



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

7:00 p.m. Monday, March 2, 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>	
7:25 PM	A. Craig Patterson of the WODA Group – Old School Manor Property	
	B. Jon Moxey of Fleis & VandenBrink – Bridge Funding Applications	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:35 PM	A. Proposed Resolution 15-13 Approving, Authorizing, and Directing the Mayor and Clerk to Sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and Approving the Care Plan Membership Agreement Form	Motion
7:38 PM	B. Proposed Resolution 15-14 Approving an Update of the Authorized Contact for the City Credit Card Account	Motion
7:40 PM	C. Proposed Resolution 15-15 Approving Fleis & VandenBrink’s Proposal to Apply for Funding Through the Local Bridge Program Administered by the Michigan Department of Transportation	Motion
7:43 PM	D. Proposed Resolution 15-16 Approving the Submittal of an Application for Local Bridge Program Funds for Replacement of the Divine Highway Bridge over the Looking Glass River	Motion
7:45 PM	E. Proposed Resolution 15-17 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Bridge Street Bridge over the Grand River	Motion
7:48 PM	F. Proposed Resolution 15-18 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Grand River Avenue Bridge over the Grand River	Motion

Estimated Time		Action Requested
7:50 PM	<p>X. <u>Consent Agenda</u>–</p> <ul style="list-style-type: none"> A. Minutes & Synopsis from the Regular City Council Meeting held on February 17, 2015 B. Payment of Invoices in the Amount of \$65,476.25 and Payroll in the Amount of \$140,616.02 for a Total of \$206,092.27 C. Purchase Orders over \$5,000 – None <p>X. <u>Communications</u>–</p> <ul style="list-style-type: none"> A. Board and Commission Application from Timothy Bassett for the Board of Review B. DDA Minutes from January 15, 2015 C. Utility Billing Report for January 2015 D. WOW! re: Channel Lineup Change E. Ionia County Board of Commissioners Agenda for February 24, 2015 	Motion
7:52 PM	<p>XI. <u>Other Business</u> - None</p>	
7:55 PM	<p>XII. <u>City Manager Comments</u></p>	
8:00 PM	<p>XIII. <u>Council Comments</u></p>	
8:05 PM	<p>XIV. <u>Adjournment</u></p>	Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-13

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR AND CLERK TO SIGN AMBULANCE SERVICES AGREEMENTS WITH DANBY TOWNSHIP, PORTLAND TOWNSHIP, WESTPHALIA TOWNSHIP, ORANGE TOWNSHIP, LYONS TOWNSHIP, THE VILLAGE OF WESTPHALIA, THE VILLAGE OF PEWAMO, AND SEBEWA TOWNSHIP AND APPROVING THE CARE PLAN MEMBERSHIP AGREEMENT FORM

WHEREAS, the City provides ambulance service to various political subdivisions through the Portland Area Ambulance Service; and

WHEREAS, those political subdivisions that would like the City to provide ambulance service to their citizens must sign a copy of the 2015-2016 Ambulance Services Agreement, a copy of the proposed agreement is attached as Exhibit A; and

WHEREAS, households within may participate in the Portland Ambulance Care Plan Subscription Service to limit their out-of-pocket expenses for the uninsured portions of their ambulance bills, a copy of the Membership Application/Agreement Form is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves, authorizes, and directs the Mayor and Clerk to sign the ambulance services agreement with those Political Subdivisions that desire service in a form substantially the same as the copy which is attached as Exhibit A.
2. The Portland City Council approves the Membership Application/Agreement Form attached as Exhibit B.
3. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 2, 2015

Monique I. Miller, City Clerk

PORTLAND AREA AMBULANCE SERVICE AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2015, by and between the CITY OF PORTLAND, Ionia County, Michigan, a Michigan Municipal Corporation, hereafter referred to as CITY, and

1. THE TOWNSHIP OF DANBY, and
2. THE TOWNSHIP OF PORTLAND, and
3. THE TOWNSHIP OF WESTPHALIA, and
4. THE TOWNSHIP OF ORANGE, and
5. THE TOWNSHIP OF LYONS, and
6. THE VILLAGE OF WESTPHALIA, and
7. THE VILLAGE OF PEWAMO, and
8. THE TOWNSHIP OF SEBEWA,

all being Michigan Municipal Corporations and hereinafter collectively referred to as Political Subdivisions.

WHEREAS, the above named Political Subdivisions are desirous of providing ambulance service to their residents through the PORTLAND AREA AMBULANCE SERVICE, which is owned and operated by the CITY.

NOW, THEREFORE, in consideration of mutual promises, services, and sums of money hereinafter provided, the parties agree as follows:

THE CITY SHALL:

1. Purchase, maintain, equip, and house two (2) vehicles suitable to be used as ambulances.
2. Employ EMERGENCY MEDICAL TECHNICIANS to operate said ambulances.
3. Train said EMERGENCY MEDICAL TECHNICIANS to meet all Federal, State, and Local requirements.
4. Purchase and carry all necessary and normal insurance for ambulance business.
5. Compile an annual report showing the following:
 - a. Number of runs to assist patients who reside in each Political Subdivision and the number of runs in each Political Subdivision to assist patients who reside outside of the entire district covered by this contract.
 - b. The total of revenues and expenses of operating the Ambulance Service, and the gain or loss for that period.
6. Maintain accounts and records for all transactions of the Ambulance Service, which will be audited as part of the City's annual audit. A copy of the City's audit will be made available to each Political Subdivision, upon request.

Exhibit

A

7. Make all services of the ambulance department available to any and all residents in the territory of all parties.
8. Provide a subscription agreement to each Political Subdivision to allow its residents the option of participating in the ambulance service according to the terms and conditions of the Portland Emergency Care Plan, a copy of which is attached and is incorporated by reference. This subscription plan for ambulance service shall commence at 12:01 a.m. on the **1st day of July 2015** and shall run for a period of one year.
9. Each Political Subdivision agrees to be responsible for the mailing of the Portland Emergency Care Plan to all households in their political subdivision.
10. The CITY and the Political Subdivisions agree to pay a \$5.75 per capita charge for each of their residents, based on the 2010 Census, which will be deposited into the Ambulance Fund. The Ambulance Department retains the right to bill all patients for all ambulance calls and to retain all funds collected by such billing. Political Subdivisions will not be billed for individual ambulance runs into their respective Political Subdivision.

The Political Subdivisions agree that the sums paid by the Political Subdivision to the CITY are in consideration of the CITY providing ambulance service to their jurisdiction during the contract term and are not refundable. Funds paid for ambulance service under this agreement do not create any ownership rights or equity interests in the CITY's Ambulance Department assets, vehicles, equipment, accounts receivable or any other present or future accounts thereof.

THE PARTIES MUTUALLY AGREE THAT:

11. Services rendered to a resident of any of the parties hereto by an ambulance service other than Portland Area Ambulance Service shall not be construed as services provided hereunder and the City shall assume no responsibility for the payment of such services.
12. That the City will be responsible for the collection of rates and charges for ambulance service it provides in the Political Subdivisions and is entitled to keep all proceeds.
13. This Agreement supersedes all prior Ambulance Service agreements between the parties. However, nothing contained herein will be interpreted to prevent the City from the collecting on any unpaid accounts, including any unpaid charges of a Political Subdivision.
14. That the payment by the Political Subdivision to the City shall create no agency relationship between parties, nor will the Political Subdivision have any supervision or control over the City's manner of conducting its ambulance business.
15. The terms of this agreement shall commence at 12:01 a.m. **on the 1st day of July, 2015**, and shall run for a period of one year from the date thereof, and from month to month thereafter until terminated by mutual consent or by any party giving the other at least thirty (30) days written notice of its desire to terminate.
16. That should any provision of this agreement be unenforceable, void, or contrary to public policy as set forth in any statute or in any case decided by an appellate or supreme court in the State of Michigan, that such provision shall be severed from the remainder of this Agreement, and shall have no force and effect upon remaining provisions not so affected by such legislative or judicial action.

17. It is further agreed that the City shall hold the Political Subdivision harmless for any liability said Political Subdivision might suffer due to acts or omissions of the City's employees in the performance of their duties under this contract.

IN WITNESS WHEREOF, THE PARTIES HERETO SET THEIR HANDS THE DAY AND YEAR FIRST ABOVE WRITTEN AND CERTIFY THAT EACH HAS EXECUTED THIS AGREEMENT AFTER BEING DULY AUTHORIZED BY RESOLUTION OF THEIR RESPECTIVE LEGISLATIVE BODY AT A MEETING OF SUCH BODY CALLED FOR SUCH A PURPOSE.

THE CITY OF PORTLAND

BY RESOLUTION OF ITS CITY COUNCIL

By _____
Mayor James E. Barnes

Dated _____

By _____
Monique I. Miller, City Clerk

The _____

BY RESOLUTION OF ITS _____

By _____

Dated _____

By _____

**PORTLAND AREA AMBULANCE EMERGENCY CARE PLAN
Membership Application/Agreement Form**

Head of Household: _____ Social Security # _____
 Address: _____ Phone Number: _____
 City: _____ State: _____ Zip: _____ Birth Date: _____
 Township/Village: _____ Renewal: Yes No Employer: _____

Other Eligible* Household Members:

Name	Birth Date	Social Security Number	Employer
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1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Insurance Information:

Head of Household Medicare #'s: _____ Medicaid #'s: _____
 Spouse Medicare #'s: _____ Medicaid #'s: _____

Commercial Insurance Company: _____ Policy Number: _____
 Group Number: _____ Name of Insured: _____

Commercial Insurance #2: _____ Policy Number: _____
 Group Number: _____ Name of Insured: _____

Please submit with a copy of all current insurance cards (renewals included)

Please read the following agreement and sign below. Payment must accompany form for the agreement to be valid. I understand that the annual \$60.00 membership fee limits my out-of-pocket expenses for the uninsured portion of my ambulance bill(s) for medically necessary ambulance transportation provided only by Portland Area Ambulance. I understand that the Emergency Care Plan is not an insurance program and that the Portland Area Ambulance will bill all applicable insurances including supplemental and complemental, for all ambulance services, and will accept as payment in full any payment(s) received from same. **I further understand that ambulance transports deemed to be not a medical emergency are not covered by this Emergency Care Plan and the bill then becomes my responsibility.** I understand that my signature below authorizes Portland Ambulance Service to bill any and all insurance carriers on my behalf and authorizes my insurance carriers to make payments directly to Portland Area Ambulance. Should my insurance carrier send payment(s) to me for any services provided by Portland Area Ambulance, I agree to immediately forward such payment(s) to MHR PO Box 13247, Lansing, MI 48901-3247. My signature also allows Portland Area Ambulance to release any information regarding my ambulance run to my insurance company(ies) for billing purposes. **Membership fees will be collected from May 1, 2015 through June 30, 2015.** Membership is non-transferable and non-refundable. Coverage period is from July 1, 2015 through June 30, 2016.

*Note: a household is considered all persons claimed on enrolling member's Federal Tax Return for the previous year (2014). Any exception must have approval from the Ambulance Director prior to entering into this agreement.

I have read and agree to the above statements

Head of Household: _____ Signature _____ Date _____ Spouse: _____ Signature _____ Date _____

PORTLAND AREA AMBULANCE EMERGENCY CARE PLAN

**Exhibit
B**

Welcome!

This past year has brought more changes in Medicare laws and health care overall. We at Portland Area Ambulance are striving to provide you with the best care possible while still adhering to some very stringent federal regulations. If you are a returning subscriber, or a new member, we would like to thank you for participating in our program. As always, patient care is our top priority.

The annual fee is \$60.00. **Please read the agreement carefully before you sign it.** Applications must be turned in before the enrollment deadline of June 30, 2015. You will also need to supply us with copies of your insurance cards at that time. This applies to new and renewing members.

Frequently Asked Questions

Who can subscribe? Any household residing in the coverage area of Portland Ambulance Service, regardless of financial status or insurance coverage. All members of the household will be covered under the terms stated in the agreement.

How do I enroll in the Plan?

1. Carefully read the agreement and fill it out completely. **You may enroll anytime between May 1 and July 1, 2015.** Your enrollment covers medically necessary service from July 1, 2015 through June 30, 2016.
2. Submit your form with payment and copies of your insurance cards to:

City of Portland	OR	Portland Area Ambulance
259 Kent St.		773 E Grand River
Portland MI 48875		Portland MI 48875
Attn: Emergency Care Plan		Attn: Emergency Care Plan

What does the Plan cover? The plan covers all medically necessary ambulance runs during the coverage year of July 1, 2015 through June 30, 2016.

Do I have to renew every year? Yes. With changes in insurance billing requirements, we must renew your signature and verify your insurance cards every year. This insures correct and efficient billing to your insurance company.

Can I subscribe if I live in Florida for the winter? Yes. Your coverage will cover you while you are at your residence in Portland. You must provide us with the months you will be gone, and we will prorate your fees accordingly. **Remember, you must enroll before July 1, 2015.**

If you have any questions or need further information, please call Phil Gensterblum at 517-647-2935.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-14

A RESOLUTION APPROVING AN UPDATE OF THE AUTHORIZED CONTACT FOR THE CITY CREDIT CARD ACCOUNT

WHEREAS, the City of Portland maintains a business credit card for incidental and business purchases, account ending 7981; and

WHEREAS, the City Manager recommends that the Council approve an update to the authorized contact for the business credit card by designating Deputy Treasurer, Melinda Tolan and City Clerk, Monique Miller as the only authorized contacts.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves an update to the authorized contact for the business credit card ending 7981 by designating Deputy Treasurer, Melinda Tolan and City Clerk, Monique Miller as the only authorized contacts.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

Dated: March 2, 2015

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-15

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO
APPLY FOR FUNDING THROUGH THE LOCAL BRIDGE PROGRAM
ADMINISTERED BY THE MICHIGAN DEPARTMENT OF
TRANSPORTATION**

WHEREAS, the City conducted bridge inspections in 2014 of its three (3) vehicular bridges and the inspections concluded that repairs, maintenance, and eventual replacement were necessary; and

WHEREAS, the Michigan Department of Transportation through its Local Bridge Program provides funds for 95% of the construction costs, with a local agency being responsible for a 5% match and engineering costs; and

WHEREAS, the City's engineer, Fleis & VandenBrink is proposing to apply for funding through the Local Bridge Program administered by the Michigan Department of Transportation to assist with the necessary repairs, maintenance and replacement of the City's three (3) vehicular bridges for \$2,400.00, as outlined in the attached Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Proposal to apply for funding through the Local Bridge Program administered by the Michigan Department of Transportation to assist with the necessary repairs, maintenance and replacement of the City's three (3) vehicular bridges for \$2,400.00, as outlined in 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: March 2, 2015

Monique I. Miller, City Clerk



February 17, 2015

Mr. S. Tutt Gorman
City of Portland
259 Kent Street
Portland, MI 48875

RE: 2015 Local Bridge Program Applications

Dear Tutt:

Last November, we reviewed the current conditions of the City's three bridges eligible for federal funding. At the meeting, council expressed interest in submitting applications for the City's bridges to the MDOT Local Bridge Program to fund various improvements.

As we discussed, the Local Bridge Program funds up to 95% of eligible construction costs with the Local Agency responsible for a 5% match and engineering costs. There are three categories eligible for funding: replacement, rehabilitation and preventative maintenance. Based on the inspection work completed last year, we suggest the following scope of improvements (in order of project priority):

Divine Highway over the Looking Glass River (Replacement)

- Replacement of the existing structure with a new single span structure (if practical).
- Realignment of Divine Highway allowing parallel construction to limit the duration road closure.
- Restoration of the trail crossing beneath the structure.
- Removal of abandoned structures within the channel area adjacent to the existing structure.

Bridge Street over the Grand River (Preventative Maintenance)

- Clean and re-coat the steel trusses.
- Replacement of the timber sidewalk.
- Minor slope repairs.
- Repair utility crossings.

Grand River Avenue over the Grand River (Preventative Maintenance)

- Replace expansion joints.
- Install an epoxy overlay on the deck surface.
- Repair/replace approach pavement.
- Repair failed coating on the steel railings.
- Patch spalled concrete.
- Repair cracking in beams.
- Install concrete surface sealer.

Additional items identified by City staff can be added/revised during preparation of application materials.



2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

MDOT recently issued its 2015 Call for Applications (attached for reference). Selected projects are placed on the 3-year Transportation Improvement Program (TIP); projects selected in the 2015 Call are programmed for construction in 2018. We propose the following Work Plan and Engineering Budget to assist you:

- Review the inspection forms generated during the 2014 inspections and include them in the application materials.
- Prepare a black and white map of each structure showing critical facilities and detour routes.
- Assemble black and white photographs of the structures taken during the 2014 inspections.
- Draft a project narrative for each structure outlining the need for the project according to the application requirements.
- Prepare a pre-design construction cost estimate for each structure.
- Provide the City with draft language for a resolution of support for each application to be adopted by the City and included in the application.
- Coordinate with City staff to obtain letters of support for the project from area businesses, schools, community organizations, etc.
- Review the draft application materials with City staff. Incorporate comments received into the final application packages.
- Submit the applications electronically in accordance with current MDOT procedures.

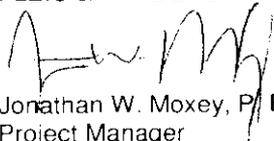
Proposed Fee Schedule:

- We propose to complete the scope of work identified above for a fee of \$2,400 (\$800 per structure).

Because the application requirements do not change significantly from year to year, it is quite cost effective to update and resubmit applications that are not selected the first year (due to the 95% funding, the program is fairly competitive). As indicated in the Call, applications are due May 4, 2015. Approval to proceed with the work under our existing Professional Services Agreement can be given by returning a copy of this proposal signed where indicated. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager

**AUTHORIZATION TO PROCEED WITH
2015 LOCAL BRIDGE PROGRAM APPLICATIONS**

By: _____

Title: _____

Date: _____



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDT
COMMISSIONER

February 2, 2015

Ms. Denise Donohue, Director
County Road Association of Michigan
417 Seymour, Suite One
Lansing, Michigan 48901-2067

Mr. Matt Bach, Director of Communications
Michigan Municipal League
320 N. Washington Square, Suite 100
Lansing, Michigan 48933-1288

Dear Ms. Donohue and Mr. Bach:

Local Bridge Program
Deadline for Applications – May 4, 2015

The Michigan Department of Transportation (MDOT) is soliciting applications for candidate projects for the Local Bridge Program. Selected projects will be funded during the 2018 fiscal year. Enclosed are the application requirements. Do not submit projects which cannot be committed to construction within the 2018 fiscal year. The applications can be submitted by the local agency owner or their consultant. The total number of applications from any one local agency is limited to five. Submitting more than five applications from one agency will be cause to reject all applications submitted.

To be eligible for bridge funds, the structure must meet the definition of a bridge, defined as a structure with a total clear span of more than 20 feet, measured along the centerline of the roadway over a stream, watercourse, or opening. For a span bridge, this means the clear opening span, measured face to face at the inside of the abutments, is greater than 20 feet. A multi-unit culvert is considered a bridge if the total length, as measured along the centerline of the roadway, is greater than 20 feet and the distance between the culvert units is less than half the diameter of the smallest unit. This description is referenced in item number 112 of the Michigan Structure Inventory and Appraisal Coding Guide. There are many multi-unit culverts under local agency jurisdiction that qualify as bridges and thus, are required to be on the structure inventory and regularly inspected. Please check multi-unit culverts in your area to see if they qualify under the definition of a "bridge."

An application must list the specific work being applied for in the preventative maintenance and/or rehabilitation categories.

Enclosed is the current Local Agency Program (LAP)–Bridge Cost Estimate Worksheet, dated 1/20/2015, which indicates per unit cost estimates of various rehabilitation and preventive maintenance options. This information will be helpful in determining estimated construction costs for different types of repairs. All estimates for projects to be constructed in 2018 should incorporate an annual inflationary factor of three percent (3%). If the structure is over a railroad, include the railroad's flagging and construction fees.

Bridge Scoping

To assist in the bridge scoping and fix selection process, refer to MDOT's Scoping Manual, specifically pages 30 through 48 of Chapter 5, *Signs of Pavement & Bridge Distress and Fix Selection Guidelines*.

Bridge Asset Management Plan

To assist with managing bridge inventory and developing an optimum bridge preservation strategy, a valuable resource is the Asset Management Guide for Local Bridges in Michigan.

All local agencies are encouraged to submit asset management plans for the applications being submitted. A summary of the local agency's bridge network asset management plan may also be submitted for review.

Replacement

Replacement projects involve replacing the entire substructure, superstructure, deck and necessary approach work. For replacement projects, the average cost per square foot (sft) of proposed deck area should be estimated, at a minimum, at \$220/sft for rural roadways and \$280/sft for urban roadways. If a multi-use path or sidewalk is planned but does not currently exist, the estimate needs to clearly indicate the costs of these items. If the project is selected for funding, a master plan showing the path or sidewalk must be provided in order for them to be considered participating in the Local Bridge Program.

The approach costs should be estimated using a minimum of \$35,000 per station, with a minimum approach cost of \$150,000. The estimate needs to account for public utilities such as water mains and sewers, which will need to be altered during construction. Also, if the structure is within a substandard horizontal or vertical alignment, the estimate must account for any possible increase in approach distance.

Replacement projects need to meet current American Association of State Highway and Transportation Officials (AASHTO) guidelines and the Load Factor Resistance Design criteria. The minimum overall estimated cost for a replacement project including approach work should be \$500,000.

Rehabilitation

Rehabilitation is defined as major work required to restore the structural integrity of a bridge, as well as work necessary to correct major safety defects. These projects are required to meet AASHTO guidelines. If a rehabilitation project is over water, a scour analysis will be required during the design phase and the existing foundations will need to be shown to be stable under a scour event. A structure that is not found to be stable during a scour event may not be allowed to

proceed to contract. If making the structure stable results in a change in scope, it may be necessary to re-apply during a future call for applications.

Estimated repair costs for bridge rehabilitation projects will vary by the type of work. Include publicly owned utility relocation costs. Examples of rehabilitation work eligible for funding under the program include:

- Full deck replacement (with or without painting of steel beams)
- Superstructure replacement
- Structure widening
- Removal of existing bridge without replacement

Preventive Maintenance

Preventative Maintenance applications can be a single bridge or multiple bridges submitted for similar preventive maintenance work into one application. This can include multiple agencies working together to submit one application. A multiple bridge application will count as one of the five applications any one agency is allowed to submit per year. The Region Bridge Councils will review a multiple structure application as one package and will not rate each structure independently. Preventive Maintenance activities are eligible under the Local Bridge Program.

When applying for a multiple bridge preventative maintenance project, submit each structure individually. For electronic submission, select "PM-Multiple Structure" as the type of work on each form. For paper submission, identify on the cover sheet that each bridge is part of a "PM-Multiple Structure" application. Examples of Preventive Maintenance include:

- Hot mix asphalt (HMA) overlay with waterproofing membrane
- Shallow deck overlay (removing and replacing concrete surface above the top mat of steel reinforcement)
- Deep deck overlay (removing and replacing the concrete surface below the top mat of steel reinforcement)
- Painting only (full, zone, or spot painting)
- Pin and hanger replacement
- Slope paving repair
- Joint replacement and repair
- Drainage system repair (bridge deck drains and bridge approach downspouts)
- Scour countermeasures
- Concrete crack sealing
- Concrete patching and repair
- Approach pavement relief joint installation
- Temporary supports
- Expansion or construction joint repair
- Guard rail beam retrofit or installation
- Substructure repairs

***NOTE:** If a bridge has a single load posting instead of the three truck posting, a Load Rating Summary sheet should be included in the application with an explanation as to why only a single load posting is shown.*

The data found on the Structure Inventory and Appraisal (SI&A) form is used in many of the formula rating point calculations and is one item looked at by your Region Bridge Council when considering discretionary rating points. It is very important that this data be current and correct before submitting the application; incorrect data may significantly affect the rating points. When completing an application, the data stated in the supporting documents must match the data found in the SI&A form. Conflicting information may be cause to reject an application.

MIDOT bridge personnel will review submitted applications for completeness and determine the preliminary (computer generated) rating points. The L&AP bridge staff will perform site visits, verify appropriate scopes of work, and create written site reports. The applications, preliminary rating points, and the site visit reports will then be forwarded to the respective Region Bridge Council for their review and the addition of the discretionary rating points.

The preventive maintenance, structure rehabilitation and replacement, and approach construction costs may be eligible for a maximum of 95 percent participation from federal and or state funds. The right-of-way, design engineering, and construction engineering costs are not eligible for Local Bridge Program funds.

The Local Bridge Advisory Board has set a policy for projects coming in over application estimate. If, at the grade inspection stage, the project estimate exceeds the application estimate, the Region Bridge Council may review the project. The council can decide to accept the project at the increased estimate, cap the project at a percentage above the application estimate, or delay the project until the following year. Please take due diligence in getting the most reasonable application estimates.

All applications must include the requirements listed on the enclosed pages. All bridge applications submitted in previous years that have not been selected for funding have been discarded. Region Bridge Councils and the Local Bridge Advisory Board will only consider applications submitted during the current year's call. Incomplete applications will be rejected and returned to the local agency.

Applications can be submitted electronically using the Local Agency Bridge Program Website, or directly at FY 2018 Local Bridge Program Call For Applications Submission Sheet. Please be sure your Structure Number is correct and have your signed resolution, SI&A, Bridge Inspection Report, cost estimate, location and detour maps, project narrative, letters of support, and photos ready to include as attachments. If you are unable to submit your attachments electronically, please submit physical copies of your applications via mail or delivery service to: Rita Levine,

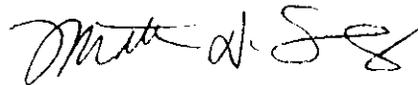
Ms. Denise Donahue
Mr. Matt Bach
Page 5
February 2, 2015

P.E., Local Agency Programs-Development Services Division, MDOT, 425 West Ottawa Street,
P.O. Box 30050, Lansing, Michigan 48909.

*Applications submitted via mail or delivery service **must be postmarked no later than May 4, 2015.** Applications postmarked or submitted on the MDOT Website after May 4, 2015, will be rejected and returned to the local agency. We encourage you to submit your applications early, if they are complete.*

If you have any questions or need further information, please contact Keith Cooper, Bridge Program Manager, at 517-373-2346.

Sincerely,



Matthew W. DeLong, Administrator
Development Services Division

BOHD:DSD:KC:ajs

Enclosures

cc: Keith Cooper
Larry Doyle

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-16

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR REPLACEMENT OF THE DIVINE HIGHWAY BRIDGE OVER THE LOOKING GLASS RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Divine Highway Bridge over the Looking Glass River is deteriorated and in need of replacement; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for replacement of the Divine Highway Bridge over the Looking Glass River and further, that the City is seeking the Department's active participation in the project.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

Dated: March 2, 2015

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-17

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR PREVENTATIVE MAINTENANCE OF THE BRIDGE STREET BRIDGE OVER THE GRAND RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Bridge Street Bridge over the Grand River is deteriorated and in need of maintenance; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Bridge Street Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

Dated: March 2, 2015

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 15-18

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR PREVENTATIVE MAINTENANCE OF THE GRAND RIVER AVENUE BRIDGE OVER THE GRAND RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Grand River Avenue Bridge over the Grand River is deteriorated and in need of maintenance; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Grand River Avenue Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

Dated: March 2, 2015

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 17, 2015

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Butler, and Clement; City Manager Gorman; City Clerk Miller; Deputy Treasurer Tolan; Police Chief Knobelsdorf; DDA/Main Street Director Reagan; Eric Proctor

Guests: Kathy Parsons, City Representative to the Portland Area Fire Authority; 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 Clement, to approve the Proposed Agenda as presented.

Yeas: VanSlambrouck, Clement, Fitzsimmons, Butler, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Gorman welcomed Julie Clement to the City Council.

City Manager Gorman reported that he and DDA Director Reagan met with Craig Patterson of The WODA Group. They are on target for the April 1st application to MSHDA for funding to rehabilitate the Old School Manor property. They are still trying to overcome hurdles to maximum scoring points.

City Manager Gorman also reported the City will be working with Fleis & VandenBrink for submission to MDOT by their May 4, 2015 deadline for funding from their Local Bridge Program for the Divine Hwy. Bridge.

Under Presentations, DDA/Main Street Director Reagan presented a report on activities in downtown Portland and welcomed Council Member Clement. The 6th Annual Block Party will be held Saturday, May 16th and will feature the Party Pavilion, a BBQ contest, entertainment for kids, and crafters. The annual "Shop Local" campaign, Portland Pay Day, will begin June 1st and run through Friday, August 22nd. The prize drawing will be held Thursday, August 27th in conjunction with the final "Thursdays on the Grand" concert series.

Director Reagan reminded residents that no parking is allowed on City streets between 2:00 A.M. and 6:00 A.M. from November 1st to April 1st in order for crews to safely clear streets during the winter months and to allow for the ease passage of emergency vehicles.

Director Reagan also reported that the Portland Main Street committees are currently working on developing a comprehensive set of work plans for the 2015/2016 Fiscal Year.

Under New Business, the Council considered Resolution 15-07 to revise the designated authorized signatories for City bank accounts.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 15-07 approving revision of the designated authorized signatories for City bank accounts.

Yeas: Fitzsimmons, VanSlambrouck, Butler, Clement, Barnes

Nays: None

Adopted

The Council considered Resolution 15-08 to approve a proposal from the John E. Green Company to replace two of the three pumps with higher capacity pumps for the Wastewater Treatment Plant (WWTP) after further research and discussion by Fleis & VandenBrink determined that a 6" pump rather than a 4" pump would be more adequate to replace the pumps installed during the WWTP upgrade in 2011 and 2012. The WWTP Superintendent and Fleis & VandenBrink sought bids and recommend the City award the work to the John E. Green Company for \$50,650 with a \$4,000 contingency.

Mayor Pro-Tem VanSlambrouck asked if the price includes all equipment and labor.

City Manager Gorman stated the price does include all equipment and labor and is in within the budgeted amount. Once work began to install the 4" pumps approved with Resolution 15-01 earlier this year further adjustments were found that need to be made. The goal is to ensure this is a long term fix to what has been an ongoing problem since the WWTP upgrade.

Motion by Butler, supported by VanSlambrouck, to approve 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.

Yeas: Butler, VanSlambrouck, Fitzsimmons, Clement, Barnes

Nays: None

Adopted

The Council considered Resolution 15-09 to authorize and direct the Mayor and Clerk to sign the proposed First Amended Joint Fire- and Emergency-Services Agreement with Portland and Danby Townships. At its regular board meeting on February 9, 2015 the Portland Area Fire Authority (PAFA) Board reviewed the proposed renewal agreement between the parties and recommended its adoption.

City Manager Gorman commented the initial agreement was reached after a lengthy period of discussions and negotiations and was approved for a 3-year trial period. The proposed first amendment of the agreement is the result of a very collaborative effort and makes the terms more long term with terms to withdraw from the contract.

Kathy Parsons outlined the changes to the proposed amended agreement. There were changes made to the funding formula to make it more responsive to SEV and population and to allow quarterly or annual payments, the Portland Area Municipal Authority section was stricken so the PAFA would remain a tenant of the building, the language in Section 3.4 was clarified in terms of maintenance and Section 5.4 covering dissolution was clarified.

Mayor Barnes thanked Ms. Parsons for her time spent representing the City.

Mayor Pro-Tem VanSlambrouck thanked the PAFA board as a whole for the time and effort put into the proposed agreement. The agreement adopted 3-years ago has been working well and saving the City of

Portland money. The first piece of equipment is in the process of being purchased by the PAFA as planned. The cooperation in this agreement shows the direction the community as a whole is moving.

Council Member Clement commented that she was involved in the original preliminary negotiations as a Council Member and further noted that the relationships with the Townships have moved in a very positive direction.

Motion by VanSlambrouck, supported by Clement, to approve 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.

Yeas: VanSlambrouck, Clement, Fitzsimmons, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 15-10 to establish the policy under which the public may request copies of assessing records. MCL 211.10a requires that assessment rolls and appraisal record cards must be available for inspection and copying during normal business hours. The State Tax Commission has ordered that if these records are not available for inspection and copying during normal business hours there should be a policy in place informing the public how to obtain them.

Motion by Clement, supported by Butler, to approve Resolution 15-10 establishing the policy under which the public may request copies of assessing records.

Yeas: Clement, Butler, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 15-11 to approve revisions to City Policy 95-2 concerning poverty exemption guidelines for granting a poverty exemption to supply temporary relief to those in dire need. 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. 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.

City Manager Gorman noted that Mayor Barnes had notice grammatical errors in Policy 95-2 that need correction.

Motion by Clement, supported by VanSlambrouck, to approve Resolution 15-11 approving revisions to City Policy 95-2 concerning poverty exemption guidelines contingent on correction of the non-substantial grammatical errors.

Yeas: Clement, VanSlambrouck, Fitzsimmons, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 15-12 to approve a bid from Mid-Michigan Recycling for wood waste processing and removal at the Department of Public Works (DPW) that has accumulated due to inclement weather and a severe ice storm during the 2013-2014 winter season along with the normal collection of yard waste and brush the DPW is charged with. The standard practice has been for the DPW to dispose of the brush and debris by conducting a controlled burn. As a result of the ice-storm, the brush piles have

become too large to safely dispose by burning. Therefore, City staff is recommending the City contract with the low bidder, Mid-Michigan Recycling to perform this work at cost of \$12,300 with a \$2,000 mobilization fee.

City Manager Gorman noted that the wood pellets will be reused for heating.

There was discussion about future budgeting to dispose of the City's brush piles and the possibility of contracting once a year for this purpose. Other possibilities include collaborating with the City of Ionia to reduce costs or possibly making the wood chips available to City residents for use.

Motion by Butler, supported by VanSlambrouck, to approve Resolution 15-12 approving a bid from Mid-Michigan Recycling for wood waste processing and removal at the Department of Public Works.

Yeas: Butler, VanSlambrouck, Fitzsimmons, Clement, Barnes

Nays: None

Adopted

Motion by Clement, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes of the Goal Setting Session held on January 31, 2015 and the Minutes and Synopsis from the Regular City Council Meeting and Closed Session held on February 2, 2015, 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. There were no purchase orders over \$5,000.

Yeas: Clement, Fitzsimmons, VanSlambrouck, Butler, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted the Chamber of Commerce recently held its annual dinner and awarded 2014 Business of the Year to the Portland Party Store owned by Josh Cross. The 2014 Dr. Gerald Brown Life-long Business Achievement Award was presented to Milt Smith of Smith Music and Walt Sprague of Portland Products. The 2014 Citizen of the Year award was presented to Shelley Perry.

City Manager Gorman reminded residents that parking is prohibited on City streets between 2:00 and 6:00 A.M. through April 1st to aid DPW crews in the safe removal of snow. He also reminded residents that shoveling or blowing snow into the streets is prohibited.

City Manager Gorman noted that with the personnel changes at City Hall the Finance Officer/Treasurer position has been posted on the City's website, the Michigan Municipal League, and the Sentinel-Standard.

Police Chief Knobelsdorf presented information in regard to a credit card skimmer found in Grand Ledge but traced back to the City of Portland and advised residents on what to look for.

Under Council Comments, Council Member Clement thanked everyone for the warm welcome and stated she was glad to be back.

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

Yeas: VanSlambrouck, Butler, Fitzsimmons, Clement, Barnes

Nays: None

City of Portland
Synopsis of the Minutes of the February 17, 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 VanSlambrouck, Council Members Fitzsimmons, Butler, and Clement; City Manager Gorman; City Clerk Miller; Deputy Treasurer Tolan; Police Chief Knobelsdorf; DDA/Main Street Director Reagan; Eric Proctor

Presentation - DDA/Main Street Director Reagan presented a report on activities in downtown Portland.
Approval of Resolution 15-07 approving revision of the designated authorized signatories for City bank accounts.

All in favor. Approved.

Approval of 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.

All in favor. Approved.

Approval of 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.

All in favor. Approved.

Approval of Resolution 15-10 establishing the policy under which the public may request copies of assessing records.

All in favor. Approved.

Approval of Resolution 15-11 approving revisions to City Policy 95-2 concerning poverty exemption guidelines contingent on correction of the non-substantial grammatical errors.

All in favor. Approved.

Approval of Resolution 15-12 approving a bid from Mid-Michigan Recycling for wood waste processing and removal at the Department of Public Works.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:42 P.M.

All in favor. Approved.

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

Monique I. Miller, City Clerk

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BUSINESS CARD	02075	COMPUTER, SUPPLIES - POLICE, AMBULANCE	1,449.22
STATE OF MICHIGAN	00428	SALES TAX - ELECTRIC	11,268.98
BAVARIAN INN LODGE	00987	ROOM FOR CONFERENCE - WASTE WATER	114.45
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT REVENUE SHARING -COMM PRO	9,561.09
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,139.13
AT&T	00686	TELEPHONE SVC - WASTE WTR	24.63
AT&T	00686	TELEPHONE SVC - WASTE WATER	77.38
MRWA	01935	MRWA OPERATORS CONFERENCE - WASTE WATER	150.00
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL FOR GENERATORS - ELECTRIC	659.34
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	32.58
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	92.95
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	175.14
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	295.71
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	91.80
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	333.91
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	64.36
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	498.14
BOUND TREE MEDICAL LLC.	01543	ADULT DEFIBULATOR PADS - AMBULANCE	79.14
BUSINESS CARD	02075	SUPPLIES - ECON DEV, RECREATION	395.07
CONSUMERS ENERGY	00095	GAS SERVICE - VARIOUS DEPTS	2,329.10
CULLIGAN	02130	WATER - CITY HALL	6.50
DHS	MISC	REFUND DHS DEPOSIT -ELECTRIC	200.00
EATON LUBRICANTS	02344	GREASE - MOTOR POOL	86.00
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	440.00
ETNA SUPPLY COMPANY	00146	RESETTER - WATER	482.13
EVIDENT INC.	MISC	NARC METH/MDMA TEST KITS - POLICE	127.50
FAMILY FARM & HOME	01972	PIN, GRAIN SCOOP SHOVEL - MTR POOL	81.97
FAMILY FARM & HOME	01972	HEATER ELECTRIC UTILITY INFRARED - WASTE WATER	39.99
FIRE PROS, INC.	00151	FIRE EXTINGUISHER INSPECTION/HYDRO TEST - CEME	125.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FLEIS & VANDENBRINK	00153	ENGINEERING SVC KENT STREET - MAJ ST, WASTE WT	2,567.93
FLEIS & VANDENBRINK	00153	WTP ASSISTANCE WITH RAW SEWAGE PUMPS - WASTE W	873.24
FLEIS & VANDENBRINK	00153	CUTLER RD CONSTRUCTION PHASE SVC - LOC ST,WTR,	1,879.00
FIRST ADVANTAGE LNS OCC. HEATH SOL01915		CLINIC COLLECTION - MOTOR POOL	23.73
S. TUTT GORMAN	02311	CELL PHONE REIMB - CITY MANAGER	60.00
GRP ENGINEERING INC.	01994	SYSTEM MODELING FINAL PAY - ELECTRIC	1,000.00
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	8,900.00
IONIA CONSERVATION DISTRICT	00213	WHITEPINE SEEDLINGS FOR 2ND GRADERS - PARKS	120.00
IONIA COUNTY CENTRAL DISPATCH	01807	LEIN ACCESS TALON LICENSE - POLICE	118.00
IONIA OCCUPATIONAL HEALTH SERVICES02275		PHYSICAL EXAM -DOT - WASTE WTR	100.00
JOHN DEERE FINANCIAL	01818	PARTS/LABOR - CEM,PARKS,ELEC,MP	497.27
KATHY'S CLEANING	01684	CLEANING SERVICES- CITY HALL	720.00
KEUSCH SUPER SERVICE	00228	TIRE LABOR & DISPOSAL - MTR POOL	62.00
KEUSCH SUPER SERVICE	00228	TIRES - MTR POOL	453.04
LOOKING GRAND CAFE	02131	FOOD FOR COUNCIL MEETING - COUNCIL	52.72
MCKENNA ASSOCIATES	02263	MASTERPLAN SERVICES FINAL PAY - CODE	1,100.00
MICHIGAN MUNICIPAL LEAGUE	00285	CAPITAL CONFERENCE 5 ATTENDEES - COUNCIL	500.00
MIKA MEYERS BECKETT & JONES	02042	LEGAL SERVICE - GENERAL	208.00
MRE SERVICES, INC.	00318	COMPUTER SERVICES - VARIOUS DEPTS	3,344.50
MUNICIPAL SUPPLY CO.	00324	HYDRANT - WATER	1,998.55
MUNICIPAL SUPPLY CO.	00324	NUTS & BOLTS - WASTE WATER	35.50
MUZZALL GRAPHICS	00326	DELINQUENT LASER BILLS - ELEC,WW,WATER	427.11
OTIS ELEVATOR	00970	ELEVATOR MAINT - GENERAL	535.83
PAMA	01370	CITY'S PORTION FOR BILLS - COMM PROMO	762.00
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY INSPECTION - ELECTRIC	560.00
PLEUNE SERVICE COMPANY INC.	00741	QUARTERLY INSPECTION WITH 30%FILTERS INCLD- CI	735.00
PLEUNE SERVICE COMPANY INC.	00741	REPLACE IGNITOR ON BOILER#1 - CITY HALL	247.14
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	93.65
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	62.46

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RURAL GAS & APPLIANCE	00398	PROPANE FOR CEMETERY BUILDING - CEMETERY	992.55
MARY SCHEURER	00408	HOTEL & MEALS FOR CONFERENCE - PARKS	423.58
SPRINT	00859	PHONE & DATA SERVICE -POLICE	120.86
STAPLES BUSINESS ADVANTAGE	00426	PAPER, INK, SUPPLIES - VARIOUS DEPTS	1,213.71
T&R SERVICE COMPANY	00445	DIPOSAL OF TRANSFORMERS - ELECTRIC	1,033.00
USA BLUEBOOK	01850	SUPPLIES - WASTE WATER	451.09
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC,WW,WTR,M POOL	178.40
WINZER CORPORATION	01686	PAINT, BOLTS, & ELECTRICAL SUPPLIES - MTR POOL	265.27
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICE - ELEC, WW,MTR POOL	148.91
BRIAN KRIEGER	00568	OFFICIALS - REC	46.00
BRYAN SCHEURER	00600	OFFICIALS -REC	92.00
FRED KRAMER	00564	OFFICIALS - REC	46.00
JORDAN RUSSELL	01377	OFFICIALS - REC	69.00
BRIAN RUSSELL	00593	OFFICIALS - REC	115.00
TERRY WOODS	02329	OFFICIALS - REC	138.00
DONALD CHUBB	01799	OFFICIALS - REC	138.00
MIKE FULLER	01801	OFFICIALS -REC	138.00
MARCEL MILLER	02245	OFFICIALS -REC	138.00
JODI WOODMAN	02006	OFFICIALS - REC	100.00
MANDY SIMON	02084	OFFICIALS - REC	120.00
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	51.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	56.00
BRETT PUNG	02307	SCOREKEEPERS - REC	88.00
JANET PUTZ	02032	SCOREKEEPERS - REC	60.00
RYAN WILCOX	01734	SCOREKEEPERS - REC	60.00
LOGAN COOK	02342	SCOREKEEPERS - REC	28.00

**BI-WEEKLY
WAGE REPORT
March 2, 2015**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	5,660.84	170,953.33	3,386.72	59,413.25	9,047.56	230,366.58
ASSESSOR	1,170.90	24,110.28	767.65	6,725.68	1,938.55	30,835.96
CEMETERY	1,951.07	57,706.33	1,547.38	19,698.52	3,498.45	77,404.85
POLICE	14,519.88	264,778.29	7,875.84	76,334.00	22,395.72	341,112.29
CODE ENFORCEMENT	581.23	11,884.63	397.95	3,459.16	979.18	15,343.79
PARKS	1,376.19	40,791.88	1,158.12	11,078.31	2,534.31	51,870.19
INCOME TAX	1,521.58	30,151.30	1,372.62	15,296.29	2,894.20	45,447.59
MAJOR STREETS	3,532.11	63,255.35	3,849.86	33,586.23	7,381.97	96,841.58
LOCAL STREETS	2,384.17	43,145.23	2,412.79	23,421.36	4,796.96	66,566.59
RECREATION	1,794.00	36,498.88	1,733.59	14,683.22	3,527.59	51,182.10
AMBULANCE	8,268.09	192,873.90	3,852.64	37,577.81	12,120.73	230,451.71
DDA	1,614.95	15,600.34	1,860.39	6,632.53	3,475.34	22,232.87
ELECTRIC	15,099.76	309,906.81	16,391.93	136,025.72	31,491.69	445,932.53
WASTEWATER	8,848.40	149,206.70	8,884.54	74,781.24	17,732.94	223,987.94
WATER	5,809.87	88,893.59	5,345.19	40,104.87	11,155.06	128,998.46
MOTOR POOL	2,627.33	37,889.99	3,018.44	19,716.37	5,645.77	57,606.36
TOTALS:	76,760.37	1,537,646.83	63,855.65	578,534.56	140,616.02	2,116,181.39

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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

Please print your responses

Date: FEB 24, 2015

Name: TIMOTHY BASSETT

Address: 915 E BRIDGE ST

Telephone No. 517-731-1003

E-mail address BIGTBASS@HOTMAIL.COM

Employer DISABLED

Telephone No.

How long have you lived in the City of Portland? 6 1/2 yrs

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

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

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

Education 2 YRS OF COLLEGE

Are you a high school graduate?

Yes

College, University, or other school. State name and degree, certificate, etc., earned.

TAYLOR JA COLLEGE NONE
MICHIGAN JA COLLEGE NONE

Professional and work experience

PROFESSIONAL PHOTOGRAPHER
CUSTOMER SERVICE SUPERVISOR
OPERATIONS MANAGER
SALES MANAGER
MOTOR MANAGER

Community activities, interests, and service

NONE CURRENTLY DUE TO ILLNESS

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

TOM DEMPSKY 6486 PEINSCOTTA SW GRANDVILLE MI 49418 (616) 690 6446

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

Held on January 15, 2015
In Council Chambers at City Hall

Members Present: Antaya, Blastic, Grimminck, Gorman, Tyler, Briggs, Barnes, Uric, Smith

Members Absent: Dumas, Clement

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

The meeting was called to order at 4:01 P.M. by Vice Chair Antaya.

Motion by Briggs, supported by Blastic, to excuse Chair Dumas.
All in favor. Adopted.

Motion by Barnes, supported by Tyler, to approve the Proposed Revised Agenda as presented.
All in favor. Adopted.

Motion by Barnes, supported by Briggs, to approve the Minutes of the December 18, 2014
Regular Meeting as presented.
All in favor. Adopted.

Mayor Barnes thanked Finance Officer Schrauben for her adding up the DDA expenses so they
are easier to read.

Motion by Barnes, supported by Briggs, to approve the January 2015 Treasurer's Report as
presented.
All in favor. Adopted.

Under New Business, Director Reagan presented information on the quotes solicited for 2015
Holiday decorations to include additional decorations out to I-96 on Grand River Ave. and to add
the lighting of the trees at Scout Park and in the pergola at City Hall with LED lights to save
electricity. Director Reagan recommended approval of the quote from Hometown Decoration
and Display for a 5-year contract at a cost of \$9,540 per year.

There was a lengthy discussion.

Motion by Barnes to table a decision until next month so Director Reagan can pursue other
possible quotes and verify if a 3-year contract would be possible if standard lights are used
instead of LED lights.

There was continued discussion.

Member Smith seconded the motion on the floor.

The vote was held for the motion on the floor.
All in favor. Adopted.

Director Reagan presented a request for approval to submit an application for a Charitable Gaming License for the 2015 Block Party. The Main Street Board unanimously approved this request at their meeting earlier today.

Motion by Smith, supported by Briggs, to approve the submittal of a Charitable Gaming License Application for the 2015 Block Party.
All in favor. Adopted.

Under the Director's Report, Director Reagan presented the Fund Development Training Report by Patrice Martin of Nonprofit Network.

Under Trainings, Director Reagan stated that he will attend the 2015 National Main Street Conference will be held in Atlanta, GA on March 30th – April 2nd. There are openings for any Main Street volunteers that would like to attend.

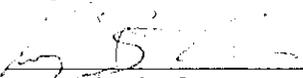
Under Committee Reports, Director Reagan reported that the Promotions & Marketing Committee will hold the 2015 Block Party on Saturday, May 16, 2015.

The Economic Revitalization Committee will hold a customer service training sometime in the spring.

The Organization and Finance Committee published the January 2015 On the Street Newsletter that was mailed with the City utility bills.

Motion by Blastic, supported by Urie, to adjourn the meeting at 4:34 P.M.
All in favor. Adopted

Respectfully submitted,



Kory Blastic, Secretary

CITY OF PORTLAND

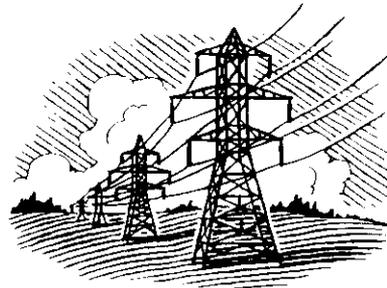
REPORT DATE
PERIOD COVERED

February 1, 2015
January 1-31, 2015

HYDRO GENERATION	236,661		
DIESEL PRODUCTION	0		
Kwh Purchased	3,322,217	Amount Paid	\$ 196,272.23
Total Kwh Purchased	3,322,217	Total Dollars Paid	\$ 196,272.23

Kwh Billed		Dollars Billed	
Residential	1,780,616	PCA Billed	\$ 20,075.61
Commercial	697,790	Residential	\$ 183,460.81
Large General	964,800	Residential EO Charge	\$ 3,017.40
City St. Lites Metered	27,747	Geothermal Discount	\$ (259.80)
St. Lites Unmetered		Commercial	\$ 74,355.34
Rental Lights		Commercial/LG EO Charge	\$ 2,459.00
Demand	2,391	Large General	\$ 66,144.39
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,335.00
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	3,473,344	Rental Lights	\$ 259.59
		Demand	\$ 14,052.62
Arrears after billing	\$ 18,081.65	Tax	\$ 13,415.61
Penalties Added	\$ 3,154.83	Total Dollars Billed	\$ 380,877.02
Arrears end of month	\$ 46,397.55		
Fuel Cost Billed	\$ 16,475.71	Power Cost Adj.	.00583
Amount Collected	\$ 297,574.81		
Total Adjustments	\$ 868.67		

Residential Customers		2,175
Commercial Customers		312
Large General		16
Total Customers	02/05/15	2,503



CITY OF PORTLAND
February-15

WATER DEPARTMENT REPORT

MONTH	Jan-15	PERIOD COVERED	January 1-31, 2015
Customers Billed		Penalties Added	\$ 445.11
City	1,802	Dollars Collected	\$ 41,778.06
Rural	26	Arrears at end of Month	\$ 6,998.24
Total Customers	1,828	Adjustments	\$ 270.88
		Gallons Pumped	9,906,400
		Hydrant Flusing/Rental (unmetered)	0 (water leak)
Gallons Billed		Dollars Billed	
City	8,851,889		\$ 44,692.42
Rural	206,020		\$ 1,825.50
Total	<u>9,057,909</u>		<u>\$ 46,517.92</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,763	Dollars Billed	\$ 71,497.10
		Sewer Credit	\$ -
		Total Sewer Billed	<u>\$ 71,497.10</u>
Penalties Added	\$ 685.61		
Dollars Collected	\$ 63,895.60		
Arrears at end of Month	\$ 12,439.67		
Adjustments	\$ 318.97		
Gallons Treated per Million	13.60		





380 Wright Industrial Parkway
Pottersville, Michigan 48876

February 9, 2015

Tutt Gorman, City Manager
City of Portland
259 Kent St.
Portland, MI 48875

Effective on or after March 3, 2015, CBS Lansing from WLNS will no longer be available on the WOW! Cable lineup for Grand Rapids. WOW! is removing this channel from the Grand Rapids lineup because it is a duplicate CBS feed. CBS programming will continue to be available on CBS Kalamazoo (WWMT) channels 3 and 450.

Regards,

A handwritten signature in black ink that reads "Dominick Silvio".

Dominick Silvio
System Manager
dsilvio@wideopenwest.com
[Phone \(517\) 319-3150](tel:(517)319-3150)

IONIA COUNTY BOARD OF COMMISSIONERS

**February 24, 2015 - 7:00 p.m.
Conference Room – Central Dispatch Building**

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. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of January 2015 - \$1,689,473.01
 - D. Approve payment of Health Fund bills - \$127,379.51
 - E.
- VIII. Unfinished Business**
 - A. Action on PA116 – Boersen Farms Properties
 - B. Appointments to Substance Use Disorder Advisory Council
 - C. Facilities
- IX. New Business**
 - A. Public Hearing – Off Road Vehicle Ordinance
 - B. Community Corrections FY2015 Contract
 - C. Community Corrections – SmartStart Ignition Interlock System Program Description
 - D. Agreement with Village of Saranac – Sheriff’s Office Services
 - E. Resolution for Charitable Gaming Licenses – Friends of Bertha Brock Park Preservation
 - F. Health Department Request – Out of state travel
 - G. Health Department Request to fill Office Manager Position
 - H. 2014-2015 Hazardous Materials Emergency Preparedness Planning Grant
 - I. Intergovernmental Agreement with WMSRDC for FY14 DHS Grant
 - J. AT&T Contract Renewal for Ionia County Central Dispatch

- K. Request for purchase of On-Site Backup
- L. Request for copy machine purchases
- M. Amendment to Travel Policy – Meal Reimbursement
- N. Appointment of Firefighter Representative to Central Dispatch Board of Directors
- O.

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

XI. Reports of Special or Ad Hoc Committees

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

XIII. Closed Session

XIV. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Commission on Aging Board – Two three-year terms, one expiring September 2017, one expiring September 2015.
- Community Corrections Advisory Board – One position, which would serve as the Media Representative.
- 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.
- West 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.
- *Jury Board* – Two six-year terms.
- *Land Bank Authority* – Two three-year terms, one which serves as the City or Township Representative.