



PROPOSED AGENDA
REGULAR MEETING OF THE PORTLAND CITY COUNCIL

7:00 P.M. Monday, January 21, 2019
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</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>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:04 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:15 PM	A. Proposed Resolution 19-02 a Resolution of Financial Assurance of Local Funds for the City of Portland’s Kent Street Improvement Project from Academy Street to Grand River Avenue	Decision
7:18 PM	B. Proposed Resolution 19-03 a Resolution of Financial Assurance of Local Funds for the City of Portland’s Grand River Avenue Improvement Project from I-96 to Bristie Street	Decision
7:20 PM	C. Proposed Resolution 19-04 a Resolution of Financial Assurance of Local Funds for the City of Portland’s Grand River Avenue Improvements Project from Bristie Street to Bridge Street	Decision
7:25 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on January 7, 2019	
	B. Payment of Invoices in the Amount of \$137,582.29 and Payroll in the Amount of \$167,776.39 for a Total of \$305,358.68	
	C. Purchase Orders over \$5,000.00 <ol style="list-style-type: none">1. Power Line in the Amount of \$5,803.40 for Hi Score Wire2. Michigan Municipal Electric Association in the Amount of \$5,940.00 for 2019 Membership Dues	
	XI. <u>Communications</u>	
	A. DDA Minutes from November 15, 2108	
	B. DDA Treasurer’s Report for December 14, 2018	
	C. DDA Treasurer’s Report for January 12, 2019	
	D. Wastewater Treatment Plant Report for December 2018	

**Estimated
Time**

**Desired
Outcome**

- E. December 2018 Utility Billing Report
- F. Portland Area Fire Authority Reports for December 2018
- G. Ionia County Board of Commissioners Agenda for January 15, 2019
- H. Ionia County Board of Commissioners Agenda for January 22, 2019

7:30 PM

XII. Other Business - None

7:35 PM

XIII. City Manager Comments

7:40 PM

XIV. Council Comments

7:45 PM

XV. Adjournment

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-02

A RESOLUTION OF FINANCIAL ASSURANCE OF LOCAL FUNDS FOR THE CITY OF PORTLAND'S KENT STREET IMPROVEMENT PROJECT FROM ACADEMY STREET TO GRAND RIVER AVENUE

WHEREAS, Cities, villages, transit agencies, and road commissions located within or serving urbanized areas as defined by U.S. Census with a population of 5,000 to 50,000 are eligible to receive Federal Surface Transportation Program (STP) funds from the Small Urban Program; and

WHEREAS, the Michigan Department of Transportation (MDOT) administers the Small Urban Program and issued a call for projects in November 2018 (attached as Exhibit A); and

WHEREAS, the Small Urban Task Force, comprised of representatives from the City of Portland and the Ionia County Road Commission, met on January 15, 2019 to prioritize projects for 2021 through 2023 and the City's Kent Street Improvement Project from Academy Street to Grand River Avenue was selected as the second priority project for the 2021-2023 planning period; and

WHEREAS, prior to an official application being submitted to the Small Urban Program, MDOT requires assurances of a required minimum local match of 20% of road construction costs; and

WHEREAS, the road construction costs are estimated by the City's engineers to be \$700,000 with the City's construction costs amounting to \$325,000; and

WHEREAS, the City has a local income tax, dedicated to street improvements such as paving, curb and gutter, sidewalks, street lights, and related water and sewer infrastructure improvements, which generates between \$550,000 and \$700,000 annually and is utilized for projects such as this.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council commits the matching funds estimated at \$325,000 to carry out the Kent Street Improvement Project from Academy Street to Grand River Avenue and commits to owning, operating, funding and implementing a maintenance program over the design life of the facility constructed with the Small Urban Program Grant Funds.

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: January 21, 2019

Monique I. Miller, City Clerk



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

November 13, 2018

Small Urban Transportation Agencies
Regional Planning and Development Agencies

Dear Transportation Partner:

Subject: Fiscal Years 2021 - 2023 Small Urban Program Call for Projects

The Michigan Department of Transportation (MDOT) will be accepting Small Urban Program project applications for Fiscal Years (FYs) 2021 - 2023.

Funding criteria for the MDOT Small Urban Program is listed below:

- Transportation projects are awarded on a rotating basis to small urban areas with populations of 5,000 to 50,000 according to the most recent United States Census.
- The maximum amount awarded for a project is \$375,000 in federal dollars.
- The implementing agency must provide a minimum 20 percent local match.
- All proposed projects must be within the approved federal-urbanized area boundary and/or be located on the Federal Highway System.
- Funding can only be used for construction costs or capital purchases (for transit vehicles).
- Areas with populations of 40,000 or more are eligible for an annual Small Urban Grant. Currently, the areas that are eligible for annual grants are Adrian-Tecumseh and Traverse City.

The current program funding is approximately \$10 million per year and will be increased to approximately \$11 million per year over the span of the FY 2021 - 2023 Call. MDOT staff will continue to work with the small urban areas to maximize the use of these dollars.

Project applications must be submitted to MDOT no later than February 1, 2019. Michigan's 14 State Regional Planning and Development Agencies are now responsible for scheduling meetings and submitting applications on behalf of the implementing agencies. Information regarding the required planning process and instructions for completing the project application are available online at www.michigan.gov/mdotsmallurban.

If you have any questions regarding the Small Urban Program, please contact David Fairchild, Transportation Planner, Statewide Planning Section at 517-335-1510 or Fairchildd1@michigan.gov.

Sincerely,


Denise B. Jones, Administrator
Statewide Transportation Planning Division

Enclosure(s)

cc: David Fairchild

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-03

A RESOLUTION OF FINANCIAL ASSURANCE OF LOCAL FUNDS FOR THE CITY OF PORTLAND'S GRAND RIVER AVENUE IMPROVEMENT PROJECT FROM I-96 TO BRISTIE STREET

WHEREAS, Cities, villages, transit agencies, and road commissions located within or serving urbanized areas as defined by U.S. Census with a population of 5,000 to 50,000 are eligible to receive Federal Surface Transportation Program (STP) funds from the Small Urban Program; and

WHEREAS, the Michigan Department of Transportation (MDOT) administers the Small Urban Program and issued a call for projects in November 2018 (attached as Exhibit A); and

WHEREAS, the Small Urban Task Force, comprised of representatives from the City of Portland and the Ionia County Road Commission, met on January 15, 2019 to prioritize projects for 2021 through 2023 and the City's Grand River Avenue Improvement Project from I-96 to Bristie Street was selected as the third priority project for the 2021-2023 planning period; and

WHEREAS, prior to an official application being submitted to the Small Urban Program, MDOT requires assurances of a required minimum local match of 20% of road construction costs; and

WHEREAS, the road construction costs are estimated by the City's engineers to be \$802,000 with the City's construction costs amounting to \$427,000; and

WHEREAS, the City has a local income tax, dedicated to street improvements such as paving, curb and gutter, sidewalks, street lights, and related water and sewer infrastructure improvements, which generates between \$550,000 and \$700,000 annually and is utilized for projects such as this.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council commits the matching funds estimated at \$427,000 to carry out the Grand River Avenue Improvement Project from I-96 to Bristie Street and commits to owning, operating, funding and implementing a maintenance program over the design life of the facility constructed with the Small Urban Program Grant Funds.

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: January 21, 2019

Monique I. Miller, City Clerk



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

November 13, 2018

Small Urban Transportation Agencies
Regional Planning and Development Agencies

Dear Transportation Partner:

Subject: Fiscal Years 2021 - 2023 Small Urban Program Call for Projects

The Michigan Department of Transportation (MDOT) will be accepting Small Urban Program project applications for Fiscal Years (FYs) 2021 - 2023.

Funding criteria for the MDOT Small Urban Program is listed below:

- Transportation projects are awarded on a rotating basis to small urban areas with populations of 5,000 to 50,000 according to the most recent United States Census.
- The maximum amount awarded for a project is \$375,000 in federal dollars.
- The implementing agency must provide a minimum 20 percent local match.
- All proposed projects must be within the approved federal-urbanized area boundary and/or be located on the Federal Highway System.
- Funding can only be used for construction costs or capital purchases (for transit vehicles).
- Areas with populations of 40,000 or more are eligible for an annual Small Urban Grant. Currently, the areas that are eligible for annual grants are Adrian-Tecumseh and Traverse City.

The current program funding is approximately \$10 million per year and will be increased to approximately \$11 million per year over the span of the FY 2021 - 2023 Call. MDOT staff will continue to work with the small urban areas to maximize the use of these dollars.

Project applications must be submitted to MDOT no later than February 1, 2019. Michigan's 14 State Regional Planning and Development Agencies are now responsible for scheduling meetings and submitting applications on behalf of the implementing agencies. Information regarding the required planning process and instructions for completing the project application are available online at www.michigan.gov/mdotsmallurban.

If you have any questions regarding the Small Urban Program, please contact David Fairchild, Transportation Planner, Statewide Planning Section at 517-335-1510 or Fairchildd1@michigan.gov.

Sincerely,

Denise B. Jones, Administrator
Statewide Transportation Planning Division

Enclosure(s)

cc: David Fairchild

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-04

A RESOLUTION OF FINANCIAL ASSURANCE OF LOCAL FUNDS FOR THE CITY OF PORTLAND'S GRAND RIVER AVENUE IMPROVEMENT PROJECT FROM BRISTIE STREET TO BRIDGE STREET

WHEREAS, Cities, villages, transit agencies, and road commissions located within or serving urbanized areas as defined by U.S. Census with a population of 5,000 to 50,000 are eligible to receive Federal Surface Transportation Program (STP) funds from the Small Urban Program; and

WHEREAS, the Michigan Department of Transportation (MDOT) administers the Small Urban Program and issued a call for projects in November 2018 (attached as Exhibit A); and

WHEREAS, the Small Urban Task Force, comprised of representatives from the City of Portland and the Ionia County Road Commission, met on January 15, 2019 to prioritize projects for 2021 through 2023 and the City's Grand River Avenue Improvement Project from Bristie Street to Bridge Street was selected as the fifth priority project for the 2021-2023 planning period; and

WHEREAS, prior to an official application being submitted to the Small Urban Program, MDOT requires assurances of a required minimum local match of 20% of road construction costs; and

WHEREAS, the road construction costs are estimated by the City's engineers to be \$616,000 with the City's construction costs amounting to \$241,000; and

WHEREAS, the City has a local income tax, dedicated to street improvements such as paving, curb and gutter, sidewalks, street lights, and related water and sewer infrastructure improvements, which generates between \$550,000 and \$700,000 annually and is utilized for projects such as this.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council commits the matching funds estimated at \$241,000 to carry out the Grand River Avenue Improvement Project from Bristie Street to Bridge Street and commits to owning, operating, funding and implementing a maintenance program over the design life of the facility constructed with the Small Urban Program Grant Funds.

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: January 21, 2019

Monique I. Miller, City Clerk



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

November 13, 2018

Small Urban Transportation Agencies
Regional Planning and Development Agencies

Dear Transportation Partner:

Subject: Fiscal Years 2021 - 2023 Small Urban Program Call for Projects

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Funding criteria for the MDOT Small Urban Program is listed below:

- Transportation projects are awarded on a rotating basis to small urban areas with populations of 5,000 to 50,000 according to the most recent United States Census.
- The maximum amount awarded for a project is \$375,000 in federal dollars.
- The implementing agency must provide a minimum 20 percent local match.
- All proposed projects must be within the approved federal-urbanized area boundary and/or be located on the Federal Highway System.
- Funding can only be used for construction costs or capital purchases (for transit vehicles).
- Areas with populations of 40,000 or more are eligible for an annual Small Urban Grant. Currently, the areas that are eligible for annual grants are Adrian-Tecumseh and Traverse City.

The current program funding is approximately \$10 million per year and will be increased to approximately \$11 million per year over the span of the FY 2021 - 2023 Call. MDOT staff will continue to work with the small urban areas to maximize the use of these dollars.

Project applications must be submitted to MDOT no later than February 1, 2019. Michigan's 14 State Regional Planning and Development Agencies are now responsible for scheduling meetings and submitting applications on behalf of the implementing agencies. Information regarding the required planning process and instructions for completing the project application are available online at www.michigan.gov/mdotsmallurban.

If you have any questions regarding the Small Urban Program, please contact David Fairchild, Transportation Planner, Statewide Planning Section at 517-335-1510 or Fairchildd1@michigan.gov.

Sincerely,

Denise B. Jones, Administrator
Statewide Transportation Planning Division

Enclosure(s)

cc: David Fairchild

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, January 7, 2019

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Thomas; DDA/Main Street Director ConnerWellman

Absent: Council Member Fitzsimmons

Guests: Kathy Parsons; Bob Lathers of The Portland Beacon; Mitchell Boatman of the Sentinel Standard

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

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

Yeas: VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by VanSlambrouck, supported by Baldyga, to excuse the absence of Council Member Fitzsimmons.

Yeas: VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman stated that initial testing of the City's wells for PFAS came back with a finding of trace amounts in well #5, a standby/emergency well. After receiving the results this well was taken completely offline and retested. The results of the resting of the well came back at 3.2 ppt. According to the DEQ both of these results fall under trace amounts and no action is required.

City Manager Gorman stated that the City will take the following actions:

1. Well #5 will remain offline.
2. The City will develop and implement PFAS testing of the wastewater and points of discharge into the system.
3. Annual testing of PFAS will take place.

4. The City will conduct a study of suitable locations for an additional well.

City Manager Gorman provided a brief history of the Rindlehaven development by Mayberry Homes and provided information on the potential for Phase II. The Planning Commission is looking at whether the initial Rindlehaven PUD should be modified or if new zoning should be adopted for the property. City Manager Gorman and the City's zoning consultant will meet with representatives of Mayberry Homes next week.

The Two Rivers Park Acquisition transaction did close recently. The City of Portland now owns the property. City Manager Gorman explained how the acquisition of this property along Grand River Ave. and the Looking Glass River could potentially affect the eventual replacement of the Divine Hwy. Bridge.

City Manager Gorman noted that funding was not received on the collaborative DNR Grant Application between the DDA and Parks and Recreation Department for the Toan Park Improvement Project. The boards will evaluate whether to resubmit an application for funding.

City Manager Gorman introduced the Blue Campaign initiative in partnership with the Portland Public Schools to end Human Trafficking.

Council Member Baldyga further explained the initiative.

Under Presentations, DDA/Main Street Director ConnerWellman presented her report on downtown activities. She has been working with various property owners and businesses on possible new funding opportunities from Michigan Main Street. Sales from the Portland Prime Community Gift Certificate Program have been robust. There was a 35% increase in participation and sponsorship of HolidayFest, held Saturday, December 8, 2018.

Under New Business, the Council held the second reading and considered the approval of Ordinance 175MM which addresses the zoning component of prohibiting marijuana establishments in the City of Portland.

City Manager Gorman explained the ordinance and stated that the Planning Commission reviewed and took public comment on Ordinance 175MM. They unanimously recommended its approval to the City Council.

Motion by Baldyga, supported by Johnston, to approve Ordinance 175MM to amend the Code of Ordinances of the City of Portland by adding a new section which new section shall be designated as Section 42-318 of Chapter 42 of said code.

Yeas: Baldyga, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 19-01 to approve a proposal from Inside Information in the amount of \$8,300.00 to conduct a Broadband Statistical Survey to verify residents' attitudes

regarding broadband and their likelihood to purchase new service offered by the City of Portland.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 19-01 approving a proposal from Inside Information to conduct a Broadband Statistical Survey and approving, authorizing, and directing the Mayor to sign same for the City of Portland.

Yeas: Johnston, VanSlambrouck, Baldyga, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by Baldyga, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on December 17, 2018, payment of invoices in the amount of \$73,277.62 and payroll in the amount of \$95,179.24 for a total of \$168,456.86. A purchase order to Michigan Wood Fibers in the amount of \$13,450.00 to grind brush and haul chips was also included.

Yeas: Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Under City Manager Comments, City Manager Gorman recognized the passing of Captain Robert Torp-Smith at age of 100 and extended thoughts and prayers to the family.

All of the other Council Members and Mayor Barnes also expressed their sentiments and condolences and further noted his contributions to the community.

City Manager Gorman noted that the Daddy Daughter Dance will be held this year on February 20th and 21st from 6:30 – 8:00 P.M. each night.

City Manager Gorman noted that the winter parking ban went into effect on November 1, 2018 and will be in place through April 1, 2019. No parking is allowed on City streets between 2:00 A.M. and 6:00 A.M.

Under Council Comments, Mayor Pro-Tem VanSlambrouck stated that in regard to the PFAS testing residents can be assured that the water in Portland is safe. He further noted that he is happy to know that annual testing will be conducted.

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

Yeas: VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Meeting adjourned at 7:41 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the January 7, 2019 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 Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Thomas; DDA/Main Street Director ConnerWellman

Absent – Council member Fitzsimmons

Presentation - DDA/Main Street Director ConnerWellman presented her report on downtown activities.

Second Reading and Consideration of Ordinance 175MM to amend the Code of Ordinances of the City of Portland by adding a new section which new section shall be designated as Section 42-318 of Chapter 42 of said code.

All in favor. Adopted.

Approval of Resolution 19-01 approving a proposal from Inside Information to conduct a Broadband Statistical Survey and approving, authorizing, and directing the Mayor to sign same for the City of Portland.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:41 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk



PURCHASE ORDER

City of Portland

P.O. **3057**

259 Kent Street
Portland, MI 48875
(517) 647-7531

VENDOR

POWER LINE

DATE:

1-17-19

582-539-775

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
3-Rolls of 4/0 SWEET BRIAN HI SCORE			4819.80
1-Roll of 1/0 BRENAN HI SCORE			983.60
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	5803.40

SINGLE SOURCE

Treasurer Initials

Authorized by City Manager
(For Purchases over \$500 and less than \$5,000)



Michigan Municipal Electric Association
809 Centennial Way
Lansing, MI 48917
(517) 323-8346
mmea@mpower.org

Invoice 2358

BILL TO
Jon Hyland
City of Portland
259 Kent St
Portland, MI 48875

DATE
01/04/2019

PLEASE PAY
\$5,940.00

DUE DATE
01/04/2019

ACTIVITY	ACTIVITY	AMOUNT
Dues- Membership	2019	5,940.00

Payments may be deductible in part as ordinary and necessary business expenses for federal income tax purposes. Dues and similar payments are not, however, deductible as charitable contributions.

TOTAL DUE

\$5,940.00

THANK YOU.

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

Held on Thursday, November 15, 2018
In Council Chambers at City Hall

Members Present: VanSlambrouck, Barnes, Briggs, Pung, Madarang, Gorman, Grimminck, Antaya

Members Absent: None

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

Guests: None

Chair Grimminck called the meeting to order at 3:30 P.M.

There was no public comment.

Motion by Barnes, supported by Madarang, to approve the agenda as presented.
All in favor. Adopted.

Motion by VanSlambrouck, supported by Antaya, to approve the minutes of October 18, 2018 minutes as amended with grammatical corrections.
All in favor. Adopted.

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

Under Team Reports, Mayor Barnes reported that the Organization & Finance Team continues to work on the sesquicentennial celebration. Team 150 touched base last week with the Arts Council. They would like to be involved with celebration. The City Council will participate in Mayor's Exchange this year with the City of South Haven who is also celebrating their sesquicentennial this year.

Mayor Barnes further stated that the Volunteer Recognition Party this past weekend was an enjoyable event.

Chair Grimminck reported that the Business Enhancement Team continues work on the business database and the Business in the Box available at the Portland District Library.

Nothing new to report for the Promotions & Marketing Team.

Under the Design Team Report, Member Briggs stated the work continues on the submittal for the language on the historic sign and they have reviewed Façade Improvement Applications.

Under Old Business, Director ConnerWellman stated that Façade Improvement Applications have been received from Sandborn Reality at 100 Kent St. in the amount of \$1,625.00 and from the Escape Rooms at 100 E. Bridge St./205 Kent St. with property owners' consent.

There was discussion regarding the applications.

Member Pung noted that the application for 100 E. Bridge St./205 Kent St. does not include the “cornice” of the building. It currently matches the paint colors that are planned to be repainted. She further stated her opinion that if public funds are being used then the work should be done correctly.

There was continued discussion.

The board concurred that Director ConnerWellman will talk to the property owners and inquire about additional paint to the cornice so it will match the rest of the building.

Director ConnerWellman provided information and an update on the Portland Prime initiative.

Under New Business, Director ConnerWellman presented the project list based on the strategy alignment developed on November 1, 2018.

Antaya left the meeting at 4:05 P.M.

Motion by Gorman, supported by Barnes to accept the project list.
All in favor. Adopted.

Director ConnerWellman stated that the National Main Street Conference will be held in Seattle, WA on March 25-27, 2019. There are opportunities for volunteers to attend.

Director ConnerWellman stated that volunteers are still needed for Holidayfest on December 8, 2018.

Director ConnerWellman proposed cancelling the December DDA meeting due to a lack of business.

Motion by Barnes, supported by Pung, to cancel the December 20, 2018 DDA meeting.
All in favor. Adopted.

Under the Director Report, Director ConnerWellman stated the Volunteer Appreciation event held on Saturday, November 10, 2018 was a great evening and a nice event. By claiming the DDA’s share of the Local Community Stabilization Act \$40,300.69 has been added to the fiscal year income.

Small Business Saturday will take place on Saturday, November 24, 2018 with 13 businesses participating. The DDA will host a welcome center inside the Escape Rooms.

Holidayfest will be held on Saturday, December 8, 2018. This year’s theme for the window decorating contest is, Ugly Sweater Party. Judging will take place on Friday, November 16, 2018.

Under Board Member Comments, City Manager Gorman provided an update on City business. The City has contracted Fleis & VandenBrink to conduct a feasibility study for a new police station. The newly acquired ADM property at Grand River Ave. and Divine Hwy. and the parking lot at Grand River Ave. and Maple St. are being considered as possible locations.

The City received the preliminary scoring on the collaborative DNR Grant Application for the Toan Park Improvement Project. The feedback received from the DNR allowed an opportunity to provide supplemental information to improve the scoring. Many organizations throughout the community provided letters of support for the proposed project. This process is still in the preliminary stages and would possibly be a project slated for 2020/2021.

City Manager Gorman further noted that he has been lobbying for monies from the State to assist in the painting of the pedestrian bridge over the Grand River. This project will have a very substantial cost. He will continue to push.

Chair Grimminck noted that the Halloween Spooktacular held at the Portland District Library had 675 attendees and 5 businesses participating. It was a great event.

Motion by VanSlambrouck, supported by Madarang, to adjourn the meeting at 4:27 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: December 20, 2018

REPORT OF FUNDS IN DDA AS OF: December 14, 2018

PRINCIPAL & INTEREST ACCOUNT

PREVIOUS BALANCE:	<u>11/7/2018</u>	<u>\$ 501.77</u>
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NEW BALANCE:	<u>12/14/2018</u>	<u>\$ 501.77</u>
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PRIME ACCOUNT

PREVIOUS BALANCE:	<u>11/7/2018</u>	<u>\$ 281.48</u>
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DEPOSITS:

Deposit by DDA:		\$ 250.00
Due to customers:		\$ 2,322.50

NEW BALANCE:	<u>11/30/2018</u> *changing date to match bank rec.	<u>\$ 2,853.98</u>
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REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>11/7/2018</u>	\$ 401,530.46
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INTEREST EARNED:		\$ 16.27
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DEPOSITS:

Holiday Fest		\$ 2,307.00
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CHECKS WRITTEN:

Ck No. Payee:	<u>AMOUNTS</u>
1909 ESCAPE ROOMS, Window winner	\$ 100.00
1910 IONIA AREA CHAMBER OF COMMERCE, Holiday fest costume rental	\$ 100.00
1911 MAIN STREET MUSIC, Sound for Holiday fest	\$ 250.00
1912 PORTLAND DDA, Prime Volunteer Students	\$ 150.00
1913 STUDIO 176, Window winner	\$ 50.00
1914 THE BLUE MASON JAR, Window winner	\$ 150.00
1915 THE COMMON GENTRY CARRIAGE COMPANY, Holiday carriage rides	\$ 300.00
1916 ACTION AWARDS, Participation Ribbons	\$ 153.50
1917 CITY OF PORTLAND, phone svc, postage, credit card charges	\$ 1,260.62
1918 TINA CONNER-WELLMAN, Mileage reimb, refreshments, phone reimb.	<u>\$ 138.67</u>
1919 DANA HENGESBACH, Mileage reimb,	\$ 54.50
1920 DR. JASON WILLIAMSON, Volunteer appreciation	\$ 306.84
1921 MID MICHIGAN CARRIAGE COMPANY, deposit for holiday fest rides 2019	\$ 100.00
1922 PORTLAND AREA CHAMBER OF COMMERCE, membership application	\$ 75.00
1923 PRINTING ESSENTIALS, banner full color	\$ 315.99
1924 RCP ARTIST SERVICES, INC., banner date changes	\$ 32.50
1925 S&K TROPHIES & PLAQUES, INC., Holiday fest window awards	\$ 98.00
1926 SENTINEL STANDARD, Holiday Fest	\$ 300.00

TOTAL CHECKS	\$ (3,935.62)
---------------------	----------------------

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 11/07/2018/2018 - 12/14/2018	<u>\$ (5,375.22)</u>
--	----------------------

TOTAL EXPENSES:	<u>\$ (9,310.84)</u>
-----------------	----------------------

NEW BALANCE:	<u>12/14/2018</u>	<u>\$ 394,542.89</u>
---------------------	--------------------------	-----------------------------

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



Date: January 17, 2019

REPORT OF FUNDS IN DDA AS OF: January 12, 2019

PRINCIPAL & INTEREST ACCOUNT

AMOUNTS

PREVIOUS BALANCE: 12/14/2018 \$ 501.77

NEW BALANCE: 12/14/2018 \$ 501.77

PRIME ACCOUNT

PREVIOUS BALANCE: 12/14/2018 \$ 2,853.98

DEPOSITS:

Deposit by DDA: \$ 100.00

Due to customers: \$ 2,408.69

NEW BALANCE: 12/31/2018 \$ 5,362.67

REGULAR ACCOUNT

PREVIOUS BALANCE: 12/14/2018 \$ 394,542.89

INTEREST EARNED: \$ 16.77

DEPOSITS:

Holiday Fest \$ 250.00

Winter Property Tax Capture \$ 19,069.36

CHECKS WRITTEN:

Ck No. Payee:

AMOUNTS

1927 CITY OF PORTLAND, credit card purchases, postage \$ 899.95

TOTAL CHECKS \$ (899.95)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 12/17/18 - 12/31/2018 \$ (5,394.17)

TOTAL EXPENSES: \$ (6,294.12)

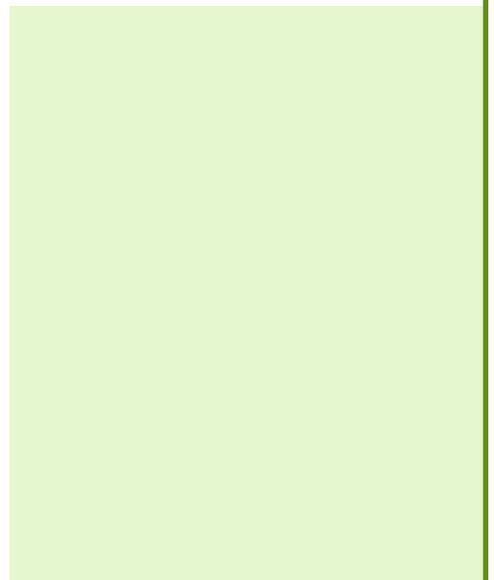
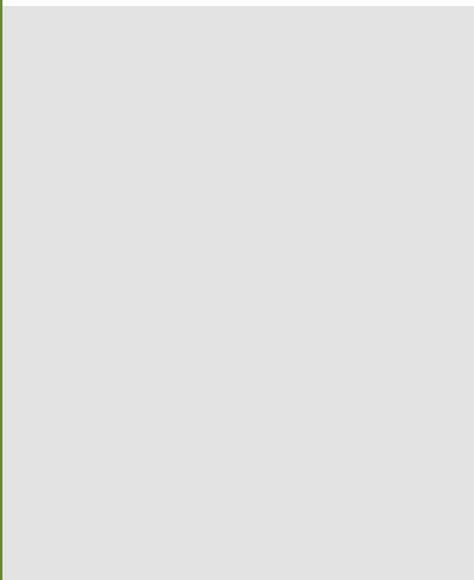
NEW BALANCE: 12/14/2018 \$ 407,584.90

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



The City of Portland Wastewater Treatment Plant

December 2018





January 16, 2019

S. Tutt Gorman, City Manager
City of Portland
259 Kent Street
Portland, MI 48775

RE: December 2018 Monthly Operation Report

Dear Mr. Gorman:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of December 2018. We will submit future progress reports on a monthly basis for your review.

All information and data used to compile this report is available for your review. If you have any questions, please contact us. My phone number is 517.977.6107.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

A handwritten signature in black ink, appearing to read 'Chris Munson', with a long horizontal line extending to the right.

Chris Munson
Sr. Project Manager

CONTENTS

ADMINISTRATIVE	2
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Daily Flow and Precipitation Summary	4

APPENDIX “A” Monthly Operating Report

APPENDIX “B” MDEQ Correspondance Letter

ADMINISTRATIVE REPORT

ADMINISTRATIVE

The December 2018 discharge monitoring report has been submitted to the Michigan Department of Environmental Quality (MDEQ.) The wastewater plant was in compliance with National Pollutant Discharge Elimination System (NPDES) permit limits for the month of December 2018. The average influent flow for this month was 327,000 gallons per day. The maximum flow for a single day was 378,000 gallons on December 6th.

ACTION ITEMS

The following items will need to be addressed in the near future:

Cindy Sneller of the MDEQ performed a Biosolids inspection audit on August 7th, 2018 at the wastewater treatment plant (WWTP). In her correspondence letter the WWTP received satisfactory rating for compliance with the conditions of the Residual Management Plan (RMP.) The MDEQ would like a written plan of action for the following items, by April 1st, 2019.

- A plan of action for increasing the biosolids storage capacity.
- A plan of action to address pumps associated with Biosolids processing.
- A plan of action to quantify the production of Biosolids.

FVOP is currently drafting a response to the MDEQ letter. A copy of the MDEQ correspondence is located in **Appendix "B"**.

WASTEWATER MAINTENANCE

Maintenance was completed in accordance with the City's current computerized maintenance management system (CMMS). FVOP is currently updating the CMMS software. When the new CMMS is implemented completed work order records will be included in the monthly wastewater treatment plant (WWTP) report.

- On December 27th, the thermo-coupler on the muffle furnace was replaced and the muffle furnace was put back into service.

OPERATIONS

- Tony Smith received his class "D" wastewater certification.
- On December 13th and the 14th, Michigan AgriBusiness Solutions, LLC was on site to land applying the Biosolids that were generated at the City's WWTP.
- The City received an invoice for polymer from Polydyne that exceeded the original quote. After several discussions, Polydyne reissued the invoice for the price that was originally quoted. It should be noted that going forward the polymer will have a tariff cost associated with the pricing. The tariff will cause a slight increase in price per drum.

WORK PERFORMED ON THE COLLECTIONS SYSTEM

The work to be completed on the collection system includes cleaning of the sewer main, sewer call outs, new connections to the sewer main, televised sections of building laterals and City sewer main, completing Miss Digs, inspections of the lift stations, vactoring of wet wells and man holes.

During the month of December, the following collection system work was completed:

- On December 7th, the WWTP received a sewer call out for a sewage back up on East Bridge street.
- On December 27th, the WWTP received a sewer call out for sewage backing up in a residents building. Upon arrival an inspection of manhole A135 and A136 was completed. After the inspection was completed it was determined that the backup was caused by a blockage in the City's sewer main. We proceeded to clean the sewer main from manhole A135 to A136. This corrective action remedied the sewer back up issue the occupant of the building was experiencing.
- On December 28th, WWTP received an emergency Miss Dig from Consumers Energy. The Miss Dig was completed and input into the system.

EMERGENCY ALARM CALL OUTS

During the month of December there was one after hours alarm call out:

- On December 18th, there was an alarm for a raw sewage pump failure. Tim Krizov received the alarm at 8:25 pm. He found raw sewage pump number one tripped out due to a high temperature fault. A redundant pump was put into service.

OPERATIONAL AND MAINTENANCE EXPENSES

The following expenses were accrued during the month of December:

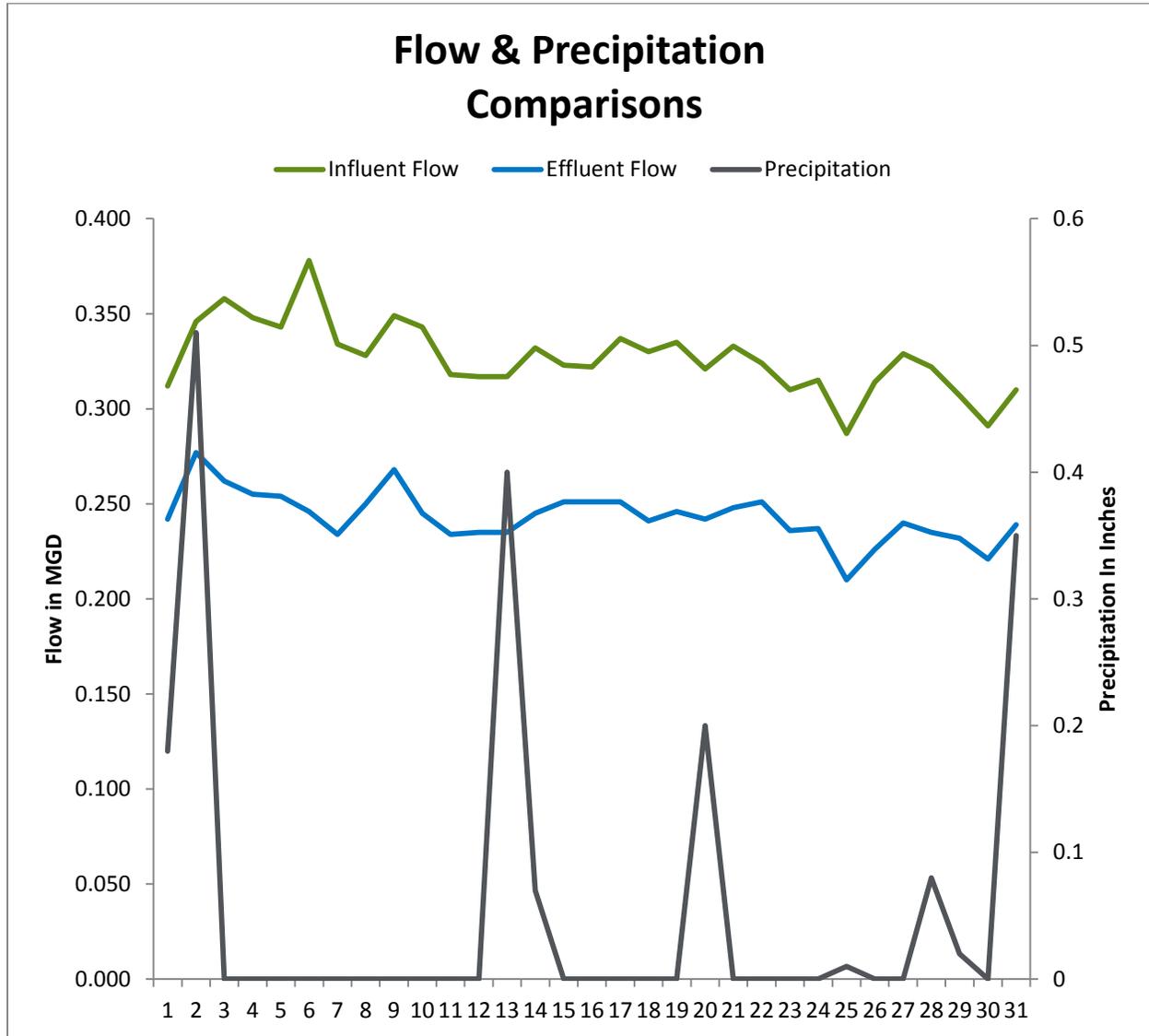
Operational & Maintenance Expenses for 2018-2019 Fiscal Year

Date	Vendor	Item	Cost
12.03.2018	B & W Automotive	Ultra Blue Sealant	\$8.79
12.04.2018	Polydyne	Polymer	\$1,822.50
12.06.2018	B & W Automotive	Spark Plug	\$1.79
12.11.2018	NCL	Lab Supplies	\$226.34
12.11.2019	Kemira Chemical	Ferrous Chloride	\$2,050.75
12.11.2020	Hydro Dynamics	Pump Bolts	\$60.88
12.11.2021	Pleune Services	MUA Repair	\$138.94
12.11.2022	Tom's Foods	Distilled Water	\$35.64
12.12.2018	B & W Automotive	Motor Air Filter	\$6.81
12.17.2018	State of Michigan	NPDES Annual Fee	\$400.00
12.17.2018	Michigan AgriBusiness	Land Application	\$6,696.30
12.19.2018	Tom's Foods	Shower Curtain	\$13.99
12.21.2018	Premier Safety	Gas Monitor Calibration	\$136.99
12.26.2018	USA Bluebook	Thermo-coupler for Muffle Furnace	\$398.29
Total Monthly Expenses			\$11,998.01
Year to Date Expenses			\$39,383.52

DAILY FLOW AND PRECIPITATION SUMMARY

The wastewater flow was monitored using the influent and effluent flow of the plant. The WWTP treated 10.133 million gallons and discharged 7.539 million gallons for the month of December.

The wastewater flow was monitored using the influent and effluent flow of the plant. The chart below shows the flow readings for the month of December in million gallons per day (MGD.) The average influent flow this month was 327,000 gallons per day and the average effluent flow for this month was 243,000 gallons per day. We had nine days of precipitation, which totaled 1.62 inches.



APPENDIX "A"



December 2018

FINAL EFFLUENT

DAY	CBOD -5					T.S.S					V.S.S			TOTAL PHOSPHORUS			pH	DO	FECAL		AMMONIA	
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	%	su	mg/l			COLIFORM	NITROGEN		
		7-day		7-day	Rem.	7-day		7-day		7-day	Rem.				Rem.		cts/100 ml	7-day	mg/l	lbs/day		
		Avg		Avg		Avg		Avg		Avg								GEO				
1																				0.0		
2																				0.0		
3																				0.0		
4	4.9		10.4		98	9.2		19.6		96	6.8	0.610	1.3	68	7.3	6.5	28		0.0			
5	4.1		8.7		99	4.4		9.3		97	2.4	0.792	1.7	84	7.3	6.9	18		0.0			
6	4.8		9.8		99	9.2		18.9		90	4.4	0.775	1.6	80	7.2	6.1	80		0.0			
7		4.6		9.7			7.6		15.9									34	0.0			
8		4.6		9.7			7.6		15.9									34	0.0			
9		4.6		9.7			7.6		15.9									34	0.0			
10		4.6		9.7			7.6		15.9									34	0.0			
11	5.3	4.7	10.3	9.6	97	4.4	6.0	8.6	12.3	76	2.8	0.650	1.3	86	7.3	6.2	32	36	0.0			
12	4.2	4.8	8.2	9.5	99	4.0	5.9	7.8	11.8	91	2.0	0.565	1.1	89	7.3	6.5	37	46	0.0			
13	3.8	4.4	7.4	8.7	99	1.6	3.3	3.1	6.5	99	0.8	0.527	1.0	86	7.0	6.3	60	41	0.0			
14		4.4		8.7			3.3		6.5									41	0.0			
15		4.4		8.7			3.3		6.5									41	0.0			
16		4.4		8.7			3.3		6.5									41	0.0			
17		4.4		8.7			3.3		6.5									41	0.0			
18	4.9	4.3	9.8	8.5	99	11.2	5.6	22.5	11.2	97	5.2	0.335	0.7	89	7.3	6.7	164	71	0.0			
19	4.2	4.3	8.6	8.6	99	5.2	6.0	10.7	12.1	98	3.8	0.548	1.1	88	7.3	6.8	24	62	0.0			
20	3.7	4.3	7.5	8.6	99	8.4	8.3	17.0	16.7	96		0.542	1.1	89	7.2	6.1	160	86	0.0			
21		4.3		8.6			8.3		16.7									86	0.0			
22		4.3		8.6			8.3		16.7									86	0.0			
23		4.3		8.6			8.3		16.7									86	0.0			
24		4.3		8.6			8.3		16.7						7.2	6.1	24	62	0.0			
25	4.2	4.0	7.4	7.8	99	2.8	5.5	4.9	10.8	99	1.6	0.607	1.1	91				45	0.0			
26	4.8	4.2	9.0	8.0	98	4.0	5.1	7.5	9.8	91	2.4	0.785	1.5	84	7.2	6.6	80	67	0.0			
27	3.9	4.3	7.8	8.1	99	3.2	3.3	6.4	6.3	99	2.4	0.830	1.7	85	7.3	6.6	42	43	0.0			
28		4.3		8.1			3.3		6.3									43	0.0			
29		4.3		8.1			3.3		6.3									43	0.0			
30		4.3		8.1			3.3		6.3									43	0.0			
31		4.3		8.1			3.3		6.3									58	0.0			
M/M																						
TL																						
GA																						
ME	4.4		8.8		99	5.6		11.4		94	3.1	0.63	1.3	85		6.5	62.4	52.3	#DIV/0!	0.0		
WGA																						
WA																						
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																						
REMARKS:																						

Total pounds are the multiplication of the monthly average by the number of days in the month.

City of Portland, MI

December 2018

ACTIVATED SLUDGE

DAY	Aeration Volume KCF	Detent. Time Hours	CRT Days	Organic Loading F/M	MLSS mg/l	MLVSS mg/l	SETT. %	SVI	DO mg/l	AIR SUPPLY CuFt./D	RASS g/100 ml	RASVS g/100 ml	WAS gal	WAS lbs	Return Flow (RAS)	Air Volume
1	24	7.6	13.7		1925		13	67	3.6	1.44	0.2982		8.40	209	0.255	10
2	24	7.2	6.6		2141		15	70	4.2	1.44	0.6894		8.40	483	0.251	10
3	24	6.8	4.6		2486		17	68	3.8	1.44	0.4263		22.50	800	0.276	10
4	24	6.8	4.1	0.36	2295	1643	16	70	4.9	1.44	0.4414	0.3212	22.50	828	0.284	10
5	24	6.9	4.1	0.38	2243	1645	15	69	5.5	1.44	0.4372	0.3145	22.50	820	0.277	10
6	24	6.6	4.9	0.42	2515	1775	15	60	3.8	1.44	0.4105	0.3031	22.50	770	0.272	10
7	24	7.0	4.8		2089		16	76	4.5	1.44	0.3469		22.50	651	0.277	10
8	24	7.0	10.8		2199		16	73	6.0	1.44	0.4041		9.00	303	0.282	10
9	24	6.9	9.2		2589		18	70	4.0	1.44	0.5585		9.00	419	0.277	10
10	24	6.6	5.0		2790		20	72	4.1	1.44	0.4447		22.60	838	0.307	10
11	24	6.9	4.5	0.18	2816	2010	21	74	5.8	1.44	0.4998	0.3634	22.50	938	0.304	10
12	24	7.1	4.3	0.42	2255	1562	19	84	5.9	1.44	0.4174	0.2863	22.50	783	0.284	10
13	24	7.1	4.2	0.41	2244	1633	18	80	5.9	1.44	0.4249	0.3120	22.50	797	0.284	10
14	24	7.0	4.1		2360		16	68	5.4	1.44	0.4574		22.50	858	0.282	10
15	24	7.0	12.1		2027		16	79	5.2	1.44	0.3551		8.40	249	0.295	10
16	24	7.0	11.7		2251		17	76	5.2	1.44	0.4102		8.40	287	0.288	10
17	24	6.9	3.3		2545		19	75	4.5	1.44	0.6098		22.50	1144	0.288	10
18	24	6.9	3.9	0.34	2697	1827	16	59	5.5	1.44	0.5524	0.3898	22.50	1037	0.297	10
19	24	6.9	2.9	0.56	2107	1388	15	71	4.2	1.44	0.5702	0.3904	22.50	1070	0.292	10
20	24	6.9	3.7	0.51	2024	1332	15	74	5.0	1.44	0.4297	0.2899	22.50	806	0.299	10
21	24	6.9	4.7		2254		14	62	3.9	1.44	0.3772		22.50	708	0.288	10
22	24	6.9	7.8		1981		17	86	5.0	1.44	0.5410		8.40	379	0.296	10
23	24	7.2	9.5		2121		17	80	3.5	1.44	0.4746		8.40	332	0.287	10
24	24	7.3	9.4		2178		19	87	3.8	1.44	0.3964		10.41	344	0.277	10
25	24	7.6	9.7	0.32	2589	1803	20	77	5.0	1.44	0.4689	0.3074	10.19	399	0.281	10
26	24	7.5	4.0	0.21	2427	1680	19	78	4.6	1.44	0.4807	0.3516	22.50	902	0.257	10
27	24	7.1	4.6	0.35	2368	1680	20	84	4.9	1.44	0.4051	0.2828	22.50	760	0.280	10
28	24	7.0	5.8		2505		20	80	4.5	1.44	0.3434		22.50	644	0.288	10
29	24	7.4	13.6		2402		18	75	4.2	1.44	0.3650		8.66	264	0.276	10
30	24	7.8	13.6		2525		20	79	4.4	1.44	0.7049		8.48	498	0.260	10
31	24	7.7	7.6		2476		21	85	4.5	1.44	0.4125		8.59	296	0.248	10
TL													519.83	19619	8.707	
ME	24	7.1	6.9	0.37	2336	1665	17	74	4.7	1.44	0.4566	0.3260	16.77	633	0.281	
	REMARKS:															

Total lbs are figured by multiplying the monthly average by the number of days in the month.

November 2018

MISCELLANEOUS DATA

DAY	OUTFALL	GRIT	NAT.	ELECT.	ELECT.	ELECT.	ELECT	FERROUS	Polymer
	OBSERVATION		GAS	WWTP	Riverside	Canal	Cutler	CHLORIDE	Sludge
					Lift Stat.	Lift Stat.	Lift Stat.		Thickener
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	lbs
SF				1					
1			34	152				24	4.0
2			31	144				24	7.0
3			39	136				24	27.0
4	Y		43	136				24	14.0
5	Y		49	136				24	15.0
6	Y		49	144				24	22.0
7			36	120				24	22.0
8			39	136				24	4.0
9			40	136				24	6.0
10			35	136				24	28.0
11	Y		45	136				24	18.0
12	Y		41	128				24	19.0
13	Y		39	128				18	21.0
14			37	128				18	20.0
15			34	128				18	10.0
16			37	136				18	7.0
17			42	136				18	16.0
18	Y								
19	Y								
20	Y								
21									
22									
23									
24									
25	Y								
26	Y								
27	Y								
28	Y								
29	Y								
30	Y								
31	Y								
TL		0.0	670.0	2296	0	0	0	378	260.0
ME		#DIV/0!	39	135	#DIV/0!	#DIV/0!	#DIV/0!	22	15.3
	REMARKS:								
Total lbs are figured by multiplying the monthly average by the number of days in the month.									

Plant Manager: Chris Munson

City of Portland, MI

December 2018

DIGESTER BIOSOLIDS

	RAW SLUDGE						BIOSOLIDS						
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE	GAS
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS	Produced
SF	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION	CuFt X 100
DAY													
1	219												6
2	273												6
3	1769												11
4	2352												4
5	2188												5
6	3701	4.7	69	0.06	6.9	15.6	30.0	7.2	1.8	58		38	8
7	1185												4
8	511												7
9	656												2
10	1878												0
11	2370												12
12	2243												13
13	2261	2.5	66	0.02	7.1	17.1	30.4	7.2	1.1	41		64	10
14	1696												5
15	711												0
16	602												0
17	2680												15
18	2316												3
19	1641												9
20	2297	3.5	69	0.03	7.1	17.6	33.0	7.3	1.6	57		40	14
21	1841												8
22	565												4
23	985												5
24	857												0
25	1003												0
26	1641												18
27	2625	5.9	73	0.06	7.1	14.1	30.6	7.2	1.7	56		53	12
28	2133												17
29	638												11
30	729												10
31	839												3
TL	47405												222
ME	1614	4.2	69	0.04	7.1	16.1	31.0	7.2	1.6	53		49	7
REMARKS:		Loading Rate = .02 -.10 lb/cu. ft.											

Digester Volume:
 Primary: 14700
 Secondary: 14700

Process Pattern:
 Primary, Secondary, Land Application

City of Portland, MI

December 2018

SOLIDS DISPOSAL

DAY	SUPERNATANT							BIOSOLIDS DISPOSAL			SITE #	DRY TONS APPLIED.	
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL			VOL.
	gal.		%	%	mg/l	mg/l	lbs	lbs	gal	%			%
1								0.0					
2								0.0					
3								0.0					
4	8523							0.0					
5								0.0					
6								0.0					
7	9594							0.0					
8	1332							0.0					
9	1066							0.0					
10								0.0					
11	6662							0.0					
12								0.0					
13								0.0	132600				
14								0.0					
15								0.0					
16								0.0					
17								0.0					
18								0.0					
19								0.0					
20								0.0					
21								0.0					
22								0.0					
23								0.0					
24								0.0					
25								0.0					
26								0.0					
27								0.0					
28								0.0					
29								0.0					
30								0.0					
31								0.0					
TL	27177							0.0	132600				
ME													
	229185	gallons of digester supernatant decanted to biotank or drying beds since last hauling.											

Supernatant to drying beds or storage tank and cycled back to plant headworks.
 Biosolids to farm land and landfill.

APPENDIX “B”





RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
GRAND RAPIDS DISTRICT OFFICE



C. HEIDI GREETHER
DIRECTOR

November 2, 2018

VIA EMAIL

Mr. Douglas C. Sherman
600 Morse Drive
Portland, Michigan 48875

Dear Mr. Sherman:

SUBJECT: Biosolids Audit
National Pollutant Discharge Elimination System (NPDES)
Certificate of Coverage under General Permit (COC) No. MIG570220
Designated Name: Portland WWTP

On August 7, 2018, staff of the Department of Environmental Quality (DEQ), Water Resources Division (WRD), conducted a Biosolids Audit at the City of Portland, Wastewater Treatment Plant, 600 Morse Drive, Portland, Ionia County, Michigan 48875. The purpose of the inspection was to evaluate the facility's compliance with the conditions of your approved Residuals Management Program (RMP) and compliance with requirements contained in the Michigan Part 24 Administrative Rules, Land Application of Biosolids, of Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, amended (NREPA).

I would like to thank you and your staff for the cooperation and assistance during the audit.

The following is a summary of the audit results.

1. Recordkeeping and Reporting (R 323.2413/R 323.2416) – A satisfactory rating is given.
2. Sampling and Analysis (R 323.2406) - A satisfactory rating is given.
3. Operational Standards (R 323.2411) – A satisfactory rating is given. This rating is given only because all equipment is currently operating due to current staff abilities and the antiquated equipment and tools they have to work with, along with the applier/contractor and farm land availability. Issues that could become a problem very fast are listed below:
 - Biosolids Storage Space – Currently there is space for four months' worth of storage, but if there is an issue with the weather, or the applier/contractor, or obtaining a field due to an owner/farmers farming schedule, the WWTP will have storage problems.
 - i. Please provide a plan of action for increasing biosolids storage space.

- The pumps, operating the biosolids processes are old. Even the redundant pumps are old.
 - i. Please provide a plan of action for replacing the pumps involved with biosolids processes.
 - Accurate measurement of the biosolids throughout the process. This is measured by an old flow meter. There is no redundancy.
 - i. Please provide a plan of action for biosolids measurement redundancy.
4. Management Practices (R 323.2410) – A satisfactory rating is given.
- Better communication is necessary with the Applier/contractor regarding management practices of land application and agreements with the land owner and the fields.
 - A field inspection at *05N04W22-BR01*, also occurred on August 7, 2018. A few low-lying, heavier soil areas were noted with biosolids still sitting on the ground from the previous days' application. I mentioned this to the field drivers, and they stated it had also rained.
 - Vector Attraction Reduction (VAR) was working well on this field, even with biosolids still sitting on the ground, as there were no noticeable evidence of vectors (odors or tracks, etc.).
 - Overall, the land application of biosolids met the required management practices.
5. Residuals Management Program (R 323.2403(3)(c)) – A satisfactory rating is given. It was stated during the Audit, that an upgrade may occur and may involve an increase in biosolids storage. Should that be the case, an RMP modification would be necessary.
6. Annual Report (R 323.2416(3)) - A satisfactory rating is given.

Please provide a written plan of action, for the items listed under the Operational Standards section by January 15, 2019. Our office feels having a plan in place should a problem arise, then the WWTP and the city would have an adequate handle on the repair or replacement. We thank you for your cooperation during this audit.

We appreciate your efforts to maintain compliance with the conditions of your approved RMP and the requirements contained in the Part 24 Rules. If you have any questions or comments regarding this letter, please contact me 616-401-2471; snellerc@michigan.gov; or at the DEQ, WRD, GRDO, 350 Ottawa Avenue NW, Unit 10, Grand Rapids, Michigan 49503-2341.

Sincerely,



Cindy A. Sneller
Senior Environmental Quality Analyst

cc: Ms. Chris Bauer, Sr. EQA, NPDES Compliance staff, WRD, DEQ (via email)

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

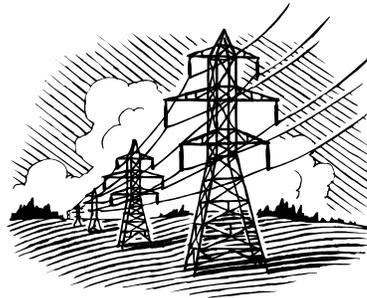
January 1, 2019
December 1-31, 2018

HYDRO GENERATION	295,554		
DIESEL PRODUCTION	0		
Kwh Purchased	3,172,577	Amount Paid	\$ 184,541.29
Total Kwh Purchased	3,468,131	Total Dollars Paid	\$ 184,541.29

Kwh Billed		Dollars Billed	
Residential	1,370,331	PCA Billed	\$ 40,634.05
Commercial	666,356	Residential	\$ 144,934.51
Large General	682,140	Residential EO Charge	\$ 2,479.09
City St. Lites Metered	40,374	Geothermal Discount	\$ (193.58)
St. Lites Unmetered		Commercial	\$ 71,452.27
Rental Lights		Commercial/LG EO Charge	\$ 2,435.75
Demand	2,122	Large General	\$ 47,482.02
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 3,402.21
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,761,323	Rental Lights	\$ 253.24
		Demand	\$ 12,470.85
Arrears after billing	\$ 11,285.66	Tax	\$ 12,160.72
Penalties Added	\$ 1,694.05		
Arrears end of month	\$ 37,216.01	Total Dollars Billed	\$ 339,072.58
Fuel Cost Billed	\$ 33,834.94		
Amount Collected	\$ 316,978.36	Power Cost Adj.	.01494
Total Adjustments	\$ 1,845.07		

Residential Customers	2,229
Commercial Customers	330
Large General	15
Total Customers	2,574

01/04/19



CITY OF PORTLAND
January-19

WATER DEPARTMENT REPORT

MONTH	Dec-18	PERIOD COVERED	Dec. 1-31, 2018
Customers Billed		Penalties Added	\$ 346.96
City	1,833	Dollars Collected	\$ 47,979.29
Rural	25	Arrears at end of Month	\$ 5,821.75
Total Customers	1,858	Adjustments	\$ 362.65
		Gallons Pumped	8,477,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	7,383,162		\$ 45,314.53
Rural	118,477		\$ 1,435.38
Total	<u>7,501,639</u>		<u>\$ 46,749.91</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,795	Dollars Billed	\$73,395.10
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 73,395.10

Penalties Added	\$ 588.12
Dollars Collected	\$ 75,181.02
Arrears at end of Month	\$ 10,485.80
Adjustments	\$ 611.60
Gallons Treated per Million	10.13





Portland Area Fire Authority
Regular Board Meeting
Tuesday January 8th 2019
6:00pm

Call to Order – Pledge of Allegiance

Roll Call

Public Comment

Agenda Approval

Approval of Minutes

Financial Report

Approval of Bill Payment

Correspondence

Chief Report

Committee Reports:

- Insurance
- Policy & Procedure
- Budget -
- Personnel -

Old Business:

- Any Truck Updates
- Audit news
- Credit vs. Debit card
- Final 2019/2020 budget recommendations
- Joint Training

New Business

Board Comment / Public Comment

Adjournment



Portland Area Fire Authority
Regular Board Meeting
Tuesday December 4th 2018 at 6:00 pm

Call to Order

Meeting was called to order at 6:00 pm. The Pledge of Allegiance was observed.

Roll Call

Present: Mark Ackerson, Dan Platte, Joel VanSlambrouck, Chris Jensen, Bill Stegenga, Kathy Parsons, Chief Tim Krizov

Guests: Patti Jo Schafer

Public Comment

None

Agenda Approval

Mr. Jensen moved to approve the agenda. Mr. Platte supported. **Motion carried.**

Approval of Minutes

Mr. Ackerson moved to approve the minutes of the previous meeting. Mr. Stegenga supported. **Motion carried.**

Financial Report

Mr. Jensen reported that 24.8% of the budget is expended to date. No new items of interest. Mr. Stegenga moved to approve the financial report. Mr. Ackerson supported. **Motion carried.**

Approval of Bill Payment

Mr. Jensen moved to approve payment of bills and payroll in the amount of \$13,669.66, including amended bill for hose testing. Mr. Platte supported. **Motion carried.**

Correspondence – Members minutes

Chief Report –

The outstanding invoice for hose testing was found and included in this month's bill payment. Runs are up 10% overall, but November was down.

Chassis for the new truck is ordered, Chief Krizov has met with Spartan. They will call when mid-build, so department members can inspect mid-build. Board members can come if they want, and Chief will send notice of the chosen date.

DNR grant of \$2,203 was approved for two radios.

Nate Lay has taken a full-time position with a local department whose union rules will not allow paid on call elsewhere. Chief said that Nate will be missed on the department. Board members all wished him well.

Committee Reports:

- Insurance – None
- Policy & Procedure – None
- Budget –
Budget Workshop Meeting – looking at last few years' overs-and-unders, next term's budget request was able to be lowered \$5,400. Formulas are awaiting year-end run data to be finalized. Will be acted on here in January for presentation per schedule.
- Personnel - None

Old Business:

- Any Truck Updates See Chief's Report above.
- Budget Amendments/Audit news
Audit done today. Auditor provided a verbal report of no issues.
- Credit vs. Debit card
Mr. Jensen reported some failsafe options given by the bank. Consensus was to utilize the "Alert" system where we are notified on an app of pending charges and Chief approves the purchase manually before credited. Mr. Jensen will make it so.

New Business

- Proposed 2019/ 2020 Budget
The proposed 2019-2020 budget was disseminated for review. Finalization of the funding formula will be done directly after year-end total of runs is reported. The Budget Proposal will be acted on at the January meeting for proposal to the Entities.
- January Joint Training
Planning is underway for the Annual Joint Training. Mr. Ackerson moved to approve up to \$400 for Joint Training expenses. Training will be January 12 or 19 pending availability of the Conservation Club meeting room. Mr. Platte supported. **Motion carried.** Chief will inform the board when the date is known.

Board Comment / Public Comment - None

Adjournment

Mr. Jensen moved to adjourn. Mr. Stegenga supported. **Motion carried.** Meeting adjourned at 6:45 pm.

Next meeting is Tuesdays, January 8th at 6:00 pm at Portland City Hall.

Respectfully submitted,



Kathy Parsons, Secretary.

Balances as of January 08 2019	City of Portland	Danby	Portland	
	42.08%	23.44%	34.48%	
955 – 960	\$ 287,455.00			
	Budget	Spent	Remaining	% Spent
Spent 33.97 % of Total Expense budget YTD so in good shape	\$ 149,025.00	\$ 50,616.37	\$ 98,408.63	33.97%
New Items of interest or not on track.				
740 · Car 4 - Excursion- Support	\$ 300.00	\$ 473.59	-173.59	157.86%
Past Items of interest or not on track.				
752 - Respiratory Program	\$ 2,000.00	\$ 2,026.80	\$ (26.80)	101.34%
820 - Trash Removal/Sanitation	\$ 300.00	\$ 300.00	\$ -	100.00%
851 - Internet Expense	\$ 150.00	\$ 121.12	\$ 28.88	80.75%
853 - Telephone/Internet	\$ 1,400.00	\$ 1,362.00	\$ 38.00	97.29%
977 · Office Equipment/Furniture	\$ 2,000.00	\$ 1,949.94	\$ 50.06	97.50%
Assets	This Month	Last Month	Change	
Total Assets -	\$ 1,002,437.64	\$ 1,018,784.97	\$ (16,347.33)	
Total Liabilities -	\$ 2,521.32	\$ 4,189.33	\$ (1,668.01)	
Total Equity -	\$ 999,916.32	\$ 1,014,595.64	\$ (14,679.32)	
Bills to Approve	\$ 8,240.39	\$ 13,669.66	\$ (5,429.27)	
Gabridge & Co., PLC - Audit	\$ 2,600.00			
Misc. Account Balances	This Month	Last Month	Change	
103 - Capital Outlay fund Balance – Assigned	\$ 263,594.49	\$ 263,561.00	\$ 33.49	
105 - Operating Fund Balance	\$ 124,302.79	\$ 124,286.79	\$ 16.00	
435 – Capital Outlay Fund Balance	\$ -	\$ -	\$ -	
438 – Operating fund Balance	\$ -	\$ -	\$ -	
979 – Vehicle Replacement Fund	\$ -	\$ -	\$ -	

Portland Area Fire Authority
Profit & Loss Budget vs. Actual

	<u>Jul - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
400 · Contributions/Grants				
405 · City of Portland - 42.08%	60,480.54	120,961.06	-60,480.52	50.0%
410 · Danby Township - 23.44%	33,689.76	67,379.46	-33,689.70	50.0%
415 · Portland Twp - 34.48%	49,557.24	99,114.48	-49,557.24	50.0%
Total 400 · Contributions/Grants	<u>143,727.54</u>	<u>287,455.00</u>	<u>-143,727.46</u>	<u>50.0%</u>
430 · Fund Balances				
433 · Net Capital Asset Balance	0.00	0.00	0.00	0.0%
Total 430 · Fund Balances	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
440 · Interest	264.96			
450 · Rebates/Refunds	1,195.00			
Total Income	<u>145,187.50</u>	<u>287,455.00</u>	<u>-142,267.50</u>	<u>50.51%</u>
Expense				
700 · Salaries				
703 · Chief Salary	4,166.65	10,000.00	-5,833.35	41.67%
704 · Assistant Chief	0.00	2,100.00	-2,100.00	0.0%
705 · Officers	3,645.00	5,190.00	-1,545.00	70.23%
707 · FireFighters	7,425.43	33,600.00	-26,174.57	22.1%
708 · Apparatus Maintenance Wages	1,000.00	2,460.00	-1,460.00	40.65%
Total 700 · Salaries	<u>16,237.08</u>	<u>53,350.00</u>	<u>-37,112.92</u>	<u>30.44%</u>
710 · Fringe Benefits				
711 · Workers Comp	2,250.00	4,500.00	-2,250.00	50.0%
712 · FICA	1,242.16	4,300.00	-3,057.84	28.89%
Total 710 · Fringe Benefits	<u>3,492.16</u>	<u>8,800.00</u>	<u>-5,307.84</u>	<u>39.68%</u>
720 · Office Supplies	523.74	800.00	-276.26	65.47%
728 · Dues & Subscriptions	0.00	300.00	-300.00	0.0%
730 · Operating Expenses				
732 · Engine 11-1991 Pumper	0.00	5,000.00	-5,000.00	0.0%
733 · Engine 1-1999 Rescue Pumper	160.04	3,000.00	-2,839.96	5.34%
736 · Brush 6- 1994 Grass Rig	25.88	400.00	-374.12	6.47%
737 · Brush 8- 1994 Grass Rig	208.39	400.00	-191.61	52.1%
738 · Brush 12- 1996 DNR Grass Rig	0.00	400.00	-400.00	0.0%
740 · Car 4 - Excursion- Support	473.59	300.00	173.59	157.86%
743 · Marine 1- Zodiac Boat w/ motor	95.21	200.00	-104.79	47.61%
744 · Old Engine 1- 1942 Pumper	0.00	500.00	-500.00	0.0%
745 · Tanker 9 - 2015	450.72	1,000.00	-549.28	45.07%
Total 730 · Operating Expenses	<u>1,413.83</u>	<u>11,200.00</u>	<u>-9,786.17</u>	<u>12.62%</u>
746 · Turnout Gear	2,183.41	11,100.00	-8,916.59	19.67%
747 · Uniforms	0.00	800.00	-800.00	0.0%
748 · Gas & Fuel	634.24	1,500.00	-865.76	42.28%
750 · Employee Program				
752 · Respiratory Program	2,026.80	2,000.00	26.80	101.34%
753 · Health Testing	111.50	700.00	-588.50	15.93%

Portland Area Fire Authority
Profit & Loss Budget vs. Actual

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Total 750 · Employee Program	2,138.30	2,700.00	-561.70	79.2%
770 · Equipment Maintenance	274.01	1,000.00	-725.99	27.4%
780 · Maintenance Agreements	1,046.45	8,200.00	-7,153.55	12.76%
790 · Building Maintenance	1,031.64	1,500.00	-468.36	68.78%
800 · Professional Services				
801 · Accounting Services	2,400.00	4,800.00	-2,400.00	50.0%
802 · Bank Charges	25.00			
803 · Computer Consulting	0.00	1,500.00	-1,500.00	0.0%
804 · Legal Services	0.00	500.00	-500.00	0.0%
Total 800 · Professional Services	2,425.00	6,800.00	-4,375.00	35.66%
810 · Advertising	0.00	500.00	-500.00	0.0%
815 · Audit Services	0.00	2,700.00	-2,700.00	0.0%
820 · Trash Removal/Sanitation	300.00	300.00	0.00	100.0%
824 · Training	695.00	4,875.00	-4,180.00	14.26%
840 · Insurance Expenses				
841 · Vehicle Insurance	6,864.00	10,000.00	-3,136.00	68.64%
842 · Building Insurance	472.00	500.00	-28.00	94.4%
843 · Liability Insurance	5,012.00	5,800.00	-788.00	86.41%
Total 840 · Insurance Expenses	12,348.00	16,300.00	-3,952.00	75.76%
850 · Communication Expenses				
851 · Internet Expense	121.12	150.00	-28.88	80.75%
852 · Radios/Pagers	1,350.00	2,500.00	-1,150.00	54.0%
853 · Telephones/Internet	1,362.00	1,400.00	-38.00	97.29%
Total 850 · Communication Expenses	2,833.12	4,050.00	-1,216.88	69.95%
880 · Inner Department Expenses				
881 · Fire Safety & Prevention	197.50	750.00	-552.50	26.33%
882 · S.C.B.A Program	104.72	2,000.00	-1,895.28	5.24%
883 · HazMat Program	0.00	0.00	0.00	0.0%
Total 880 · Inner Department Expenses	302.22	2,750.00	-2,447.78	10.99%
920 · Utilities Expense				
922 · Gas & Electric	2,478.48	8,000.00	-5,521.52	30.98%
923 · Water & Sewer	259.69	850.00	-590.31	30.55%
924 · Water - Fires and Training	0.00	150.00	-150.00	0.0%
Total 920 · Utilities Expense	2,738.17	9,000.00	-6,261.83	30.42%
955 · Board Supplies	0.00	500.00	-500.00	0.0%
960 · Depreciation	0.00	0.00	0.00	0.0%
Total Expense	50,616.37	149,025.00	-98,408.63	33.97%
Net Ordinary Income	94,571.13	138,430.00	-43,858.87	68.32%
Other Income/Expense				
Other Expense				
970 · Capital Outlay				
976 · Equipment Purchase	29,746.20	37,000.00	-7,253.80	80.4%
977 · Office Equipment/Furniture	1,949.94	2,000.00	-50.06	97.5%
978 · Vehicle Purchase	0.00	0.00	0.00	0.0%

Portland Area Fire Authority Profit & Loss Budget vs. Actual

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
979 - Vehicle Replacement Fund	0.00	99,430.00	-99,430.00	0.0%
Total 970 - Capital Outlay	31,696.14	138,430.00	-106,733.86	22.9%
Total Other Expense	31,696.14	138,430.00	-106,733.86	22.9%
Net Other Income	-31,696.14	-138,430.00	106,733.86	22.9%
Net Income	62,874.99	0.00	62,874.99	100.0%

Portland Area Fire Authority

Balance Sheet

As of December 31, 2018

Dec 31, 18

		<u>Dec 31, 18</u>
ASSETS		
Current Assets		
Checking/Savings		
100 · Huntington Checking #1823		30,874.59
102 · Huntington Savings #2589		
103 · Capital Outlay Fund - Assigned		263,594.49
105 · Operating Fund Balance		124,302.79
106 · Equipment Funds		4,616.42
Total 102 · Huntington Savings #2589		<u>392,513.70</u>
108 · Petty Cash Acct #1836		546.58
Total Checking/Savings		<u>423,934.87</u>
Total Current Assets		423,934.87
Fixed Assets		
150 · Fixed Assets		
153 · Equipment		395,806.66
155 · Furniture		1,799.95
156 · Software		2,695.00
157 · Vehicles		339,372.00
158 · Accum. Amortization		-2,695.00
159 · Accum. Depreciation		-158,556.67
Total 150 · Fixed Assets		<u>578,421.94</u>
Total Fixed Assets		578,421.94
Other Assets		
180 · Prepaid Expenses		80.83
Total Other Assets		<u>80.83</u>
TOTAL ASSETS		<u><u>1,002,437.64</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable		1,800.50
Total Accounts Payable		<u>1,800.50</u>
Other Current Liabilities		
205 · Payroll Liabilities		
City Withholding		89.19
MI Withholding		631.63
Total 205 · Payroll Liabilities		<u>720.82</u>
Total Other Current Liabilities		<u>720.82</u>
Total Current Liabilities		<u>2,521.32</u>
Total Liabilities		2,521.32
Equity		
320 · Retained Earnings		937,041.33
Net Income		62,874.99
Total Equity		<u>999,916.32</u>
TOTAL LIABILITIES & EQUITY		<u><u>1,002,437.64</u></u>

Portland Area Fire Authority
List of Bills to be approved at the Meeting
 Dec. 5, 2018 - Jan. 8, 2019

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
auto deduct	City of Portland	December	372.07
auto deduct	WOW!Business	modem	7.00
auto deduct	Consumers Energy	Gas charges	373.67
auto pay	Superfleet/ Speedway LLC	auto deduct stmt says \$138.70 debit is \$1	162.25
EFTPS	EFTPS	46-0774317	2,007.86
purchase	Battery Junction	Duracell Procell PC1500 (144pk)	49.25
purchase	Staples	Office Supplies	186.45
purchase	Menards	Shelf kit, brackets,sockets,poles	269.06
<i>SUBTOTAL OF AUTOMATIC PAYMENTS SINCE LAST MEETING</i>			<u>3,427.61</u>
2217	Krizov, Timothy M	December	627.99
2218	Logel Jr, Douglas A	December	87.10
2219	B & W Automotive	3 invoices of misc. supplies	31.93
2220	Bader & Sons Co.	2 invoices of misc supplies	50.47
2221	Countryside Accounting	January Contract	400.00
2222	First Due Fire Supply Company	4-Dragon Fire Structural Gloves	259.96
2223	Gabridge & Co., PLC	Billing audit ending June 30th, 2018	2,600.00
2224	Keusch Service	Diagnosis & Replace Wheel Hub	473.59
2225	Michigan Municipal League	WC Audit 17-18	106.00
2226	Tom's Do It Center	3 invoices of misc. supplies	86.55
2227	City of Portland	4th Qtr Withholding	89.19
<i>SUBTOTAL OF HECKS TO BEW REVIEWED, APPROVED AND SIGNED</i>			<u>4,812.78</u>
GRAND TOTAL OF PAYMENTS TO BE APPROVED			<u><u>8,240.39</u></u>



PAFA Chief's Monthly Activity Report – December 2018

Month	City of Portland	Danby Twp.	Portland Twp.	M.A. Received	M.A. Given	Totals
January	5	2	4	0	3	14
Febuary	4	0	1	0	2	7
March	1	1	4	1	0	7
April	4	2	4	0	1	11
May	6	2	4	1	0	13
June	5	2	3	1	1	12
July	8	1	3	0	2	14
August	2	0	3	0	3	8
September	5	0	0	0	0	5
October	4	0	3	0	2	9
November	3	0	1	0	0	4
December	3	0	0	0	2	5
Year End Totals	50	10	30	3	16	109
			Run totals year to date for last years at this			108

Brief Run Description by Entity

City of Portland	Danby Twp.	Portland Twp.	M.A Received	M.A Given
2 PDA Fuel Leak 1 PI with entrapment				
				2 Assist with tanker B&O Fowler

Respectfully, Chief Tim Krizov

PAFA Monthly Run Report

December 2018

Portland Township

Danby Township

City of Portland

- 12-4-18 Two car PI with fuel spill, Grand River & Bridge, assisted PD with accident, cleaned up small amount of fuel.
- 12-23-18 Truck verses Semi Tractor Trailer with fuel spill, East I 96 @ MM 77. Assisted with traffic, cleaned up fuel spill.
- 12-25-18 Two car PI with entrapment, East I 96 @ MM 77. Removed one door for patient removal and closed down highway for cleanup.

Mutual Aid

- 12-15-18 Commercial structure fire in the City of Fowler, shuttled water with tanker.
- 12-18-18 Residential structure fire on Riverside Dr. in Berlin/Orange fire area, shuttled water with tanker.

Training

- 12-10-18 Refresher CPR and AED training.

Respectfully, Chief Krizov



PAFA Chief's Monthly Activity Report – December 2018

Month	City of Portland	Danby Twp.	Portland Twp.	M.A. Received	M.A. Given	Totals
January	5	2	4	0	3	14
Febuary	4	0	1	0	2	7
March	1	1	4	1	0	7
April	4	2	4	0	1	11
May	6	2	4	1	0	13
June	5	2	3	1	1	12
July	8	1	3	0	2	14
August	2	0	3	0	3	8
September	5	0	0	0	0	5
October	4	0	3	0	2	9
November	3	0	1	0	0	4
December	3	0	0	0	2	5
Year End Totals	50	10	30	3	16	109
			Run totals year to date for last years at this			108

Brief Run Description by Entity

City of Portland	Danby Twp.	Portland Twp.	M.A Received	M.A Given
2 PDA Fuel Leak 1 PI with entrapment				
				2 Assist with tanker B&O Fowler

Respectfully, Chief Tim Krizov

PAFA Monthly Run Report

December 2018

Portland Township

Danby Township

City of Portland

- 12-4-18 Two car PI with fuel spill, Grand River & Bridge, assisted PD with accident, cleaned up small amount of fuel.
- 12-23-18 Truck verses Semi Tractor Trailer with fuel spill, East I 96 @ MM 77. Assisted with traffic, cleaned up fuel spill.
- 12-25-18 Two car PI with entrapment, East I 96 @ MM 77. Removed one door for patient removal and closed down highway for cleanup.

Mutual Aid

- 12-15-18 Commercial structure fire in the City of Fowler, shuttled water with tanker.
- 12-18-18 Residential structure fire on Riverside Dr. in Berlin/Orange fire area, shuttled water with tanker.

Training

- 12-10-18 Refresher CPR and AED training.

Respectfully, Chief Krizov

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

**January 15, 2019 at 3:00 p.m.
Commissioners room, 3rd floor
Ionia County Administrative Building
(old District Court)**

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.
- VII. New Business
 - A. Departmental Reports
 - 1. Building Codes
 - 2. Central Dispatch
 - 3.
 - B.
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment

IONIA COUNTY BOARD OF COMMISSIONERS

January 22, 2019 -7:00 p.m.

Board of Commissioners room: – Ionia County Administrative Building, (old District Court) 3rd floor. 101 W main St. Ionia MI

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)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of December 2018 - \$971,449.36
 - D. Approve payment of Health Fund bills for December – \$96,958.37
- VII. **Unfinished Business**
 - A. Review and Adoption of Board Rules
 - B. Appointments
 1. Board of Public works- one 3 year appointment
 2. Community Mental Health Board- One - 3 year appointment
 3. Park Advisory Board three- 2 year appointments
- VIII. **New Business**
 - A. Register of Deeds – request to fill Abstractor position
 - B. Health Department – fee schedule change
 - C. Health Department – Medical Director Coverage Services MOU
 - D. Health Department – Upper Peninsula Health Care Solutions
 - E. Budget Amendment
- IX. **Reports of Officers, Boards, and Standing Committees**

- A. Chairperson
- B. Board of Commissioners report
- 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 2021.
- Construction Board of Appeals – Two two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term expiring April 2020.
- Parks Advisory Board – One two-year term expiring January 2019, serving as a Member-at-Large from the Lyons Area.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2018.
- Tax Advisory Board – One –one year term expiring 2020

Appointments for consideration in the month of February 2019: NONE

Appointments for consideration in the month of March 2019:

- Community Mental Health four- three year terms