxes: All ticket prices include applicable state and local sales and entertainment taxes. These taxes are removed from the gross proceeds before any distribution of revenue between the Circus and the Sponsor. The Circus is required to pay these taxes directly to the appropriate government revenue agencies regardless of the non-profit status of the Sponsor.

Telemarketing: The Circus agrees to recommend a telemarketing firm to handle this promotion. The calls made during this campaign will be to businesses only for the sale of children's tickets. Sponsor agrees to provide persons to collect the sales and distribute tickets sold by the Telemarketer. The Sponsor retains 25% of telephone sales and agrees to pay the Telemarketer 40% of the sales upon completion of collections. The Sponsor agrees to turn over the remaining 35% of the telephone sales to the Circus at settlement on Show Day. These children's tickets may not be exchanged and will not be honored by the Circus as payment towards an adult ticket.

Will Call Ticket Sales: The Circus will operate and advertise a toll free information number, (866) BIG-TOP6, that the public can call to get show times, information about Circus performances, and locations of local ticket outlets. As a courtesy to the public, this service will also allow individuals to purchase advance tickets by credit card and pick them up on a "Will Call" basis at the Circus ticket office on Show Day. The Sponsor shall receive 10% of the revenue from tickets sold through this service.

Settlement: Sponsor agrees to return all unsold tickets and bring revenue from tickets sold for settlement at 10 a.m. in the Circus office on the Show Date listed above. Failure to do so relieves the Circus of its obligation to fulfill this contract. The settlement of ticket sales must be done in cash. NO ADVANCE TICKETS MAY BE SOLD BY THE SPONSOR ON SHOW DAY. Settlement of gate proceeds will be done in cash in the Circus office at intermission of the final performance on Show Day.

DIVISION OF PROCEEDS

After deduction of applicable taxes, Sponsor shall retain the following shares of revenues:

- 25% of collected Telemarketing sales
- 50% of Advance Adult Tickets after the first 100 sold by the Sponsor
- 25% of all Advance Children's Tickets sold by the Sponsor
- 10% of all tickets sold in advance via "Will Call" service
- 10% of all revenue from admission ticket sales by the Circus on Show Day

Revenue from the first 100 Advance Adult Tickets sold by the Sponsor will belong to the Circus.

The Circus shall exclusively provide and retain all revenues from all concessions, special exhibits, and animal rides on the Circus Grounds on the Show Date listed above.

Circus Agrees to Furnish:

1. Two 1 1/2-hour shows on the date, times, and grounds listed above. If ticket sales warrant, an additional show may be added at the discretion of the Circus.
2. Electricity, equipment, and personnel necessary to operate Circus.
3. \$1,000,000 Public Liability insurance indemnifying the Sponsor, lot owner, municipality, and the Circus.
4. 100 Window Cards/Posters, 500 Adult Tickets, 500 Child Tickets, promotional materials and personnel to assist in advertising Circus Day.
5. Circus will collect and bag trash and place manure in receptacles provided by Sponsor.

Sponsor Agrees to Furnish:

1. Suitable showgrounds at least 300'x300' in size. Lot must be accessible to large vehicles, level and free of debris.
2. One running, potable water source. The Circus uses about 1,500 gallons daily.
3. Provide and arrange for the removal of refuse containers for trash and animal manure. Total capacity needs to be 5 to 6 cubic yards.
4. All permits and licenses that are required by local government agencies, any police and fire protection required by local ordinance, and to contact utilities to mark underground lines on lot.
5. Two ticket takers for each performance.
6. Contract closing fee of \$290 paid upon the signing of this agreement. This fee will be fully refunded if the Sponsor sells 200 or more Advance Adult tickets.

This contract cannot be cancelled or transferred and verbal agreements will not be recognized. Circus shall not be held liable to the Sponsor for failure to fulfill this Contract due to circumstances relating to mechanical failure or transportation breakdown, acts of Nature, terrorism, riot, mob action, or other public disorder. Due to the nature of live entertainment, acts, presentation, and exhibits subject to change without notice.

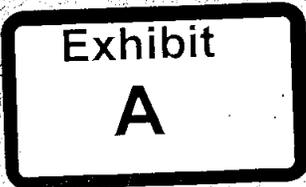
Sponsor agrees that the representative signing this contract has authority to act on Sponsor's behalf.

For Circus: [Signature] Contracting Agent, Culpepper & Merriweather Circus

For Sponsor: [Signature]

Phone: _____

Please complete and attach a spoi



ox 813, Hugo, OK 74743.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 13-84
A RESOLUTION TO AMEND THE BUDGET
FOR FISCAL YEAR 2013-2014

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

WHEREAS, the Finance Director has reviewed current fund balances and expenditures for FY 2013-2014 and recommends that the Council approve the proposed amendments set forth on the attached Exhibit A in order to comply with State law.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the 2013-2014 fiscal budget amendments as listed on the attached Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: October 21, 2013

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, October 7, 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 Knobelsdorf

Guests: Charlsie Abel, Chairman of the Organization & Finance Committee of the Main Street Program; Nicole Sunstrum and Brian Grapentien, Candidates for City Council; Kathy Parsons; Tom Thelen of the Review & Observer

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

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

Yeas: VanSlambrouck, Krause, Calley, Fabiano, Barnes

Nays: None

Adopted

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

City Manager Dempsey explained that as part of the design phase on the Knox, Barley, Storz Streets Improvement Project it was discovered that Storz St. has only a 33 ft. right-of-way and not the 66 right-of-way that there should be or was expected. Given this circumstance it is nearly impossible for the engineers to lay out the streets. City Manager Dempsey stated he has spoken with Portland Public Schools Superintendent Dumas about obtaining an additional easement from the school to expand the right-of-way. Mr. Dumas seemed to be in favor of this option. An alternate solution includes vacating Storz St. which would mean there would not be a connecting road in that area between Barley and Knox Streets. The additional property would go to the property owners. Another alternative would be to approach the school about paving the portion of the road that is on the school's property. Superintendent Dumas was not amenable to this option.

At this time the engineers are looking at design alternatives; input will be taken from the surrounding property owners later this month followed by a proposal to Council for approval. The end of Storz St., south of Barley St. is used strictly for parking by the school so they could continue to use that section of road in the current manor but would require a license agreement. The school parking along Storz St. parallel to the school could be bid with the project and the City would work with the school for them to pay their portion of the project.

City Manager Dempsey also reported that the City Dashboard was updated on the website to qualify for EVIP from the State of Michigan.

The draft Fiscal Year 2012-2013 Audit was received from the auditors today. The auditors will attend a Council meeting in the next few weeks to present their findings.

Hydrant flushing is still underway, since last week. Many complaints have been received. Possible causes are being investigated by City engineers to mitigate the impact of future hydrant flushing to residents. Part of this investigation is the time of day flushing is done. Residents should be assured the water is safe; the discoloration is caused by iron sediment.

Testing has begun at the Electric Department on the diesel generators that have been under repair. Fine tuning to the fuel injectors is being done then testing will be completed.

Maintenance on the City's emergency warning system will take place on Thursday and Friday this week. The sirens may be heard for short periods of time.

Under Presentations, Charlsie Abel gave the DDA/Main Street report. Although the Oktoberfest is not taking place this year, the 5th Annual Big Beer 5K Run will be held on Saturday, October 19th at 10:00 A.M. at the Veteran's Memorial Bridge. Medals will be awarded for the top three male and female runners in each age bracket. The top overall male and female runners will receive trophy beer steins.

A raffle for \$4,000 in travel vouchers from Stiffler Travel and Tours in Mulliken is being held this year in place of Oktoberfest. This is a unique raffle in that only 100 tickets will be sold at a cost of \$100 each. Three prizes will be awarded for this raffle; the first prize is the travel vouchers worth \$4,000, the second prize is \$200 and the third place prize is \$100. Main Street board members will be selling the raffle tickets. The drawing will be held in conjunction with the annual Holidayfest on Saturday, November 23rd immediately following the annual Holidayfest parade, in Scout Park.

Under New Business, the Council considered Resolution 13-80 to approve a contract with Clear Rate Communications for the ISDN PRI phone lines at City Hall. The City previously partnered with Portland Public Schools to replace the phone system at City Hall to use the same VOIP phone system and switchgear as the schools. The City's VOIP phone system is currently served by an ISDN PRI phone line with Telnet, which is the same provider the schools were using when the phone system was converted. Portland Public Schools advised the City they moved their ISDN PRI service from Telnet to Clear Rate at substantial savings. The City obtained a proposal from Clear Rate to move the City Hall ISDN PRI from Telnet to Clear Rate that will save the City \$120 per month.

Motion by Fabiano, supported by VanSlambrouck, to approve Resolution 13-80 approving a contract with Clear Rate Communications for the ISDN PRI phone lines at City Hall.

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 13-81 to approve a Joint Pole Replacement Project with Homeworks Tri-County Electric. The City shares a utility pole line with Homeworks Tri-County Electric on Divine Highway that is also used by Westphalia Telephone and WOW cable. The telephone and cable lines on the shared utility poles north of the City limit and south of Barnes Road hang too low and cannot be moved higher on the poles and maintain the minimum clearance standards required from the electric

lines. The cable and telephone companies were approached about burying the lines in a joint trench or paying for taller replacement poles and decided to replace 5 poles to obtain the needed height and maintain the required clearance from the electric lines. The cost to replace the poles would be borne by the telephone and cable company and the City and HomeWorks Tri-County Electric investigated the cost of doing a pilot project to upgrade the 5 poles from wood to concrete which is stronger for wind and ice loading, less likely to be damaged by farm equipment, and has no problem with insects, decay or rot. The increased cost of materials and labor to upgrade the poles from wood to concrete is estimated at \$4,355 - \$5,530 depending on the price of poles when the order is placed, which would be split between the City and Homeworks Tri-County.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 13-81 approving a Joint Pole Replacement Project with Homeworks Tri-County Electric.

Yeas: Krause, VanSlambrouck, Calley, Fabiano, Barnes

Nays: None

Adopted

The Council considered Resolution 13-82 to approve, authorize, and direct the City Manager to change natural gas suppliers for certain accounts. The Michigan Municipal League (MML) has put together a consortium of municipalities to solicit bids for an alternative natural gas supplier. The City currently contracts with an alternative natural gas supplier which charges the City for natural gas based on the NYMEX monthly market rate + \$0.90. City Manager Dempsey recommended participating in the MML's Natural Gas Program and changing the gas supplier on all of the City's natural gas accounts, except for the account at 723 E. Grand River Ave, to CenterPoint Energy using the variable price option based on the NYMEX monthly rates + \$0.61 per the proposal.

Motion by VanSlambrouck, supported by Fabiano, to approve Resolution 13-82 approving, authorizing, and directing the City Manager to change natural gas suppliers for certain accounts.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

The Council held a discussion of the Storz Street right-of-way information City Manager Dempsey presented during his City Manager Report.

Mayor Barnes stated the current appearance should be maintained and an easement for the additional 12 feet needed for the right-of-way and a license agreement for the area south of Barley St. used for a parking lot should be requested from Portland Public Schools.

Motion by VanSlambrouck, supported by Krause, to go forward with requesting an easement for the additional 12 feet needed for the right-of-way and a license agreement for the area south of Barley St. used for a parking lot from Portland Public Schools.

Yeas: VanSlambrouck, Krause, Calley, Fabiano, Barnes

Nays: None

Adopted

Council Member Fabiano noted that he voted yes but would like the process approved by the neighboring property owners.

Motion by Krause, supported by Fabiano, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on September 16, 2013, payment of invoices in the amount of \$99,260.68 and payroll in the amount of \$90,431.40 for a total of \$189,692.08. There were no purchase orders over \$5,000 included.

Yeas: Krause, Fabiano, VanSlambrouck, Calley, Barnes

Nays: None

Adopted

Under Council Comment, Council Member Krause reminded everyone that the Portland Fire Department will hold an Open House on Thursday, October 10th from 6:00 – 8:00 P.M. in recognition of Fire Prevention Week.

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

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

Meeting adjourned at 7:43 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the October 7, 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; Police Chief Knobelsdorf

Presentation - Charlsie Abel, Chairman of the Organization & Finance Committee of the Main Street Program presented the DDA/Main Street report.

Approval of Resolution 13-80 approving a contract with Clear Rate Communications for the ISDN PRI phone lines at City Hall.

All in favor. Approved.

Approval of Resolution 13-81 approving a Joint Pole Replacement Project with Homeworks Tri-County Electric.

All in favor. Approved.

Approval of Resolution 13-82 approving, authorizing, and directing the City Manager to change natural gas suppliers for certain accounts.

All in favor. Approved.

Motion to go forward with requesting an easement for the additional 12 feet needed for the right-of-way and a license agreement for the area south of Barley St. used for a parking lot from Portland Public Schools.

All in favor. Approved.

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

All in favor. Approved.

Adjournment – Motion by Fabiano, supported by VanSlambrouck, to adjourn the regular meeting at 7:43 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

| VENDOR NAME | VENDOR | DESCRIPTION | AMOUNT |
|------------------------------|--------|--|-----------|
| STATE OF MICHIGAN | 00428 | SALES TAX - ELECTRIC | 11,860.01 |
| AMERICAN RENTALS, INC. | 00017 | PORTABLE TOILET - PARKS | 80.00 |
| BARYAMES CLEANERS INC | 01692 | DRY CLEANING UNIFORMS - POLICE | 93.55 |
| DUANE CROSS | 00642 | NUT DRIVER SET - MTR POOL | 119.95 |
| GRANGER CONTAINER SERVICE | 00175 | REFUSE SERVICE- REFUSE | 7,168.36 |
| GRANGER CONTAINER SERVICE | 00175 | RECYCLING - REFUSE | 674.85 |
| GRANGER CONTAINER SERVICE | 00175 | REFUSE -POLICE, FIRE AUTHORITY, ELECTRIC | 148.40 |
| GRANGER CONTAINER SERVICE | 00175 | REFUSE - WASTE WTR | 148.40 |
| MICHAEL KAPCIA | 00223 | MERS CONFERENCE GAS REIMB - GENERAL | 20.00 |
| HYDRO DESIGNS, INC. | 01308 | INSPECTION & REPORTING SVC - WATER | 465.00 |
| KEUSCH SUPER SERVICE | 00228 | OIL CHANGE & SVC- ELECTRIC | 59.65 |
| LANSING SANITARY SUPPLY INC. | 02223 | FOAM FRESH SOAP FOR RESTROOMS - CEMETERY | 42.26 |
| LYONS TOWNSHIP | 00247 | REIMB AMB RUN -AMBULANCE | 253.33 |
| KODIAK EMERGENCY VEHICLES | 02224 | PARTS TO REPAIR BACK DOORS OF AMB 43-MP | 540.72 |
| MUNICIPAL SUPPLY CO. | 00324 | BRASS VALVES - ELECTRIC | 64.76 |
| MIKE OWEN | 01809 | CLOTHING ALLOWANCE- WASTE WTR | 167.46 |
| PEARSON EDUCATION INC. | 02225 | BOOKS FOR EMR CLASS- AMBULANCE | 1,575.52 |
| PEARSON EDUCATION INC. | 02225 | BOOKS FOR EMR CLASS - AMBULANCE | 396.36 |
| PORTLAND AREA FIRE AUTHORITY | 02128 | HOSE REEL CART - AMBULANCE | 125.06 |
| PURITY CYLINDER GASES, INC. | 00380 | QUARTERLY CYLINDER RENT-MTR POOL | 234.33 |
| PURITY CYLINDER GASES, INC. | 00380 | QUARTERLY CYLINDER RENT- AMBULANCE | 243.16 |
| PURITY CYLINDER GASES, INC. | 00380 | OXYGEN COMPRESSED - AMBULANCE | 59.70 |
| SCHAFFER PETROLEUM, INC. | 00405 | DIESEL FUEL - MOTOR POOL | 497.51 |
| SEBEWA TOWNSHIP | 01125 | REIMB AMB RUNS- AMBULANCE | 30.00 |
| LYONS TOWNSHIP | 00247 | REIMB AMB RUNS - AMBULANCE | 214.12 |
| VILLAGE OF PEWAMO | 00350 | REIMB AMB RUNS - AMBULANCE | 1,107.04 |
| SLICK SHIRTS SCREEN PRINTING | 02003 | SHIRTS- RECREATION | 60.00 |
| SLICK SHIRTS SCREEN PRINTING | 02003 | SHIRTS - RECREATION | 37.00 |
| SLICK SHIRTS SCREEN PRINTING | 02003 | SHIRTS - RECREATION | 170.00 |

| VENDOR NAME | VENDOR | DESCRIPTION | AMOUNT |
|---------------------------------|--------|--|----------|
| UTILITY CONSULTING GROUP, LLC | 00465 | CALCULATE PCA FACTOR - ELECTRIC | 225.00 |
| CONSUMERS ENERGY | 00095 | GAS SERVICE - VARIOUS DEPTS | 431.77 |
| AT&T | 00686 | PHONE SERVICE - WASTE WTR | 53.62 |
| AT&T | 00686 | PHONE SVC- WASTE WTR | 188.34 |
| AT&T | 00686 | TELEPHONE SVC - VARIOUS DEPTS | 2,756.44 |
| PURITY CYLINDER GASES, INC. | 00380 | OXYGEN COMPRESSED -AMBULANCE | 92.65 |
| SIRCHIE | 00992 | EVIDENCE TAGS - POLICE | 207.78 |
| SPRINT | 00859 | CELL PHONE - POLICE | 120.27 |
| NYE UNIFORM CO. | 00338 | DUTY BELTS - POLICE | 71.00 |
| CINTAS-725 | 00083 | UNIFORM & RUG CLEANING - VARIOUS DEPTS | 663.12 |
| GRANGER CONTAINER SERVICE | 00175 | REFUSE MORSE DR- CEM, PRKS, MTR POOL | 364.00 |
| B&W AUTO SUPPLY, INC. | 00030 | PARTS, SUPPLIES - VARIOUS DEPTS | 709.87 |
| MICHIGAN COMPANY, INC. | 00273 | LEMON DISINFECTANT-CEMETERY | 34.70 |
| R.E. RISK & ASSOC. | 01315 | SERVICE FEE- INCOME TAX | 25.54 |
| R.E. RISK & ASSOC. | 01315 | SERVICE FEE- INCOME TAX | 52.30 |
| CHROUCH COMMUNICATION, INC. | 00082 | MAINTENANCE CONTRACTS - POLICE | 115.30 |
| CHROUCH COMMUNICATION, INC. | 00082 | MAINTENANCE CONTRACTS - ELECTRIC | 78.00 |
| WOW! INTERNET-CABLE PHONE | 02132 | CABLE INTERNET - ELECTRIC | 32.97 |
| CONSUMERS ENERGY | 00095 | GAS SERVICE - ELECTRIC | 18.70 |
| CENTURYLINK | 01567 | TELEPHONE SVC- VARIOUS DEPTS | 25.62 |
| FAMILY FARM & HOME | 01972 | SUPPLIES - CEMETERY | 35.97 |
| LITE'S PLUS | 00243 | ENERGY OPTZ - ELECTRIC | 228.00 |
| CHARLES COOPER | MISC | ENERGY OPTZ - ELECTRIC | 15.00 |
| DUANE CROSS | 00642 | BATTERY - MTR POOL | 112.85 |
| COOK BROS EXCAVATING | 00101 | TOPSOIL - MAJ ST, LOC ST | 96.00 |
| MICHIGAN PAVING & MATERIALS CO. | 02102 | BLACKTOP - MAJ STS, LOC STS | 166.10 |
| MUNICIPAL SUPPLY CO. | 00324 | ADA GRATE FOR SIDEWALK- COMM PROMO | 465.15 |
| MUNICIPAL SUPPLY CO. | 00324 | INTERNAL COUPLING - LOC STS | 2.15 |
| MUNICIPAL SUPPLY CO. | 00324 | TRAFFIC PAINT - MAJ STS | 72.00 |

| VENDOR NAME | VENDOR | DESCRIPTION | AMOUNT |
|---------------------------------|---------|---|----------|
| KEUSCH SUPER SERVICE | 00228 | TRAILER TIRES- MTR POOL | 166.66 |
| KEUSCH SUPER SERVICE | 00228 | SCRAP TIRES - MTR POOL | 12.00 |
| TOM DEMPSEY | 00898 | CONFERENCE REIMB - CITY MANAGER | 1,318.25 |
| MUNICIPAL SUPPLY CO. | 00324 | FOAM EARPLUGS - CEMETERY, PRKS | 30.00 |
| LACROSSE FORAGE & TURF SEED LLC | 02218 | GRASS SEED - PARKS | 138.00 |
| SCHAFFER PETROLEUM, INC. | 00405 | DIESEL FUEL FOR WW GENERATOR- WASTE WTR | 497.51 |
| DETROIT SALT COMPANY | 01497 | ROCK SALT-MAJ STS, LOC STS | 4,309.17 |
| DETROIT SALT COMPANY | 01497 | ROCK SALT-MAJ STS, LOC STS | 4,243.79 |
| DETROIT SALT COMPANY | 01497 | ROCK SALT-MAJ STS, LOC STS | 4,292.82 |
| GANNETT MICHIGAN NEWSPAPERS | 00236 | LEGAL NOTICES - GENERAL, CODE | 556.95 |
| DIXON ENGINEERING | 00125 | INSPECTION OF HILL ST WTR TOWER-WTR | 300.00 |
| LYDEN OIL COMPANY | 01860 | DRUMS OF ENG OIL - ELECTRIC | 586.50 |
| LYDEN OIL COMPANY | 01860 | DRUMBS OF ENG OIL - ELECTRIC | 1,173.00 |
| LYDEN OIL COMPANY | 01860 | DRUMS OF ENG OIL - ELECTRIC | 2,266.00 |
| MHR BILLING | 01780 | MONTHLY BILL SVC- AMBULANCE | 1,224.00 |
| MICHIGAN ELECTRIC COOP ASSN | 00276 | 2014 MECA SAFETY DUES- ELECTRIC | 7,667.00 |
| MICHIGAN ELECTION RESOURCES | 00278 | BALLOTS - ELECTIONS | 834.13 |
| WINTERS GORMAN PLLC | 02072 | LEGAL SERVICES - POLICE | 800.00 |
| UTILITY SERVICE CO. INC. | 02133 | QUARTERLY MAINT HILL ST WTR TOWER-WTR | 8,857.47 |
| WALTERS-DIMMICK PETROLEUM | MISC | ENERGY OPTZ - ELECTRIC | 2,655.20 |
| AECOM TECHNICAL SERVICES | 01810 | PORTLAND DAM MANGT - ELECTRIC | 626.46 |
| MARK SPOHN | 02110 | MOWING REIMB - COMM PROMO | 115.00 |
| LEXISNEXIS RISK DATA MANAGEMENT | IN01309 | PEOPLE SEARCHES - GENERAL, POLICE | 50.00 |
| CLARK HILL PLC | 01422 | LEGAL SERVICES - GENERAL | 57.00 |
| S&K TROPHIES AND PLAQUES | 00401 | MENS SOFTBALL FALL TROOPHY -RECREATION | 30.00 |
| CHRIS ROOF | MISC | INSTRUCTOR SVC-RECREATIOIN | 570.00 |
| ED FILTER | 00540 | UMPIRE SVC- REC | 230.00 |
| ED MOFFATT | 00580 | UMPIRE SVC - REC | 23.00 |
| JEREMY BABBIT | 02184 | UMPIRE SVC - REC | 92.00 |

Date: 10/17/13

CITY OF PORTLAND INVOICE REGISTER

Page: 4

| VENDOR NAME | VENDOR | DESCRIPTION | AMOUNT |
|-----------------------------|--------|---------------------------------------|--------------|
| BRIAN RUSSELL | 00593 | UMPIRE SVC - REC | 115.00 |
| TAYLOR WILCOX | 02159 | SCOREKEEPER - REC | 19.50 |
| ALLISON RUSSELL | 01954 | SCOREKEEPERS - REC | 26.00 |
| ZACH GUSTAFSON | 02161 | SCOREKEEPERS - REC | 75.00 |
| LAUREN RUSSELL | 02134 | SCOREKEEPERS - REC | 58.50 |
| MARCUS WOURMAN | 02063 | INSTRUCTIONAL SERVICES - RECREATION | 760.00 |
| WEX BANK | 02181 | MOTOR FUEL & OIL - ELECTRIC, MTR POOL | 6,629.94 |
| TOM'S FOOD CENTER | 00452 | SUPPLIES - VARIOUS DEPTS | 354.76 |
| POWER LINE SUPPLY COMPANY | 00389 | METER CAB & SOCKET- ELECTRIC | 13,722.50 |
| TELNET WORLDWIDE INC. | 02066 | PHONE SVC - CITY HALL | 513.08 |
| CITY OF PORTLAND-PETTY CASH | 00701 | POSTAGE, CONF REIMB- VARIOUS DEPTS | 980.87 |
| R.E. RISK & ASSOC. | 01315 | SERVICE FEE - INCOME TAX | 51.24 |
| STAPLES BUSINESS ADVANTAGE | 00426 | OFFICE SUPPLIES - VARIOUS DEPTS | 486.31 |
| Total: | | | \$101,631.32 |

BI-WEEKLY
WAGE REPORT
October 14, 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. | 9,806.02 | 70,135.17 | 7,127.21 | 34,935.09 | 105,070.26 |
| ASSESSOR | 1,143.36 | 10,247.62 | 389.17 | 3,072.63 | 13,320.25 |
| CEMETERY | 3,747.39 | 30,334.49 | 1,449.02 | 9,627.98 | 39,962.47 |
| POLICE | 16,892.73 | 103,998.66 | 6,897.30 | 33,951.28 | 137,949.94 |
| CODE ENFORCEMENT | 570.03 | 4,801.72 | 209.80 | 1,539.22 | 6,340.94 |
| PARKS | 2,022.96 | 25,466.43 | 676.35 | 4,884.42 | 30,350.85 |
| INCOME TAX | 1,418.38 | 11,339.96 | 1,419.48 | 7,167.54 | 18,507.50 |
| MAJOR STREETS | 1,280.96 | 20,045.18 | 1,372.47 | 13,281.30 | 33,326.48 |
| LOCAL STREETS | 996.92 | 12,673.35 | 1,060.99 | 8,443.54 | 21,116.89 |
| RECREATION | 1,964.80 | 15,683.39 | 1,255.12 | 7,024.84 | 22,708.23 |
| AMBULANCE | 7,040.17 | 77,370.62 | 1,921.07 | 15,708.42 | 93,079.04 |
| DDA | 1,614.95 | 12,892.25 | 622.63 | 4,096.85 | 16,989.10 |
| ELECTRIC | 13,239.64 | 128,745.18 | 10,342.46 | 65,646.11 | 194,391.29 |
| WASTEWATER | 7,927.84 | 64,364.15 | 6,075.25 | 33,389.39 | 97,753.54 |
| WATER | 6,470.54 | 40,723.11 | 5,019.70 | 20,365.25 | 61,088.36 |
| MOTOR POOL | 2,707.93 | 18,255.65 | 2,794.43 | 11,551.92 | 29,807.57 |
| TOTALS: | 78,844.62 | 647,076.93 | 48,632.45 | 274,685.78 | 921,762.71 |

BI-WEEKLY CASH BALANCE ANALYSIS
10/21/2013

| FUND | BEGINNING BALANCE | RECEIPTS | EXPENSES | JOURNAL ENTRY RECEIPTS | JOURNAL ENTRY EXPENSES | CASH BALANCE | TIME CERTIFICATES | ENDING BALANCE | | |
|-----------------------------|----------------------|------------|------------|---------------------------|---------------------------|-----------------|----------------------|----------------------------|--------------|--------------|
| GENERAL | 872,159.98 | 16,540.69 | 68,310.49 | | 10,265.00 | 810,125.18 | 235,000.00 | 1,045,125.18 | | |
| INCOME TAX | 17,894.01 | 55.40 | 6,160.44 | | | 11,788.97 | 10,000.00 | 21,788.97 | | |
| MAJOR STREETS | 241,170.80 | 1,116.65 | 10,739.45 | | 3,615.00 | 227,933.00 | - | 227,933.00 | | |
| LOCAL STREETS | 81,839.78 | 1,116.65 | 5,523.07 | | 3,246.00 | 74,187.36 | - | 74,187.36 | | |
| RECREATION | 3,228.90 | 2,148.19 | 5,537.51 | 5,000.00 | | 4,839.58 | - | 4,839.58 | | |
| AMBULANCE | 232,390.21 | 12,839.38 | 14,598.42 | | 4,167.00 | 226,464.17 | - | 226,464.17 | | |
| CAPITAL IMPROVEMENT-STREETS | 1,384,323.00 | | | | | 1,384,323.00 | | 1,384,323.00 | | |
| REFUSE COLLECTION | 24,432.50 | 4,780.31 | 8,037.40 | | | 21,175.41 | - | 21,175.41 | | |
| ELECTRIC | 386,913.88 | 102,408.55 | 178,337.24 | | 383.00 | 310,602.19 | 570,000.00 | 880,602.19 | | |
| WASTEWATER | 26,150.79 | 39,853.65 | 19,734.14 | | 2,942.00 | 43,328.30 | - | 43,328.30 | | |
| WATER | 518,800.36 | 29,230.96 | 23,921.81 | | 2,584.00 | 521,525.51 | 420,000.00 | 941,525.51 | | |
| MOTOR POOL | 1,158.73 | 1,922.40 | 14,493.66 | 22,202.00 | | 10,789.47 | - | 10,789.47 | | |
| DDA | 73,067.69 | 2,087.20 | 25,333.87 | | | 49,821.02 | - | 49,821.02 | | |
| TOTALS: | 3,863,530.63 | 214,100.03 | 380,727.50 | 27,202.00 | 27,202.00 | 3,696,903.16 | 1,235,000.00 | 4,931,903.16 | | |
| | | | | | | | | ELECTRIC-RESTRICTED CASH | 360,000.00 | 360,000.00 |
| | | | | | | | | CUSTOMER DEPOSIT CD | 170,000.00 | 170,000.00 |
| | | | | | | | | PERPETUAL CARE CD | 130,000.00 | 130,000.00 |
| | | | | | | | | INCOME TAX SAVINGS | 392,554.78 | 392,554.78 |
| | | | | | | | | ELECTRIC-PRIN & INT ESCROW | 290,264.11 | 290,264.11 |
| | | | | | | | | WASTEWATER -DEBT ESCROW | 166,382.71 | 166,382.71 |
| | | | | | | | | WASTEWATER-REPAIR ESCROW | 61,612.18 | 61,612.18 |
| | | | | | | | | DDA-PRIN/INT ESCROW | 37,115.91 | 37,115.91 |
| | | | | | | | | | 2,842,929.69 | 6,539,832.85 |

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

PURCHASE ORDER

CITY OF PORTLAND

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

TO

SHIP TO

Michigan Electric Cooperative Assoc.
 7973 E Grand Rive Ave.
 Portland, MI 48875

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

10/10/2013

| QUANTITY | DESCRIPTION | PRICE | AMOUNT |
|----------|--------------------------------------|-------|------------|
| | 2014 MECA Safety Dues 582.201.958000 | | \$7,667.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

NOT FOR RESALE FOR RESALE TAX NUMBER _____ AUTHORIZED SIGNATURE _____

ORIGINAL

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

MECA
7973 East Grand River Avenue
Portland, MI 48875

INVOICE: 4117994

Invoice Date: 10/07/2013
Terms: DUE
Due Date: 12/01/2013
Amount Due: \$ 7,667.00

CITY OF PORTLAND
259 KENT ST
PORTLAND MI 48875

Account: 200923
Description: 2014 MECA SAFETY DUES

Page 1 of 1

| DESCRIPTION | QUANTITY | UOM | UNIT PRICE | AMOUNT | TAX |
|--|----------|------|------------|----------|-----|
| CATALOG ITEM: 2620-00 DEFERRED - MUNI/IOU | 1.000 | EACH | 7,667.0000 | 7,667.00 | |

MESSAGES

Subtotal: \$ 7,667.00
Tax: \$ 0.00
Total: \$ 7,667.00
Amount Paid: \$ 0.00
Amount Due: \$ 7,667.00

RETURN BOTTOM PORTION WITH PAYMENT

MECA
7973 East Grand River Avenue
Portland, MI 48875

Account: 200923
Invoice: 4117994
Due Date: 12/01/2013
Amount Due: \$ 7,667.00

Amount Of Payment: _____

Remit To:

MICHIGAN ELECTRIC COOPERATIVE ASSOC
7973 E GRAND RIVER AVE
PORTLAND MI 48875

CITY OF PORTLAND
259 KENT ST
PORTLAND MI 48875



EXHIBIT "A"

Description of Employee Safety Program Services

| | | |
|---|---|--|
| <p>SEGMENT PARTICIPANTS:</p> <p>Portland L&P Board Annual Program Investment: \$7,667</p> | <p>INCLUDED PROGRAM DELIVERABLES:</p> <ul style="list-style-type: none"> • Eight (8) Traditional Safety Meetings All safety meetings to be delivered at designated host location, topics to be selected from an approved list of available programs. Up to two (2) meetings can be substituted for equal number of Block Training or Crew Observation a la carte items. • Four (4) Safety Workshops Attendance for up to two (2) utility employees per workshop per year. Pricing for additional participants to be determined. To be held jointly with other safety program participants. Workshop topics include: <ul style="list-style-type: none"> • Accident Investigation Workshop • National Electric Safety Code (NESC) Workshop • Chainsaw Workshop • Safety Coordinators Workshop | <p>A LA CARTE OPTIONS: Annual safety investment amount DOES NOT include the following a la carte items, available upon request:</p> <ul style="list-style-type: none"> • Block Training Hourly Rate: (TBD) • Crew Observations Hourly Rate: (TBD) • Additional Workshop Participants Cost Per Additional Participant: (TBD) |
| <p>Proposed Host Location:</p> <p>HomeWorks Tri-County Electric Cooperative</p> | <p>Continued Participant Advantages</p> <ul style="list-style-type: none"> • Mutual Aid Support • Accident Investigation • Accident and Near-Miss Review and Discussion | |
| <p>Term:</p> <p>2012 - 2014</p> | <p>Reliable Public Power Provider (RP3) Support and Assistance</p> | |

Michigan Electric Cooperative Association

SAFETY PROGRAM AGREEMENT

The undersigned municipal utility ("Utility") hereby subscribes to participate in the Employee Safety Program described below (the "Program") and provided by the Michigan Electric Cooperative Association ("MECA").

The Utility and MECA hereby agree as follows:

1. The Program.

MECA shall provide the Program services to the Utility as more particularly set forth on Exhibit "A" attached to this Agreement and incorporated herein by reference.

The Program will be provided at a time scheduled by MECA in a single location within the Utility's service territory or in reasonably close proximity. MECA provides the Program services to multiple utilities and, for efficiency, reserves the right to combine the Utility's Program services with other utilities' participation at a more central location.

2. Term.

The initial term of this Agreement is three (3) years beginning January 1, 2012. The Agreement shall thereafter automatically renew for successive three (3) year renewal terms unless either party provides written notice of non-renewal to the other party not less than six (6) months prior to the expiration of the initial term or any renewal term. MECA may change the fees for the Program services for any subsequent renewal term by providing written notice to the Utility not less than eight (8) months prior to the expiration of the then-current term of this Agreement.

The Agreement may be earlier terminated by either party at any time (i) upon a default of the other party after written notice of the default and failure to cure the default within 30 days after receipt of the notice; or (ii) MECA ceasing to provide the Program services.

Upon an early termination based upon MECA ceasing to provide the Program, all pre-paid

Program services shall be provided or the annual payment shall be refunded to the Utility.

3. Fees.

The annual fee for the Program shall be \$7,667, payable in advance to MECA by December 1 of each preceding calendar year during the term of this Agreement. The annual fee is subject to change for each renewal term by written notice to the Utility as provided in Section 2.

4. Liability.

The Utility remains responsible for its compliance with all applicable safety requirements and recommendations. Nothing in this Agreement or in the provision of the Program services to the Utility and its employees shall cause MECA to assume any responsibility or any liability to any third party or to the Utility or its employees for the Utility's compliance with any applicable federal, state, local or industry standards or requirements.

The Utility hereby agrees to indemnify and hold MECA, and its directors, members, employees, contractors and agents, harmless from and against any claims made against MECA for any injury, death or damages, including all costs of defense against any such claim, arising out of or made in connection with the Utility's or its employees' failure to properly comply with any applicable safety standard or requirement.

Neither party shall be liable to the other party for any indirect, incidental or consequential damages related to either party's performance or non-performance of their obligations under this Agreement.

5. Assignment.

This Agreement shall be binding upon the parties hereto and their respective successors and permitted assigns; provided, however, that this Agreement may not be assigned by the Utility to any

unaffiliated person without the prior written consent of MECA.

6. Notices.

Any notice required or permitted to be given under this Agreement shall be in writing and shall be sent by first class mail, postage prepaid, to the addresses set forth below. Notice shall be deemed to be given upon mailing.

7. No Agency.

By entering into this Agreement and performing its obligations hereunder, MECA is acting solely as an independent contractor and shall not be, and shall not be deemed to be, an agent of the Utility for any purpose.

The undersigned parties have caused this Agreement to be executed by their duly authorized officers or representatives as of the date accepted and executed by MECA below.

8. Entire Agreement.

This Agreement contains the entire agreement of the parties with respect to the provision of the Program services and supersedes all prior correspondence, conversations and negotiations with respect thereto. Except as otherwise provided herein, this Agreement may be changed or otherwise modified only in writing and signed by both parties hereto.

9. Governing Law.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan.

PORTLAND BOARD OF ~~WATER & LIGHT~~ & POWER

By: [Signature]
Its: PORTLAND CITY MANAGER

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

Accepted 29 NOV, 2011

MICHIGAN ELECTRIC COOPERATIVE ASSOCIATION

By: [Signature]
Craig Borr, President and CEO

Address: 2859 W. Jolly Road
Okemos, MI 48864

Minutes of the Planning Commission
Of the City of Portland
Held on Wednesday, August 26, 2013 at 6:00 P.M.
In Council Chambers at City Hall

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

Absent: None

Staff: City Manager Dempsey, City Clerk Miller, Code Officer Gensterblum

Guests: None

City Clerk Miller called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

The Clerk opened the floor for nominations for Chair.

Motion by Clement, supported by Gorman, to nominate Grapentien as the Chair.

There were no other nominations for Chair.

Nominations for Chair were closed.

The Clerk held the vote for Grapentien as Chair.
All in favor. Approved.

Chair Grapentien took over the meeting.

Chair Grapentien opened the floor for nominations for Vice-Chair.

Motion by Kmetz, supported by Swaney-Frederick, to nominate Clement as Vice-Chair.

There were no other nominations for Vice-Chair.

Nominations for Vice-Chair were closed.

The vote for Clement as Vice-Chair was held.
All in favor. Approved.

Chair Grapentien opened the floor for nominations for Secretary.

Motion by Clement, supported by Gorman, to nominate Kmetz as Secretary.

There were no other nominations for Secretary.

Planning Commission Minutes
August 26, 2013

Nominations for Secretary were closed.

The vote for Kmetz as Secretary was held.
All in favor. Approved.

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

Motion by Krause, supported by Sunstrum, to approve the Minutes of the June 12, 2013, regular meeting as presented.
All in favor. Approved.

Under New Business, City Manager Dempsey presented information on the Parcel Split and Combination Application by Inez Leik to split a vacant lot at 246 Quarterline St. and add the North half to 300 Quarterline St. and the South half to 238 Quarterline St. City Manager Dempsey stated the City Assessor advises because the owner wishes to split the lot down the middle with the intention of adding the land to the adjacent parcels and given the simple rectangular shape of the parent parcel, it will not be a burden to develop new legal descriptions. A survey to process the split would not be needed. City Manager Dempsey also advised that all requirements have been met and there are no taxes due on the parcel.

Chair Grapentien confirmed that because all requirements have been met the Planning Commission really has no authority to disapprove the request.

City Manager Dempsey stated the Planning Commission can either approve or disapprove the request to the City Council. If the Council were to also disapprove the applicant would have grounds to appeal through the court system.

City Manager Dempsey gave a summary of the request by the County Treasurer to amend the City lot split criterion to include payment of delinquent taxes and the recent discussions by the City Council in regard to it and a possible Ordinance amendment.

There was continued discussion.

Motion by Clement, supported by Kmetz, to recommend the Parcel Split and Combination Application as presented by Inez Leik to split a vacant lot at 246 Quarterline and add the North half to 300 Quarterline and the South half to 238 Quarterline to the City Council for approval.
All in favor. Approved.

Motion by Clement, supported by Swaney-Frederick, to adjourn the meeting at 6:16 P.M.
All in favor. Approved.

Respectfully submitted,


John Kmetz, Secretary

**Minutes of the Downtown Development Authority Regular Meeting
City of Portland**

Held on September 19, 2013
In Council Chambers at City Hall

Members Present: Dumas, Barnes, VanSlambrouck, Urie, Smith, Briggs, Sunstrum, Blastic, Clement

Absent: Dempsey, Antaya

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

The meeting was called to order at 3:32 P.M. by Chair Dumas.

Motion by VanSlambrouck, supported by Sunstrum, to excuse the absence of Dempsey and Antaya.

All in favor. Adopted.

Motion by Urie, supported by VanSlambrouck, to approve the proposed Revised Agenda.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Sunstrum, to approve the Minutes of the August 15, 2013 Regular Meeting as presented.

All in favor. Adopted.

Motion by Barnes, supported by Dumas, to approve the September 2013 Treasurer's Reports as presented.

All in favor. Adopted.

Under New Business, Director Reagan presented a request to approve a sign grant reimbursement in the amount of \$957.18 to Simon Insurance. The request was already approved by both the Design Committee and the Main Street Board.

Motion by Urie, supported by Sunstrum, to approve the sign grant reimbursement to Simon Insurance in the amount of \$957.18

All in favor. Adopted.

Director Reagan presented information on the possible extension of the City of Portland's DDA. In 2016 the last payment on City Hall will be made and following shortly after the cessation of the DDA will take place unless its life span is extended. Now is the time to start looking at and planning this extension. A 15-year life span is being considered; the same as the time span currently in place. The first step in this process is to get input from the DDA Board, the Main Street Board and the public.

There was continued discussion of a possible meeting date to gather input and talking points.

Under the Director's Report, Director Reagan stated that he attended the Michigan Main Street Center (MMSC) Quarterly Training held September 9th – 10th in Iron Mountain. The training was very interesting; many ideas for programs were presented.

Under Committee Updates, Director Reagan reported the Design Committee has purchased black metal trash receptacles to be placed in the downtown. The should be put in place by the Department of Public Works by the end of the week.

The Promotions & Marketing Committee's Portland Pay Day event was once again a success in downtown Portland with 18 businesses participating this year and 9,294 entries. At \$10 per entry, Portland Pay Day helped to keep \$92,940 in the Portland Community. Over the past five years, this shop local campaign has helped to keep \$339,940 in participating businesses. Special thanks to Cathy McCann; one of the owners of Around the Block Quilt Shop, for soliciting the businesses to participate, planning the prize party, and working hard to make this a successful event.

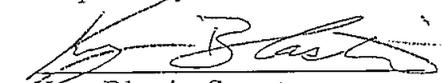
"Wine the Walk" was held Saturday, August 17th from 4:00 – 11:00 P.M. on the Boardwalk and brought in over 500 people to downtown Portland. This fun-filled event featured craft beer and Michigan made wines.

The Economic Revitalization Committee will be hosting MI-SBTDC seminars starting in January for small businesses.

The Organization and Finance Committee published the 2013 Decade Report in September. This was a full color newsletter distributed with the City of Portland utility bills. The 2013 "Big Beer 5K Run" will be held Saturday, October 19th. The application to hold the raffle fundraiser for travel vouchers has been submitted to the State of Michigan. The drawing for this raffle will be held during Holidayfest. The raffle for travel vouchers is replacing Oktoberfest.

Motion by VanSlambrouck, supported by Sunstrum, to adjourn the meeting at 3:48 P.M.
All in favor. Adopted

Respectfully submitted,


Kory Blastic, Secretary



DATE: October 14, 2013

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

| | <u>AMOUNTS</u> |
|---|---------------------|
| PREVIOUS BALANCE: <u>09/19/13</u> | \$ 17,897.04 |
| INTEREST EARNED: | \$ 3.87 |
| DEPOSITS: | |
| TRANSFER FOR BOND PRINCIPAL AND INTEREST ESCROW ACCOUNT | \$ 19,215.00 |
| CHECKS WRITTEN: | |
| NEW BALANCE: <u>10/17/13</u> | <u>\$ 37,115.91</u> |

REGULAR ACCOUNT

| | <u>AMOUNTS</u> |
|--|----------------|
| PREVIOUS BALANCE: <u>09/19/13</u> | \$ 73,067.69 |
| INTEREST EARNED: | \$ 2.06 |
| DEPOSITS: | |
| 10/1/2013 Reimbursement from Alliance for beverages for Wine The Walk | \$ 681.65 |
| 10/1/2013 2013 Big Beer Run sponsors | \$ 725.00 |
| 10/1/2013 2013 Big Beer Run registration fees | \$ 550.00 |
| 10/5/2013 Worker's Compensation reimbursement from Michigan Municipal League WC Fund | \$ 128.49 |

CHECKS WRITTEN:

| CK NO. | PAYEE | AMOUNT |
|--------|---|-------------|
| 1312 | JOEL VANSLAMBROUCK-2013 Big Beer Run startup cash | \$ 200.00 |
| 1313 | S&K TROPHIES & PLAQUES-Medals for Big Beer Run | \$ 123.25 |
| 1314 | CLASSIC CARRIAGE-Deposit for Holidayfest carriage rides | \$ 100.00 |
| 1315 | CITY OF PORTLAND-Reimb for audit,postage,telephone,training expenses, misc. | \$ 1,719.55 |

| | |
|---|--------------|
| ACH TRANSFER-DDA REG ACCT TO DDA PRINCIPAL AND INTEREST ESCROW ACCT. | \$ 19,215.00 |
| ACH TRANSFER-P. Reagan wages/fringes for pay period: 9/10/13 to 9/23/13 | \$ 1,738.49 |
| ACH TRANSFER-P. Reagan wages/fringes for pay period: 9/24/13 to 10/7/13 | \$ 2,237.58 |

TOTAL EXPENSES: \$ (25,333.87)

NEW BALANCE: 10/17/13 \$ 49,821.02

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

Portland Main Street
Payment Request
Big Beer 5K Run
10/11/13

This payment request is for \$200.00 for "start-up cash" for the October 19, 2013 "Big Beer 5K Run." This request should be charged to the Organization and Finance Committee and should be made out to Joel VanSlambrouck, Oktoberfest Sub Committee Chairperson.

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

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

S & K Trophies and Plaques, Inc.

8310 Sunfield Hwy.

Portland, MI 48875

Invoice

| Date | Invoice # |
|-----------|-----------|
| 10/7/2013 | 9569 |

| |
|-------------------------------------|
| Bill To |
| Portland Main Street 5K Beer Run |

| |
|----------------|
| Ship To |
| Patrick Reagan |

| P.O. Number | Terms | Rep | Ship | Via | F.O.B. | Project |
|-------------|-------|-----|-----------|-----|--------|---------|
| | | | 10/7/2013 | | | |

| Quantity | Item Code | Description | Price Each | Amount |
|----------|-----------|--|------------|--------|
| 29 | 2 | Custom Medals w/Black Brass Disc Additional plate on Back Inc. All Eng. R/W/B Ribbon Reg. \$5.00 Sales Tax | 4.25 | 123.25 |
| | | | 6.00% | 0.00 |

| Phone # | Fax # | E-mail |
|---------------|---------------|--------------------|
| (517)647-7374 | (517)647-7374 | sktrophy@gmail.com |

| | |
|--------------|----------|
| Total | \$123.25 |
|--------------|----------|

COPY

Classic Carriage

Carriage Service Agreement

Linda Dochod
0-12954 8th Ave
Grand Rapids, MI 49534

Phone: (616) 498-6090

Description of Function Holiday rides / Parade Today's Date Sept, 2013

Address Location #1 _____ Location #2 _____

Description of Services, # of Carriages, & Special Requests to be provided:
1 Horse & Carriage giving rides on both days PLUS
The parade on Nov 23. Service fee total includes
Mileage

Service Date & Time: Nov, 22, 2013 6:00-9:00 p.m
Nov, 23, 2013 2:00-5:00 p.m Service Fee Total: \$ 854 -

Gratuities Included: yes no Additional time cost p. 1/2 hour: \$ 50 -

[Non Refundable Down Payment of \$ 100 - Required at Time of Signing] *

(**Balance Due of \$ 754 - Required at Time of Service **)

Classic Carriage reserves the right to avoid or alter any and all situations where safety may be a factor, and the right to cancel any and all agreements in the event of hazardous conditions and other unforeseen circumstances.

Client Name City of Portland Client Phone: 517-647-5027

Address 259 Kent St Client Phone 2 (optional) 517-647-2938 (72A)

City/State/Zip Portland, MI 48875

ATTN: Patrick Regan
All Requirements and Agreements are Understood and Hereby Agreed to:

x [Signature]
Client Signature

x [Signature]
Classic Carriage, L.L.C.

10/11/13
Date

Oct 1, 2013
Date

Enterprise Car RA # 924016955 Bill F 10011329650
 Rental Location LANSING ARPT MI 48906-2
 4100 CAPITOL CITY BLVD
 LANSING MI 48906-2
 Phone (517) 703-8060
 Return Location LANSING ARPT MI 48875
 11-SEP-2013 10:28 AM

Renter Name PATRICK REAGAN
 162 KENT ST
 PORTLAND

| Charges | No | Unit | Price/Unit | Amount |
|----------------------------------|----|--------|------------|----------|
| TIME & DISTANCE | 4 | Days | 39.97 | 159.88 * |
| UNLIMITED MILES/KM - TIME & DIST | | M/Kms | | 0.00 * |
| FUEL SERVICE OPTION | 1 | Rental | 60.11 | 60.11 * |
| LAN ARPT ACC FEE | | | 221.59 | 22.16 * |
| VLF REC | 4 | Days | 0.40 | 1.60 * |

Vehicle # DN698236
 Model 200
 Class Driven SCAR
 Class Charge SCAR
 License# BKR2249
 State/Province NORTH CAROLINA
 M/Kms Driven 1444
 M/Kms Out 14279
 M/Kms In 15723

Rate Info

Messages

* Taxable Items
 Subject to Audit

USD 243.75

Total Charges
 Payments
 Master Card 9828
 AUTH: 06781Z 07-SEP-2013 292.50
 Payment -243.75

For Reservations: 1-800-RENT-A-CAR

Reverse Auth: 07-SEP-2013 -49.75

Amount Due

USD 0.00

WELCOME

SALES RECEIPT
57 443 247408
SHELL
WEST US 2
SAINT IGNACE MI 49781

DATE 09/08/13 1:48PM
INVOICE# 697425
AUTH# 05270Z
MASTERCARD
ACCOUNT NUMBER
XXXX XXXX XXXX 9828
REAGAN/PATRICK

PUMP PRODUCT \$/G
10 REG \$3.799

GALLONS FUEL TOTAL
11.385 \$ 43.25

TOTAL SALE \$ 43.25

Now thru 12/31/13,
each time you swipe
an FRN card @ Shell
receive 3cpg or
more.

For more details
visit
fuelrewards.com/rece
ipt

THANK YOU
COME BACK SOON

SPEEDWAY
0008740
De Witt
MI 48820-9381
(517) 669-1153
TRAN#: 3704580

Pump 08
Unleaded, Self Serve
2.748 @ \$3.639/GAL
GAS TOTAL \$10.00

TAX \$0.00
TOTAL \$10.00

Master Card
Card Num :
XXXXXXXXXXXX9828
TERM:
0050008740001
APPR#: 000322
SEQ#: 253026019

09/10/2013 23:29:59

Cardholder agrees to
pay to issuer total
charges per the
agreement between
cardholder & issuer.

VISIT US AT
WWW.SPEEDWAY.COM
CUSTOMER SERVICE
1-800-643-1948
M-F 8:30A-5:30P EST

Krist Food Mart #5
102 N Lincoln Rd
Escanaba, MI 49829

REPRINT

Store #5
H1-000002434029
Tue 9/10/2013
Associate: Heather R.
4:30:00 PM

1 Reg NL
11.7176 @ \$3.649/G
42.76 #16

Sub-Total 42.76
Total \$42.76

HasterCard
Thank you for using HasterCard
42.76

Approval : 03099Z
Reference: 0810HEB0XG57H Y
ICCUINT : *****9828

Thank You!

Hope to see you again soon!

INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

) 647-3211

DDA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000771
Service Date: 10/03/2013
Invoice Date: 10/10/2013
Due Date: 11/11/2013

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

| Quantity | Description | Unit Price | Amount |
|----------|--------------------------|------------|--------|
| 1 | ON THE STREET - OCT 2013 | 112.00 | 112.00 |
| 1 | POSTAGE | 36.34 | 36.34 |

| | |
|-------------------|--------|
| Total Invoice: | 148.34 |
| Credits Applied: | 0.00 |
| Payments Applied: | 0.00 |
| Invoice Balance: | 148.34 |

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

(517) 647-3211

DDA
259 KENT ST.
AND, MI 48875

INVOICE

Customer ID: 00017
Invoice Number: 0000000771
Service Date: 10/03/2013
Invoice Date: 10/10/2013
Due Date: 11/11/2013

Property Address:
259 KENT ST.



Vendor: 00002

ABRAHAM & GAFFNEY, P.C.

Check #: 0000034322 09/16/13

| Date | Invoice | Description/Detail | Amount |
|------|-----------------|--|-----------|
| 2013 | 21462 | PROGRESS BILLING FOR AUDIT END 6/30-VAR DEPT | 13,000.00 |
| | 101-201-802.000 | AUDIT SERVICE | 4,000.00 |
| | 101-728-956.000 | MISCELLANEOUS EXPENSES | 800.00 |
| | 105-254-802.000 | AUDIT SERVICE | 1,000.00 |
| | 202-201-802.000 | AUDIT SERVICE | 800.00 |
| | 203-201-802.000 | AUDIT SERVICE | 800.00 |
| | 208-690-802.000 | AUDIT SERVICE | 600.00 |
| | 210-302-802.000 | AUDIT SERVICE | 800.00 |
| | 582-201-802.000 | AUDIT SERVICE | 1,000.00 |
| | 590-201-802.000 | AUDIT SERVICE | 1,000.00 |
| | 591-201-802.000 | AUDIT SERVICE | 600.00 |
| | 520-528-802.000 | AUDIT SERVICE | 600.00 |
| | 661-201-802.000 | AUDIT SERVICE | |

Total: 13,000.00

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
74-3471724

034322

Date: 09/16/13

AMOUNT
\$13,000.00

Thirteen Thousand and NO/100 Dollars**

PAY

ABRAHAM & GAFFNEY, P.C.
108 N. SPRING STREET

CITY OF PORTLAND - PAYING ACCOUNT

James Hanner

TO THE
OR
OF

ST. JOHNS

MI 48879

Monique Miller

MAYOR

CLERK

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

⑈034322⑈ ⑆072403473⑆ 01151128209⑈

Vendor: 02066

TELNET WORLDWIDE INC.

Check #: 00000034450 10/07/13

| Date | Invoice | Description/Detail | Amount |
|--------|------------------|------------------------|--------|
| 1/2013 | 1580000000130901 | PHONE SVC - CITY HALL | 507.96 |
| | 101-172-851.000 | TELEPHONE SERVICE | 50.80 |
| | 101-201-851.000 | TELEPHONE SERVICE | 203.18 |
| | 101-209-851.000 | TELEPHONE SERVICE | 50.80 |
| | 101-751-851.000 | TELEPHONE SERVICE | 50.80 |
| | 101-728-956.000 | MISCELLANEOUS EXPENSES | 50.79 |
| | 105-254-851.000 | TELEPHONE SERVICE | 50.80 |
| | 208-690-851.000 | TELEPHONE SERVICE | 50.79 |

Total: 507.96

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
74-3471724

034450

Date: 10/07/13

AMOUNT
\$507.96

Five Hundred Seven and 96/100 Dollars**

PAY

TO THE
ORDER OF
CITY OF PORTLAND
TELNET WORLDWIDE INC.
8020 SOLUTIONS CENTER
CHICAGO

IL 60677

CITY OF PORTLAND - PAYING ACCOUNT

James L. Sawyer

MAYOR

Monique M. White

CLERK

⑈034450⑈ ⑆072403473⑆ 01151128209⑈

* GUEST COPY *

NET30-CITY OF PORTLAND
259 KENT ST.

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

PORTLAND
FAX # (517)

MI 48875

INVOICE # 29992

ACCOUNT : 32360263

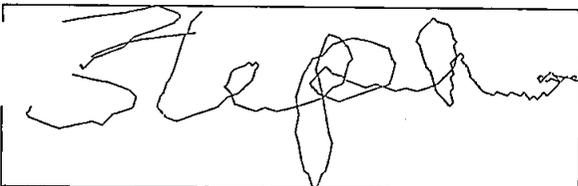
TRANSACTION DATE : 08/27/13
TRANSACTION TIME : 104813
REGISTER NUMBER : 8
SIGNER : steve pulling

TRANSACTION # : 9724
PURCHASE ORDER # :
TYPE OF SALE : Charge Sale
CLAIM # :

| QUANTITY | SKU | DESCRIPTION | AMOUNT |
|----------|---------|---------------------|--------|
| 7.00 | 1111163 | 2X6-12' CENTERMATCH | 92.33 |

SUB-TOTAL: 92.33
TOTAL TAX: 0.00
PAYMENTS : 0.00

TOTAL DUE: 92.33



User: BREN

PERIOD END 10/31/2013

DB: Portla

% Fiscal Year Completed: 33.70

| GL NUMBER | DESCRIPTION | 2013-14 AMENDED BUDGET | YTD BALANCE 10/31/2013 NORMAL (ABNORMAL) | AVAILABLE BALANCE NORMAL (ABNORMAL) | % BDTG USED |
|-------------------------|-------------------------------------|------------------------------|--|---|----------------|
| Fund 248 - DDA FUND | | | | | |
| Revenues | | | | | |
| Dept 000 | | | | | |
| 248-000-402.000 | REAL PROPERTY TAXES | 307,549.00 | 150,000.00 | 157,549.00 | 48.77 |
| 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 | 18.30 | 31.70 | 36.60 |
| 248-000-674.000 | CONTRIBUTION-PROPERTY OWNERS | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-000-678.005 | REIMBURSEMENTS-WORKER'S COMP | 0.00 | 128.49 | (128.49) | 100.00 |
| 248-000-678.006 | REIMBURSEMENTS-MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-000-678.010 | REIMBURSEMENTS-RIVERFEST | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-000-678.011 | REIMBURSEMENTS-CITY AND PACC | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-000-678.012 | REIMBURSEMENTS-MAIN STREET | 28,000.00 | 5,399.65 | 22,600.35 | 19.28 |
| 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 | | 335,599.00 | 155,546.44 | 180,052.56 | 46.35 |
| TOTAL Revenues | | 335,599.00 | 155,546.44 | 180,052.56 | 46.35 |
| Expenditures | | | | | |
| Dept 275-ADMINISTRATION | | | | | |
| 248-275-702.000 | S & W FULLTIME | 40,799.08 | 10,366.54 | 30,432.54 | 25.41 |
| 248-275-711.000 | S & W HEALTH PREMIUMS | 1,200.00 | 327.68 | 872.32 | 27.31 |
| 248-275-715.000 | S & W SOCIAL SECURITY | 3,152.00 | 818.12 | 2,333.88 | 25.96 |
| 248-275-716.004 | RETREE HEALTH CARE SAVINGS PLAN | 420.00 | 0.00 | 420.00 | 0.00 |
| 248-275-717.000 | LIFE/LTD INSURANCE | 475.00 | 291.76 | 183.24 | 61.42 |
| 248-275-718.000 | PENSION | 9,100.00 | 2,818.83 | 6,281.17 | 30.98 |
| 248-275-719.000 | OTHER FRINGE | 100.00 | 23.47 | 76.53 | 23.47 |
| 248-275-720.000 | WORKER'S COMPENSATION | 725.00 | 0.00 | 725.00 | 0.00 |
| 248-275-723.000 | UNEMPLOYMENT | 40.00 | 0.00 | 40.00 | 0.00 |
| 248-275-730.000 | POSTAGE | 300.00 | 100.74 | 199.26 | 33.58 |
| 248-275-740.001 | OPERATING SUPPLIES-MAIN ST BOARD | 7,500.00 | 737.42 | 6,762.58 | 9.83 |
| 248-275-740.003 | OPERATING SUPPLIES-DESIGN COMMITTEE | 9,300.00 | 4,502.18 | 4,797.82 | 48.41 |
| 248-275-740.004 | OPERATING SUPPLIES-ER COMMITTEE | 1,720.00 | 0.00 | 1,720.00 | 0.00 |
| 248-275-740.005 | OPERATING SUPPLIES-O&F COMMITTEE | 14,905.00 | 5,683.28 | 9,221.72 | 38.13 |
| 248-275-740.006 | OPERATING SUPPLIES-P&M COMMITTEE | 18,160.00 | 5,584.02 | 12,575.98 | 30.75 |
| 248-275-740.007 | OPERATING SUPPLIES-RIVERFEST | 0.00 | 0.00 | 0.00 | 0.00 |
| 248-275-801.000 | LEGAL SERVICE | 100.00 | 0.00 | 100.00 | 0.00 |
| 248-275-802.000 | AUDIT SERVICE | 750.00 | 800.00 | (50.00) | 106.67 |
| 248-275-803.000 | ENGINEERING SERVICE | 0.00 | 138.72 | (138.72) | 100.00 |
| 248-275-804.000 | CONTRACTUAL SERVICE | 2,500.00 | 0.00 | 2,500.00 | 0.00 |
| 248-275-804.400 | CONTRACT SERVICE-DDA XMAS DECO | 7,000.00 | 0.00 | 7,000.00 | 0.00 |
| 248-275-806.000 | DATA PROCESSING | 300.00 | 0.00 | 300.00 | 0.00 |
| 248-275-851.000 | TELEPHONE SERVICE | 500.00 | 202.57 | 297.43 | 40.51 |
| 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 | 5,000.00 | 2,100.46 | 2,899.54 | 42.01 |
| 248-275-958.000 | DUES & SUBSCRIPTIONS | 300.00 | 0.00 | 300.00 | 0.00 |
| 248-275-967.001 | FACADE RESTORATION (DDA) | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| 248-275-992.000 | PRINCIPAL PAYMENT | 175,000.00 | 175,000.00 | 0.00 | 100.00 |
| 248-275-995.000 | INTEREST PAYMENT | 12,513.00 | 7,125.82 | 5,387.18 | 56.95 |
| 248-275-997.000 | PAYING AGENT FEES | 300.00 | 0.00 | 300.00 | 0.00 |
| 248-275-999.202 | TRANSFER TO MAJOR STREETS | 0.00 | 0.00 | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | | | | |
|--------------------------------|----------------------------|------------|-------------|------------|--------|
| Fund 248 - DDA FUND | | | | | |
| Expenditures | | | | | |
| Total Dept 275-ADMINISTRATION | | 324,659.08 | 216,621.61 | 108,037.47 | 66.72 |
| 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 | | 324,659.08 | 216,621.61 | 108,037.47 | 66.72 |
| Fund 248: | | | | | |
| TOTAL REVENUES | | 335,599.00 | 155,546.44 | 180,052.56 | 46.35 |
| TOTAL EXPENDITURES | | 324,659.08 | 216,621.61 | 108,037.47 | 66.72 |
| NET OF REVENUES & EXPENDITURES | | 10,939.92 | (61,075.17) | 72,015.09 | 558.28 |

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR SEPTEMBER 2013

NPDES COMPLIANCE

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

OPERATIONS

The WWTP treated and discharged 9.3 million gallons for the month of September.

FHC was at the WWTP to replace the missing lower seal on the #2 (East Clarifier). The clarifier was allowed to make a complete revolution dry to make sure that nothing was binding in the clarifier. The tank was then refilled with clear water prior to restarting. Upon start up the clarifier was now outperforming the West clarifier. The two clarifiers were allowed to run in parallel for one week to verify that it was working correctly. The #1 clarifier was then taken off line and dewatered for cleaning and inspection. Upon inspection the WWTP workers found that the lower seal had never been installed on this clarifier as well. FHC was immediately contacted. Larry Lind ordered a lower seal and advised that he would let us know as soon as it arrived. The East clarifier performed perfectly while the West clarifier was out of service.

The location of the level sensor was discussed between the WWTP personnel to address the accumulation of grease and rag particles around the level sensor. It was determined that we could relocate the stilling well and level sensor ourselves. This was done without the need for recalibration of the sensor. It was also noted that the brush attachment that we installed on the JWC grinder was working very well. The grinder screen drum was clean and as a result the rags were passing through the grinder and being reduced to the design size. The Raw Sewage wet well looked much better.

Mike and Tim felt that the Vogelsang sludge feed pump was not working efficiently and that we should consider taking it apart to look for the cause. We conducted a preplanning meeting to make sure that we had all of the parts and tools on hand and ready prior to taking the equipment out of service. The maintenance instructions were reviewed and a time was set for doing the work. The work went as planned without any unexpected surprises. They replaced the rotor lobes, wear plates and the mechanical seal. The pump is performing much better and the entire project was a good learning experience for everyone.

The #1 Raw Sewage pump was delivered to the WWTP from HydroDynamics after repairs were completed to the pump. Tim and Doug reinstalled the pump in house to save additional labor charges. We adjusted the impellor as instructed for proper operation of the pump. This also was a good learning experience by the WWTP workers. The pump is working once again. The amp readings of the three pumps were observed under the same operating conditions. The #1 pump showed below the maximum rating for the pump motor; the #2 was the same as the pump motor rating; the #3 was 1.5 – 2 amps higher than the pump motor rating. This may be why the #3 pump runs considerably warmer than the others. I am looking into this.

Windemuller was at the WWTP to deliver protective nose caps for the wet well level sensor. They also corrected the PLC which was not tracking the UV hours. The hours had been documented from the start-up of the equipment and had never changed. I also pointed out that we had no means for changing the date or the time if we needed to. They made this possible. We also had them look at why the RAS pumps operated so erratically when they were set in the GPM mode. They made an adjustment to the flow meter signal which helped. I also had them verify that the pump seal monitors for the Raw Sewage pumps were working ok.

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

| ITEM | COST |
|--|------------|
| Tom's Do It Center – Misc. hardware, Distilled H2O | \$ 98.10 |
| Synagro – Biosolids land application | \$ 5781.60 |
| Grainger – Gear oil | \$ 195.75 |
| B&W Automotive – Cap Screws | \$ 2.55 |
| Municipal Supply – Valve wrench | \$ 85.50 |
| HydroDynamics – Raw Sewage pump repair | \$ 2164.70 |
| MWEA – Doug annual dues | \$ 60.00 |
| M1CCU – 2 used office chairs | \$ 10.00 |
| | <hr/> |
| Total Expenses | \$ 8398.20 |
| Total Spent YTD | \$13650.22 |

WASTEWATER COLLECTION SYSTEM ACTIVITY

| | |
|--|-----------|
| Sewer Trouble Spots sections cleaned | 6266 feet |
| Routine cleaning | 0 feet |
| Sewer call outs due to building services | 2 |
| 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

September 3, 2013

G.A. Hunt excavating was at the residence located at 822 Academy St. to replace the old clay service lateral that was plugged with tree roots. They replaced the lateral from the NE corner of the house to the sidewalk at the SW corner of Academy St. and East St. All of the work was done within the curb lawn area and no street cutting was required. The new lateral was inspected by the WWTP prior to backfilling. A diagram was drawn indicating the location of the service lateral and is on file at the WWTP.

September 11, 2013

Harry Hattis of 119 Donna Dr. contacted the WWTP stating that he was having trouble with his drain. Upon investigation, the flow in the City Main was normal. Mike and Tim Used the Sea Snake push camera to inspect his service lateral for any obstructions. The house had two cleanouts in the basement that the camera was pushed into. The lateral from the South cleanout was clear. When they pushed the camera into the North cleanout an obstruction was encountered 10 feet downstream from the cleanout. The men located this in the basement and marked for the homeowner. Both laterals from the cleanouts connected into one common lateral when it left the house. The Homeowner was advised to have a plumber either remove the obstruction or open the floor to repair the lateral.

September 12, 2013

A call was received from Royal Thomason, the DPW standby, by Doug Sherman at 6:20 PM that sewage was backing up at the apartments located at 240 Charlotte Hwy. Mike Owen was contacted and dispatched to the site to investigate. Upon arrival at 6:50 PM, he inspected the flow at the upstream and downstream manholes in the City Main (MH C21 & MH C22). He found the flow to be normal in the main. There was a small pool of standing water in the laundry room drain. He advised Linda Brower to have the lateral cleaned again. He pointed out that this is a very long service lateral and that they might want to consider installing several outside cleanouts for cleaning.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

CITY OF PORTLAND

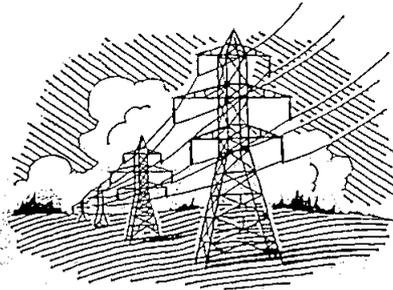
REPORT DATE
PERIOD COVERED

October 1, 2013
Sept 1-30, 2013

| | | | | |
|---------------------|-----------|--------------------|----|------------|
| HYDRO GENERATION | 109,200 | | | |
| DIESEL PRODUCTION | 0 | | | |
| Kwh Purchased | 2,811,557 | Amount Paid | \$ | 201,632.53 |
| | | | | |
| Total Kwh Purchased | 2,811,557 | Total Dollars Paid | \$ | 201,632.53 |

| | | | | |
|------------------------|---------------|-------------------------|----|------------|
| Kwh Billed | | Dollars Billed | | |
| Residential | 1,623,078 | PCA Billed | \$ | 8,297.90 |
| Commercial | 750,882 | Residential | \$ | 168,596.58 |
| Large General | 866,680 | Residential EO Charge | \$ | 2,934.38 |
| City St. Lites Metered | 26,107 | Geothermal Discount | \$ | - |
| St. Lites Unmetered | | Commercial | \$ | 78,966.67 |
| Rental Lights | | Commercial/LG EO Charge | \$ | 2,545.12 |
| Demand | 2,597 | Large General | \$ | 60,458.69 |
| | | Large EO Charge | \$ | 18.40 |
| | | City St. Lights Metered | \$ | 2,214.64 |
| | | St. Lights Unmetered | \$ | 1,543.05 |
| | | Rental Lights | \$ | 259.59 |
| | | Demand | \$ | 15,262.59 |
| | | Tax | \$ | 13,119.92 |
| | | | | |
| Total Kwh Billed | 3,269,344 | Total Dollars Billed | \$ | 354,217.53 |
| | | | | |
| Arrears after billing | \$ 14,964.85 | | | |
| Penalties Added | \$ 1,618.35 | | | |
| Arrears end of month | \$ 37,127.60 | | | |
| Fuel Cost Billed | \$ 15,377.18 | | | |
| Amount Collected | \$ 325,204.51 | Power Cost Adj. | | .00256 |
| Total Adjustments | \$1,574.00 | | | |

| | | |
|-----------------------|----------|-------|
| Residential Customers | | 2,155 |
| Commercial Customers | | 316 |
| Large General | | 17 |
| Total Customers | 10/03/13 | 2,488 |



CITY OF PORTLAND
October-13

WATER DEPARTMENT REPORT

| MONTH | Sep-13 | PERIOD COVERED | Sept. 1-30, 2013 |
|------------------|-------------------|---------------------------------------|-----------------------|
| Customers Billed | | Penalties Added | \$ 331.78 |
| City | 1,840 | Dollars Collected | \$ 52,592.22 |
| Rural | 27 | Arrears at end of Month | \$ 7,579.97 |
| Total Customers | 1,867 | Adjustments | \$ 302.84 |
| | | Gallons Pumped | 11,491,000 |
| | | Hydrant Flusing/Rental (unmetered) | 3,000 (water leak) |
| Gallons Billed | | Dollars Billed | |
| City | 11,560,937 | | \$ 53,075.45 |
| Rural | 214,400 | | \$ 1,869.40 |
| Total | <u>11,775,337</u> | | <u>\$ 54,944.85</u> |

SEWER DEPARTMENT REPORT

| | | | |
|-----------------------------|-------|--------------------|--------------|
| Customers Billed | 1,786 | Dollars Billed | \$ 75,315.82 |
| | | Sewer Credit | \$ - |
| | | Total Sewer Billed | \$ 75,315.82 |
| Penalties Added | | \$ 440.12 | |
| Dollars Collected | | \$ 63,913.04 | |
| Arrears at end of Month | | \$ 10,159.42 | |
| Adjustments | | \$ 651.40 | |
| Gallons Treated per Million | | 9.30 | |



User: NIKKI
DB: Portland

PERIOD ENDING 09/30/2013

| GL NUMBER | DESCRIPTION | 2013-14 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDTG USED |
|-------------------------|--------------------------------|-------------------|--------------------------|---|-----------------------|----------------|
| | | AMENDED BUDGET | 09/30/2013 (ABNORMAL) | MONTH 09/30/2013 INCREASE (DECREASE) | BALANCE (ABNORMAL) | |
| Fund 101 - GENERAL FUND | | | | | | |
| Revenues | | | | | | |
| 101-000-402.000 | REAL PROPERTY TAXES | 986,000.00 | 556,767.68 | 305,591.82 | 429,232.32 | 56.47 |
| 101-000-428.000 | PILOT-GOLDEN BRIDGE MANOR | 1,600.00 | 0.00 | 0.00 | 1,600.00 | 0.00 |
| 101-000-445.000 | PENALTY & INTEREST | 8,000.00 | 0.00 | 0.00 | 8,000.00 | 0.00 |
| 101-000-445.022 | 1994A SPEC ASSESS - INTEREST | 300.00 | 185.19 | 0.00 | 114.81 | 61.73 |
| 101-000-447.000 | TAX COLLECTION FEES | 42,400.00 | 20,610.01 | 13,376.36 | 21,789.99 | 48.61 |
| 101-000-448.000 | SPECIAL ASSESSMENT FEES | 15.00 | 13.92 | 1.73 | 1.08 | 92.80 |
| 101-000-451.000 | BUSINESS PERMITS | 100.00 | 683.40 | 0.00 | (583.40) | 683.40 |
| 101-000-453.000 | CABLE TV FEES | 28,000.00 | 7,186.57 | 0.00 | 20,813.43 | 25.67 |
| 101-000-455.000 | TRAILER FEES | 975.00 | 1,533.00 | 1,458.00 | (558.00) | 157.23 |
| 101-000-476.000 | NON-BUSINESS PERMITS | 1,500.00 | (200.00) | 435.00 | 1,700.00 | (13.33) |
| 101-000-490.000 | PREPAID UTILITY BILLS-EL,WA,WW | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-501.000 | CHRC-FEDERAL STIMULUS GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-510.000 | COPS-CHRP GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-543.000 | ACT 302 POLICE TRAINING GRANT | 1,200.00 | 0.00 | 0.00 | 1,200.00 | 0.00 |
| 101-000-570.000 | LIQUOR FEES | 3,000.00 | 3,157.55 | 0.00 | (157.55) | 105.25 |
| 101-000-575.000 | REVENUE SHARING-CONST SALES | 290,915.00 | 48,134.00 | 0.00 | 242,781.00 | 16.55 |
| 101-000-576.000 | REVENUE SHARING-STAT SALES | 98,376.00 | 16,396.00 | 0.00 | 81,980.00 | 16.67 |
| 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 | 4,500.00 | 883.00 | 470.00 | 3,617.00 | 19.62 |
| 101-000-622.000 | DEVELOPMENT AND REVIEW FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-623.000 | TRANSCRIPT FEES | 400.00 | 1,108.57 | 730.57 | (708.57) | 277.14 |
| 101-000-624.000 | MISCELLANEOUS FEES | 0.00 | 1.00 | 0.00 | (1.00) | 100.00 |
| 101-000-628.000 | ADMINISTRATIVE CHARGES | 318,857.00 | 79,710.00 | 26,570.00 | 239,147.00 | 25.00 |
| 101-000-629.000 | TOWNSHIP FIRE FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-630.000 | CEMETERY LOT SALES | 2,500.00 | 2,925.00 | 450.00 | (425.00) | 117.00 |
| 101-000-633.000 | CEMETERY CARE FEES | 0.00 | 1,967.00 | 576.00 | (1,967.00) | 100.00 |
| 101-000-634.000 | GRAVE OPENING FEES | 8,000.00 | 4,355.00 | 1,855.00 | 3,645.00 | 54.44 |
| 101-000-656.000 | DISTRICT COURT FINES | 15,000.00 | 3,271.03 | 1,277.50 | 11,728.97 | 21.81 |
| 101-000-661.000 | PARKING FINES | 3,200.00 | 32.00 | 0.00 | 3,168.00 | 1.00 |
| 101-000-662.000 | DRUG FORFEITURE MONEY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-663.000 | MISCELLANEOUS FINES | 2,500.00 | 725.00 | 331.00 | 1,775.00 | 29.00 |
| 101-000-664.000 | SEX OFFENDER REGISTRATION FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-665.000 | INTEREST INCOME | 400.00 | 72.14 | 36.22 | 327.86 | 18.04 |
| 101-000-665.002 | INTEREST INCOME-PERPETUAL CARE | 500.00 | 39.76 | 19.88 | 460.24 | 7.95 |
| 101-000-665.003 | INTEREST INCOME-CURRENT TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-667.000 | RENTAL INCOME | 7,875.00 | 265.00 | 0.00 | 7,610.00 | 3.37 |
| 101-000-669.000 | PRINCIPAL PAYMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-676.001 | DONATIONS-MISCELLANEOUS | 0.00 | 0.77 | 0.77 | (0.77) | 100.00 |
| 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 | 2,000.00 | 5,000.00 | 0.00 | (3,000.00) | 250.00 |
| 101-000-676.005 | DONATION - DARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-676.006 | DONATION - PARKS | 0.00 | 330.00 | 0.00 | (330.00) | 100.00 |
| 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 | 750.00 | 863.18 | 93.87 | (113.18) | 115.09 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-678.005 | REIMBURSEMENTS-WORKER'S COMP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-678.006 | REIMBURSEMENTS- MISCELLANEOUS | 15,000.00 | 2,940.08 | 142.42 | 12,059.92 | 19.60 |
| 101-000-678.007 | REIMBURSEMENTS-PAMA | 0.00 | 592.80 | 0.00 | (592.80) | 100.00 |
| 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 | 1,200.00 | 1,033.99 | 0.00 | 166.01 | 86.17 |
| 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 |

User: NIKKI
DB: Portland

PERIOD ENDING 09/30/2013

| GL NUMBER | DESCRIPTION | 2013-14 AMENDED BUDGET | YTD BALANCE 09/30/2013 NORMAL (ABNORMAL) | ACTIVITY FOR MONTH 09/30/2013 INCREASE (DECREASE) | AVAILABLE BALANCE NORMAL (ABNORMAL) | % BDGT USED |
|---|----------------------------------|------------------------------|--|---|---|----------------|
| Fund 101 - GENERAL FUND | | | | | | |
| Revenues | | | | | | |
| 101-000-699.001 | TRANSFER FROM VOL FIRE DEPT. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-699.105 | CONTRIBUTION FROM INCOME TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-699.403 | TRANSFER FROM DNR/MDOT GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-699.406 | TRANSFER FROM BOARDWALK FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-000-699.582 | TRANSFER FROM ELECTRIC (IN LIEU | 49,792.00 | 0.00 | 0.00 | 49,792.00 | 0.00 |
| 101-000-699.590 | TRANS FROM WASTEWATER (IN LIEU O | 31,764.00 | 0.00 | 0.00 | 31,764.00 | 0.00 |
| 101-000-699.591 | TRANSFER FROM WATER (IN LIEU OF | 31,764.00 | 0.00 | 0.00 | 31,764.00 | 0.00 |
| 101-000-699.812 | TRANSFER FROM SPECIAL ASSESSMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL Revenues | | 1,958,383.00 | 760,582.64 | 353,416.14 | 1,197,800.36 | 38.84 |
| Expenditures | | | | | | |
| 100 | COUNCIL | 71,707.00 | 59,726.62 | 44,726.62 | 11,980.38 | 83.29 |
| 101 | COMMUNITY PROMOTIONS | 256,997.50 | 48,137.73 | 4,688.11 | 208,859.77 | 18.73 |
| 172 | CITY MANAGER | 164,014.35 | 34,518.69 | 15,719.70 | 129,495.66 | 21.05 |
| 191 | ELECTIONS | 11,365.00 | 335.06 | 18.00 | 11,029.94 | 2.95 |
| 201 | GENERAL ADMINISTRATION | 335,357.35 | 93,757.56 | 20,477.32 | 241,599.79 | 27.96 |
| 209 | ASSESSING | 50,662.00 | 13,541.05 | 6,221.45 | 37,120.95 | 26.73 |
| 265 | CITY HALL | 68,613.50 | 11,064.24 | 2,521.09 | 57,549.26 | 16.13 |
| 276 | CEMETERY | 164,750.00 | 37,232.14 | 15,771.11 | 127,517.86 | 22.60 |
| 301 | POLICE | 669,925.00 | 133,953.74 | 53,307.84 | 535,971.26 | 20.00 |
| 336 | FIRE | 0.00 | 21,059.98 | 0.00 | (21,059.98) | 100.00 |
| 371 | CODE ENFORCEMENT | 54,368.00 | 6,243.40 | 2,262.06 | 48,124.60 | 11.48 |
| 728 | ECONOMIC DEVELOPMENT | 11,000.00 | 3,209.04 | 537.42 | 7,790.96 | 29.17 |
| 751 | PARKS | 141,120.00 | 34,229.01 | 12,700.63 | 106,890.99 | 24.26 |
| 999 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL Expenditures | | 1,999,879.70 | 497,008.26 | 178,951.35 | 1,502,871.44 | 24.85 |
| Fund 101 - GENERAL FUND: | | | | | | |
| TOTAL REVENUES | | 1,958,383.00 | 760,582.64 | 353,416.14 | 1,197,800.36 | 38.84 |
| TOTAL EXPENDITURES | | 1,999,879.70 | 497,008.26 | 178,951.35 | 1,502,871.44 | 24.85 |
| NET OF REVENUES & EXPENDITURES | | (41,496.70) | 263,574.38 | 174,464.79 | (305,071.08) | 635.17 |

User: NIKKI
DB: Portland

PERIOD ENDING 09/30/2013

| GL NUMBER | DESCRIPTION | 2013-14 | YTD BALANCE | ACTIVITY FOR | | AVAILABLE | | % BDGT USED |
|---|--------------------------------|-------------------|---------------------------------|-------------------|--------------------------|--------------|-----------------------|----------------|
| | | AMENDED BUDGET | 09/30/2013 NORMAL (ABNORMAL) | MONTH INCREASE | 09/30/2013 (DECREASE) | NORMAL | (ABNORMAL) BALANCE | |
| Fund 105 - INCOME TAX FUND: | | | | | | | | |
| | TOTAL REVENUES | 668,759.00 | 32,890.73 | 32,890.73 | | 635,868.27 | | 4.92 |
| | TOTAL EXPENDITURES | 232,154.45 | 46,810.44 | 29,465.13 | | 185,344.01 | | 20.16 |
| | NET OF REVENUES & EXPENDITURES | 436,604.55 | (13,919.71) | 3,425.60 | | 450,524.26 | | 3.19 |
| Fund 150 - CEMETERY PERPETUAL CARE FUND: | | | | | | | | |
| | TOTAL REVENUES | 2,500.00 | 1,950.00 | 300.00 | | 550.00 | | 78.00 |
| | TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| | NET OF REVENUES & EXPENDITURES | 2,500.00 | 1,950.00 | 300.00 | | 550.00 | | 78.00 |
| Fund 202 - MAJOR STREETS FUND: | | | | | | | | |
| | TOTAL REVENUES | 232,300.00 | 42,377.54 | 42,377.54 | | 189,922.46 | | 18.24 |
| | TOTAL EXPENDITURES | 313,376.00 | 46,782.36 | 18,871.74 | | 266,593.64 | | 14.93 |
| | NET OF REVENUES & EXPENDITURES | (81,076.00) | (4,404.82) | 23,505.80 | | (76,671.18) | | 5.43 |
| Fund 203 - LOCAL STREETS FUND: | | | | | | | | |
| | TOTAL REVENUES | 906,584.00 | 51,488.52 | 31,644.50 | | 855,095.48 | | 5.68 |
| | TOTAL EXPENDITURES | 900,530.00 | 34,369.85 | 11,148.09 | | 866,160.15 | | 3.82 |
| | NET OF REVENUES & EXPENDITURES | 6,054.00 | 17,118.67 | 20,496.41 | | (11,064.67) | | 282.77 |
| Fund 208 - RECREATION FUND: | | | | | | | | |
| | TOTAL REVENUES | 123,450.00 | 32,315.00 | 4,645.00 | | 91,135.00 | | 26.18 |
| | TOTAL EXPENDITURES | 117,845.00 | 30,692.79 | 10,425.84 | | 87,152.21 | | 26.05 |
| | NET OF REVENUES & EXPENDITURES | 5,605.00 | 1,622.21 | (5,780.84) | | 3,982.79 | | 28.94 |
| Fund 210 - AMBULANCE FUND: | | | | | | | | |
| | TOTAL REVENUES | 472,556.00 | 229,052.64 | 38,632.65 | | 243,503.36 | | 48.47 |
| | TOTAL EXPENDITURES | 467,867.36 | 109,410.01 | 42,882.66 | | 358,457.35 | | 23.38 |
| | NET OF REVENUES & EXPENDITURES | 4,688.64 | 119,642.63 | (4,250.01) | | (114,953.99) | | 2,551.76 |
| Fund 245 - MSHDA LOFT FUND: | | | | | | | | |
| | TOTAL REVENUES | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| | TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| | NET OF REVENUES & EXPENDITURES | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| Fund 248 - DDA FUND: | | | | | | | | |
| | TOTAL REVENUES | 335,599.00 | 153,461.30 | 150,005.93 | | 182,137.70 | | 45.73 |
| | TOTAL EXPENDITURES | 324,659.08 | 212,241.23 | 196,649.47 | | 112,417.85 | | 65.37 |
| | NET OF REVENUES & EXPENDITURES | 10,939.92 | (58,779.93) | (46,643.54) | | 69,719.85 | | 537.30 |
| Fund 405 - WELLHEAD IMPROVEMENT FUND: | | | | | | | | |
| | TOTAL REVENUES | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| | TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| | NET OF REVENUES & EXPENDITURES | 0.00 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT: | | | | | | | | |
| | TOTAL REVENUES | 1,400,000.00 | 1,400,000.00 | 1,400,000.00 | | 0.00 | | 100.00 |
| | TOTAL EXPENDITURES | 890,950.00 | 15,677.00 | 15,000.00 | | 875,273.00 | | 1.76 |
| | NET OF REVENUES & EXPENDITURES | 509,050.00 | 1,384,323.00 | 1,385,000.00 | | (875,273.00) | | 271.94 |
| Fund 520 - REFUSE SERVICE FUND: | | | | | | | | |
| | TOTAL REVENUES | 97,100.00 | 25,013.63 | 8,136.27 | | 72,086.37 | | 25.76 |
| | TOTAL EXPENDITURES | 90,600.00 | 16,180.51 | 0.00 | | 74,419.49 | | 17.86 |
| | NET OF REVENUES & EXPENDITURES | 6,500.00 | 8,833.12 | 8,136.27 | | (2,333.12) | | 135.89 |

User: NIKKI
DB: Portland

PERIOD ENDING 09/30/2013

| GL NUMBER | DESCRIPTION | 2013-14 AMENDED BUDGET | YTD BALANCE 09/30/2013 NORMAL (ABNORMAL) | ACTIVITY FOR MONTH 09/30/2013 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 | 3,507,622.00 | 695,285.75 | 325,257.58 | 2,812,336.25 | 19.82 |
| | TOTAL EXPENDITURES | 4,064,801.50 | 943,584.28 | 389,677.28 | 3,121,217.22 | 23.21 |
| | NET OF REVENUES & EXPENDITURES | (557,179.50) | (248,298.53) | (64,419.70) | (308,880.97) | 44.56 |
| Fund 590 - WASTEWATER FUND: | | | | | | |
| | TOTAL REVENUES | 961,100.00 | 131,669.16 | 64,826.61 | 829,430.84 | 13.70 |
| | TOTAL EXPENDITURES | 1,033,479.00 | 124,461.28 | 54,074.47 | 909,017.72 | 12.04 |
| | NET OF REVENUES & EXPENDITURES | (72,379.00) | 7,207.88 | 10,752.14 | (79,586.88) | 9.96 |
| Fund 591 - WATER FUND: | | | | | | |
| | TOTAL REVENUES | 625,070.00 | 115,145.98 | 53,600.79 | 509,924.02 | 18.42 |
| | TOTAL EXPENDITURES | 798,838.30 | 198,590.60 | 56,529.91 | 600,247.70 | 24.86 |
| | NET OF REVENUES & EXPENDITURES | (173,768.30) | (83,444.62) | (2,929.12) | (90,323.68) | 48.02 |
| Fund 661 - MOTOR POOL FUND: | | | | | | |
| | TOTAL REVENUES | 324,460.00 | 114,929.81 | 69,425.81 | 209,530.19 | 35.42 |
| | TOTAL EXPENDITURES | 476,311.68 | 150,139.59 | 31,083.75 | 326,172.09 | 31.52 |
| | NET OF REVENUES & EXPENDITURES | (151,851.68) | (35,209.78) | 38,342.06 | (116,641.90) | 23.19 |
| 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 | | 9,657,100.00 | 3,025,580.06 | 2,221,743.41 | 6,631,519.94 | 31.33 |
| TOTAL EXPENDITURES - ALL FUNDS | | 9,711,412.37 | 1,928,939.94 | 855,808.34 | 7,782,472.43 | 19.86 |
| NET OF REVENUES & EXPENDITURES | | (54,312.37) | 1,096,640.12 | 1,365,935.07 | (1,150,952.49) | 2,019.14 |



FLEIS & VANDENBRINK

ENGINEERING, INC.

Offices in Michigan and Indiana

October 17, 2013

Mr. Jeff Tanner
Engineer 12
Bureau of Fire Services
Storage Tank Division
3101 Technology Blvd, Suite H
Lansing, MI 48910

**Re: City of Portland BLP – Pre-Site Inspection and Work Plan for AST System Upgrades
723 East Grand River Ave
Portland, Michigan**

Dear Mr. Tanner:

Based on our recent Pre-Site Inspection on September 26, 2013, located at the City of Portland's Board of Light and Power facility we are requesting your review and approval on the City's proposed AST system upgrades located on the subject property. As discussed the City will be looking to perform proposed work into two (2) phases which are detailed below:

***Phase 1: AST Replacement, Transfer Lines and System Controls
Winter of 2013***

- Drain, disconnect, remove and dispose of existing 12,000 gallon fuel tank.
- Clean and inspect existing tank saddles. Supply new isolation material for saddles.
- Repair damaged/cracked secondary containment walls.
- Abandon and properly cap existing 2" fuel lines at floor level of existing basin.
- Provide and install one new 15,000 gallon horizontal, double wall tank on existing tank saddles. Tank will be manufactured in accordance with UL142 for use with petroleum products and specifically No 2 diesel fuel. Tank will have normal and emergency vents on both inner tank and interstice chamber as required by NFPA and UL standards.
- Accessories provided with the tank will include:
 1. Ground level filling station with spill containment.
 - a. All piping shall be welded, unitized construction.
 - b. A 3" camlock adaptor and ball valve fill port shall be used to prevent spills or riser pipe drain back upon disconnection.
 - c. The spill containment pan shall be equipped with a hand pump and check valve to transfer fuel from the spill containment to the fuel piping.
 - d. The drop tube shall have a built-in anti-siphon device.
 - e. The tank shall have an overfill precaution device set to stop the flow of fuel when the tank reaches 95% of tank capacity.
 - f. The filling station shall be in padlock-able weatherproof enclosure.

2. Digital direct read type gage.
 3. 4-20mA level sensor.
 4. Leak detection system in interstitial space with alarm contacts.
 5. Overfill alarm contact set at 90% of tank capacity.
 6. All venting as required.
 7. Man way for inspection and cleaning of tank.
- Provide and install new double wall supply line to power plant building using 6" pipe conduit already in place.
 - Test/operate system.

***Phase 2: AST Transfer Pumps and Day Tanks
Budget 2014 – 2015***

- Remove existing fuel transfer pump located in basement.
- Provide and install two new transfer pumps complete with pressure relief and check valves for selectable redundancy.
- Remove defunct fuel oil return piping from basement.
- Connect new pumps and piping to three (3) existing day tanks in basement.
- A single day tank may be installed to replace existing three (3) tanks.
- Properly upgrade and vent new or existing day tanks.
- Test/operate system.

Based on your approval, the City will coordinate and procure a trade contractor to complete the above referenced work within the timeframe allowed.

If you need any additional information, please contact us.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Eric D. Walters, CPG
Project Manager

cc: Mike Hyland, City of Portland
Tom Dempsey, City of Portland



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

[DRAFT 10/18/2013] Minutes of the Regular Board Meeting
Tuesday, October 1, 2013 – 7:00 pm – Danby Township Hall

Call to Order – Pledge of Allegiance

The meeting called to order at 7:02 pm. The Pledge of Allegiance was observed.

Roll Call

Dick Pohl, Kathy Parsons, Bill Stegenga, Mark Ackerson, Jerry Tiemann, Chief John Baker

Guest: Mr. & Mrs. Larry Blundy, Patti Jo Schafer

Mr. Ackerson moved to excuse Mr. Fabiano who has a prior commitment. Mr. Tiemann supported. **Motion carried.**

Public Comment –

- Mr. Blundy asked to talk about the motor pool account from when the City had the fire department. He requested the Board request an accounting of the motor pool moneys from the prior 5 years. Mr. Ackerson explained the process of motor pool depreciation and the fund did not pay ahead to accumulate. Mr. Tiemann explained the process of accounting for funds during the period when negotiations for the authority took place. Ms. Parsons said that regardless of how the accounting was done in the past, this Board has the use of over a \$million worth of equipment for \$1.00 a year, so that would go a long way to wiping any slates clean.

Mr. Ackerson explained that the Board and Chief Baker have worked very hard to explain to the Department members and the community that unspent moneys are kept within the department as long as the Department needs to improve. Chief Baker also said that equipment is purchased and improved and maintenance done that was needed and is still under budget.

Agenda Approval

Mr. Ackerson moved to approve the agenda as presented. Mr. Tiemann supported. **Motion carried.**

Approval of Minutes

Mr. Ackerson moved to approve the minutes of the prior meeting. Mr. Pohl supported. **Motion carried.**

Approval of Bill Payment / Financial Report

Bills in the amount of \$25,712.40 including fire gear and rescue, tires and fuel from last month's meeting were presented. Mr. Pohl moved to pay the bills. Mr. Stegenga supported. **Motion carried.**

Mr. Ackerson presented the financial report. He indicated bills to the entities were sent, and Ms. Schafer reported that the payments have been received. Ms. Schafer asked if the Board had had a chance to review the new balance sheet showing the new accounts. The Board indicated it had and understood. She will tweak titles to be clearer. Mr. Tiemann moved to approve the Financial Report, Mr. Stegenga supported. **Motion carried.**

Mr. Fabiano arrived at 7:35 PM.

Correspondence

None

Chief's Report

Chief Baker gave his monthly report showing monthly runs (attached), totaling 70 year to date.

Chief Baker had a chance to talk to the City's truck repair crew, and he will contribute some of the necessary work for Engine 11. He has already done the tires, and will do the transmission when another company does other work.

The "trees-down" issue is decided at the Chief's level. The Road Commission will respond to all trees down, and the only time the Departments will respond is if there are hot wires involved.

Mr. Valentine complimented the Fire Department and the Ambulance Department on their work, their professionalism, and their improvements over the last year.

Committee Reports:

- Insurance - None
- Policy & Procedure - None
- Budget – None – Will be meeting soon to begin next year's process.
- Personnel - None

Old Business:

None

New Business:

None

Board Comments and Public Comment –

Mr. Fabiano reported he sits on the Fire Core Services Committee at the state level, and the group's function is to monitor legislation that affects Emergency Services. Upcoming House bills affecting 911 services saying that 911 will dispatch the "closest service" to a call. Also, other bills affect vehicle licensure and Continuing Education requirements. Also bills saying that no full-time firefighter can work part time or volunteer for another department. The previously passed fireworks bill had a provision for county-level training funds for fire departments, and that allotment has increased from \$3,000 to \$10,000 per county.

Mr. Ackerson reminded that we should all begin to think about the 3rd year of our trial period and putting together a long-term commitment. He recommended board members begin thinking about keeping tabs on what's working and what needs tweaking so we can begin moving forward in a timely manner.

Mr. Tiemann announced he will move out of the area in October, is resigning from his position as Portland Township Supervisor and is working with his board for a timely replacement on this Board, but his commitment will end November 1st.

Adjournment –

Mr. Ackerson moved to adjourn. Mr. Fabiano supported. **Motion carried.** Meeting adjourned at 8:05 pm.

Next meeting is November 5th, 2013 at 7:00 pm at Danby Township Hall.

Respectfully submitted:



Kathy Parsons, Secretary

**Portland Area Fire Authority
Monthly Report
September 2013**

Total runs for month of September: 7

Breakdown of activity by run and area:

City of Portland: 2 False alarms. 1 Odor Investigation. 1 Amb. Assist.

Portland Twp: 0

Danby Twp: 1. False Alarm

Mutual Aid Given: 2. 1. Delta Twp. 1. Grand Ledge

Year to date: 70.

Mutual Aid Received: 0

Questions?

Respectfully Submitted,
John A. Baker
John A. Baker, Chief
Portland Area Fire Authority

Portland Area Fire Authority
 Bill Payments/Check Listing

| Date | Num | Name | As of October 1, 2013 | Memo | Credit |
|---------------------------------------|--------|--------------------------------------|-----------------------|------------------------------------|-------------------------|
| 100 · Huntington Checking #1823 | | | | | |
| 09/16/2013 | debit | Consumers Energy | | Stmnt - Gas | 26.27 |
| 09/13/2013 | EFTPS | EFTPS | | 46-0774317 | 32.60 |
| 09/28/2013 | online | WOW!Business | | Sept. Acct. #013501206 | 62.38 |
| 10/01/2013 | 1231 | Douglas A Logel Sr. | | August Apparatus Maint Pmt | 172.20 |
| 10/01/2013 | 1232 | B & W Automotive | | 3 invoices | 24.16 |
| 10/01/2013 | 1233 | Countryside Accounting | | Contract for Spet. | 400.00 |
| 10/01/2013 | 1234 | Duo-Saftey Ladder corp. | | Lock housing Repair Kit | 34.38 |
| 10/01/2013 | 1235 | First Due Fire Supply Company | | 8 Jackets/Trousers & Rope Bags | 12,639.62 |
| 10/01/2013 | 1236 | John Baker | | Reimb Chief postage | 26.92 |
| 10/01/2013 | 1237 | Keusch Service | | 6 invoices - includes 4 tires/fuel | 2,033.78 |
| 10/01/2013 | 1238 | MRE Services, Inc. | | Computer Services for August | 534.76 |
| 10/01/2013 | 1239 | Rescue Resources, LLC | | Kodiak Lifting Device | 8,138.80 |
| 10/01/2013 | 1240 | S & K Trophies and Plaques, Inc. | | Plastic Name Badges | 18.00 |
| 10/01/2013 | 1241 | Sanderson Signs | | 2 sided sign | 35.00 |
| 10/01/2013 | 1242 | Sparrow Occupational Health Services | | inv #155780 | 199.47 |
| 10/01/2013 | 1243 | Tom's Do It Center | | 2 invoices | 62.04 |
| 10/01/2013 | 1244 | W.S. Darley & Co. | | Cribbing and turnout Bags | 456.17 |
| 10/01/2013 | 1245 | City of Portland | | 3rd qtr | 164.35 |
| 10/01/2013 | 1246 | State of Michigan | | 3rd Qtr | 651.50 |
| Total 100 · Huntington Checking #1823 | | | | | <u>25,712.40</u> |
| TOTAL | | | | | <u><u>25,712.40</u></u> |

Portland Area Fire Authority
Balance Sheet

Sep 30, 13

ASSETS

Current Assets

Checking/Savings

| | |
|--------------------------------------|-------------------|
| 100 · Huntington Checking #1823 | 30,708.20 |
| 102 · Huntington Savings #2589 | |
| 103 · Capital Outlay Fund | 59,495.22 |
| 104 · Restricted Fund Balance | 18,899.50 |
| 105 · Unrestricted Fund Balance | 48,639.29 |
| Total 102 · Huntington Savings #2589 | <u>127,034.01</u> |

| | |
|-----------------------------|-------------------|
| 108 · Petty Cash Acct #1836 | 607.50 |
| Total Checking/Savings | <u>158,349.71</u> |

Total Current Assets 158,349.71

Other Assets

| | |
|------------------------|--------------|
| 180 · Prepaid Expenses | 35.15 |
| Total Other Assets | <u>35.15</u> |

TOTAL ASSETS 158,384.86

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|------------------------|------------------|
| 200 · Accounts Payable | 16,080.98 |
| Total Accounts Payable | <u>16,080.98</u> |

Other Current Liabilities

205 · Payroll Liabilities

| | |
|---------------------|--------|
| City Withholding | 164.35 |
| Federal Withholding | 2.00 |
| Medicare EE | 2.90 |
| Medicare ER | 2.90 |
| MI Withholding | 651.50 |
| Social Security EE | 12.40 |
| Social Security ER | 12.40 |

Total 205 · Payroll Liabilities 848.45

220 · Deferred Income 41,966.80

Total Other Current Liabilities 42,815.25

Total Current Liabilities 58,896.23

Total Liabilities 58,896.23

Equity

Net Income 99,488.63

Total Equity 99,488.63

TOTAL LIABILITIES & EQUITY 158,384.86

Portland Area Fire Authority
Profit & Loss Budget vs. Actual
 July through September 2013

| | <u>Jul - Sep 13</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------|---------------------|-------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 400 · Contributions/Grants | 54,701.25 | 218,805.00 | -164,103.75 | 25.0% |
| 430 · Fund Balances | 78,373.01 | 0.00 | 78,373.01 | 100.0% |
| 440 · Interest | 21.71 | 0.00 | 21.71 | 100.0% |
| 450 · Rebates/Refunds | 7.00 | 0.00 | 7.00 | 100.0% |
| 460 · Donations | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | <u>133,102.97</u> | <u>218,805.00</u> | <u>-85,702.03</u> | <u>60.83%</u> |
| Expense | | | | |
| 700 · Salaries | 400.00 | 51,100.00 | -50,700.00 | 0.78% |
| 710 · Fringe Benefits | 1,940.60 | 5,466.00 | -3,525.40 | 35.5% |
| 720 · Office Supplies | 166.89 | 550.00 | -383.11 | 30.34% |
| 728 · Dues & Subscriptions | 0.00 | 300.00 | -300.00 | 0.0% |
| 730 · Operating Expenses | 3,019.98 | 13,850.00 | -10,830.02 | 21.81% |
| 746 · Turnout Gear | 12,266.85 | 14,100.00 | -1,833.15 | 87.0% |
| 747 · Uniforms | 492.20 | 752.00 | -259.80 | 65.45% |
| 748 · Gas & Fuel | 326.91 | 3,000.00 | -2,673.09 | 10.9% |
| 750 · Employee Program | 199.47 | 1,150.00 | -950.53 | 17.35% |
| 770 · Equipment Maintenance | 421.85 | 1,000.00 | -578.15 | 42.19% |
| 780 · Maintenance Agreements | 60.00 | 4,200.00 | -4,140.00 | 1.43% |
| 790 · Building Maintenance | 133.78 | 2,000.00 | -1,866.22 | 6.69% |
| 800 · Professional Services | 1,200.00 | 5,300.00 | -4,100.00 | 22.64% |
| 810 · Advertising | 0.00 | 500.00 | -500.00 | 0.0% |
| 815 · Audit Services | 0.00 | 3,900.00 | -3,900.00 | 0.0% |
| 820 · Trash Removal/Sanitation | 300.00 | 300.00 | 0.00 | 100.0% |
| 824 · Training | 650.00 | 3,000.00 | -2,350.00 | 21.67% |
| 840 · Insurance Expenses | 8,896.00 | 12,932.00 | -4,036.00 | 68.79% |
| 850 · Communication Expenses | 1,568.55 | 6,000.00 | -4,431.45 | 26.14% |
| 880 · Inner Department Expenses | 0.00 | 4,400.00 | -4,400.00 | 0.0% |
| 920 · Utilities Expense | 808.47 | 11,000.00 | -10,191.53 | 7.35% |
| 955 · Board Supplies | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total Expense | <u>32,851.55</u> | <u>146,800.00</u> | <u>-113,948.45</u> | <u>22.38%</u> |
| Net Ordinary Income | 100,251.42 | 72,005.00 | 28,246.42 | 139.23% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 970 · Capital Outlay | 762.79 | 72,005.00 | -71,242.21 | 1.06% |
| Total Other Expense | <u>762.79</u> | <u>72,005.00</u> | <u>-71,242.21</u> | <u>1.06%</u> |
| Net Other Income | <u>-762.79</u> | <u>-72,005.00</u> | <u>71,242.21</u> | <u>1.06%</u> |
| Net Income | <u>99,488.63</u> | <u>0.00</u> | <u>99,488.63</u> | <u>100.0%</u> |



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

[Minutes of the Regular Board Meeting
Tuesday, September 3, 2013 – 7:00 pm – Danby Township Hall

Call to Order – Pledge of Allegiance

The meeting called to order at 7:03 pm. The Pledge of Allegiance was observed.

Roll Call

Dick Pohl, Kathy Parsons, Bill Stegenga, Mark Ackerson, Jerry Tiemann, Chief John Baker

Guest: Patti Jo Schafer

Public Comment - None

Agenda Approval

Mr. Tiemann moved to excuse Mr. Fabiano and adopt the agenda as published. Mr. Ackerson supported. **Motion carried.**

Approval of Minutes

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

Approval of Bill Payment / Financial Report

Mr. Ackerson presented outstanding bills in the amount of \$7634.58, and explained some of the items. Also noted the Gannett News check last month was in error and was reconciled. The Financial report was discussed. Quarterly bills to the entities will go out tomorrow. Mr. Stegenga moved to pay the bills as presented and accept the report. Mr. Pohl supported. **Motion carried.**

Correspondence – None

Chief's Report

Engine 11 repairs were presented to the City mechanic for bid, which is as yet uncompleted. Chief will follow up.

ISO is evaluating the Department's Fire rating, which will heretofore be done every three years instead of 10. The City's adding 4 wells and the water tower in the last 10 years are in our favor with ISO. The City's preliminary report listed 2 points shy of upgrading from a 5 to a 4 rating. The lack of a tanker shuttle will keep the Townships where they are. In future, Chief Baker will continue to work with Chiefs from surrounding departments, and with Central Dispatch, to improve this condition. The Township supervisors will also pursue the issue with their counterparts when appropriate. The ISO report will take approximately 3 months to complete.

October 10th, from 6 to 8 pm is the annual Department open house. The Members will present many activities for the whole family, as well as participation from other departments and many safety programs for the community.

Committee Reports:

- Insurance - None
- Policy & Procedure - None
- Budget - None
- Personnel - None

Old Business - None

New Business:

- Fire Dept. Responses To Down Trees And Wires
 - Mr. Pohl said that past policy was that the Fire Department used to be called for downed power lines but not for any downed tree. Mr. Pohl said his communication from Mr. Valentine was that Mr. Valentine requested of the Chief's Association a policy governing the issue. Chief Baker stated he was uncomfortable approving such a document without direction from the Board. He will participate, however, with the Chief's Association.
- Recognition Of Assistant Chief Doug Logel
 - Vice Chair Pohl presented Assistant Chief Doug Logel for his service acting in place of the Chief after resignation of the Prior Chief until hiring of the new chief.
- Purchase Of New Equipment
 - Chief Baker received quotes for Stabilization and Extrication Equipment, Water Rescue Equipment, Search and Rescue Equipment, etc., totaling \$8,000., including shipping. Mr. Ackerson moved to approve purchase with cost coming from Capital Outlay account 976. Mr. Tiemann supported. **Motion carried.** Chief Baker will notify the Board when the equipment is in, and the vendor will present a Department training the Board can attend.

Board Comments and Public Comment –

Patti Schafer reported the Authority audit will start after the Work Comp annual audit for payroll. It should be completed on timeline, and the audit is not due until December. Most of the groundwork is already laid, so a short review is all that will be needed.

Adjournment – Mr. Ackerson moved to adjourn, Mr. Tiemann supported. **Motion carried.** Meeting adjourned at 7:54 pm.

Respectfully submitted:



Kathy Parsons, Secretary

| Portland Fire Department Monthly Alarms Report (Serving with Pride and Excellence) | | | | | | Month of September 2013 | | |
|--|------------------|--------------------|--------------------------|-----------------------|----------------------|-------------------------|----------------------------------|-----------|
| Type of Call | Danby Twp Alarms | Danby Twp Manhours | Portland Twp Alarms | Portland Twp Manhours | City Portland Alarms | City Portland Manhours | Apparatus Response | Amount |
| Ambulance/Police Assits | | | | | | | Engine # 1 | |
| Dwelling | | | | | 1 | | Engine # 7 | |
| Vehicle Fire | | | | | | | Engine # 11 | 6 |
| Industrial/Commercial Fire | | | | | | | Tanker # 9 | |
| Wildland/Grass Fire | | | | | | | Brush # 6 | |
| Garage/Storage Building Fire | | | | | | | Brush # 8 | |
| Barn Fire | | | | | | | Brush # 12 | |
| Tree Down | | | | | | | Lght/Air # 2 | |
| Power Line/transformer | | | | | | | Command 10 | |
| Rescue/Extrication/Water | | | | | | | Car # 4 | 2 |
| Smoke Alarm | 1 | 7 | | | 3 | | 22 Quad # 51 | |
| Natural Gas/CO2 Leak | | | | | | | Marine # 3 | |
| Tornado Warning | | | | | | | | |
| Total for Month | 1 | 7 | 0 | 0 | 4 | 29 | Year | |
| Total for Year | 14 | 166 | 19 | 298 | 24 | 221 | Engine # 1 | 4 |
| Mutual Aid Given | | | | | | | Engine # 7 | 3 |
| Grand Ledge | 1 | 32 | | | | | Engine # 11 | 25 |
| Westphalia | | | | | | | Tanker # 9 | 8 |
| Berlin/Orange | | | | | | | Brush # 6 | 8 |
| Roxand Township | | | | | | | Brush # 8 | 20 |
| Lyons/Muir | | | | | | | Brush #12 | 5 |
| Pewamo | | | | | | | Lght/Air # 2 | 3 |
| Sunfield | | | | | | | Command 10 | |
| Delta Fire | 1 | 16 | | | | | Car # 4 | 20 |
| Other | | | | | | | Quad # 51 | |
| Totals for Month | 2 | 48 | | | | | 0 Marine # 3 | |
| Totals for Year | 12 | 275 | | | | | 4 Total | 96 |
| | Alarms | Manhours | | | | | | |
| Total for Month | 7 | 84 | | | | | | |
| Total for Year | 70 | 594 | | | | | | |
| Training for September 2013 | Manhours | | Training for Year | | Manhours | | Reported By | |
| | 108 | | | | 650 | | Nick Martin, Fire Marshal | |

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 9/1/2013 Run # 13-064

Owner ADM
Address 401 East Grand River
City Portland State MI Zip 48875 Phone #

Occupant
Address
City State Zip Phone #

Township Section #

Times
Received 2:53 In service 2:54 On Scene 2:58 Controlled
Cleared 3:25 Back In Ser. 3:53

Total Hrs 1 Total Man Hours 6

Description of Response Toned to a fire alarm in the power room, no cause for alarm was found

Location of Response ADM 401 East Grand River

Units Responding ENG 11

Mutual Aid Received None

Personnel Responding: (* denotes personnel on scene)

| Chief | Baker* | Asst Chief | Logel Sr.* | Captain | Krizov |
|---------|---------|------------|------------|---------|-------------|
| Captain | | 1st Lt | | 2nd Lt | |
| | 1 Pline | | 2 Martin* | | 3 Schafer,J |
| | 4 | | 5 | | 6 |
| | 7 | | 8 | | 9 |
| | 10 | | 11 | | 12 |
| | 13 | | 14 | | 15 |
| | 16 | | 17 | | 18 |
| | 19 | | 20 | | 21 |
| | 22 | | 23 | | 24 |

Reported By Martin

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 9/21/2013 Run # 13-068

Owner Portland Area Ambulance

Address

City State Zip Phone #

Occupant

Address

City State Zip Phone #

Township Section #

Times

Received 16:44 In service 16:44 On Scene 16:45 Controlled
Cleared 17:00 Back In Ser. 17:45

Total Hrs 1 Total Man Hours 7

Description of Response Man power for a full arrest

Location of Response 1870 East Grand River

Units Responding POV

Mutual Aid Received

Personnel Responding: (* denotes personnel on scene)

| Chief | Asst Chief | Captain |
|------------------|----------------------------|------------|
| Captain | 1st Lt Gensterblum* Pd EMS | 2nd Lt |
| 1 Chapman*Pd EMS | 2 Tygesen* | 3 Wheeler* |
| 4 Lay* Pd EMS | 5 Schafer,J* | 6 Schafer* |
| 7 | 8 | 9 |
| 10 | 11 | 12 |
| 13 | 14 | 15 |
| 16 | 17 | 18 |
| 19 | 20 | 21 |
| 22 | 23 | 24 |

Reported By Martin

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 9/24/2013 Run # 13-069

Owner Rest Area Coordinator Grand Rapids TSC
Address 1420 Front Ave NE
City Grand Rapids State MI Zip 49504 Phone #

Occupant Portland Rest Area
Address 11100 I-96
City Portland State MI Zip 48875 Phone #

Township City Section #

Times
Received 6:30 In service 6:35 On Scene 6:45 Controlled 7:00
Cleared 7:05 Back In Ser: 7:30

Total Hrs 1 Total Man Hours 11

Description of Response Possible smoke in the Building/Mechanical Room

Location of Response 11100 I-96

Units Responding E-11 Car 4

Mutual Aid Received

Personnel Responding: (* denotes personnel on scene)

| | | | | | |
|---------|-------------|------------|--------------|---------|------------|
| Chief | Baker* | Asst Chief | Logel Sr* | Captain | Kirzov* |
| Captain | Herb | 1st Lt | Gensterblum* | 2nd Lt | |
| | 1 Pline | | 2 Martin* | | 3 Tygesen* |
| | 4 Schafer J | | 5 Schafer G | | 6 Hurt |
| | 7 | | 8 | | 9 |
| | 10 | | 11 | | 12 |
| | 13 | | 14 | | 15 |
| | 16 | | 17 | | 18 |
| | 19 | | 20 | | 21 |
| | 22 | | 23 | | 24 |

Reported By Czaika

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 9/26/2013 Run # 13-070

Owner AT&T
Address 319 Kent St
City Portland State MI Zip 48875 Phone #

Occupant AT&T
Address 319 Kent St
City Portland State MI Zip 48875 Phone #

Township City Section #

Times
Received 1313 In service 1317 On Scene 1319 Controlled 1325
Cleared 1333 Back In Ser. 1413

Total Hrs 1 Total Man Hours 5

Description of Response Fire Alarm

Location of Response AT&T Building

Units Responding
E-11

Mutual Aid Received

Personnel Responding: (* denotes personnel on scene)

| Chief | Baker* | Asst Chief | Captain |
|---------|----------|------------|---------|
| Captain | | 1st Lt | 2nd Lt |
| | 1 Pline* | | 3 Lay* |
| | 4 | | 6 |
| | 7 | | 9 |
| | 10 | | 12 |
| | 13 | | 15 |
| | 16 | | 18 |
| | 19 | | 21 |
| | 22 | | 24 |
| | | 2 Czaika* | |
| | | 5 | |
| | | 8 | |
| | | 11 | |
| | | 14 | |
| | | 17 | |
| | | 20 | |
| | | 23 | |

Reported By Czaika

**PORTLAND TOWNSHIP
ZONING BOARD OF APPEALS
PUBLIC NOTICE**

Meeting At:

**Portland Township Hall
773 Grand River Ave
(Left front end of Emergency Services Bldg.)
Portland MI**

Wednesday, October 23, 2013 at 7:00 PM

The Portland Township Zoning Board of Appeals will be holding a public hearing to accept comments concerning a request for a variance application described below:

Andrew Linebaugh is applying for a front yard and rear yard setback variance to construct a house and garage on a triangle shaped parcel on the south side of Gibbs Rd located between the road and the old railroad bed and just west of the curve where Gibbs Rd turns north, tax id 34-140-030-000-005-01.

Any interested persons have the opportunity to comment at the public hearing.

The complete application will be displayed for viewing at the west side window of the Township Hall located at 773 E Grand River Ave. Portland (Emergency Services Building) and on the website at www.portlandtownship.org. Public comments will be accepted at the meeting and written comments can be mailed to Portland Township, PO Box 314, Portland MI 48875 or emailed to zoningadmin@msn.com before the meeting date.



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

Agenda
October 8, 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. Ionia Community Corrections Amended By-Laws
 - B.

- VIII. New Business
 - A. 2014 Budget Hearing
 - B. Adopt 2014 Budget Resolution
 - C. Annual Report of County Drain Commissioner
 - D. Request to fill Commission on Aging Certified Wellness Technician
 - E. Request for approval of Commission on Aging Nutrition Contract
 - F. Request for approval of Commission on Aging Supportive Services Contract
 - G. 2013 Emergency Management Performance Grant
 - H. Community Development Block Grant Placemaking Program
 - I. Board of Canvassers appointments
 - J. Request to fill Administrative Health Officer/Environmental Health Director position
 - K.

- IX. Reports of Officers, Boards, and Standing Committees
 - A. Chairperson

B. County Administrator

C. Appointments

1. *Community Corrections Advisory Board* – One Defense Attorney Representative and One Circuit Court Judge
2. *Construction Board of Appeals* – Six two-year terms, one of which serves as an alternate member.
3. *Department of Human Services Board* – One three-year term.

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

- Community Corrections Advisory Board – One Criminal Defense Attorney Representative and one Business Community Representative (no expiration date).
- Community Mental Health Services Board – One three-year term expiring March 2014.
- Comprehensive Economic Development Strategy Committee – Two one-year terms expiring in December 2013. One Public Representative and one Private Sector Representative.

Appointments for consideration in the month of November 2013: None

Appointments for consideration in the month of December 2013:

- *Central Dispatch Board of Directors* – Two two-year terms, both of which are citizen representatives.
- *Substance Abuse Initiative* – Four two-year terms, one from each of the following Commissioner Districts – District 1, 2, 6 and 7.
- *West Michigan Regional Planning Commission* – One one-year term, which serves as a Private Sector Representative.

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

Committee-of-the-Whole Agenda

October 15, 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. Airport Annual Report
 - B. Departmental Reports
 - 1. Health Department
 - 2. Building Codes
 - 3. Commission on Aging
 - 4. District Court
 - 5. Prosecuting Attorney
 - 6. Sheriff Department
 - C. Discussion: Administrative Health Officer Position
 - D.
- 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

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

Agenda
October 22, 2013
7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Did You Know?
- VII. Action on Consent Calendar
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of September 2013 - \$1,196,771.54
 - D. Approve payment of Health Fund bills - \$83,627.06
 - E.
- VIII. Unfinished Business
 - A. Appointments
 - 1. Community Corrections Advisory Board – One Defense Attorney Representative and One Circuit Court Judge
 - 2. Construction Board of Appeals – Six two-year terms, one of which serves as an alternate member.
 - 3. Department of Human Services Board – One three-year term.
 - B.
- IX. New Business
 - A. Ionia Health Plan Agreement for Services
 - B. Ionia Health Plan Business Associate Agreement
 - C. Letter of Agreement with CMHA-CBE Coordinating Agency
 - D. Letter of Agreement with Clinicians to provide substance abuse treatment services
 - E. Budget Amendment – Bertha Brock Park Designated Contributions
 - F.

- X. Reports of Officers, Boards, and Standing Committees
 - A. Chairperson
 - B. County Administrator
- XI. Reports of Special or Ad Hoc Committees
- XII. Public Comment (3 minute time limit per speaker)
- XIII. Executive Session
- XIV. Adjournment

Board and/or Commission Vacancies

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