



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

7:00 p.m. Tuesday, February 17, 2015
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>Public Comment</u> (5 minute time limit per speaker)	Motion
7:04 PM	V. <u>City Manager Report</u>	
7:15 PM	VI. <u>Presentations</u>	
	A. DDA/Main Street Director Reagan – Downtown Report	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 15-07 Approving Revision of the Designated Authorized Signatories for City Bank Accounts	Motion
7:22 PM	B. Proposed Resolution 15-08 Approving a Proposal from the John E. Green Company to Replace Two of the Three Pumps with Higher Capacity Pumps for the Wastewater Treatment Plant	Motion
7:25 PM	C. Proposed Resolution 15-09 Approving, Authorizing, and Directing The Mayor and Clerk to Sign the Proposed First Amended Joint Fire-And Emergency-Services Agreement with Portland and Danby Townships	Motion
7:28 PM	D. Proposed Resolution 15-10 Establishing the Policy under Which the Public May Request Copies of Assessing Records	Motion
7:30 PM	E. Proposed Resolution 15-11 Approving Revisions to City Policy 95-2 Concerning Poverty Exemption Guidelines	Motion
7:32 PM	F. Proposed Resolution 15-12 Approving a Bid from Mid-Michigan Recycling for Wood Waste Processing and Removal at the Department of Public Works	Motion
	X. <u>Consent Agenda</u>–	
7:35 PM	A. Minutes of the Goal Setting Session held on January 31, 2015 and the Minutes & Synopsis from the Regular City Council Meeting and Closed Session held on February 2, 2015	
	B. Payment of Invoices in the Amount of \$57,873.79 and Payroll in the Amount of \$87,879.14 for a Total of \$145,752.93	
	C. Purchase Orders over \$5,000 – None	Motion

<u>Estimated Time</u>
7:38 PM
7:40 PM
7:45 PM
7:50 PM

X. Communications–

- A. Water Department Report for January 2015
- B. Police Department Report for January 2015
- C. Wastewater Treatment Plant Report for January 2015
- D. Fire Department Report for January 2015
- E. Revenue-Expense Report for February 2015
- F. Ionia County Board of Commissioners Agenda for February 10th
- G. Ionia County Board of Commissioners Agenda for February 17th

XI. Other Business - None

XII. City Manager Comments

XIII. Council Comments

XIV. Adjournment

<u>Action Requested</u>
Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-07

**A RESOLUTION APPROVING REVISION OF THE DESIGNATED
AUTHORIZED SIGNATORIES FOR CITY BANK ACCOUNTS**

WHEREAS, Section 8.7 of the City Charter provides that the Council shall designate the depositories for City funds and shall provide for the regular deposit of all City monies; and

WHEREAS, City checks require two authorized signatures and the authorized signatories on the City's bank accounts need to be updated; and

WHEREAS, the City Manager recommends that the Council approve the signatories for City bank accounts as indicated on the attached Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves updating of the signatories for City bank accounts as indicated 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:

Dated: February 17, 2015

Monique I. Miller, City Clerk

EXHIBIT A

The following authorization is made for signing for the disbursement of funds from the following City bank accounts:

HUNTINGTON BANK

Paying Account (*****8209) – Mayor or
Monique Miller, City Clerk or
Melinda Tolan, Deputy Treasurer

Treasurer's Account (*****8199) – Monique Miller, City Clerk
Melinda Tolan, Deputy Treasurer

Payroll Account (*****2213) – Monique Miller, City Clerk
Melinda Tolan, Deputy Treasurer

The accounts below may be signed by Monique Miller, City Clerk, or Melinda Tolan, Deputy Treasurer:

Perpetual Care Savings (*****2255)
Drug Forfeiture (*****1061)
Health Reimbursement (*****5271)
Wastewater Debt Service (*****2125)
Money Market (*****3229)
Night Deposit Box (#438)

INDEPENDENT BANK

The accounts below may be signed by Monique Miller, City Clerk, or Melinda Tolan, Deputy Treasurer:

Income Tax Savings (*****4671)
Income Tax Checking (*****7051)
Money Market Account (*****0633)
Money Market Account (*****3941)
Checking Account (*****8305)

PORTLAND FEDERAL CREDIT UNION

Money Market and Savings Account (**840) – Monique Miller, City Clerk
Melinda Tolan, Deputy Treasurer

MERCANTILE BANK

Income Tax Checking Account (**0122) – Monique Miller, City Clerk
Melinda Tolan, Deputy Treasurer

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-08

A RESOLUTION APPROVING A PROPOSAL FROM THE JOHN E. GREEN COMPANY TO REPLACE TWO OF THE THREE PUMPS WITH HIGHER CAPACITY PUMPS FOR THE WASTEWATER TREATMENT PLANT

WHEREAS, the Portland Wastewater Treatment Plant (WWTP) underwent a plant upgrade in 2011 and 2012. During this upgrade, City staff expressed concern that the pumps being installed were not sufficient. Despite noted objections from City staff, the engineering firm overseeing the project insisted the pumps were adequate for the City. However, since being installed, the pumps have proven to be insufficient and therefore, need to be replaced; and

WHEREAS, the City and the WWTP Superintendent, Doug Sherman sought the expertise of the engineering firm, Fleis & VandenBrink to advise on this matter and to seek their assistance in selecting the replacement pumps; and

WHEREAS, City Council previously approved Resolution 15-01 for the John E. Green Company to perform this work as recommended by Fleis & VandenBrink. However, after further research and discussion by Fleis & VandenBrink, the contractor and the City, it has been determined that a 6" pump, rather than a 4" pump is preferred; and

WHEREAS, the WWTP Superintendent and Fleis & VandenBrink sought bids and recommends that the City award the work to the John E. Green Company for \$50,650.00 with a \$4,000.00 contingency (see F&V Letter, attached hereto as Exhibit A) for the work outlined in its proposal (see John E. Green Co. proposal, attached hereto as Exhibit B).

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the proposal from the John E. Green Company for \$50,650.00 with a \$4,000.00 contingency (see F&V Letter, attached hereto as Exhibit A) for the work outlined in its proposal (see John E. Green Co. proposal, attached hereto as Exhibit B).
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded. Therefore, Resolution 15-01 is hereby nullified.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 17, 2015

Monique I. Miller, City Clerk



John E.Green Company
Mechanical Services Division

125 North Cedar Street
Muskegon
Michigan 48854
888-918-7002 (24 Hour Service)
517-244-4050
FAX 517-244-0970
www.johnegreen.com
requestforservice@johnegreen.com

Proposal For Services

To:
Bruce Sabin P.E.
Fleis & Vandenberg

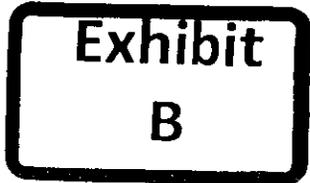
Date: 2/4/15
Service Proposal No.: 15-007
Number of Pages: 3
Project Address: 259 Kent St.
Project City, State, Zip: Portland, MI 48875
Customer Phone No.: (616) 977-1000
Customer Email: bruces@fveng.com

We propose to perform the following work at the above referenced location for the following lump sum amount.

Service Lump Sum: \$50,650.00

Work Scope:

1. Pour New House keeping pads 60" back from the current location of the existing pumps.
2. Lift new Pumps down to the L/L and set them on the new Housekeeping pads.
3. Shut down one pump at a time unwire from the drives.
4. Isolate and pull the locked out pump and remove all pipe and Fittings up to the OS&Y valves.
5. Provide Sewer Pumper to remove all material from the discharge pipe up to the Plug the plant will install during the Bypass Phase of the pumps.
6. Remove the valves and 90s from the discharge pipe on the two pumps being replaced. Cut out 5" of vertical pipe and install new 6 "Mega Flanges to allow for straight discharge piping from the pumps to the vertical turn. reinstall the Isolation valves and check valves with new Gaskets. Rebuilding the support Stands for the 90s in the direction change. We will install new checks provided by the customer if they want us to at this time.
7. Repipe the new pump as per the new Scope increasing the connections to 8' Suction and 6" Discharge and installing new vibration isolators. Build Support Stands for the new pipe due to its Length with Galvanized Strut and Brackets.
8. Rewire the new pump to the drive provide factory start up and operational test.
9. We will follow the steps to replace the second unit.
10. Leave the two removed pumps for spares in the pit.
11. The new pumps will be ABS Sulzer Pumps XPF 150E CB1 PE 105/4 Dry Well Pumps With Internal cooling, Vertical Dry pit stands, 6X8 " long sweep 90 with Clean out and Hardware Kits, All pipe and fittings will be Ductal Iron, 6" Discharge and 8" Suction Included are all labor Material Electrical and Concrete work. If the Leads from the Electrical box up to the VFD is not large enough for the new motor size it would be an added cost. Lead time on the pumps will be 4-6 weeks.





Work Scope Continued:

12. Saw cut and remove the old Housekeeping pads.

Exclusions:

Work shall not include the detection, abatement, encapsulation or removal of asbestos or products materials or equipment containing asbestos. Customer shall notify John E. Green Company in writing if any hazardous materials, including without limitation, asbestos, are present at the jobsite. Customer shall take adequate precautions to protect John E. Green Company, its employee's, agents and subcontractors from such hazardous materials and will arrange for others to remove or encapsulate such hazardous materials if necessary for the performance of the work.



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Detroit, MI
Ann Arbor, MI
Lansing, MI
Marquette, MI
Petoskey, MI
Saginaw, MI



Additional Exclusions:

Warranty and Guarantees:

We guarantee the equipment in this proposal to be free from defects in materials and workmanship for a period of one year from the date the equipment is first put into operation, and we shall repair or replace, without cost to the original purchaser, any part or parts thereof which the seller determines to be defective. Materials and equipment that have been subject to neglect, abuse, misuse or accident while in possession of the purchaser are not included in this warranty.

Other Terms & Conditions:

1. All work completed under this agreement shall be performed during the hours of 7:00am to 3:30pm. Overtime work shall be pre-approved by the customer in writing.
2. Customer shall appoint an authorized representative to be available during the duration of the work that is to be performed under this proposal, to answer questions as well as approve change orders as needed.
3. Customer shall provide reasonable and timely access to all equipment.
4. The John E. Green Company shall clean work area at the completion of each day during work being performed under this proposal.
5. The John E. Green Company will check with an authorized representative prior to work each day, and upon completing a day's work to review the work performed that day.
6. Additional insurances (if necessary and special permits as required by customer shall be billed as an extra to this proposal for services).
7. We have made every attempt to include in this proposal for services all items that influence our work. However, we reserve the right to quote any additional changes to our work caused by this change in scope that may not have been identified as affecting our work or inadvertently omitted from this proposal services.

This quotation remains firm for (30) calendar days. We hope it meets with your approval and look forward to working with you on this project. Please call if you have any questions.

Submitted By: Craig Sperry

Title: Estimator

Email: craigsperry@johnegreen.com

Phone: 517-230-0575

Date: 2/4/15

Accepted By: _____

Print Name: _____

Title: _____

Date: _____

This agreement is subject to our standard payment terms of net thirty (30) days unless other contractual arrangements are made.



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Marquette, MI
Petoskey, MI
Saginaw, MI

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-09

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE
MAYOR AND CLERK TO SIGN THE PROPOSED
FIRST AMENDED JOINT FIRE- AND EMERGENCY-SERVICES
AGREEMENT WITH PORTLAND AND DANBY TOWNSHIPS**

WHEREAS, the City of Portland and Portland and Danby Townships (collectively, the Portland Area Fire Authority, hereinafter "PAFA") have negotiated a proposed First Amended Joint Fire-And Emergency-Services Agreement between the parties; and

WHEREAS, at its regular board meeting on Monday, February 9th, the PAFA Board reviewed the proposed renewal agreement between the parties and recommended adoption of the First Amended Joint Fire- And Emergency-Services Agreement, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes, and directs the Mayor and Clerk to sign the proposed First Amended Joint Fire-And Emergency-Services Agreement, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 17, 2015

Monique I. Miller, City Clerk

**PORTLAND AREA FIRE AUTHORITY
CITY OF PORTLAND AND PORTLAND AND DANBY TOWNSHIPS
IONIA COUNTY, MICHIGAN**

FIRST AMENDED JOINT FIRE- AND EMERGENCY-SERVICES AGREEMENT

This First Amended Joint Fire and Emergency Services Agreement (“First Amended Agreement”) is made on _____, 2015, between the City of Portland (“City”), a Michigan municipal corporation; Portland Township, a Michigan general law township; and Danby Township, a Michigan general law township (collectively, “Townships”).

RECITALS

The Parties agree to the following facts:

A. Under the Urban Cooperation Act, 1967 PA 7, Ex. Sess., as amended, MCL 124.501 et seq. (**Act 7**), public agencies may create interlocal agreements to jointly exercise any power, privilege, or authority that the agencies share in common and that each might exercise separately.

B. The City and the Townships are public agencies under Act 7. Each is authorized to provide fire protection and emergency medical support by establishing, operating, and maintaining a fire- or emergency-services department.

C. It is in the best interests of the City’s and the Townships’ citizens for the Parties to enter into an interlocal agreement to create a fire- and emergency-services authority as a separate legal entity, and to jointly operate, fund, and maintain that authority as provided in this First Amended Agreement.

D. This First Amended Agreement amends and restates the Joint Fire- And Emergency-Services Agreement executed by and between the parties on July 1, 2012.

AGREEMENT

In exchange for the consideration identified in this First Amended Agreement, the Parties agree as follows:

**ARTICLE I
CREATION OF AUTHORITY**

1.1 **Creation.** The parties established the Portland Area Fire Authority (“**Authority**”) under Act 7 and under the terms of the Joint Fire- And Emergency-Services Agreement executed by and between the parties on July 1, 2012 (the “Original Agreement”).

1.2 **Jurisdiction.** The Authority provides fire protection and emergency medical support to the City of Portland, Portland Township, and that portion of Danby Township shown on Appendix A.



1.3 **Power of the Authority.** The Authority, by action of the Board (defined in Section 1.4, below), may do any of the following:

(a) Establish, maintain, and operate the Authority and its facilities, programs, and services to provide fire protection and emergency medical support.

(b) Acquire and dispose of real and personal property, subject to this First Amended Agreement and to any limitations imposed at the time the property is acquired.

(c) Employ, discipline, terminate, set and adjust compensation for personnel, including but not limited to the following:

1. a Fire Chief;
2. fire department officers;
3. fire fighters; and
4. other personnel.

The Board may delegate the authority to employ, discipline, terminate, set and adjust compensation for personnel to the Fire Chief of the Authority, who will manage the day-to-day operations of the Authority pursuant to Section 1.5. The delegation of authority under this Section 1.3 is not exclusive and the Board retains the full and final authority to employ, discipline, terminate, set and adjust compensation for any personnel of the Authority.

(d) Accept funds, goods, voluntary work, or other assistance to carry out Authority functions or obligations. Funds, goods, voluntary work, and other assistance may come from any public or private source, including but not limited to local governmental funding; grants; and state, federal, or private donations. The Authority must maintain a complete record of all funds received from any source and must include those funds in the annual financial budget.

(e) Enter into agreements with public or private agencies for the purpose of receiving services under this First Amended Agreement and establishing, operating, and maintaining the Authority. Agreements may include but are not limited to mutual-aid agreements.

(f) Recommend code provisions and amendments to the City and the Townships as necessary to provide for the public safety and to promote the efficient use of the Authority's property, facilities, programs, and services.

1.4 **Governing Body.**

(a) Governing Board. The Authority is governed by the Portland Area Fire and Emergency Services Board (“**Board**”). The Board is a public body corporate with the powers to sue or be sued in its own name.

(b) Composition. The Board consists of six members, two appointed by each of the Parties’ legislative bodies: the Portland City Council, the Portland Township Board, and the Danby Township Board. One member from each municipality must be a member of the municipality’s legislative body and one member must be an at-large member of the public from each municipality. A vacancy on the Board must be filled by the original appointing legislative body.

(c) Qualifications. Each member of the Board must be a qualified elector of the municipality from which he or she is appointed. The following are ineligible to serve as members of the Board:

1. Employees of the Authority.
2. The spouse of any employee of the Authority.

(d) Term. To achieve staggered terms, each legislative body will initially appoint one member for two years and one member for four years. Thereafter, members are appointed for four-year terms. Members may serve multiple terms. The Board members serving terms under the Original Agreement shall continue their terms upon the execution of this First Amended Agreement.

(e) Compensation. Board members may be compensated for attending meetings by the legislative body that appointed them at a rate determined by that legislative body. Such compensation, if any, will be an expense of that legislative body and outside of the Authority's budget. The Board may reimburse its members for actual and necessary expenses incurred in the performance of Board duties. Such reimbursements will be an expense of the Authority and included in its annual budget.

(f) Removal. Board members serve at the pleasure of the legislative body that appointed the members. The appointing legislative body may remove any Board member it appoints with or without cause.

(g) Voting. Each Board member is entitled to one vote for each action taken by the Board, unless that member has a conflict of interest, in which case such member will not participate in the discussion or vote on the action in which the member has a conflict of interest. Except as provided elsewhere in this First Amended Agreement, Board action requires approval of a simple majority of the members (four votes). Proxy voting is not allowed.

(h) Quorum. A quorum consists of a majority of the appointed Board members (four members) and must include at least one member who has been appointed

by each municipality. The Board may not take action except at a meeting at which a quorum entitled to vote is present in person.

(i) Meetings. The Board must annually establish a meeting schedule, which must include at least one meeting each quarter. One of those meetings must be the Board's annual organizational meeting, which must be held in, or as near as practicable to, July. The meeting schedule must be posted at the City and the Township offices, in the time and manner required by law.

The Chairperson, Vice-Chairperson, or any three Board members may call a special meeting. All Board members must be notified in writing at least 18 hours before a special meeting. Notice of special meetings must be posted at the Portland City Hall, the Portland Township Hall, the Danby Township Hall, and all fire stations.

All Board meetings must be noticed, held, and conducted as required by law, including the Open Meetings Act, 1976 PA 267, as amended.

(j) Minutes. Minutes of all Board meetings must be prepared and approved as required by law. The Board must provide copies of its minutes to the City and the Townships following the Board meetings. The Authority must make its minutes and other public records available as required by law, including the Freedom of Information Act, 1976 PA 442, as amended.

(k) Rules. The Board may adopt bylaws for the conduct of its meetings.

(l) Officers. At the Board's annual organizational meeting, the Board must select the following from among its members: Chairperson, Vice-Chairperson, Secretary, and Treasurer. Officers' terms are for one year and expire at the organizational meeting in the year after their selection. Officers have the following duties and authority:

1. **Chairperson**. The Chairperson presides at all Board meetings. The Chairperson retains all duties and authority of a Board member, including the right to vote on all matters.
2. **Vice-Chairperson**. The Vice-Chairperson exercises all duties and authority of the Chairperson in the Chairperson's absence.
3. **Secretary**. The Secretary keeps the Board's records and minutes of all Board meetings.
4. **Treasurer**. The Treasurer receives deposits, invests, and reinvests all Authority funds. The Treasurer must keep accurate financial records and must keep Board members apprised of the Authority's financial status at intervals established by the Board. The Treasurer must provide copies of all financial reports to the City and the Townships after each scheduled meeting.

Before taking on the duties of the office, the Treasurer must give a bond to the Authority. The Board must establish the bond amount and sureties. The bond must be conditioned on the Treasurer's faithful discharge of the duties of the office and conditioned on the Treasurer's duty to account for and pay over to the Authority all money received as Treasurer. The Authority must pay the bond premium.

(m) Combination and Delegation of Offices. The Board may combine the offices of Secretary and Treasurer into a Secretary-Treasurer position. The Board may delegate any part of the functions of the Secretary and Treasurer to a person the Board deems qualified and who may or may not be an employee of the Authority. If the Board delegates any of those functions to a municipal Clerk or Treasurer or to an employee of the City or either Township, such delegation will only become effective if the legislative body of each municipality approves the delegation by a duly adopted resolution.

1.5 Fire Chief and Fire Fighters. The Board will employ a part-time Chief, who will manage the Authority's day-to-day operations. The Chief is responsible to the Board.

The Board may authorize the Chief to employ other officer positions, fire fighters, emergency personnel, and other employees to assist the Chief. The Board must establish procedures for the hiring and removal of Authority employees; those procedures may or may not include the Board's active participation in hiring or removal. The Board must undertake an annual review of the Chief at the time of budget approval.

All Authority employees, including the Chief, are at-will employees of the Authority, subject to removal, discipline, and adjustment in compensation by the Board with or without cause and with or without notice.

1.6 Adding a Municipality. The Authority may negotiate with other municipalities to become part of the Authority. Other municipalities may become parties to this First Amended Agreement as follows:

(a) The Authority must prepare and present to each party to this First Amended Agreement a cost-benefit analysis, demonstrating that the addition of the new municipality will not negatively impact the Authority's financial condition or the level of services it provides to the existing parties.

(b) The Authority must propose any amendments to this First Amended Agreement necessary to accommodate the addition of the new municipality.

(c) The new municipality and all existing parties to this First Amended Agreement must approve any proposed amendments by resolution duly adopted by each municipality's legislative body.

1.7 Contracting for Services. With approval of the City's and the Townships' legislative bodies, the Authority may contract with a governmental entity not a party to this First Amended Agreement to provide fire and emergency services during the term of this First Amended Agreement. The Authority may also contract with the City or Townships for goods or

services sold or rendered to the Authority, so long as the contract for such goods or services was competitively bid.

ARTICLE II FINANCING

2.1 **Fiscal Year.** The Authority's fiscal year is July 1 through June 30.

2.2 **Annual Budget.** The Board must prepare the Authority's annual line-item operating budget in accordance with the Uniform Budget and Accounting Act and the following provisions:

(a) The Board must submit the Authority's proposed budget to the City and the Townships for review before January 31st of each year. The proposed budget will include adjustments set forth in Section 2.3, which adjustments will become effective for the next fiscal year. The City and Townships may recommend adjustments to the Authority budget through their appointed Board members by March 1. The Board must submit the Authority budget with revisions, if any, to the City and Townships by March 15. That budget will become the Authority's operating budget on approval by the City Council and Township Boards. If the City Council or either Township Board declines to approve the proposed budget, the Authority will operate under the previous fiscal year's budget until all parties agree on a new operating budget.

(b) The Authority will seek to maintain a budget that recognizes the parties' financial constraints with regard to the ability to levy taxes or collect monies to support the Authority. The Authority will strive to keep proposed budget increases consistent with the then-current rate of inflation, with an allowance for new growth within the service area.

(c) The Board may only disburse funds as provided in the approved budget and the terms of this First Amended Agreement. The Board may amend the budget in response to deviations in expected revenues or authorized expenditures. But the Board may not increase the total budget without approval of the City Council and both Township Boards.

2.3 **Funding Formula.** The City and Townships will contribute to the Authority's budget, subject to annual adjustments of state equalized value, the average number of fire runs of the previous three years and adjustments to population every 10 years. The funding formula shall be weighted equally between state equalized value, population and the average number of runs of the previous three years as set forth below. Thus, the City's and Townships' share of the total budget based on state equalized value, population and number of runs will be their respective percentage of the sum of the state equalized value, population and number of runs for all of the parties multiplied by 100%.

Component	Weight	Description
State Equalized Value	33.33%	State equalized value for those sections of each municipality covered by this First Amended Agreement as certified by the Ionia County Equalization Department. State equalized values must be reported to the Authority on or before May 1 of each year for the following fiscal year.
Population	33.33%	As determined by the most recent decennial census completed by the U.S. Bureau of Census of those sections of a municipality covered by this First Amended Agreement.
Number of Runs	33.33%	Based on the average number of runs of the previous three years. ¹ Mutual-aid runs will not be included in this calculation.

2.4 **Quarterly Payments.** The City and Townships must make quarterly payments to the Authority to cover their pro-rated portions of the Authority's annual budget. The Authority will send an invoice in July for the fiscal year. The first payment will be due in August and the remaining payments due in October, January and April.

2.5 **Annual Audit.** The Board will commission a Certified Public Accountant to conduct an annual financial audit following the end of each fiscal year. The Board must provide copies of the audit to appropriate federal and state agencies, each member of the Board, the City Clerk, and the Township Clerks.

2.6 **Invoicing for Fire Protection Or Emergency Medical Support Service.** Neither the Board nor the Authority may invoice for fire protection or emergency medical support services provided. The City and Townships reserve the right to invoice a resident or nonresident to recoup all or a portion of the cost of fire protection or emergency medical support services that the Authority provided to that resident or nonresident. The City and the Townships may only invoice for services under this Section 2.6 for services rendered by the Authority within their respective jurisdictions. Any monies recouped by the City or Townships shall be the property of the City or Townships invoicing for services.

2.7 **Invoicing for Water.** During the term of this First Amended Agreement and any successive effective terms as provided in Section 5.1, the City will provide water to the Authority at the same rate as it provides water to similar size users based upon rates determined by the City Council. The City will invoice the Authority on a monthly basis for water used by the Authority.

¹ The number of runs attributed to Danby Township shall not include any runs to the Rest Area or along that portion of I-96 located in Danby Township. Runs to the Rest Area and along that portion of I-96 located in Danby Township shall instead be attributed to the City of Portland pursuant to the Agreement executed April 21, 2005 between Danby Township and the City of Portland, which shall remain in full force and effect.

**ARTICLE III
PROPERTY**

3.1 **Personal Property Contribution.** Upon approval of this First Amended Agreement by the City and Townships, the City will, for the consideration of \$1.00, transfer the following equipment to the Authority:

<u>Vehicle No.</u>	
201	1999 Pierce Rescue/Pumper
202	1979 Air/Light Truck
206	1994 Chevy ¼ Ton P/U Truck – Grass Rig
207	1976 LaFrance Pumper
208	1994 Chevy ¼ Ton P/U Truck – Grass Rig
209	1990 International 1950 Gallon Tanker
210	1990 Command and Support Vehicle
211	1991 Pierce Pumper
212	1996 DNR Blazer – Grass Rig
251	2002 Honda Quad
343	Ford Excursion
Boat 1	Zodiac Inflatable with 25hp motor and trailer
Old Engine 1	1942 Ford Pumper

All loose equipment on the vehicles is included. In addition to the vehicles identified in this Section, the personal property in possession of the Authority on the effective date of this Agreement will be transferred to the Authority. The Authority will be responsible for operating, maintaining, depreciating, replacing, and insuring the vehicles and equipment.

3.2 **Contribution and Maintenance.** Members of the Portland Area Municipal Authority (PAMA) agree to continue the PAMA and lease the PAMA assets, identified in Exhibit A (hereinafter referred to as the PAMA Assets), to the Authority for \$1.00 during the term of this First Amended Agreement. The fire station at 773 E. Grand River Avenue will serve as the Authority’s principal office, and must remain the primary station for emergency responses.

3.3 **Substations.** The Authority may make recommendations regarding the creation of one or more substations to provide services within the service area. The municipality or municipalities making the decision to create the substation must approve, fund, and construct the substation at its sole cost and expense. Any substation created will be the sole and exclusive property of the municipality creating the substation. So long as the municipality creating a substation is a party to this First Amended Agreement, the municipality must permit the Authority to use and occupy such substation, for no additional compensation, to provide fire protection and emergency medical support services. Substations must be built to the Authority’s specifications.

3.4 **Maintenance Costs and Capital Expenses.** The Authority must pay day-to-day maintenance costs in the fire station portion of the building. “Maintenance costs” means the cost of replacing or repairing expendable items in existing buildings and equipment but does not

include major repairs exceeding the Authority's budget. The municipality that owns a building or equipment must pay capital-improvement costs, which are defined as adding or improving buildings or equipment, as well as major repairs exceeding the Authority's budget or day-to-day maintenance costs, which are defined as replacing or repairing expendable items that are not in the fire station portion of the building. The Authority may assume the cost of a capital expense by unanimous vote of the Board.

ARTICLE IV INSURANCE

4.1 Insurance Coverage. The Authority must independently purchase public liability insurance covering any cause of action, claim, damage, accident, injury, or liability that may arise as a result of the ownership, construction, maintenance, or operation of the property (including any substation used or occupied by the Authority), facilities, programs, or services of the Authority or otherwise provided for under the terms of this First Amended Agreement. The Authority will purchase risk insurance against equipment and property damage or destruction for any and all equipment and property owned, rented, leased, used or occupied by the Authority, including damage or destruction caused by fire, tornado, or other means. The Authority will review its insurance program annually, including coverage and costs, and will make those adjustments it deems necessary. At a minimum, the Authority's insurance coverage shall include the following:

(a) The Authority must purchase and maintain comprehensive general liability insurance of \$5,000,000 for each occurrence involving bodily injury, death, or property damage.

(b) The Authority must provide motor vehicle insurance required under State of Michigan no-fault motor-vehicle requirements of \$2,000,000 for each occurrence involving bodily injury liability or property damage liability.

(c) The Authority must provide all required worker's compensation insurance and unemployment compensation insurance for all persons engaged to work on behalf of or at the request of the Authority.

(d) All insurance required under this First Amended Agreement must name the Authority, the City, and the Townships, together with their authorized officials, officers, employees, and agents, as named or additional insureds and certificate holders.

All policies must be provided by insurance companies authorized to transact business in Michigan. All policies must provide at least 30 days' written notice to the Authority and the governing municipalities should policies be canceled or terminated by the insurance company or its agent.

(e) The Authority may purchase an appropriate level of errors-and-omissions insurance for Board members.

ARTICLE V
TERM/TERMINATION/WITHDRAWAL

5.1 **Term.** This First Amended Agreement will remain in effect for ten years. Thereafter, it will renew for two successive ten-year periods. The Board will make a recommendation regarding the continuation of this First Amended Agreement to the legislative bodies at least one year prior to the expiration of each ten-year period defined in this First Amended Agreement. The legislative bodies must approve each successive ten-year periods, by resolution.

5.2 **Termination.** If the Authority or a party commits a material breach of this First Amended Agreement, any party may terminate the First Amended Agreement by written request. The request for termination must specify the claimed breach and must also propose a means to cure the breach. If the cause of the breach is not remedied by the breaching party within 60 days of the mailing of the written request for termination, this First Amended Agreement will terminate six months after the date of the request for termination.

If this First Amended Agreement is terminated, the Authority must be dissolved and the assets liquidated and distributed as provided in Section 5.4.

5.3 **Withdrawal; Disposition of Assets upon Withdrawal.** Any party may withdraw from this First Amended Agreement by satisfying the conditions in this Section 5.3. A party's withdrawal will not terminate this Agreement or dissolve the Authority.

(a) The withdrawing party must file a written notice of withdrawal with all other parties at least 12 months before the withdrawal. The notice must specify the withdrawal date.

(b) The withdrawing party must continue to pay its proportionate share of the budget until the withdrawal date.

(c) The withdrawing party will continue to receive Authority services until the withdrawal date.

(d) The withdrawing party will remain liable for a proportion of the Authority's debts and liabilities that were incurred while the withdrawing party was a member of the Authority, so long as the debts and liabilities were approved by the withdrawing party's governing body, as part of the budgeting process. The withdrawing party's proportion will be the percentage of the total budget that the withdrawing party is responsible for in the year it withdraws.

5.4 **Dissolution.**

(a) The Board and the Authority will be deemed dissolved if the Board terminates this First Amended Agreement by a majority vote and that action is ratified by all Parties' legislative bodies. If this First Amended Agreement is not renewed and the Parties have not entered into a successive agreement, the Board and the Authority will be deemed dissolved. However, the Authority and the Board will continue in existence only

for such time as needed to wind down the affairs of the Authority, including the liquidation and distribution of assets as provided in this Section 5.4.

(b) On dissolution, the property held or used by the Authority will be liquidated, allocated and distributed to the parties that have not withdrawn from the Authority under Section 5.3 as follows:

1. All property owned by the City or a Township will remain the property of the City or the Township.

2. After deducting any expenses associated with the Authority's dissolution, all monies and funds that are the Authority's property will be distributed between the parties based on the average contribution percentages during the preceding three years, as calculated under the formula in Section 2.3 of this Agreement.

3. All of the assets owned by the Authority, except for monies and funds that are the Authority's property distributed as provided in Section 5.4(b)2, will be liquidated as provided in Section 5.4(b)4 of this Agreement.

4. If the Authority is dissolved on or before July 1, 2024, then the City shall be compensated for assets transferred to the Authority from the City prior to any other distribution of assets. The amount of such compensation shall be based on the following schedule, which values are identified in the May 7, 2014 appraisal of "The Fire Company":

Fiscal Year	Amount Due to City	Fiscal Year	Amount Due to City
2014/2015	\$311,500	2019/2020	\$155,750
2015/2016	\$280,350	2020/2021	\$124,600
2016/2017	\$249,200	2021/2022	\$93,450
2017/2018	\$218,050	2022/2023	\$62,300
2018/2019	\$186,900	2023/2024	\$31,150

If the Authority is dissolved on or before July 1, 2024, all other property owned by the Authority not transferred to it by the City will be liquidated by public auction or private sale and the proceeds from such liquidation will be distributed to the City and Townships based on the average contribution percentages during the preceding three years, as calculated under the formula in Section 2.3 of this Agreement.

After July 1, 2024, the City shall not be entitled to compensation for assets transferred to the Authority based upon the above schedule. Instead, all property of the Authority will be liquidated by public auction or private sale and the proceeds from such liquidation will be distributed to the City and Townships based on the average contribution percentages during the preceding three years, as calculated under the formula in Section 2.3 of this Agreement.

5. The Board may select a certified appraiser to value the Authority's property. The certified appraiser must be approved by a majority of the parties that have not withdrawn from the Authority prior to dissolution. If the parties cannot agree on a certified appraiser, then the dispute must be resolved by mediation as provided in Article VI of this Agreement.

ARTICLE VI DISPUTE RESOLUTION PROCEDURE

The parties agree to mediate any dispute or disagreement arising from this First Amended Agreement. The parties will select a single mediator, who may take testimony and receive evidence he or she deems appropriate. If the parties cannot agree on a single mediator, then each party to the dispute may submit a name to the then-presiding Chief Judge of the Ionia Circuit Court. The judge will select the mediator. The parties involved in the dispute will share equally the costs of mediation. If the mediation does not result in a resolution that satisfies the parties, they may seek recourse through the Ionia Circuit Court.

ARTICLE VII AMENDMENTS TO THIS AGREEMENT

The parties may amend this First Amended Agreement only in writing and only if each party's legislative body adopts the proposed amendment. Certified copies of each amendment must be filed with the Clerk of each municipality.

ARTICLE VIII MISCELLANEOUS

8.1 **Entire Agreement.** This First Amended Agreement is the entire agreement between the parties for the provision of fire and emergency services. The First Amended Agreement supersedes and replaces any prior agreements between the parties to provide these services.

8.2 **Governing Law.** This First Amended Agreement will be construed under the laws of the State of Michigan.

8.3 **Governmental Immunity.** Nothing in this First Amended Agreement provides any third-party-beneficiary rights to any person or creates a cause of action in favor of any person.

8.4 **Political Involvement.** The Authority is non partisan and may not participate in or lend its influence, either directly or indirectly, to the nomination, election, or appointment of any candidate for public office, nor may it sponsor or participate in any meetings of a political nature.

8.5 **Effective Date.** This First Amended Agreement takes effect when all of the following are completed:

- (a) Approval by the legislative body of each party to the Agreement;
- (b) Execution by all parties.

By their authorized representatives' signatures below, the parties agree to the terms of this First Amended Agreement.

[SIGNATURES ON THE FOLLOWING PAGE]

CITY OF PORTLAND
a Michigan municipal corporation

DATE: _____

By: _____
James E. Barnes
Its Mayor

DATE: _____

By: _____
Nikki Miller
Its Clerk

PORTLAND TOWNSHIP
a Michigan general law township

DATE: _____

By: _____
Christian Jensen Its Supervisor

DATE: _____

By: _____
Charlene Keilen
Its Clerk

DANBY TOWNSHIP
a Michigan general law township

DATE: _____

By: _____
Richard Pohl
Its Supervisor

DATE: _____

By: _____
Daniel Platte Its Clerk

**LEASE AGREEMENT
BY AND BETWEEN THE PORTLAND AREA MUNICIPAL AUTHORITY
AND PORTLAND AREA FIRE AUTHORITY**

This lease is entered into effective NOVEMBER 27,2012, by the Portland Area Municipal Authority, whose address is 773 E. Grand River Avenue, Portland, Michigan ("Landlord"), and the Portland Area Fire Authority, whose address is 773 E. Grand River Avenue, Portland, Michigan ("Tenant"), upon the following terms and conditions:

1. Description of Premises: Landlord agrees to lease to Tenant and Tenant agrees to lease from Landlord a portion of the premises located at 773 E. Grand River Avenue, Portland, Michigan, as described in Exhibit B attached to the Joint Fire and Emergency Services Agreement by and between the City of Portland, the Township of Portland and the Township of Danby (hereinafter the "PAMA Assets"). The PAMA Assets shall include property and structures, along with all items normally included in and attached to the building, including, but not limited to, site work, HVAC, electrical, plumbing, and communication (other than emergency communication equipment) systems and fixtures, paint, floor and window coverings, millwork, and other related items as well as common areas such as parking areas, driveways, sidewalks and ramps, service areas, hallways, lighting facilities and landscaped areas.
2. Term: This lease is expressly intended to run concurrently with the Joint Fire and Emergency Services Agreement by and between the City of Portland, the Township of Portland and the Township of Danby. The initial term shall begin JULY 1,2012, and end JUNE 31,2015. If the Joint Fire and Emergency Services Agreement is terminated prior to the end of this Lease, then this lease shall also terminate on the same termination date as the Joint Fire and Emergency Services Agreement. If the Joint Fire and Emergency Services Agreement is renewed or extended, then this lease shall also be renewed or extended on the same terms and conditions contained herein for a corresponding period of time.
4. Rent: Tenant shall pay to Landlord rent of one (\$1.00) dollar due payable on July 1st of 2012. There shall be no late fees, and the annual rent shall not be increased without the execution of a written document superseding this lease and signed by both parties.
5. Tenant's Operating Expenses: The Tenant shall be solely responsible for the operating expenses of the PAMA Assets, which shall include, without limitations, the following costs and expenses with respect to the land and improvements to the land and premises, including common areas:
 - a. Any capital investments or improvements which are made in accordance with the Joint Fire and Emergency Services Agreement, which shall include, but not be limited to, replacement of utility operating systems

- and/or major components, including compressors, complete systems, motors, wells, pumps, etc.
- b. Water, sewer, electricity, gas and other sources of power for heating, lighting, ventilating, or air conditioning, installation and maintenance of signs, any costs associated with repair or replacement of exterior windows, heating and air conditioning equipment, and the electrical and plumbing systems;
 - c. The cost of snow removal;
 - d. Janitorial services to maintain the PAMA Assets in a neat and clean condition;
 - e. Repair or replacement occasioned by the negligence or willful act of the Tenant, its agents, employees, invitees, or licensees.
6. Use: Tenants shall use and occupy the premises as a fire department, ambulance department, police department and also Portland township offices. Portland Fire Department, Portland Ambulance Department, Portland Police Department and Portland Township shall be permitted to use of the premises for such other tangential purposes (i.e., community service groups, fraternal organization use, etc) as it sees fit. Tenant shall not intentionally and knowingly use the premises for any purpose or in any manner in violation of any law, ordinance, rule, or regulation adopted or imposed by any governmental entity with jurisdiction over the premises. Tenant shall not deface or injure the premises.
7. No Assignment: Neither party may assign, sell, mortgage or pledge its interest in this Agreement to any other person or entity.
8. Insurance: The Tenant shall be responsible for purchasing public liability insurance and risk insurance as provided by section 4.1 of the Joint Fire and Emergency Services Agreement by and between the City of Portland, the Township of Portland and the Township of Danby. Nothing herein precludes the Tenant from obtaining additional insurance or insurance in greater amounts than otherwise required by this Lease or the Joint Fire and Emergency Services Agreement by and between the City of Portland, the Township of Portland and the Township of Danby.
9. Acceptance of Premises: The use by the Tenant of the premises as a fire station shall constitute an acknowledgment by Tenant that the premises are in acceptable condition for such use.
10. Damage and Destruction: If, during the term of this lease, the premises or any part thereof are partially or totally damaged or destroyed by fire or other casualty covered by insurance so as to become partially or totally untenable, the premises shall be repaired as speedily as possible from the insurance proceeds. Structural repairs and/or additions beyond those covered by insurance shall be at the Landlord's expense.

11. Alterations: No structural alterations shall be made to the buildings without the prior consent of the Landlord. Notwithstanding this, however, the Tenant may make minor alterations, including the running of electrical and communication lines, and the placement of trade fixtures, without written permission of the Landlord.
12. Signs: The Tenant may place a sign on or in front of each building identifying same as a fire station. Said sign shall be consistent with the buildings' structure and decorum and shall comply with any requirements of the City of Portland. The Landlord shall be responsible for placing and maintaining any numerical address sign which may be required by code or ordinance.
13. Access to Premises: Landlord shall have the right to enter the premises at all reasonable hours, provided that the entry does not interfere with the operation and conduct of Tenant's business. Landlord shall have the right to use all or part of the premises to install, maintain, use, repair and/or replace pipes, ducts, conduits, plants, wires, floor coverings and all other mechanical equipment serving the premises in locations within the premises that will not materially interfere with Tenant's use of the premises.
14. Default: Should either party believe the other to be in default, written notice of same shall be given via U.S. Mail, certified and return receipt requested, to the other party at said party's business address. Said party shall have thirty days to remedy the alleged default. In the event said dispute is not remedied, the aggrieved party may utilize the dispute resolution procedure herein.
15. Dispute Resolution: All disputes, controversies, or claims arising out of, in connection with, or relating to this Agreement or any breach or alleged breach of the Agreement, and any claim that either party violated any state or federal statute or Michigan common law doctrine or committed any tort regarding this agreement shall, upon the request of the party involved, be submitted to and settled by arbitration in the State of Michigan under the rules then in effect of the American Arbitration Association (or at any other place or under any other form of arbitration mutually acceptable to the parties involved). The parties specifically agree to arbitration with the other party in a joint proceeding for all common issues and disputes. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The following procedures shall be utilized in the arbitration:
 - a. Notice of the demand for arbitration shall be filed, in writing, with the other party to this Agreement and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question arose when the party asserting the claim should reasonably have been aware of it, but in no event later than the applicable Michigan statute of limitations.
 - b. The arbitrator shall have no power to add to, subtract from,

or alter the terms of this Agreement, and shall render a written decision setting forth findings and conclusions limited only to the claims or disputes at issue. The expenses of any arbitration shall be born equally by the parties to such arbitration, provided that each party shall pay for and bear the costs of its own experts, evidence, and attorney fees.

- c. Any award by the arbitrator shall be final and conclusive upon the parties and a judgment may be entered in a court of competent jurisdiction. After the entry of an arbitral award in favor of a party, the opposite party shall have thirty (30) days after it receives notice of the award to fully comply with the award; a judgment may not be entered to enforce the award until the party has had thirty (30) days to comply with the arbitral award according to this provision. Any arbitral award regarding compensation due to a party because of a breach of this agreement shall be limited to the actual costs of the claims or disputes at issue.

- 16. Notices: All notices required under this lease shall be in writing and be deemed to have been given if either personally delivered or mailed by certified or registered mail, return receipt request, to the other party at its business address.
- 18. Quiet Enjoyment: Landlord covenants and agrees that, upon Tenant's paying the rent and observing the performance of all the terms, covenants and conditions on the Tenant's part to be performed and observed, Tenant may peaceably and quietly hold, occupy, possess and enjoy the premises for the full term of this lease.
- 19. Governing Law: This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.
- 20. Severability: The invalidity of all or any part of any sections, sub-sections, or paragraphs of this Agreement shall not invalidate the remainder of this Agreement or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs shall substantially defeat the intents and purposes of the parties.
- 21. No Partnership: This document shall not be construed so as to create or imply a partnership or joint venture between the parties.
- 22. Revision: This Agreement may be revised and reauthorized at any time by mutual agreement of the parties.

effective on the date listed at the beginning of this Agreement.

PORTLAND AREA MUNICIPAL
AUTHORITY

By: Richard Pohl

Print Name: Richard Pohl

Its: Treasurer

PORTLAND AREA FIRE AUTHORITY

By: _____

Print Name: _____

Its: _____

11960:00003:1444043-5
11/10/2012 10:31 am

Keith Cook

KEITH COOK

Secretary



PORTLAND AREA FIRE AUTHORITY

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

[DRAFT] Minutes of the Portland Area Fire Authority
Regular Board Meeting Monday February 9, 2015 at 7:00 pm

Call to Order – Pledge of Allegiance

Meeting called to order at 7:00 pm. The Pledge of Allegiance was observed.

Roll Call

Mark Ackerson, Chris Jensen, Bill Stegenga, Dick Pohl, Kathy Parsons, Chief John Baker

Public Comment - None

Agenda Approval

Mr. Pohl moved to approve the agenda and excuse Mr. VanSlambrouck's absence. Mr. Jensen supported. **Motion carried.**

Approval of Minutes

Mr. Jensen approved the minutes of the last meeting of the Board. Mr. Stegenga supported.
Motion carried.

Financial Report

Mr. Jensen reported 54% of the budget has been spent year to date, and we are still under budget, except 138% on the equipment line. Chief Baker will explain under his report. Mr. Pohl moved to approve the financial report. Mr. Stegenga supported. **Motion carried.**

Approval of Bill Payment

Bills in the amount of \$3969.50 were presented. Mr. Stegenga moved to pay the bills as presented. Mr. Chris supported. **Motion carried.**

Correspondence - None

Chief's Report

The Light and Air needed new tires, brakes and other repairs, and has accounted for significant bite in the Equipment line item. The Chief has determined it will no longer run code due to its condition. Members of the department are looking at alternatives, including dropping a new body on the old tanker chassis, which could hold the new generator and a mobile office. This arrangement may also retire Engine 10.

Fuel cards program is working well, streamlining the accounting process.

Herb Mosser will retire in April after 50 years of service. An open house in his honor, modest at his request, will be planned. Chief Baker will advise.

Committee Reports:

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

Old Business:

- Financing options for new truck
Mr. Jensen reported that the Huntington loan officer is still looking in to re-working the pre-payment option. Chief Baker reported other funding options are still on the table as well.
- Contract update – Board recommendation of contract
Mr. Pohl reported that informally, members of his Township's board found nothing objectionable in the final proposal, as did Mr. Jensen. Chief Baker mentioned the "Emergency Medical Support" part of the act from which the deal is formed is flexible for current and future needs. Ms. Parsons reported that she participated in a conference call with the Portland City Manager and the Townships' attorney and helped to answer their questions, and that the final proposal incorporated all of the Fire Authority Board's recommendations.

Mr. Ackerson moved to approve the final clean copy as negotiated by the Townships' attorney and City Manager, and to recommend to the Entities adoption of the agreement. Mr. Pohl supported. **Motion carried without objection.**

- Proposed budget for 2015/2016
Entities are taking up the budget proposals soon. Mr. Jensen reported his Board would address the proposed budgets at their next upcoming meeting.
- Job description and wage rate
Under development, nothing new to report.

New Business – None

Board Comments and Public Comment

Adjournment

Ms. Parsons moved to adjourn. Mr. Ackerson supported. **Motion carried.** Meeting adjourned at 7:36 pm.

Next meeting Monday, March 9, 2015 at 7:00 pm at Portland City Hall.

Respectfully submitted



Kathy Parsons, Secretary
Portland Area Fire Authority

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-10

**A RESOLUTION ESTABLISHING THE POLICY UNDER WHICH THE PUBLIC MAY
REQUEST COPIES OF ASSESSING RECORDS**

WHEREAS, MCL 211.10a requires that Assessment Rolls and Appraisal Record Cards must be available for inspection and copying during normal business hours; and

WHEREAS, the State Tax Commission has ordered that if said records are not available for inspection and copying during normal business hours then there should be a policy in place informing the public how to obtain said records.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation of the City Manager and the Assessor to adopt Council Policy 15-1, Assessing Property Record Card Availability.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

Dated: February 17, 2015

Monique I. Miller, City Clerk

City of Portland, Michigan

Subject:
Assessing
Property Record Card Availability

Policy No: 15-1

Date Approved: _____

Effective Date: _____

Dates Amended: _____

Cancellation Date: _____

Motion made by: _____ **Supported by:** _____

Adopted: _____

The following policy will be established with regard to the Assessing Property Record Cards.

1. All property assessment record cards and work files will be stored at City Hall in either electronic or paper format.
2. Taxpayers may request a printed copy of their property record card in person from either the City Assessor or the City Hall front desk staff during normal business hours of 8:00 am - 5:00 pm Monday through Friday.
3. Requests for property record cards for properties not owned by the individual requesting them, or requests for copies of other assessing documents will be available from the City Assessor.
4. The cost of copies for non-owners will be based upon the City's copying policy in effect at the time of the request.
5. For requests involving numerous documents or a significant amount of research the City may require the individual to submit a Freedom of Information Act (FOIA) request.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-11

**A RESOLUTION APPROVING REVISIONS TO CITY POLICY 95-2
CONCERNING POVERTY EXEMPTION GUIDELINES**

WHEREAS, the City previously adopted policy 95-2 which provides guidelines for granting a poverty exemption to supply temporary relief to those in dire need; and

WHEREAS, the State Tax Commission in Bulletin #5 of 2012 has required that local governing bodies include an asset test with the items to be considered and with a specific qualifying threshold to be included in its Poverty Exemption policy; and

WHEREAS, City staff recommends updating policy 95-2 to include a list of those items to be considered "Assets" by the Board of Review and the qualifying threshold. A copy of a proposed policy showing new language is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the proposed revisions to policy 95-2 as shown 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: February 17, 2015

Monique I. Miller, City Clerk

City of Portland, Michigan

Subject: Instructions for Applications
Requesting Consideration for a Poverty
Exemption.

Policy No: 95-2

Date Approved: March 13, 1995

Effective Date: Immediately

Dates Amended: July 2, 2007

Cancellation Date: _____

Motion made by: VanSlambrouck **Supported by:** Andros

Amended: July 2, 2007

Do not fill out this application without first reading these instructions. If not properly completed, it may affect the outcome of your request.

1. First time applicants must obtain the proper applications from the City Assessor's office to make arrangements to have the forms mailed to them.
2. Applicants are not eligible if their income exceeds the federal poverty income thresholds as defined and determined annually by the U.S. Department of Commerce.
3. To qualify for a Poverty Exemption, the applicant must be the owner of the home and must reside therein.
 - A. Applicant must produce a valid driver's license or other acceptable form (s) of identification.
 - B. Applicant must be able to produce a deed or other proof of ownership, if requested to do so by the Portland City Assessor and/or Board of Review.
4. First-Time applicants must complete the application in its entirety and return it in persons to the Assessing office, except as noted for handicapped or infirm in item 1.
5. **Applicants must include a list of any of the following assets or accounts they possess along with the values and recent statements:**

automobiles, campers, RVs, boats, ATVs, Real Estate (other than your principle residence), excess vacant land that is saleable, stocks, bonds, other financial products, food assistance program, mechanical equipment, any account held at a financial institution;

6. All applicants must submit last year's copies of the following:

Exhibit

A

- A. Federal Income Tax Return – 1040 or 1040A.
 - B. State Income Tax Return- MI – 1040.
 - C. Portland City Income Tax Return- P 1040.
 - D. Michigan Homestead Property Tax Claim – MI 1040 CR.
7. Applications must be filed with the Assessing office no later than the first Tuesday in March. No exception will be allowed to this deadline.
 8. Applications may be reviewed by the Board without the applicant being present. If your application is denied you may request a personal appearance before the Board: or the Board may request that an applicant be physically present to respond to any questions the Board or the Assessor may have. This means that you may be called to appear on short notice.
 9. You may have to answer questions, in person, regarding your financial affairs, your health, and the status of people living in your home, before the Board at a meeting that is open to, and will be attended by the public at large.
 10. Applicants may be asked to take an oath to attest to the truth and accuracy of all information submitted, either orally or in writing and if orally, it will be tape recorded.
 11. Eligibility will be based on the following:
 - A. All information contained in the application as submitted to the Board of Review by the applicant.
 - B. Testimony obtained from the applicant and any verified pertinent information received from any source available to the city.
 - ~~C. The Board will also consider all revenue and non-revenue producing assets owned by the petitioner in making their determinations.~~
 - C. **The Board shall consider those assets listed in number 5. An Auction Value in excess of \$15,000 shall be considered a disqualifying factor for a Poverty Exemption.**
 12. Successful applications may be subject to further verification by the City. This would be done to verify information submitted, or statements made, to the Assessor and Board of Review in regard to their Poverty Tax Exemption claim.
 13. All Board of Review meetings will be held in the City Hall and recording secretary will be present to record the minutes of the meeting.
 14. The Assessor and the Board have been empowered by the State to grant a Poverty Tax Exemption based on inability to pay. This determination will be made after considering the applicant's total income, monthly expenses and assets, including the market value of your property. It is, therefore, important that your application be completely filled out.
 15. Poverty Exemptions must be reviewed annually. This exemption is intended to supply temporary relief to those in dire need.

Exhibit a Poverty Exemption Guidelines

Section 3 of the Michigan Administrative Procedures Act 1969 PA 106, as amended, MCL 24.203, defines "Guidelines" to mean: "An agency statement of declaration of policy which the agency intends to follow, which does not have force or effect of law, and which binds the agency but does not bind any other person".

In the case, the affected agency is the Supervisor and the Board of Review who are charged under MCL 211.7u with the responsibility of determining whether a taxpayer within their jurisdiction is, by reasons, of poverty, "unable to contribute toward the public charges".

Although the use of written guidelines may not resolve all taxpayer concerns regarding their eligibility for a full or results and potential claims of bias in applied consistently.

More importantly, the guidelines must, pursuant to the legislative intent underlying MCL. 7u theoretically poverty factors deemed necessary by the Supervisor and Board of Review.

Poverty factors considered by various Federal, State, and local governmental entities include income level, size of family, expenses, whether the taxpayer is disabled or elderly, and the amount of the taxpayer's homestead property tax credit.

Finally, the guidelines should also indicate the level of the exemption, whether full or partial, or so to put the taxpayers on notice of both the eligibility requirements and their potential exemption.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-12

**A RESOLUTION APPROVING A BID FROM MID-MICHIGAN RECYCLING
FOR WOOD WASTE PROCESSING AND REMOVAL AT THE DEPARTMENT
OF PUBLIC WORKS**

WHEREAS, the Department of Public Works (DPW) is charged with the responsibility of collecting certain yard waste and debris as a service to the residents of the City, including leaf and brush removal. Due to inclement weather and a severe ice storm during the 2013-14 winter season, the amount of brush/debris collected substantially increased; and

WHEREAS, the standard practice has been for the DPW to dispose of the brush and debris by conducting a controlled burn. However, as a result of the previously referenced ice-storm, the brush piles are too large to safely dispose of by burning. Therefore, Director of Public Services, Mike Hyland and DPW Foreman, Ken Gensterblum are recommending that the City contract with a company to safely remove the accumulated brush piles; and

WHEREAS, DPW Foreman, Ken Gensterblum sought bids and received a low bid of \$12,300.00 with an additional \$2,000.00 mobilization fee from Mid-Michigan Recycling to perform this work, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the bid from Mid-Michigan Recycling for wood waste processing and removal for \$12,300.00 with an additional \$2,000.00 mobilization fee, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 17, 2015

Monique I. Miller, City Clerk



February 6, 2015

Kenneth L. Gensterblum
City of Portland DPW
451 Morse Dr.
Portland, MI 48875

Mr. Gensterblum

Mid-Michigan Recycling appreciates the opportunity to submit a proposal for wood waste processing and removal from your site, in Portland, Michigan.

1. Mid-Michigan Recycling will supply an excavator, track loader, and horizontal wood grinder for the processing of the wood waste material.
2. Mid-Michigan Recycling will supply contract transportation for the recycling/removal of the processed wood waste material.
3. The fee for this work is \$12,300.00
4. There is an additional \$2,000.00 fee for mobilization of the equipment.
5. This proposal is good for 60 days.

Terms for this work are to be paid in full within 30 days from agreed upon date. A late fee of one and a half percent (1.5%) per month will be added to any invoice that remains unpaid for more than thirty (30) days. If legal action becomes necessary to collect any amount that remains unpaid, Mid-Michigan Recycling shall be entitled to recover its costs including attorney fees.

Please sign below and return form to our Office to show your acceptance of this proposal.

Aaron Hess
Mid-Michigan Recycling, L.C.

Kenneth L. Gensterblum
City of Portland DPW

Exhibit
A

City of Portland

Portland, Michigan

Minutes of the City Council Goal Session

Held on Saturday, January 31, 2015

In the Executive Conference Room at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons and Butler

Staff: City Manager Gorman and City Clerk Miller

The session was called to order at 8:33 A.M. by Mayor Barnes.

City Manager Gorman gave a personnel update.

Mayor Barnes gave a historical perspective on the goal session and stated that it allows the Council the ability to establish the goals and objectives for the City Manager in terms of the budget and the evaluation of his job performance at the end of the year.

Mayor Barnes further stated the Goal Session gives the Council an opportunity to outline its priorities for inclusion in the budget; one of his priorities is Mayor Exchange.

The Council reviewed the goals submitted by the Department Heads for the upcoming Fiscal Year.

There was discussion.

City Manager Gorman outlined his goals for the year including economic development in the community, recruitment of developers and realtors, revisit the scope and purpose of the Economic Development Corporation, evaluate and revise the Grand River Access Management Plan, development of the property at Cutler Road and Grand River Avenue, strengthen the internal procedures and protocols, adopt a new personnel policy, ensure that succession planning is in place and launch the new website to streamline processes for City residents.

The meeting was adjourned at 12:00 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, February 2, 2015

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Butler; City Manager Gorman; City Clerk Miller; Police Chief Knobelsdorf; Eric Proctor

Guests: Portland District Librarian Grimminek; 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.

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

Yeas: VanSlambrouck, Fitzsimmons, Butler, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Gorman reported the Economic Development Corporation met last week and decided to reconsider its scope and to revisit the Grand River Access Management Plan to determine if it is achieving its intended purpose.

City Manager Gorman also stated a quote has been received in the amount of \$12,000-\$14,000 to chip and remove the large brush piles at the DPW that are the result of last year's ice storm and normal brush removal.

Under Presentations, Portland District Librarian Grimminek presented the 2013-2014 Annual Report for the Portland District Library which serves the City of Portland, Portland Township, and Danby Township. The library had a very good year and has changed to a new circulation system.

Under New Business, the Council considered Resolution 15-05 to approve the Board of Light & Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency (MPPA) to remain in compliance with its previously approved Risk Policy and Hedge Plan. The Board of Light and Power met on January 27, 2015 to review the parameters of the proposed capacity purchase and is recommending the Council authorize the Electric Superintendent or City Manager to sign an Authorized Member Representative Authorization Letter to approve a capacity purchase through the MPPA for 700 kw for June 1, 2016 to May 31, 2021; 500 kw for June 1, 2021 to May 31, 2025 for a total commitment not to exceed \$264,000.

Motion by VanSlambrouck, supported by Butler, to approve Resolution 15-05 approving the Board of Light and Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency.

Yeas: VanSlambrouck, Butler, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 15-06 to approve a 1.2% contractual rate increase for residential trash pick-up provided by Granger Container Service based on the Consumer Price Index from the U.S. Bureau of Labor Statistics.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 15-06 approving a contractual rate increase for residential trash pick-up.

Yeas: Fitzsimmons, VanSlambrouck, Butler, Barnes

Nays: None

Adopted

Motion by Butler, supported by VanSlambrouck, to go into Closed Session at the end of the meeting to discuss the vacant Council Member seat.

Yeas: Butler, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on January 19, 2015, payment of invoices in the amount of \$59,829.67 and payroll in the amount of \$124,438.79 for a total of \$184,268.46. There were no purchase orders over \$5,000.

Yeas: Fitzsimmons, VanSlambrouck, Butler, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman extended his thanks and appreciation to the Public Works Superintendent Hyland and Department of Public Works Foreman Gensterblum and staff for their efforts in clearing the city streets of snow after Sunday's snowstorm. He further reminded residents that snow must be cleared from all sidewalks within 10 hours.

City Manager Gorman reminded residents that the Parks and Recreation Department will hold the Annual Daddy/Daughter Dance on Thursday, February 5th.

Under Council Comments, Mayor Pro-Tem VanSlambrouck reminded residents that due to the winter storm Granger Container will pick-up refuse on Tuesday, February 3, 2015.

Council adjourned to Closed Session at 7:15 P.M.

Council returned from Closed Session at 7:53 P.M.

Motion by VanSlambrouck, supported by Butler, to appoint Julie Clement as Council Member to fill the Council seat vacated by Council Member Smith.

Yeas: VanSlambrouck, Butler, Fitzsimmons, Barnes

Nays: None

Adopted

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

Yeas: Fitzsimmons, VanSlambrouck, Butler, Barnes

Nays: None

City of Portland
Synopsis of the Minutes of the February 2, 2015 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 VanSlambrouek, Council Members Fitzsimmons, and Butler; City Manager Gorman; City Clerk Miller; Police Chief Knobelsdorf; Eric Proctor

Presentation - Portland District Librarian Grimminck presented the 2013-2014 Annual Report for the Portland District Library.

Approval of Resolution 15-05 approving the Board of Light and Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency.

All in favor. Approved.

Approval of Resolution 15-06 approving a contractual rate increase for residential trash pick-up.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

The Council adjourned to Closed Session at 7:15 P.M.

The Council returned from Closed Session at 7:53 P.M.

Motion by VanSlambrouek, supported by Butler, to appoint Julie Clement as Council Member to fill the Council seat vacated by Council Member Smith.

Adjournment at 7:55 P.M.

All in favor. Approved.

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

Monique L. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	932.88
PAW AUTO SUPPLY, INC.	00031	CONCRETE & PARTS - ELECTRIC, WTR & CL	1,009.42
FIRE PROS, INC.	00151	HYDR TEST - WATER	41.00
FIRE PROS, INC.	00151	HYDR TEST - WASTE WTR	184.00
EM MAILING SOLUTIONS	11788	POSTAGE RESET - GENERAL	11.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WTR	1,111.11
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	1,184.41
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMG, ELECTRIC	118.40
GRANGER CONTAINER SERVICE	00175	REFUSE SVC - REFUSE	7,191.71
MUNICIPAL INSPECTION SERVICES	00128	NEW BUSINESS PERMITS - GENERAL	1,241.00
LYONS TOWNSHIP	00247	REIMB FOR AMB PAYMENT-AMBULANCE	25.00
MICHIGAN COMPANY, INC.	00278	PAIDS OF CALCIUM CHLORIDE - WASTE WTR, CEMETER	270.75
MUNICIPAL SUPPLY CO.	00344	PARTS - WATER	101.50
K.E. RISK & ASSOC.	01111	LEGAL SERVICE - INCOME TAX	180.00
TOM'S FOOD CENTER	00481	PARTS & SUPPLIES - VARIOUS DEPTS	641.00
T&E SERVICE COMPANY	11441	POP TEST ANALYSIS - ELECTRIC	200.00
USA BLUEBOOK	1148	STEPPER INDEX CEILING - WASTE WTR	44.45
VERIZON WIRELESS	00470	CELL PHONE SERVICE - GEN, PARKS, AMB, ELECTRIC	111.35
JESSICA MOORE	MISC	ENERGY OPTS - ELECTRIC	105.00
WAYNE CLADDING	MISC	ENERGY OPTS - ELECTRIC	145.00
BENNER HABEGGER	MISC	ENERGY OPTS - ELECTRIC	145.00
KEN LAWLESS	MISC	ENERGY OPTS - ELECTRIC	145.00
HYDROCORP	02340	INSPECTION & REPORTING SVC - WATER	180.00
MUNICIPAL SUPPLY CO.	00324	MARKING PAINT - ELECTRIC	14.00
FIRE PROS, INC.	00151	WET SPRINKLER INSPECTION - ELECTRIC	110.00
ANTAS-725	00083	UNIFORM & BUN CLEANING - VARIOUS DEPTS	648.82
WINDS	00796	REPLACE ST LIGHT ON CHARLOTTE HWY HIT BY CAR-C	3,700.00
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL	145.00
CENTURYLINK	01567	TELEPHONE SERVICE - VARIOUS DEPTS	19.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
REFAHAK & GAFFNEY, P.C.	00002	CONSULTING SERVICES - GENERAL	1,000.00
REFAHAK LAW OFFICE PLLC	00209	LEGAL SERVICE - POLICE	100.00
REFAHAK INC	00337	EMC COAT - AMBULANCE	56.10
RESOURCES ENERGY	00009	GAS SERVICE - ELECTRIC	16.00
SAH PHOTO & VIDEO	01241	EPSON STAMPER - ASSEMBLY	379.00
SEAL & STAPLE	10000	PAIDROLL TRAINING - GENERAL	1,000.00
CLEAR RATE COMMUNICATIONS	02331	PHONE SVC - CITY HALL	414.00
THECUM COMMUNICATION, INC.	02332	MAINT CONTRACTS - ELECTRIC	75.00
PURITY CYLINDER GASES, INC.	02333	OXYGEN - AMBULANCE	60.00
CITY OF PORTLAND-BETTY CASH	02334	POSTAGE, MILEAGE REIMP - VARIOUS DEPTS	1,721.00
WEX BANK	02335	FUEL & OIL - ELECTRIC, MTR POOL	4,447.00
MICHIGAN MUNICIPAL LEAGUE	00285	MEMBERSHIP DUES - GENERAL	1,870.00
INTERSTATE BILLING SVC	00202	SERVICE & REPAIR FOR MINE EXHAUST FAN - ELECTRIC	371.00
INTERSTATE BILLING SVC	00202	SERVICE & REPAIR SKID MTRFB - ELECTRIC	671.00
VILLAGE LAUNDRY	00496	DRY CLEANING - POLICE	100.00
WYE UNIFORM CO.	00436	PATCHES FOR UNIFORM SHIRTS - POLICE	175.00
TRUCK & TRAILER	00461	CARBIDE BLADE - LOG SKID	366.00
GRADNER, INC.	00170	EAR PLUGS - MTR POOL	45.00
MICHIGAN COMPANY, INC.	00273	BLUE MELT FOR LNE - CITY HALL, GENERAL	499.10
D&K TRUCK COMPANY	02297	VALVE - MOTOR POOL	140.00
D&K TRUCK COMPANY	02297	ROD/LINK - MTR POOL	97.00
D&K TRUCK COMPANY	02297	SWITCH/FUEL FILTER, ELEMENT - MTR POOL	40.00
INTERSTATE BILLING SVC	00202	WINDOW SEALS - MTR POOL	107.00
REYNOLDS SUPER SERVICE	00004	PROPANE FILL - MTR POOL	79.00
REED & HOPPE, INC.	00390	COMPUTER DIAGNOSE FREIGHTLINER - MTR POOL	150.00
SULLIGAN	02190	WATER DELIVERY - CITY HALL	12.00
PHIL GENSTERBLUM	02184	MILEAGE REIMP - CODE, AMBULANCE	388.00
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
PHIL GENSTERBLUM	02184	NORTON ANTIWEAR INSTALL P.S. EMS 1 MENTARS- AM	20.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
DETROIT SALT COMPANY	01497	ROCK SALT-MAJ STS, LOC STS	3,079.54
DETROIT SALT COMPANY	01497	ROCK SALT-MAJ STS, LOC STS	3,115.54
FLEIS & VANDENBRINK	00153	ENGINEERING SERVICE FOR KENT STREET - MAJ STS,	6,764.11
HOMETOWN SPORTS, INC.	01326	SAFETY CERTIFICATE - COUNCIL	75.00
INSOURCE SOLUTIONS GROUP INT.	01813	2014 TAX PREPARER E-FILING - INCOME TAX	1,500.00
MHR BILLING	01780	JANUARY BILLING SERVICE - AMBULANCE	1,134.00
MICHIGAN ASSN OF MAYORS	00267	2015 MEMBERSHIP DUES - COUNCIL	65.00
MICTA	01536	ANNUAL DUES - GENERAL	100.00
USA BLUEBOOK	01850	HOT PLATE - WASTE WATER	511.76
AECOM TECHNICAL SERVICES	01810	PORTLAND DAM FERC MONITORING - ELECTRIC	2,252.50
GRANGER CONTAINER SERVICE	00175	REFUSE - POLICE, COMM PROMO, ELECTRIC	148.40
BRIAN KRIEGER	00965	OFFICIALS - REC	46.00
BRYAN SCHEURER	00600	OFFICIALS - REC	46.00
FRED KRAMER	00564	OFFICIALS - REC	92.00
JORDAN RUSSELL	01377	OFFICIALS - REC	69.00
BRJAN RUSSELL	00593	OFFICIALS - REC	63.00
DONALD CHUBB	01799	OFFICIALS - REC	92.00
MIKE FULLER	01801	OFFICIALS - REC	91.00
MARCEL MILLER	02245	OFFICIALS - REC	91.00
JODI WOODMAN	02006	OFFICIALS - REC	60.00
MANDY SIMON	02084	OFFICIALS - REC	60.00
TAYLOR WILCOX	02159	SCOREKEEPERS - REC	28.00
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	42.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	35.00
BRYANT PETTIT	02163	SCOREKEEPERS - REC	30.00
BRETT PUNG	02307	SCOREKEEPERS - REC	74.00
JANET PUTZ	02032	SCOREKEEPERS - REC	30.00
RYAN WILCOX	01734	SCOREKEEPERS - REC	60.00
LOGAN COOK	02342	SCOREKEEPERS - REC	28.00

**BI-WEEKLY
WAGE REPORT
February 16, 2015**

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.	5,507.27	165,292.49	629.04	56,026.53	221,319.02
ASSESSOR	2,582.60	22,939.38	199.12	5,958.03	28,897.41
CEMETERY	2,079.84	55,755.26	156.49	18,151.14	73,906.40
POLICE	14,155.99	250,258.41	1,353.58	68,458.16	318,716.57
CODE ENFORCEMENT	581.21	11,303.40	44.46	3,061.21	14,364.61
PARKS	1,331.60	39,415.69	99.79	9,920.19	49,335.88
INCOME TAX	1,521.60	28,629.72	110.23	13,923.67	42,553.39
MAJOR STREETS	5,768.86	59,723.24	442.90	29,736.37	89,459.61
LOCAL STREETS	2,701.35	40,761.06	208.27	21,008.57	61,769.63
RECREATION	1,794.01	34,704.88	132.97	12,949.63	47,654.51
AMBULANCE	13,132.81	184,605.81	1,210.59	33,725.17	218,330.98
DDA	1,614.95	13,985.39	124.52	4,772.14	18,757.53
ELECTRIC	14,867.90	294,807.05	1,110.58	119,633.79	414,440.84
WASTEWATER	7,092.00	140,358.30	527.98	65,896.70	206,255.00
WATER	4,030.83	83,083.72	403.87	34,759.68	117,843.40
MOTOR POOL	2,200.52	35,262.66	161.41	16,697.93	51,960.59
TOTALS:	80,963.34	1,460,886.46	6,915.80	514,678.91	1,975,565.37

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
JANUARY 2015**

Calls for Service

Dispatched	79
Patrol Originated	17
Assist to PPD	10
Assist to Fire / EMS	4
Assist Other Depts	9

Traffic Stops

Total Stops	64
Traffic Citations	21
Verbal Warnings	60
Parking Citations	37

Arrests

Misdemeanor Arrests (# of persons)	11
Misdemeanor Charges	14
Juvenile Apprehensions	2
Felony Arrests (# of persons)	0
Felony Charges	0

Citizen Contacts

Business Contacts	96
Patrol Contacts	311

Noteworthy:

On January 26, 2015, Officer Heald took a complaint of a hit and run crash causing significant damage to a city owned light pole on Charlotte Hwy I96. A preliminary investigation was completed and the information was offered to our Facebook followers for their assistance. A tip was received, and Chief Knobelsdorf, Officer Teitsma, and Officer Heald worked together to identify the suspect and receive a confession from that subject.

There were several incidents during the month of December and January where Portland City residents were believed to be affected by both a statewide scam and a nationwide scam involving banking information and identity theft.

First, Officer Teitsma worked with a local bank/credit union and a local gas station and discovered that a credit card skimming device had been installed onto one of the gas pumps. On a grander scale, it's likely that this credit card information was used to make new credit cards and identification so that they could be used to purchase gift cards. In turn, those gift cards are used to purchase high-end electronics from major retailers. A coordinated effort involving many agencies across the state are working to investigate this situation.

Secondly, at least one complaint of identity theft has been received and more are expected to follow as people are preparing their 2014 income taxes. Intuit / Turbo Tax users were affected by a breach in security allowing criminals to obtain their social security numbers and tax information. That information is now being used to fraudently file 2014 taxes and deposit refunds into suspect bank accounts.

Coverage by Ionia County Sheriffs Department

The Ionia County Sheriffs Department was not used during the month of January.

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
JANUARY 2015**

Assists to Other Police Agencies:

January 4, 2015, Assist to MSP with a personal injury accident on E Grand River east of Keefer Hwy.

January 7, 2015, Assist Ionia County Sheriffs Department with a business alarm on E Grand River and Cutler Rd.

January 7, 2015, Assist Ionia County Sheriffs Department with a suicidal subject on Charlotte Hwy near the county line.

January 9, 2015, Assist to Ionia County Sheriffs Department with a personal injury / entrapment accident on I96 near the 78mm.

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
JANUARY 2015**

Chief Knobelsdorf			
<u>Total Calls Responded To:</u>		12	<u>Traffic Stops</u>
Dispatched	10	Total Stops	9
Patrol Originated	2	Traffic Citations	1
Assist to PPD	0	Verbal Warnings	8
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	0		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests	0	Business Contacts	10
(# of persons)		Patrol Contacts	32
Misdemeanor Charges	0		
Juvenile Arrests	0	<u>Minutes</u>	
Felony Arrests	0	Time Assigned	3975
(# of persons)	0	Preventative Patrol	1125
Felony Charges	0		

Sgt Ludwick			
<u>Total Calls Responded To:</u>		12	<u>Traffic Stops</u>
Dispatched	6	Total Stops	1
Patrol Originated	3	Traffic Citations	1
Assist to PPD	1	Verbal Warnings	1
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	2		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests	0	Business Contacts	0
(# of persons)		Patrol Contacts	26
Misdemeanor Charges	0		
Juvenile Arrests	1	<u>Minutes</u>	
Felony Arrests	0	Time Assigned	7250
(# of persons)		Preventative Patrol	340
Felony Charges	0		

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
JANUARY 2015**

Officer Teitsma			
<u>Total Calls Responded To:</u>		34	<u>Traffic Stops</u>
Dispatched	26	Total Stops	12
Patrol Originated	4	Traffic Citations	2
Assist to PPD	1	Verbal Warnings	18
Assist to Fire / EMS	2	Parking Citations	0
Assist Other Depts	1		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	1	Business Contacts	20
Misdemeanor Charges	2	Patrol Contacts	108
Juvenile Arrests	0	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	6400
Felony Charges	0	Preventative Patrol	4630

Officer Thomas			
<u>Total Calls Responded To:</u>		15	<u>Traffic Stops</u>
Dispatched	10	Total Stops	7
Patrol Originated	0	Traffic Citations	1
Assist to PPD	3	Verbal Warnings	7
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	2		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	1	Business Contacts	9
Misdemeanor Charges	1	Patrol Contacts	44
Juvenile Arrests	0	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	5007
Felony Charges	0	Preventative Patrol	2813

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
JANUARY 2015**

Officer Groenhof			
<u>Total Calls Responded To:</u>		20	<u>Traffic Stops</u>
Dispatched	13	Total Stops	14
Patrol Originated	3	Traffic Citations	11
Assist to PPD	3	Verbal Warnings	12
Assist to Fire / EMS	0	Parking Citations	31
Assist Other Depts	1		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	3	Business Contacts	21
Misdemeanor Charges	4	Patrol Contacts	59
Juvenile Arrests	0	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	5520
Felony Charges	0	Preventative Patrol	4680

Officer Heald			
<u>Total Calls Responded To:</u>		17	<u>Traffic Stops</u>
Dispatched	5	Total Stops	16
Patrol Originated	5	Traffic Citations	5
Assist to PPD	2	Verbal Warnings	11
Assist to Fire / EMS	2	Parking Citations	5
Assist Other Depts	3		
<u>Arrests</u>		<u>Citizen Contacts</u>	
Misdemeanor Arrests (# of persons)	6	Business Contacts	36
Misdemeanor Charges	7	Patrol Contacts	31
Juvenile Arrests	1	<u>Minutes</u>	
Felony Arrests (# of persons)	0	Time Assigned	4039
Felony Charges	0	Preventative Patrol	5456

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
JANUARY 2015**

Officer Fandel			
<u>Total Calls Responded To:</u>		9	<u>Traffic Stops</u>
Dispatched		9	Total Stops
Patrol Originated		0	Traffic Citations
Assist to PPD		0	Verbal Warnings
Assist to Fire / EMS		0	Parking Citations
Assist Other Depts		0	
<u>Arrests</u>			<u>Citizen Contacts</u>
Misdemeanor Arrests		0	Business Contacts
(# of persons)			Patrol Contacts
Misdemeanor Charges		0	
Juvenile Arrests		0	<u>Minutes</u>
Felony Arrests		0	Time Assigned
(# of persons)			Preventative Patrol
Felony Charges		0	

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR JANUARY 2015

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of January 2015. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged **13.6 million gallons** for the month of January.

January was a relatively quiet month for the WWTP. Even with the cold weather and higher than usual flows for this time of the year, permit limits were met without any problems. This allowed time for the Annual reports to be completed and submitted. This included the annual SARA Title III, Tier Two report which is due by March 1 of each year. The operators worked on the normal plant preventive maintenance during the month. The cold weather prevented them from performing any routine cleaning of the collection system. The lab hot plate which is used during the sampling days failed with a burnt out element. Due to the hot plate being so old, a new one was purchased and no sample days were missed. The annual WWTP budget preparation is well under way at this time.

A pump quote was presented to the City Council for a resolution to proceed. After the resolution was passed and before presenting the contractor with a purchase order, Fleis & VandenBrink (F&V) was informed by the ABS pump representative that they had a 6 inch pump which would be a much better fit than the one quoted. This in turn required a new quote from the contractor and an issue of bypass pumping for the pump change out came into the picture. Three quotes for bypass pumping, which will be manned by the WWTP operators, have been received and a new quote for the pump change out is on its way. The F&V engineers and I feel that this will be a much better solution than the 4" pumps that were approved by the Council resolution.

Maintenance & Capitol Expenses for January 1, 2015 to January 31, 2015

ITEM	COST
Tom's Do It Center – Distilled water, Sump Pump	\$ 183.53
NCL – Lab supplies,	\$ 442.02
Environmental Products & Accessories – Nozzle fins for Vac Truck	\$ 124.16
Chemco – 55 lbs. P-407 polymer	\$ 271.55

Fire Pros – Annual fire extinguisher maintenance	\$ 185.00
Synagro – Dec Biosolids haul & land application	\$ 5989.80
Kerr Pumps – Common carrier freight charge	\$ 85.55
USA Bluebook – Stenner index spider & lab hot plate	\$ 555.71
	<hr/>
Total Expenses	\$ 7837.32
Total Spent YTD	\$ 38019.45

WASTEWATER COLLECTION SYSTEM ACTIVITY

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

SEWER CALLOUTS

January 2, 2015

A call was received at the WWTP from Ken Gensterblum of the DPW. He had a message from Lois Lowe of 414 Quarterline St. stating that she had sewage backing up into her basement. Doug Sherman called the homeowner to find out what the situation was and to let her know that he was on his way to check it out. Upon arrival Doug checked the flow at the upstream and downstream manholes and found it to be okay. He let Lois know what he had found and recommended that she contact a plumber to clean her house lateral. She said that she already had a list of plumbers that we had provided in the past. She would have the line cleaned and will let us know so that the push camera could be used to inspect the line.

Mike Owen and Tim Krizov returned on the 8th of January and televised her line. Their inspection revealed heavy roots. They recommended that she call the plumber back and have it cleaned thoroughly again.

January 7, 2015

A call was received at the WWTP at 3:20pm from Marlene McAllister of 958 Maynard Rd. She stated that she had experienced a sewer back up into her basement. Mike Owen was dispatched to investigate the situation. He checked the upstream and downstream manholes for proper flow. The flow appeared to be normal. Since the homeowner was not at home, he called her cell phone and told her his findings. He recommended that she have the house service lateral cleaned by a plumber. He also told her that once the line is cleaned if she would call the WWTP and we would televise her service for her.

January 9, 2015

Portland Fire Department Monthly Alarms Report (Serving with Pride and Excellence)						Month of January 2015		
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	3
Dwelling							Engine # 7	
Vehicle Fire							Engine # 11	2
Industrial/Commercial Fire							Tanker # 9	3
Wildland/Grass Fire							Brush # 6	
Garage/Storage Building Fire							Brush # 8	1
Barn Fire							Brush # 12	1
Tree Down							Light/Air # 2	
Power Line/transformer							Command 10	1
Accidents	1	22	1	21				
Rescue/Extrication/Water						1	45 Car # 4	2
Smoke Alarm							Quad # 51	
Natural Gas/CO2 Leak						1	1 Marine # 3	
Tornado Warning								
Total for Month	1	22	1	21	2	47	Year	
Total for Year	1	22	1	21	2	47	Engine # 1	3
Mutual Aid Given	Alarms	Manhours			Mutual Aid Received	Alarms	Engine # 7	
Grand Ledge					Grand Ledge		Engine # 11	2
Westphalia					Westphalia		Tanker # 9	3
Berlin/Orange	1	133			Berlin/Orange		Brush # 6	
Roxand Township					Roxand Twp.		Brush # 8	1
Lyons/Muir					Lyons/Muir		Brush #12	1
Pewamo					Pewamo		Light/Air # 2	
Sunfield					Sunfield		Command 10	1
Delta Fire	1	15			Delta Fire		Car # 4	2
Other					Other		Quad # 51	
Totals for Month	2	148			Totals for Month		Marine # 3	
Totals for Year	2	148			Totals for Year		Total	13
	Alarms	Manhours						
Total for Month	6	238						
Total for Year	6	238						
Training for January 2015	Manhours	67	Training for Year	Manhours			67	Reported By
								Nick Martin, Fire Marshal

PORTLAND FIRE DEPARTMENT RUN SHEET

DATE 1/26/2015 **Run #** 15-004

Owner Emily Burnes
Address 318 Washington
City Portland **State** MI **Zip** 48875 **Phone #** 517-526-2370

Occupant Emily Burnes
Address 318 Washington
City Portland **State** MI **Zip** 48875 **Phone #** 517-526-2370

Township City **Section #**

Times
 Received 16:28 In service 16:36 On Scene 16:38 Controlled
 Cleared 16:57 Back In Ser. 17:28

Total Hrs 1 Total Man Hours 9

Description of Response CO alarm activated. Owner changed the batteries and it still went off. FD checked the entire house with zero readings. Advised owner to call consumers and leave the house if they start to feel sick.

Location of Response 318 Washington
 Portland State MI Zip 48875

Units Responding E#11

Mutual Aid Received N/A

Personnel Responding: (* denotes personnel on scene)

Chief	Asst Chief	Captain	Mosser
Captain	1st Lt Logel, Sr.	2nd Lt	
1 Miller*	2 Chapman		3 Martin*
4 Donbrock*	5 Waltersdorf (AMB)		6 Heintzelman
7 Schafer, J	8 VanHorn*		9
10	11		12
13	14		15
16	17		18
19	20		21
22	23		24

Reported By Heintzelman

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

02/13/2015 01:28 PM

User: NIKKI

DB: Portland

PERIOD ENDING 02/28/2015

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	02/28/2015 NORMAL (ABNORMAL)	MONTH 02/28/2015 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
		986,400.00	954,599.69	1,176.70	31,800.31	96.78
101-000-402.000	REAL PROPERTY TAXES	1,300.00	0.00	0.00	1,300.00	0.00
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	8,000.00	2,402.26	144.48	5,597.74	30.03
101-000-445.000	PENALTY & INTEREST	200.00	173.49	0.00	26.51	86.75
101-000-445.022	1994A SPEC ASSESS - INTEREST	42,120.00	38,535.27	680.22	3,584.73	91.49
101-000-447.000	TAX COLLECTION FEES	15.00	12.12	0.00	2.88	80.80
101-000-448.000	SPECIAL ASSESSMENT FEES	250.00	200.00	0.00	50.00	80.00
101-000-451.000	BUSINESS PERMITS	28,000.00	14,612.85	0.00	13,387.15	52.19
101-000-453.000	CABLE TV FEES	500.00	1,671.00	33.00	(1,171.00)	334.20
101-000-455.000	TRAILER FEES	2,000.00	331.00	1,105.00	1,669.00	16.55
101-000-476.000	NON-BUSINESS PERMITS	0.00	5.11	5.11	(5.11)	100.00
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	0.00	0.00	0.00	0.00
101-000-501.000	CHRC-FEDERAL STIMULUS GRANT	0.00	0.00	0.00	0.00	0.00
101-000-510.000	COPS-CHRP GRANT	1,200.00	493.70	0.00	706.30	41.14
101-000-543.000	ACT 302 POLICE TRAINING GRANT	3,200.00	3,156.45	0.00	43.55	98.64
101-000-570.000	LIQUOR FEES	299,879.00	155,856.00	0.00	144,023.00	51.97
101-000-575.000	REVENUE SHARING-CONST SALES	105,741.00	52,608.00	0.00	53,133.00	49.75
101-000-576.000	REVENUE SHARING-STAT SALES	0.00	0.00	0.00	0.00	0.00
101-000-577.000	CONTRIBUTION FROM STATE -GRANT	5,000.00	5,200.00	1,380.00	(200.00)	104.00
101-000-620.000	PBT TESTING FEES	0.00	0.00	0.00	0.00	0.00
101-000-622.000	DEVELOPMENT AND REVIEW FEES	1,000.00	742.50	243.00	257.50	74.25
101-000-623.000	TRANSCRIPT FEES	0.00	37.48	0.00	(37.48)	100.00
101-000-624.000	MISCELLANEOUS FEES	318,857.00	159,522.00	0.00	159,335.00	50.03
101-000-628.000	ADMINISTRATIVE CHARGES	0.00	0.00	0.00	0.00	0.00
101-000-629.000	TOWNSHIP FIRE FEES	3,500.00	3,375.00	0.00	125.00	96.43
101-000-630.000	CEMETERY LOT SALES	2,000.00	2,687.80	0.00	(687.80)	134.39
101-000-633.000	CEMETERY CARE FEES	10,000.00	6,925.00	500.00	3,075.00	69.25
101-000-634.000	GRAVE OPENING FEES	13,000.00	7,960.27	0.00	5,039.73	61.23
101-000-656.000	DISTRICT COURT FINES	2,400.00	2,005.00	240.00	395.00	83.54
101-000-661.000	PARKING FINES	0.00	2,330.63	0.00	(2,330.63)	100.00
101-000-662.000	DRUG FORFEITURE MONEY	2,500.00	1,695.99	50.00	804.01	67.84
101-000-663.000	MISCELLANEOUS FINES	0.00	0.00	0.00	0.00	0.00
101-000-664.000	SEX OFFENDER REGISTRATION FEES	400.00	215.24	0.00	184.76	53.81
101-000-665.000	INTEREST INCOME	200.00	118.00	0.00	82.00	59.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	0.00	0.00	0.00	0.00	0.00
101-000-665.003	INTEREST INCOME-CURRENT TAX	8,300.00	540.00	50.00	7,760.00	6.51
101-000-667.000	RENTAL INCOME	0.00	0.00	0.00	0.00	0.00
101-000-669.000	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-000-676.002	DONATION - POLICE EXPLORERS	0.00	370.00	0.00	(370.00)	100.00
101-000-676.003	DONATIONS-DOG PARK	2,000.00	0.00	0.00	2,000.00	0.00
101-000-676.004	DONATION-RED MILL BUILDING	0.00	0.00	0.00	0.00	0.00
101-000-676.005	DONATION - DARE	0.00	0.00	0.00	0.00	0.00
101-000-676.006	DONATION - PARKS	0.00	0.00	0.00	0.00	0.00
101-000-676.007	DONATION - PORTLAND TWP	750.00	670.77	0.00	79.23	89.44
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	0.00	0.00	0.00	0.00	0.00
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-INSURANCE AND WC	11,000.00	11,677.28	0.00	(11,677.28)	100.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	1,000.00	7,375.09	558.81	3,624.91	67.05
101-000-678.007	REIMBURSEMENTS-PAMA	0.00	0.00	0.00	1,000.00	0.00
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	1,100.00	1,032.96	0.00	67.04	93.91
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

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Fund 101 - GENERAL FUND						
Revenues						
101-000-698.002	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
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		1,975,132.00	1,439,137.95	6,166.32	535,994.05	72.86
Expenditures						
100	COUNCIL	97,733.00	78,334.88	160.00	19,398.12	80.15
101	COMMUNITY PROMOTIONS	293,475.25	158,549.72	3,126.46	134,925.53	54.02
172	CITY MANAGER	134,804.00	96,707.79	8,008.80	38,096.21	71.74
191	ELECTIONS	7,105.00	3,815.57	0.00	3,289.43	53.70
201	GENERAL ADMINISTRATION	339,512.00	208,000.86	13,500.44	131,511.14	61.26
209	ASSESSING	51,088.00	29,991.42	4,697.72	21,096.58	58.71
265	CITY HALL	58,133.00	27,620.75	249.55	30,512.25	47.51
276	CEMETERY	157,205.00	82,746.02	4,817.32	74,458.98	52.64
301	POLICE	680,028.00	387,037.07	36,877.89	292,990.93	56.91
336	FIRE	0.00	0.00	0.00	0.00	0.00
371	CODE ENFORCEMENT	38,304.00	25,882.61	1,480.10	12,421.39	67.57
728	ECONOMIC DEVELOPMENT	8,000.00	4,508.91	0.00	3,491.09	56.36
751	PARKS	147,490.00	67,530.64	3,371.68	79,959.36	45.79
999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		2,012,877.25	1,170,726.24	76,289.96	842,151.01	58.16
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,975,132.00	1,439,137.95	6,166.32	535,994.05	72.86
TOTAL EXPENDITURES		2,012,877.25	1,170,726.24	76,289.96	842,151.01	58.16
NET OF REVENUES & EXPENDITURES		(37,745.25)	268,411.71	(70,123.64)	(306,156.96)	711.11
TOTAL REVENUES - FUND 101						
TOTAL EXPENDITURES - FUND 101		1,975,132.00	1,439,137.95	6,166.32	535,994.05	
NET OF REVENUES & EXPENDITURES		2,012,877.25	1,170,726.24	76,289.96	842,151.01	
		(37,745.25)	268,411.71	(70,123.64)	(306,156.96)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

02/13/2015 01:29 PM

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PERIOD ENDING 02/28/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 02/28/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		706,400.00	148,986.51	0.00	557,413.49	21.09
TOTAL EXPENDITURES		696,687.00	566,364.79	5,870.03	130,322.21	81.29
NET OF REVENUES & EXPENDITURES		9,713.00	(417,378.28)	(5,870.03)	427,091.28	4,297.11
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		2,500.00	2,300.00	0.00	200.00	92.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,500.00	2,300.00	0.00	200.00	92.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		235,000.00	121,363.27	0.00	113,636.73	51.64
TOTAL EXPENDITURES		326,510.95	188,507.91	14,283.76	138,003.04	57.73
NET OF REVENUES & EXPENDITURES		(91,510.95)	(67,144.64)	(14,283.76)	(24,366.31)	73.37
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		1,341,788.00	444,390.20	94.80	897,397.80	33.12
TOTAL EXPENDITURES		981,609.00	465,034.53	11,153.73	516,574.47	47.37
NET OF REVENUES & EXPENDITURES		360,179.00	(20,644.33)	(11,058.93)	380,823.33	5.73
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		146,950.00	63,254.87	4,045.00	83,695.13	43.05
TOTAL EXPENDITURES		135,202.00	75,111.41	5,775.98	60,090.59	55.55
NET OF REVENUES & EXPENDITURES		11,748.00	(11,856.54)	(1,730.98)	23,604.54	100.92
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		536,430.00	341,046.50	8,118.62	195,383.50	63.58
TOTAL EXPENDITURES		531,273.00	300,530.60	23,818.80	230,742.40	56.57
NET OF REVENUES & EXPENDITURES		5,157.00	40,515.90	(15,700.18)	(35,358.90)	785.65
Fund 245 - MSHDA LOFT FUND						
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						
Fund 248 - DDA FUND:						
TOTAL REVENUES		311,000.00	215,660.87	0.00	95,339.13	69.34
TOTAL EXPENDITURES		347,352.80	265,997.04	6,382.62	81,355.76	76.58
NET OF REVENUES & EXPENDITURES		(36,352.80)	(50,336.17)	(6,382.62)	13,983.37	138.47
Fund 404 - CAPITAL IMPROVEMENT-RED MILL PAVILION						
Fund 404 - CAPITAL IMPROVEMENT-RED MILL PAVILION:						
TOTAL REVENUES		0.00	30,000.00	0.00	(30,000.00)	100.00
TOTAL EXPENDITURES		0.00	17,123.75	0.00	(17,123.75)	100.00
NET OF REVENUES & EXPENDITURES		0.00	12,876.25	0.00	(12,876.25)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

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PERIOD ENDING 02/28/2015

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Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
TOTAL REVENUES		3,000.00	3,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		3,000.00	1,729.95	0.00	1,270.05	57.67
NET OF REVENUES & EXPENDITURES		0.00	1,270.05	0.00	(1,270.05)	100.00
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		871,000.00	394,788.82	0.00	476,211.18	45.33
NET OF REVENUES & EXPENDITURES		(871,000.00)	(394,788.82)	0.00	(476,211.18)	45.33
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		101,200.00	71,376.49	8,760.69	29,823.51	70.53
TOTAL EXPENDITURES		93,600.00	62,750.90	0.00	30,849.10	67.04
NET OF REVENUES & EXPENDITURES		7,600.00	8,625.59	8,760.69	(1,025.59)	113.49
Fund 528						
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						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,885,125.00	2,210,652.88	371,730.39	1,674,472.12	56.90
TOTAL EXPENDITURES		4,037,247.50	2,282,659.55	93,334.85	1,754,587.95	56.54
NET OF REVENUES & EXPENDITURES		(152,122.50)	(72,006.67)	278,395.54	(80,115.83)	47.33
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		929,000.00	544,037.41	71,509.61	384,962.59	58.56
TOTAL EXPENDITURES		914,460.00	456,921.37	22,866.76	457,538.63	49.97
NET OF REVENUES & EXPENDITURES		14,540.00	87,116.04	48,642.85	(72,576.04)	599.15
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		586,450.00	343,119.57	46,513.05	243,330.43	58.51
TOTAL EXPENDITURES		889,482.30	419,724.67	11,785.95	469,757.63	47.19
NET OF REVENUES & EXPENDITURES		(303,032.30)	(76,605.10)	34,727.10	(226,427.20)	25.28
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		416,170.00	309,379.53	0.00	106,790.47	74.34
TOTAL EXPENDITURES		411,476.22	333,085.26	7,306.81	78,390.96	80.95
NET OF REVENUES & EXPENDITURES		4,693.78	(23,705.73)	(7,306.81)	28,399.51	505.05
Fund 662 - INTERNAL SERVICE FUND						
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

User: NIKKI
DB: Portland

PERIOD ENDING 02/28/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 02/28/2015 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2015 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
	Fund 812 - SPECIAL ASSESSMENT FUND					
	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	9,201,013.00	4,848,568.10	510,772.16	4,352,444.90	52.70
	TOTAL EXPENDITURES - ALL FUNDS	10,238,900.77	5,830,330.55	202,579.29	4,408,570.22	56.94
	NET OF REVENUES & EXPENDITURES	(1,037,887.77)	(981,762.45)	308,192.87	(56,125.32)	94.59

IONIA COUNTY BOARD OF COMMISSIONERS

February 10, 2015 - 4:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Invocation**
- IV. **Approval of Agenda**
 - A. Consideration of additional items
- V. **Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. **Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. **Unfinished Business**
 - A.
- VIII. **New Business**
 - A. Resolutions of Appreciation
 - B. Health Department LeadCare II Placement Program and Kit Purchase Agreement
 - C. Ingham Health Plan Corporation Agreement
 - D. Grant Agreement with Michigan Dept of Community Health Amendment #1
 - E. Health Department Adjustment Authorization
 - F. Health Department Fee Schedule
 - G. MDOT Contract – CORS Station
 - H. Request to hire part-time Court Security Officer
 - I. Request to purchase Sheriff Department vehicles
 - J. Request for approval of Animal Shelter building pay-off
 - K. Acknowledgement of PA116 Farmland Agreement – Boersen Farms Properties
 - L. Acknowledgement of Application for Appointment – Substance Use Disorder Advisory Council - Two three-year terms.
 - M.

IX. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

X. Reports of Special or Ad Hoc Committees

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

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2015.
- Commission on Aging Board – Two three-year terms, one expiring September 2017, one expiring September 2015.
- Construction Board of Appeals – One two-year term, expiring October 2015. This position serves as an alternate member.
- Substance Abuse Initiative – One two-year term, expiring December 2015. Must be a resident of Commissioner District Seven.
- Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2014 which serves as the Private Sector Representative.

Appointments for consideration in the month of March 2015:

- Community Mental Health Services Board – Four three-year terms.

Appointments for consideration in the month of April 2015:

- Area Agency on Aging of Western Michigan Advisory Council – One three-year term.
- Economic Development Corporation/Brownfield Redevelopment Authority – Three three-year terms.
- Land Use Board – Two six-year terms.
- Public Works Authority – Two three-year terms, one which serves as the City or Township representative.

IONIA COUNTY BOARD OF COMMISSIONERS
Committee-of-the-Whole

February 17, 2015 - 3:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd Floor

AGENDA

- 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. Facilities Discussion
- VII. New Business**
 - A. Departmental Reports
 - 1. Animal Shelter
 - 2. Public Health
 - 3. Emergency Management
 - 4. Sheriff's Office
 - 5. Treasurer
 - 6. Prosecuting Attorney
 - B.
 - C.
- VIII. Reports of Officers, Board and Standing Committees**
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees**
- X. Closed Session**
- XI. Adjournment**