



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

7:00 P.M. Monday, March 4, 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>Motion to Excuse Council Member Baldyga</u>	Decision
7:04 PM	V. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	VI. <u>City Manager Report</u>	
	VII. <u>Presentations</u>	
	A. DDA/Main Street Director ConnerWellman – Downtown Report	
	VIII. <u>Public Hearing(s)</u> – None	
	IX. <u>Old Business</u> - None	
	X. <u>New Business</u>	
7:20 PM	A. First Reading of Ordinance 199 an Ordinance to Amend the Code of Ordinances of the City of Portland by Adding a New Article titled “Small Wireless Communications Facilities” that Shall be Designated Article IV of Chapter 36 “Telecommunications” of Said Code	
7:25 PM	B. Proposed Resolution 19-09 Approving the City Manager’s Recommendation to Appoint Noreen Logel as the Resource Coordinator for the City of Portland as it Relates to the Flooding and State of Emergency	Decision
7:30 PM	C. Proposed Resolution 19-10 Approving the Submittal of an Application for Local Bridge Program Funds for Replacement of the Divine Highway Bridge over the Looking Glass River	Decision
7:33 PM	D. Proposed Resolution 19-11 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Bridge Street Bridge over the Grand River	Decision
7:35 PM	XI. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on February 19, 2019	
	B. Payment of Invoices in the Amount of \$59,792.38 and Payroll in the Amount of \$125,032.21 for a Total of \$184,824.59	
	C. Purchase Orders over \$5,000.00 - None	

**Estimated
Time**

**Desired
Outcome**

XII. Communications

- A. DDA Minutes from January 17, 2019
- B. DDA Treasurer's Report for February 21, 2019
- C. Utility Billing Reports for January 2018
- D. Wastewater Treatment Plant Report for January 2019
- E. Ionia County Board of Commissioners Agenda for February 26, 2019
- F. MPSC Notice of Hearing for Consumers Energy

7:40 PM

XIII. Other Business - None

7:45 PM

XIV. City Manager Comments

7:50 PM

XV. Council Comments

7:55 PM

XVI. Adjournment

Decision

CITY OF PORTLAND
Ionia County, Michigan

Council Member _____, supported Council Member _____, moved the adoption of the following ordinance:

ORDINANCE NO. 199

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTLAND BY ADDING A NEW ARTICLE TITLED “SMALL WIRELESS COMMUNICATIONS FACILITIES” THAT SHALL BE DESIGNATED AS ARTICLE IV OF CHAPTER 36 “TELECOMMUNICATIONS’ OF SAID CODE

THE CITY OF PORTLAND ORDAINS:

Section 1. Addition of Article IV to Chapter 36. Article IV “Small Wireless Communications Facilities” is added to Chapter 36. “Telecommunications” of the Code of Ordinances of the City of Portland to read as follows:

ARTICLE IV. SMALL WIRELESS COMMUNICATIONS FACILITIES

“Sec. 36-97. Purpose.

To regulate and provide a permitting process for the deployment of small wireless communications facilities in conformance with the small wireless communication facilities deployment act, Act No. 365 of the Public Acts of 2018 (the “Act”) and the FCC Declaratory Ruling and Third Report and Order entitled “Accelerating Wireless and Wireline Broadband Deployment by Removing Barriers to Infrastructure Investment” (the “Order”). In doing so, the City of Saline (the “authority”) wishes to ensure the reasonable and fair control and management of public rights-of-way, support new technology, avoid interference with right-of-way use, and protect the public, health, safety, and welfare.

Sec. 36-98. Definitions.

Unless otherwise defined by this Chapter, words shall have the meanings as set forth in the Act.

Sec. 36-99. Rate.

For each utility pole or wireless support structure in the ROW in the City on which a wireless provider has collocated a small cell wireless facility, the authority shall collect a rate as follows:

- (1) \$20 annually unless subdivision (2). applies
- (2) \$125 annually, if the utility pole or wireless support structure was erected by or on behalf of the wireless provider on or after the effective date of the Act. This subdivision does not apply to the replacement of a utility pole that was not designed to support small cell wireless facilities.

Every 5 years after the effective date of the Act, the rate shall be increased by 10% and rounded to the nearest dollar.

Sec. 36-100. Undergrounding Designated Area.

The authority shall have the power to prohibit above-ground installations in a designated area if that designated area has required undergrounded infrastructure at least 90 days before any application. In doing so, the authority shall make available to the public such designated areas and shall not prohibit replacement of existing authority poles. The authority shall also provide for a waiver process if no technically feasible structures exist in the designated area or may allow placement on other vertical structures, where available, commensurate with other structures in the area.

Sec. 36-101. Design and Concealment Measures for Downtown Districts and Residential Zoning Districts.

The authority may publish design and concealment measures for Downtown Districts and Residential Zoning Districts. A wireless provider must adhere to written, objective, reasonable, technically feasible, nondiscriminatory and technologically neutral design or concealment measures which may be published from time to time by the authority.

Sec. 36-102. Permit Required.

- (1) A permit is required to collocate a small wireless facility or install, modify, or replace a utility pole on which a small cell wireless facility will be collocated. Applicants shall submit:
 - a. Information and documentation to enable the City to make a decision with regard to the criteria in Section 15(2)(i) of the Act.
 - b. A certificate of compliance with FCC rules related to radio frequency emissions from a small cell wireless facility.
 - c. If the proposed activity will occur within a shared ROW or a ROW that overlaps another ROW, a wireless provider shall provide to each affected authority to which an application for the activity is not submitted, notification of the wireless provider's intent to locate a small cell wireless facility with the ROW.
 - d. Proof of other necessary permits, permit applications, or easements to ensure all necessary permissions for the proposed activity are obtained.

The application shall be processed in compliance with the Act.

Sec. 36-103. Spacing Requirements for Ground-Mounted Equipment and New Utility Poles.

A wireless provider shall not place new utility pole or ground-mounted equipment within any distance of another utility pole or ground-mounted equipment that would be in violation of any applicable laws or regulations nor closer than 125 feet from another utility pole or ground mounted equipment. The authority has the ability to waive separation distance requirements if the authority finds that it is necessary so as not to be prohibitive to the deployment of wireless services.

Sec. 36-104. Time to Completion.

Pursuant to Section 15(2)(1) of the Act, within 1 year after a permit is granted, a wireless provider shall complete collocation of a small cell wireless facility that is to be operational for use by a wireless services provider or the permit shall be deemed void.

Sec. 36-105. Application Fee.

An application fee for a permit shall be:

- (1) \$200.00 for each small cell wireless facility alone.

- (2) \$300.00 for each small cell wireless facility and a new utility pole to which it will be attached.

Every 5 years after the effective date of the Act, the maximum fees shall be increased by 10% and rounded to the nearest dollar.

Sec. 36-106. No Permit Required In Certain Instances.

No permit, any other approval, rate, or fee shall be required for:

- (1) The replacement of a small cell wireless facility with a small cell wireless facility that is not larger or heavier, in compliance with applicable codes.
- (2) Routine maintenance of a small cell wireless facility, utility pole or wireless support structure.
- (c) The installation, placement, maintenance, operation, or replacement of a micro wireless facility that is suspended on cables strung between utility poles or wireless support structures in compliance with applicable codes.

Sec. 36-107. Application Denial.

An application shall be denied if the proposed activity does any of the following:

- (1) Materially interferes with the safe operation of traffic control equipment.
- (2) Materially interferes with sight lines or clear zones for transportation or pedestrians
- (3) Materially interferes with compliance with the Americans with Disabilities Act of 1990, Public Law 101-336, or similar federal, state, or local standards regarding pedestrian access or movement.
- (4) Materially interferes with maintenance or full unobstructed use of public utility infrastructure under the jurisdiction the authority.
- (5) Materially interferes with maintenance or full unobstructed use of the drainage infrastructure as it was originally designed
- (6) Not located a reasonable distance from the drainage infrastructure to ensure maintenance under the drain code of 1956, 1956 PA 40, MCL 280.1 to 280.630, and access to drainage infrastructure.
- (7) Fails to comply with spacing requirements as defined in this ordinance that apply to the location of ground-mounted equipment and new utility poles
- (8) Fails to comply with applicable codes
- (9) Fails to comply with Section 13(7) or (8) of the Act
- (10) Fails to meet stealth or concealment criteria for small cell wireless facilities as defined in this ordinance or by the authority's published standards.

Sec. 36-108. Permit Revocation.

The authority may revoke a permit, upon 30 days' notice and an opportunity to cure, if the permitted small cell wireless facilities and any associated utility pole is in such a state as to meet the criteria for Permit Denial of this ordinance.

Sec. 36-109. Alternate Location.

After receipt of an application to place a new utility pole, the authority may propose an alternate location within the ROW or on property or structures owned or controlled by the authority within 75 feet of the proposed location to either place the new utility pole or collocate on an existing structure. The applicant shall use the alternate location if the applicants the right to do so on reasonable terms and conditions and the alternate location does not impose unreasonable technical limits or significant additional costs.

Sec. 36-110. Discontinuance.

Before discontinuing its use of a small cell wireless facility, utility pole, or wireless support structure, a wireless provider shall notify the authority in writing. The notice shall specify when and how the wireless provider intends to remove the small cell wireless facility, utility pole, or wireless support structure.

The wireless provider shall return the property to its preinstallation condition. If the wireless provider does not complete the removal within 45 days after the discontinuance of use, the authority may complete the removal and assess the costs of removal against the wireless provider. A permit under this section for a small cell wireless facility expires upon removal of the small cell wireless facility.

Sec. 36-111. Other permits.

A wireless provider shall obtain all applicable permits for work that will unreasonably affect traffic patterns or obstruct vehicular or pedestrian traffic in the ROW.

Sec. 36-112. Authority Poles.

The rate for authority poles shall be \$30.00 per year per authority pole.

Every 5 years after the effective date of the Act, the rate will be increased by 10% and rounded to the nearest dollar. This rate for the collocation of small cell wireless facilities on authority poles is in addition to any rate charged for the use of the ROW.

Sec. 36-113. Existence of Authority Pole.

The authority is not required to install or maintain any specific authority pole or to continue to install or maintain authority poles in any location if the authority makes a nondiscriminatory decision to eliminate aboveground poles of a particular type generally, such as electric utility poles, in a designated area of its geographic jurisdiction.

Sec. 36-114. Hold Harmless and Insurance.

Any permit hereunder or zoning approval given shall require the wireless provider to do the following with respect to a small cell wireless facility, a wireless support structure, or a utility pole:

Defend, indemnify, and hold harmless the authority and its officers, agents, and employees against any claims, demands, damages, lawsuits, judgments, costs, liens, losses, expenses , and attorney fees resulting from the installation, construction, repair, replacement, operation , or maintenance of any wireless facilities, wireless support structures, or utility poles to the extent caused by the applicant, its contractors, its subcontractors, and the officers, employees, or agents of any of these. A wireless provider has no obligation to defend, indemnify, or hold harmless an authority or the officers, agents, or employees of the authority or governing body against any liabilities or losses due to or caused by the sole negligence of the authority.

Obtain insurance naming the authority and its officers, agents, and employees as additional insureds against any claims, demands, damages, lawsuits, judgments, cost liens, losses, expenses a, and attorney fees. A wireless provider may meet all or a portion of the authority’s insurance coverage and limit requirement by self-insurance. To the extent it self-insures, a wireless provider is not required to name additional insureds under this section. To the extent a

wireless provider elects to self-insure, the wireless provider shall provide to the authority evidence demonstrating, to the authority's satisfaction, the wireless provider's financial ability to meet the authority's insurance coverage and limit requirements.

Sec. 36-115. Bond Requirements.

If deemed appropriate for a particular installation, the authority may require a bond:

- (1) For the removal of abandoned or improperly maintained small cell wireless facilities, including those that an authority determines should be removed to protect public health, safety, or welfare.
- (2) To repair the ROW
- (3) To recoup rates or fees that have not been paid by a wireless provider in more than 12 months, if the wireless provider has received 60-day advance notice from the authority of the noncompliance.

Sec. 36-116. General.

- (1) A small cell wireless for which a permit is issued shall be labeled with the name of the wireless provider, emergency contact telephone number, and information that identifies the small cell wireless facility and its location.
- (2) A wireless provider is responsible for arranging and paying for the electricity used to operate a small cell wireless facility.
- (3) A utility pole in the ROW installed or modified on or after the effective date of the Act shall not exceed 50 feet above ground level.
- (4) If either the Act or the Order does not become effective or becomes ineffective or is modified due to court action or otherwise, this ordinance shall conform to the court order or amendment or in the absence of the Act or Order the authority may implement reasonable procedures as the authority deems appropriate to process applications.
- (5) In addition to all remedies contained in this article and as provided for by law, a person who violates any provision of this article is responsible for a municipal civil infraction, subject to payment of a civil fine of not less than \$500.00 and not more than \$5,000, plus costs and other sanctions, for each infraction. Each day that a violation continues shall be a separate infraction. Repeat offenses under this article shall be subject to increased fines as follows:

First repeat offense: Not less than \$1,000.00 and not more than \$10,000

Second and subsequent offense: Not less than 2,000.00 and not more than \$20,000

Sec. 36-117-137 Reserved.

Yeas:

Nays:

Abstain:

Absent:

ORDINANCE DECLARED ADOPTED.

Dated:

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: March 4, 2019

Adopted:

Published:

Effective:

CERTIFICATION

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the City Council of the City of Portland on _____.

Dated:

Monique I. Miller, Clerk

M E M O R A N D U M

To: Tutt Gorman, City Manager
From: Tom Forshee, Of Counsel
Subject: Small Cell Ordinance Amendments
Date: February 27, 2019

Tutt,

On December 12, 2018, Governor Snyder signed the small wireless communications facilities deployment act, Act No. 365 of the Public Acts of 2018 (the "Act"). The Act's purpose, in large part, is to accelerate and encourage deployment of small wireless infrastructure in the public right-of-way and provide a framework for review by municipalities. A companion act was also enacted, Act No. 366 of the Public Acts of 2018 which amends the Michigan Zoning Enabling Act to incorporate PA 365.

Small wireless communications facilities are wireless service antennas, no larger than 6 cubic feet in volume, and associated equipment which are cumulatively no larger than 25 cubic feet in volume. The antennas are typically attached to utility or other types of poles in the public right-of-way or on other existing structures. The theory is that creating a dense network of smaller cells provides better signal coverage, penetration, and capacity, ultimately eliminating the need for more traditional macro cell towers. It is also posited that the use of small cell wireless technology is essential for the deployment of more advanced, so-called 5G networks, as well as for the development and implementation of autonomous vehicles and the development of "smart cities" technology.

The Act provides a regulatory framework for municipalities to process applications by wireless providers. With significant restrictions, the Act allows for municipal regulation through both a regulatory permitting and a zoning ordinance. The Act also allows for some design criteria requirements, although a municipality must make such criteria publicly known prior to submittal of an individual application. The Act institutes deadlines and limits fees for municipal review of these applications.

The attached regulatory and future companion zoning ordinance will preserve regulation where possible and conform the City's ordinances to the Act.

Please let me know if you have any questions.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-09

A RESOLUTION APPROVING THE CITY MANAGER'S RECOMMENDATION TO APPOINT NOREEN LOGEL AS THE RESOURCE COODINATOR FOR THE CITY OF PORTLAND AS IT RELATES TO THE FLOODING AND STATE OF EMERGENCY

WHEREAS, due to the significant amount of ice jams throughout the Grand River, the City of Portland experienced flooding causing evacuations and widespread damage to both private property and public infrastructure; and

WHEREAS, on February 7, 2019, Governor Whitmer declared a State of Emergency for Ionia County and the City of Portland, pursuant to the Emergency Management Act, 1976 PA 390, MCL 30.403(4), which establishes the foundation for the City to recoup funds used during the event and for any damage to public facilities; and;

WHEREAS, there are also various organizations that offer resources and assistance to those private property owners who have been affected by this event and the City Manager finds that it would be beneficial to have a person dedicated to the process of identifying those needs and allocating available resources; and

WHEREAS, the City Manager recommends the City Council appoint Noreen Logel as the Resource Coordinator for the City of Portland as it relates to the Flooding and State of Emergency.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the recommendation of the City Manager to appoint Noreen Logel as the Resource Coordinator for the City of Portland as it relates to the flooding and State of Emergency.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 4, 2019

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. 19-10

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 resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

Dated: March 4, 2019

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. 19-11

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 resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

Dated: March 4, 2019

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 19, 2019

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Thomas

Guests: Charlise Abel; Paul Galdes of Fleis & VandenBrink; Claire Galdes; Chris O'Neill of Homeworks Connect; Evan Sasiela of the Ionia Sentinel-Standard; Robert Lathers of The Portland Beacon

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

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman provided an extensive report on the recent ice jam and flooding that began on February 6, 2019 and has caused street closings, evacuations, businesses to flood, and the Wastewater Plant to operate under extreme circumstances.

City Manager Gorman thanked all of the emergency services as well as the County and State agencies that have been involved in the ongoing process of dealing with the ice jam and flooding. There has been a great collaboration of efforts and responsiveness.

City Manager Gorman provided a timeline of events and information regarding the recent and ongoing ice jam and flooding.

City Manager Gorman reminded residents that this is an ongoing event. No one can predict how the river will adjust as the ice moves. He further reminded residents and businesses to remain vigilant.

City Manager Gorman presented a slideshow to provide photos and information gathered on the reconnaissance flight over the Grand River conducted by the Michigan State Police.

City Manager Gorman explained that operations in the City are under control. The Water Department is functioning normally. The electric system has sustained some damage but is also working. The Wastewater Treatment Plant is maintaining operation although it is functioning beyond its design capability.

Police Chief Thomas provided an update on actions taken by the Police Department during the flood and ongoing ice jam. They are working with the Ionia County Sheriff's Department in order to monitor the river water levels.

Mr. Galdes provided a high-level overview of how the Wastewater Treatment Plant has been affected by the flood and ice jam and what measures have been taken along with what will need to be addressed going forward.

There was discussion.

Mayor Barnes thanked City Manager Gorman for his dedication and commitment to addressing all things related to the flooding and ongoing ice jam. He also thanked City staff for their commitment to the residents of Portland.

Under New Business, the Council considered Resolution 19-08 to approve an agreement with the Ionia County Road Commission for chip seal repairs to Divine Highway from the north city limits to Looking Glass Ave. and Maynard Road from the city limits to Divine Highway at an estimated cost of approximately \$55,000.00.

Motion by Baldyga, supported by Johnston, to approve Resolution 19-08 approving the use of the Ionia County Road Commission's contractor for chip seal repairs on Divine Highway and Maynard Road.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on February 4, 2019, payment of invoices in the amount of \$71,868.30 and payroll in the amount of \$116,741.18 for a total of \$188,609.48. There were no purchase orders over \$5,000.00.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, 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. He also reminded all residents and business owners that City Ordinances require the removal of snow from all sidewalks within 10 hours of a snow event.

City Manager Gorman reminded residents to be cautious and remain vigilant as the ice jam continues and flooding may reoccur.

Under Council Comments, Mayor Barnes noted that he had attended the recent State of the State address on February 12, 2019 as a guest of State Representative Julie Calley. It was an interesting evening, and a great event, and he thanked Representative Calley for the opportunity.

Mayor Pro-Tem VanSlambrouck stated that the VFW will host a fundraiser on March 1, 2019 beginning at 3:00 P.M. for the Portland Community Fund to raise money for the Ice Jam/Flood Relief.

Council Member Baldyga reminded residents to contact City Hall for information regarding the ice jam and flood.

Council Member Fitzsimmons stated that he wouldn't trade the City Staff in Portland for anything. When an "event" happens in Portland they always step up and get things done and taken care of in a very professional manner.

Council Member Johnston noted how impressive it is to see so many residents helping each other when in need.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:56 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the February 19, 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 Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Thomas

City Manager Report – City Manager Gorman provided an extensive report addressing the recent flooding and ongoing ice jam.

Approval of Resolution 19-08 approving the use of the Ionia County Road Commission’s contractor for chip seal repairs on Divine Highway and Maynard Road.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:56 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BERTMAN TOOLS LLC	02430	GLOVES - WATER	21.50
FAMILY FARM & HOME	01972	HEATER - WATER	69.99
STAR THOMAS	01654	CELL PHONE REIMBURSEMENT - POLICE	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	9,075.00
DETROIT SALT COMPANY	01497	ROAD SALT MI DEAL- MAJ & LOCAL STS	3,066.26
FAMILY FARM & HOME	01972	SLEDGE HAMMER - ELECTRIC	29.99
FAMILY FARM & HOME	01972	DIESEL CAN/GLOVES - MP	61.97
JOINT APPRENTICESHIP & TRAIN TRUST	02503	TUITIION - ELECTRIC	4,000.00
D&K TRUCK COMPANY	02257	FAN BELT - MP	37.78
SOUND OFF SIGNAL	02556	MPOWER 4" FASCIA LIGHT - MP	94.08
MUNICIPAL SUPPLY CO.	00324	6 VOLT BATTERIES - MAJ STS	24.00
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AM	10.84
JOHN BLASCHKA	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
RYAN JOHNSTON	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	32.11
JAYNE GRAHAM	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	225.00
JOAN TRUMBLE	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	165.00
RICHARD CLARK	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	260.00
GLEN SIMON	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
RIVERSIDE INTEGRATED SYSTEMS	01441	ANNUAL INSPECT OF FIRE ALARM SYSTEM & SMOKE DE	240.00
AT&T	00686	PHONE SERVICE - GENERAL	156.99
AT&T	00686	PHONE SERVICE - ELECTRIC	235.42
AT&T	00686	PHONE SERVICE - WATER, MOTOR POOL	313.98
AT&T	00686	PHONE SVC - WASTE WATER	134.95
AT&T	00686	PHONE LINE HYDRO DAM - ELECTRIC	78.47
AT&T	00686	PHONE SERVICE - GENERAL	201.93
RON VANMETER	MISC	DADDY DAUGHTER DJ - REC	500.00
APPLIED IMAGING	02493	COPY MAINT CONTRACT - GEN, ASSESS, DPW, REC, I	314.15
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL - PARKS	1,500.00
PETERSEN OIL & PROPRANE	02534	DIESEL FUEL - WW	449.24
PETERSEN OIL & PROPRANE	02534	DEISEL FUEL - WW	464.83
S&K TROPHIES AND PLAQUES	00401	CHAMP TROPHIES - REC	199.95

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
TIM GROENHOF	01919	MEAL REIMBURSEMENT - POLICE	10.59
MID MICHIGAN COLLECTION BUREAU	MISC	INSURANCE COLLECTIONS - AMB	514.58
STEVEN GRAHAM	MISC	REIM OF AMBULANCE RUN - AMB	978.00
DETROIT SALT COMPANY	01497	ROAD SALT MI DEAL - MAJ & LOCAL STS	3,014.09
MICHIGAN STATE POLICE	00275	SOR RENEWAL - POLICE	60.00
UPS	MISC	SHIPPING OF METER - ELECTRIC	38.41
MENARDS	00260	HYDRAULIC CEMENT-ELECTRIC	28.50
REED & HOPPE, INC.	00390	LIGHT BOX STAINLESS STEEL - MP	63.02
LANSING SANITARY SUPPLY	02485	SUPPLIES - CEMETERY	459.99
MUNICIPAL SUPPLY CO.	00324	MECH SWR PLUGS - ELECTRIC	19.60
REED & HOPPE, INC.	00390	MAGNET, RUBBER BOOTS - AMB	70.50
TRICARE REFUNDS	02569	INS REFUND OVERPAYMENT - AMB	53.81
CHROUCH COMMUNICATION, INC.	00082	RADIO SIREN INSTALL - AMB	472.13
CHROUCH COMMUNICATION, INC.	00082	MOBILE RADIO INSTALL - AMB	251.85
WOW! INTERNET-CABLE PHONE	02132	INTERNET - POLICE, AMB, FIRE AUTHORITY	611.70
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET - PARKS	100.00
STAR THOMAS	01654	POSTAGE FOR FOIA - POLICE	2.75
STAR THOMAS	01654	CLEANING SUPPLIES - POLICE	14.83
PETERSEN OIL & PROPRANE	02534	DIESEL FUEL - WW	572.44
PETERSEN OIL & PROPRANE	02534	DIESEL FUEL - WW	620.03
PETERSEN OIL & PROPRANE	02534	DIESEL FUEL - WW	592.68
OUDBIER INSTRUMENT CO	02568	REPLACE WW PUMP VFD - WW	2,340.00
PAMA	01370	BROKEN SPRING/REPLACEMENT - GEN	363.46
MICHIGAN COMPANY, INC.	00273	CALC CHLORIDE - ELECTRIC	945.25
DETROIT SALT COMPANY	01497	ROAD SALT MI DEAL - MAJ, LOCAL STS	2,970.40
D&K TRUCK COMPANY	02257	DOOR SWITCH, GASKET - MP	50.71
FAMILY FARM & HOME	01972	HOSES & NOZZLES - WW	115.96
POWER LINE SUPPLY COMPANY	00389	3 ROLLS SWEET BRIAR, 1 ROLL BRENAU-ELE	5,803.40
JOHN DEERE FINANCIAL	01818	PARTS, SUPPLIES - MP, ELECTRIC	959.19
MENARDS	00260	DADDY DAUGHTER SUPPLIES - REC	5.09
MUNICIPAL SUPPLY CO.	00324	SEWER PLUG/PAINT - ELECTRIC	118.80

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AMERICAN WATER WORKS ASSOC.	00018	MEMBERSHIP DUES NOLAN -WATER	83.00
RICHARD THOLE	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	10.56
JOEL BIGELOW	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	10.00
LANCASTER ARCHERY SUPPLY	02570	YOUTH ARCHERY BOWS - REC	302.98
KATHY'S CLEANING	01684	CLEANING SVC - CITY HALL	745.00
OTIS ELEVATOR	00970	SERVICE CONTRACT - CITY HALL	598.05
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	15.64
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	103.28
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	97.16
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	1,036.77
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	76.34
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WATER	850.89
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WATER	21.53
MICHIGAN COMPANY, INC.	00273	ICE MELT - WW	277.75
KNIGHTS OF COLUMBUS	MISC	HALL RENTAL DADDY DAUGHTER DANCE - REC	300.00
PETERSEN OIL & PROPRANE	02534	DIESEL FUEL - WW	498.07
PETERSEN OIL & PROPRANE	02534	DIESEL FUEL - WW	191.79
GRIFFIN SUMMERS	02559	OFFICIAL - REC	16.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	40.00
ISSAC HONSOWITZ	02573	OFFICIAL - REC	32.00
KATELYN RUSSELL	02457	OFFICIAL - REC	80.00
LEAH COOK	02506	OFFICIAL - REC	40.00
BRANDON SCHEURER	02394	OFFICIAL - REC	40.00
OWEN RUSSELL	02249	OFFICIAL - REC	45.00
NATHAN LEHNERT	02496	OFFICIAL - REC	60.00
GRAHAM WOHLSCHEID	02423	OFFICIAL - REC	75.00
NATHANIEL LEAHY	02424	OFFICIAL - REC	60.00
LINDSAY BARKER	02441	OFFICIAL - REC	60.00
RACHEL SCHRAUBEN	02574	OFFICIAL - REC	40.00
MANDY SIMON	02084	OFFICIAL - REC	40.00
JODI WOODMAN	02006	OFFICIAL - REC	40.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AMY RADEMACHER	02396	OFFICIAL - REC	60.00
MARK ROBERTS	02575	OFFICIAL - REC	78.00
RANDY HUMMELL	02562	OFFICIAL - REC	130.00
MARCEL MILLER	02245	OFFICIAL - REC	50.00
MIKE FULLER	01801	OFFICIAL - REC	130.00
MARCO WILLIAMS	02393	OFFICIAL - REC	52.00
TIM STOPZYNSKI	02438	OFFICIAL - REC	130.00
MARK SCHEURER	00601	OFFICIAL - REC	52.00
FRED KRAMER	00564	OFFICIAL - REC	128.00
BRYAN SCHEURER	00600	OFFICIAL - REC	52.00
BRIAN RUSSELL	00593	OFFICIAL - REC	78.00
KRISTINA KINDE	02352	CONTRACTUAL SERVICE - GEN	400.00
FAMILY FARM & HOME	01972	SUPPLIES - WW	32.23
FAMILY FARM & HOME	01972	SUPPLIES - WW	1.95
FLEIS & VANDENBRINK	00153	CAPITAL IMPROVEMENT PLAN - GEN	1,000.00
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SVCS - GEN	2,371.80
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - GEN, POL	1,333.30
PREMIER SAFETY	02465	GAS MONITOR - ELECTRIC	880.00
MCFADDEN LAW OFFICE PLLC	02299	JAN LEGAL SERVICE - POL	195.50
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,078.16
CONSUMERS ENERGY	00095	GAS SERVICE - MP	529.44
REFLECTIONS PHOTOGRAPHY	02013	PHOTOS DADDY DAUGHTER- REC	618.00
Total:			\$59,792.38

**BI-WEEKLY
WAGE REPORT
February 25, 2019**

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.	8,720.70	172,031.65	2,004.68	46,793.39	10,725.38	218,825.04
ASSESSOR	1,193.22	20,009.96	110.72	1,600.46	1,303.94	21,610.42
CEMETERY	1,570.10	56,544.49	177.29	14,358.78	1,747.39	70,903.27
POLICE	16,383.15	290,453.05	3,644.80	78,832.20	20,027.95	369,285.25
CODE ENFORCEMENT	640.67	13,377.47	80.25	2,897.90	720.92	16,275.37
PARKS	937.13	40,122.30	124.31	6,447.04	1,061.44	46,569.34
INCOME TAX	1,908.24	28,476.95	582.97	12,091.95	2,491.21	40,568.90
MAJOR STREETS	8,540.11	77,654.63	1,396.42	34,488.66	9,936.53	112,143.29
LOCAL STREETS	4,214.77	51,861.84	835.44	20,559.20	5,050.21	72,421.04
RECREATION	2,414.98	43,231.73	362.68	8,383.04	2,777.66	51,614.77
AMBULANCE	14,191.23	222,598.36	2,489.82	48,238.21	16,681.05	270,836.57
DDA	2,189.42	41,192.94	351.42	7,067.20	2,540.84	48,260.14
ELECTRIC	18,114.22	292,787.81	2,798.74	74,820.55	20,912.96	367,608.36
WASTEWATER	15,581.88	191,712.97	2,290.94	43,106.76	17,872.82	234,819.73
WATER	5,019.92	95,404.20	1,259.19	35,847.66	6,279.11	131,251.86
MOTOR POOL	4,226.39	45,168.60	676.41	19,912.77	4,902.80	65,081.37
TOTALS:	105,846.13	1,682,628.95	19,186.08	455,445.77	125,032.21	2,138,074.72

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 02/27/2019
MEETING DATE 03/04/2019

Fund	Description	Beginning Balance 2/14/2019	Total Cash in	Total Cash out	Cash Balance 02/14/2019	Time Certificates	Ending Balance 02/27/2019
101	GENERAL FUND	1,720,751.06	133,087.96	(128,998.42)	1,724,840.60	235,000.00	1,959,840.60
105	INCOME TAX FUND	149,452.30	14,969.80	(25,884.23)	138,537.87	10,000.00	148,537.87
150	CEMETERY PERPETUAL CARE FUND	52,047.51	-	-	52,047.51		52,047.51
202	MAJOR STREETS FUND	220,219.48	16,579.47	(42,361.36)	194,437.59		194,437.59
203	LOCAL STREETS FUND	405,258.52	10,254.92	(24,853.63)	390,659.81		390,659.81
208	RECREATION FUND	9,344.70	9,044.62	(11,330.07)	7,059.25		7,059.25
210	AMBULANCE FUND	57,921.45	25,385.08	(46,424.57)	36,881.96		36,881.96
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	405,401.73	2,540.84	(7,595.48)	400,347.09		400,347.09
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	(1,660.40)	1,660.40	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	475,780.33	-	-	475,780.33		475,780.33
520	REFUSE SERVICE FUND	13,730.14	8,065.85	(12,382.65)	9,413.34		9,413.34
582	ELECTRIC FUND	621,552.17	265,564.50	(205,895.27)	681,221.40	530,000.00	1,211,221.40
590	WASTEWATER FUND	(73,081.42)	93,648.36	(75,914.34)	(55,347.40)		(55,347.40)
591	WATER FUND	37,152.51	43,125.47	(22,437.76)	57,840.22	420,000.00	477,840.22
661	MOTOR POOL FUND	72,680.50	29,429.50	(29,125.74)	72,984.26		72,984.26
703	CURRENT TAX FUND	245,837.98	60,973.77	(282,660.92)	24,150.83		24,150.83
TOTAL - ALL FUNDS		4,415,750.81	714,330.54	(915,864.44)	4,214,216.91	1,195,000.00	5,409,216.91
						ELECTRIC-RESTRICTED CASH	400,000.00
						ELECTRIC - MPPA MUNICIPAL TRUST	150,915.28
						CUSTOMER DEPOSIT CD	170,000.00
						PERPETUAL CARE CD	130,000.00
						INCOME TAX SAVINGS	771,614.99
						ELECTRIC-PRIN & INT ESCROW	185,572.86
						WASTEWATER DEBT ESCROW	231,656.71
						WASTEWATER REPAIR ESCROW	48,100.92
						DDA-PRIN & INT ESCROW	501.77
							<u>7,497,579.44</u>
*Customer Deposit Breakdown							
	Electric	128,000.00					
	Wastewater	21,000.00					
	Water	21,000.00					
		<u>170,000.00</u>					

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

Held on Thursday, January 17, 2019
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, VISTA Volunteer Hengesbach, City Clerk Miller

Guests: None

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

There was no public comment.

Motion by Briggs, supported by Pung, to approve the agenda as presented.
All in favor. Adopted.

Motion by Madarang, supported by VanSlambrouck, to approve the minutes of November 15, 2018 minutes as presented
All in favor. Adopted.

Mayor Barnes noted that both December and January Treasurer's Reports need to be approved as there was no meeting in December. He further stated that he has reviewed both reports and recommends their approval.

Motion by Briggs, supported by Madarang, to approve the Treasurer's Report for both December and January as presented.
All in favor. Adopted.

Member Antaya arrived at 3:33 P.M.

Under Team Reports, Mayor Barnes reported that the Organization & Finance Team continues to work on the sesquicentennial celebration. He also noted that the Volunteer Recognition event will be moved to April this year.

Chair Grimminck reported that the Business Enhancement Team has nothing new to report.

Nothing new to report for the Promotions & Marketing Team.

Under the Design Team Report, Member Briggs noted that they are still working with Mo's Needle & Thread on a new sign.

Under Old Business, Director ConnerWellman stated that she has spoken with both the business and property owners regarding the repainting of the cornices on the building as part of the Façade Improvement Application that was received for the Escape Rooms at 100 E. Bridge St./205 Kent St. The business owners do not feel like it is their responsibility to repaint the cornices. The

property owners agreed to get quotes for the work. The proposed colors as part of the Façade Improvement Application match the current color of the cornices. The \$425.00 has been approved by the Design Committee.

As part of the Board Review of Self-Assessment she is looking for thoughts and recommendations for area of focus.

The National Main Street Conference will be held this year in Seattle, WA on March 25-27, 2019. City Council Member Amanda Johnston and VISTA Volunteer Dana Hengesbach are planning to attend.

Under New Business, Director ConnerWellman presented Team Work Plans and Budget Worksheets. The budgets are needed at the next board meeting.

Director ConnerWellman presented the Michigan Main Street Program Renewal Agreement. This is a 2-year agreement that requires a recommendation to the City Council for approval.

There was discussion of whether Portland should remain a Main Street community. It was stated that the discussion around this agreement should take place a few months prior to the decision being made in order to have proper consideration for the next renewal.

Motion by Pung, supported by VanSlambrouck to recommend the Michigan Main Street Program Renewal Agreement to the City Council for approval.
All in favor. Adopted.

Director ConnerWellman stated that Mo's Needle and Thread, at 123 Kent St., recently submitted a Sign Incentive Application to replace the wall sign on the Maple St. side of their business and the door signs on both the Kent St. and Maple St. entrances. As the door signs did not meet the criteria for a Sign Grant they have changed their request for only the wall sign on the Maple St. side. They are requesting reimbursement of \$325.00 rather than \$500.00.

There was discussion.

Director ConnerWellman provided information on the lighting of the buildings on the west side of the 100 block of Kent St. prior to the holidays. The DDA has no cost invested at this time. The lighting was installed with 70 volunteer hours and over \$4,000 in private investment. There has been consideration given to keeping the lighting year-round but it has already led to increased utility bills for the property owners. She further stated that she is considering ways the DDA may be able to provide assistance. One of the considerations is to use digital timers to synchronize the lighting of the buildings. She stated that she is looking for feedback from the Board as to whether to proceed with gathering estimates for further consideration.

There was discussion.

The Board concurred that Director ConnerWellman should move forward with gathering more information and costs to add timers to the lighting.

Under the Director Report, VISTA Volunteer Hengesbach provided a report on her activities including the Business Success Workshops, the Block Captain Program, and the development of the workshop schedule.

DDA/Main Street Director ConnerWellman stated that a Business Owner Workshop about Business Protection will be held on February 14, 2019. 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. The Michigan Main Street Annual Reporting is now complete.

Under Board Member Comments, City Manager Gorman provided an update on City business. A feasibility study for a new Police Station at either the Grand River Ave. and Divine Hwy. on the property recently donated to the City by ADM Alliance Nutrition or on the parking lot at Grand River Ave. and Maple St. The study shows that the building a new police department on the parking lot at Grand River Ave. and Maple St. is more feasible. A cost estimate and potential funding still need to be determined.

City Manager Gorman also stated that the results of the Broadband Feasibility Study show that bringing broadband internet service to the City of Portland is very feasible. A survey will be conducted soon that will determine the “take rate” or interest in service from the residents. This investment would provide the potential for strong economic development and would lay the foundation for Portland to be a “smart City”.

City Manager Gorman also noted that, contingent on the City Council’s approval at its January 21, 2019 meeting, the Small Urban Project funds will be moved from Grand River Ave. to the Kent Street Improvement Project for 2022. The DDA will need to move forward with amending the TIF Plan.

Member VanSlambrouck provided information on the Portland Backpacks for Bellies program. Approximately \$8,000.00 has been raised to date for the program.

Motion by VanSlambrouck, supported by Madarang, to adjourn the meeting at 4:24 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: February 21, 2019

REPORT OF FUNDS IN DDA AS OF: February 15, 2019

PRINCIPAL & INTEREST ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>1/12/2019</u>	<u>\$ 501.77</u>
NEW BALANCE:	<u>2/15/2019</u>	<u>\$ 501.77</u>

PRIME ACCOUNT

PREVIOUS BALANCE:	<u>1/12/2019</u>	<u>\$ 5,362.67</u>
DEPOSITS:		
Deposit by DDA:		\$ 100.00
Due to customers:		\$ (1,643.53)
NEW BALANCE:	<u>1/31/2019</u>	<u>\$ 3,819.14</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>1/12/2019</u>	\$ 407,584.90
INTEREST EARNED:		\$ 17.01
DEPOSITS:		
Holiday Fest		\$ 200.00
		\$ -

CHECKS WRITTEN:

Ck No. Payee:	<u>AMOUNTS</u>
1929 CITY OF PORTLAND, credit card purchases, postage	\$ 1,934.12
1930 TINA CONNER-WELLMAN, Cell phone, mileage,	\$ 154.61
1933 ERIC PROCTOR - Recording of workshop	\$ 100.00
1931 MAIN STREET MUSIC - Audio & Voice for 150 video	\$ 50.00
1928 BECCA LISHER, Voice Recording for Video	\$ 100.00
1932 PORTLAND CHAMBER COMMERCE, Santa & Mrs. Clause costumes	\$ 175.07

TOTAL CHECKS \$ (2,513.80)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 01/14/2019 - 02/11/2019 \$ (8,068.15)

TOTAL EXPENSES: \$ (10,581.95)

NEW BALANCE: **\$ 397,219.96**

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

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

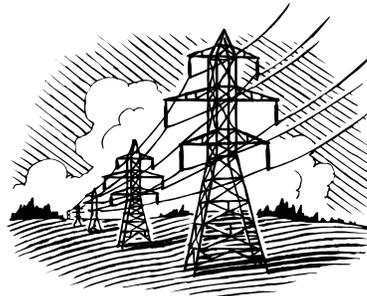
February 1, 2019
January 1-31, 2018

HYDRO GENERATION	174,812		
DIESEL PRODUCTION	0		
Kwh Purchased	3,273,694	Amount Paid	\$ 176,448.17
Total Kwh Purchased	3,448,506	Total Dollars Paid	\$ 176,448.17

Kwh Billed		Dollars Billed	
Residential	1,565,969	PCA Billed	\$ 36,647.40
Commercial	748,986	Residential	\$ 163,728.17
Large General	884,400	Residential EO Charge	\$ 2,707.08
City St. Lites Metered	36,400	Geothermal Discount	\$ (244.38)
St. Lites Unmetered		Commercial	\$ 79,606.66
Rental Lights		Commercial/LG EO Charge	\$ 2,430.91
Demand	2,256	Large General	\$ 60,273.47
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 3,074.69
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	3,238,011	Rental Lights	\$ 253.24
		Demand	\$ 13,259.80
Arrears after billing	\$ 44,162.80	Tax	\$ 13,728.44
Penalties Added	\$ 3,782.59		
Arrears end of month	\$ 74,159.88	Total Dollars Billed	\$ 377,026.93
Fuel Cost Billed	\$ 40,634.05		
Amount Collected	\$ 306,050.95	Power Cost Adj.	.01145
Total Adjustments	\$ 1,808.28		

Residential Customers	2,221
Commercial Customers	329
Large General	15
Total Customers	2,565

02/04/19



CITY OF PORTLAND
February-19

WATER DEPARTMENT REPORT

MONTH	Jan-19	PERIOD COVERED	Jan. 1-31, 2019
Customers Billed		Penalties Added	\$ 463.07
City	1,818	Dollars Collected	\$ 44,821.90
Rural	24	Arrears at end of Month	\$ 7,156.35
Total Customers	1,842	Adjustments	\$ 408.72
		Gallons Pumped	8,590,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	8,362,073		\$ 48,189.57
Rural	137,982		\$ 1,546.02
Total	<u>8,500,055</u>		<u>\$ 49,735.59</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,779	Dollars Billed	\$80,176.70
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 80,176.70

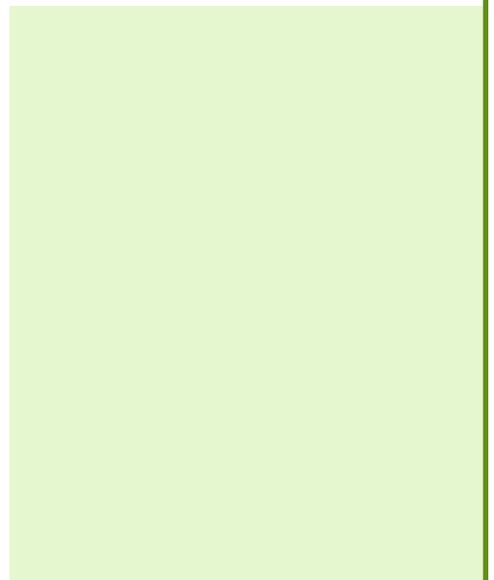
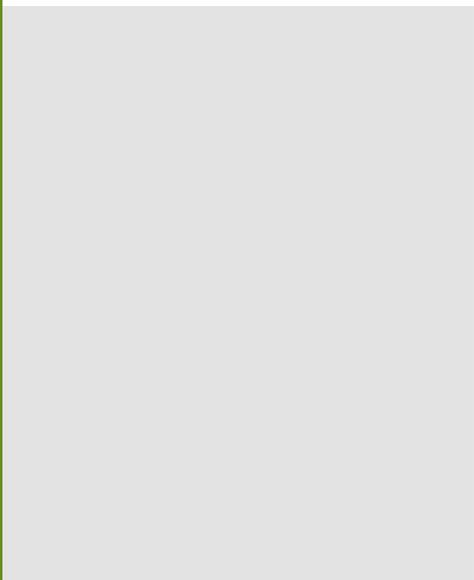
Penalties Added	\$ 755.88
Dollars Collected	\$ 71,063.13
Arrears at end of Month	\$ 12,693.21
Adjustments	\$ 631.17
Gallons Treated per Million	10.56





The City of Portland Wastewater Treatment Plant

January 2019





February 23, 2019

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

RE: January 2019 Monthly Operation Report

Dear Mr. Gorman:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of January 2019. 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

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APPENDIX “A” -MONTHLY OPERATING REPORT



ADMINISTRATIVE REPORT

ADMINISTRATIVE

The January 2019 discharge monitoring report has been submitted to the MDEQ. The wastewater treatment plant (WWTP) was in compliance with all NPDES permit limits for the month of January 2019. The average influent flow for this month was 345,000 gallons per day. The maximum flow for a single day was 402,000 gallons on January 24th.

ACTION ITEMS

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

Per the Biosolids Audit correspondence letter from Cindy Sneller of the MDEQ, the following corrective actions need to be addressed in writing, by April 1st, 2019.

- Provide a written plan of action for increasing the biosolids storage capacity.
- Provide a written plan of action for the replacement of the pumps involved with the biosolids process.
- Provide a written plan of action on how to add redundancy of biosolids measurement.

FVOP is drafting a corrective action plan pertaining to MDEQ correspondence letter.

WASTEWATER MAINTENANCE

Maintenance was completed in accordance with the City's current computerized maintenance management system (CMMS). FVOP is presently creating an updated CMMS using their Antero Allmax software. When the new CMMS is implemented, completed work order notes will be included in the monthly WWTP report.

- On January 2nd, we changed the circuit board that alternates the non-potable water pumps because they were not alternating
- On January 3rd, we had to pull and remove rags and other debris from all three of the influent pumps. This is a recurring issue that will need to be addressed in the future to help prolong the useful life span of the pumps.
- On January 4th, Fire Pros were on site to inspect and certify the fire extinguishers at the plant, lift stations and the vehicles.
- On January 21st, we replaced the Pro ODO-Dissolved Oxygen (D.O) sensor cap on the unit in the aeration tanks. This D.O unit is what controls the aeration blowers output.
- On January 22nd, Pleune Service Company was on site to repair the make-up air (MUA-1) unit, which heats and recirculates fresh air into the headworks building. We were able to get them to warranty the parts that were needed to correct the problem.
- On January 31st, Oudbier Instrument Company was on site to replace the variable frequency drive (VFD) on the waste activated sludge pump.

OPERATIONS

During the month of January we performed normal operations at the WWTP. We did implement more frequent analysis of the anaerobic digester to help mitigate potential operational issues with the unit.

We changed the standard operating procedure for how the secondary digesters supernatant (Dewatering) is performed to help mitigate overloading of the WWTP. We are utilizing the biotank, so that less supernatant is directed to the headworks and which also allows us to pump the supernatant at night during low flow hours.

We also ordered new certified thermometers and reagents so we are in compliance with the Code of Federal Regulations (CFR) Part 40.

SAFETY TRAINING

During the month of January the following safety training was completed.

- We completed the monthly FVOP safety training presentation and quiz on how to properly utilize personal protection equipment (PPE.)
- We implemented weekly safety tailgates. These are scheduled to be completed on Mondays and cover several different safety topics.

WORK PERFORMED ON THE COLLECTIONS SYSTEM

The work to be completed on the collections 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 January the following work on the collections system was completed:

- On January 14th, we received a sewer call out from a resident on Detroit Street. We inspected and cleaned manholes A-78 to A-79. We also used the push camera to inspect the sewer main from manholes A-76 to A-79. We concluded the issue was in the resident's lateral and suggested they have it cleaned.
- On January 14th, we received another sewer call out from a resident on Looking Glass Avenue. We inspected the sewer main from manholes B-32 to B-33 and found the flow to be normal with no backups in the main. We concluded the issue was in the resident's sewer lateral and suggested they have cleaned.
- On January 17th, we received a sewer call out from a resident on Rindle Bluff Drive. We proceeded to use the push camera to inspect the resident's lateral and found a broken backflow valve flapper. We removed the broken piece of the backflow preventer, correcting the issue in the lateral.

We also received and completed twelve Miss Digs during the month of January.

EMERGENCY ALARM CALL OUTS

During the month of January there were two after hours alarm call outs.

The two alarms were for the MUA-1 and low oxygen on the gas monitoring system. The MUA-1 unit was not able to keep the proper temperature in the headworks, due to the extreme cold weather.

OPERATIONAL AND MAINTENANCE EXPENSES

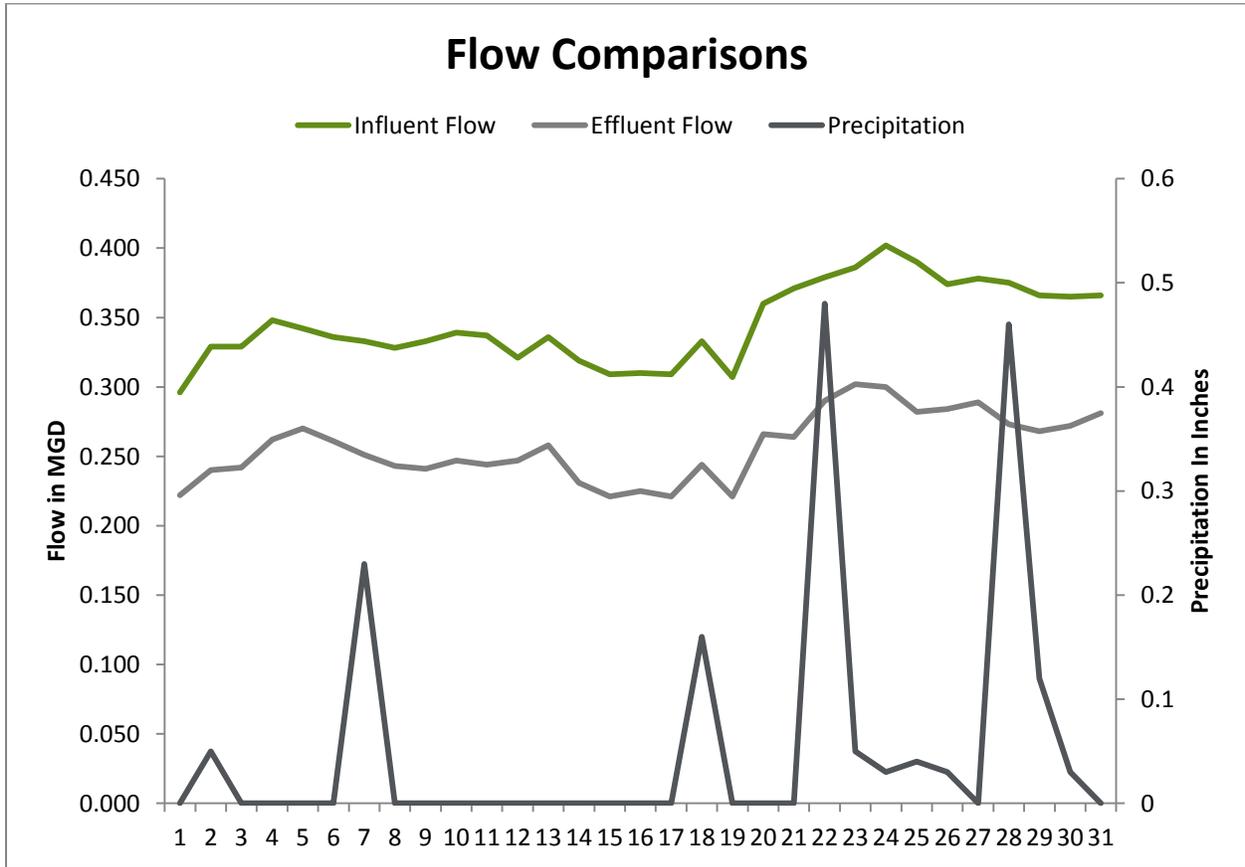
The following expenses were accrued during the month of January:

Operational & Maintenance Expenses for 2018-2019 Fiscal Year

Date	Vendor	Item	Cost
01.15.2019	NCL	Lab Supplies	\$474.85
01.15.2019	NCL	Lab Supplies	\$1,151.32
01.15.2019	Fire Pros	Fire extinguisher Inspection	\$268.50
01.15.2019	USA Bluebook	Lab Supplies	\$276.41
01.18.2019	USA Bluebook	Pro ODO Cap	\$200.01
01.18.2019	UIS Scada	Cruise Subscription	\$1395.00
01.18.2019	MWEA	Tony Smith Membership Renewal	\$75.00
01.24.2019	NCL	Lab Supplies	\$467.44
01.31.2019	Oudbier Instrument Co.	VFD Replacement	\$2340.00
Total Monthly Expenses			\$6,648.53
Year to Date Expenses			\$46,032.05

Daily Influent Flow Summary

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 January. The average influent flow this month was 345,000 gallons per day and the average effluent flow for this month was 257,000 gallons per day. We had twelve days of precipitation, which totaled 1.68 inches. The influent flow is higher than the effluent; due to the recycle flows that are metered twice.



APPENDIX "A"



January 2019

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	Rem.							Rem.			cts/100 ml	7-day
	Avg		Avg			Avg		Avg									GEO				
1	4.7		8.7		98	6.4		11.8		97	5	0.550	1.0	90	7.3	6.8	14			0.0	
2	3.9		7.8		99	2.8		5.6		99	2	0.583	1.2	89	7.2	7.1	35			0.0	
3	4.0		8.1		96	6.0		12.1		97	3.6	0.650	1.3	86	7.3	7.2	64			0.0	
4																				0.0	
5																				0.0	
6																				0.0	
7		4.2		8.2			5.1		9.9									32		0.0	
8	3.8	3.9	7.7	7.9	99	5.6	4.8	11.3	9.7	98	2.8	0.843	1.7	85	7.2	6.3	58	51		0.0	
9	4.9	4.2	9.8	8.5	98	8.8	6.8	17.7	13.7	96	4.8	0.890	1.8	83	7.3	7.5	50	57		0.0	
10	4.4	4.4	9.1	8.9	99	5.6	6.7	11.5	13.5	97	3.6	1.008	2.1	82	7.2	7.5	29	44		0.0	
11		4.4		8.9			6.7		13.5									44		0.0	
12		4.4		8.9			6.7		13.5									44		0.0	
13		4.4		8.9			6.7		13.5									44		0.0	
14		4.4		8.9			6.7		13.5									44		0.0	
15	5.9	5.1	10.9	9.9	98	2.6	5.7	4.8	11.3	99	1.2	0.702	1.3	88	7.2	7.1	56	43		0.0	
16	3.8	4.7	7.1	9.0	99	6.0	4.7	11.3	9.2	98	4.0	0.693	1.3	87	7.4	7.4	42	41		0.0	
17	4.4	4.7	8.1	8.7	99	4.0	4.2	7.4	7.8	98	2.0	0.823	1.5	85	7.3	7.2	28	40		0.0	
18		4.7		8.7			4.2		7.8									40		0.0	
19		4.7		8.7			4.2		7.8									40		0.0	
20		4.7		8.7			4.2		7.8									40		0.0	
21		4.7		8.7			4.2		7.8									40		0.0	
22	4.0	4.1	9.7	8.3	98	8.0	6.0	19.3	12.7	98	6.4	0.740	1.8	85	7.4	8.4	85	46		0.0	
23	3.6	4.0	9.1	9.0	99	2.8	4.9	7.1	11.3	98	1.2	0.645	1.6	85	7.4	7.3	132	68		0.0	
24	5.0	4.2	12.5	10.4	98	1.6	4.1	4.0	10.1	99	0.4	0.695	1.7	83	7.5	8.0	102	105		0.0	
25		4.2		10.4			4.1		10.1									105		0.0	
26		4.2		10.4			4.1		10.1									105		0.0	
27		4.2		10.4			4.1		10.1									105		0.0	
28		4.2		10.4			4.1		10.1									105		0.0	
29	4.9	4.5	11.0	10.8	98	1.4	1.9	3.1	4.7	99	1	0.755	1.7	84	7.5	8.1	49	87		0.0	
30	4.7	4.9	10.7	11.4	96	4.4	2.5	10.0	5.7	98	2.4	1.038	2.4	78	7.6	8.4	65	69		0.0	
31	6.8	5.5	15.9	12.5	98	4.8	3.5	11.2	8.1	96	2	1.020	2.4	77	7.6	8.6	62	58		0.0	
MM																					
TL																					
GA																					
ME	4.6		9.7		98	4.7		9.9		98	2.8	0.78	1.7	85		7.5			#####	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

January 2019

ACTIVATED SLUDGE

DAY	Aeration Volume	Detent. Time	CRT Days	Organic Loading	MLSS	MLVSS	SETT.	SVI	DO	AIR SUPPLY	RASS	RASVS	WAS	WAS	Return Flow
	KCF	Hours		F/M	mg/l	mg/l	%		mg/l	CuFt./D	g/100 ml	g/100 ml	gal	lbs	(RAS)
1	24	7.7	8.8	0.21	2659	1617	23	86	4.6	1.44	0.6424	0.4598	8.40	450	0.265
2	24	7.4	5.4	0.31	2847	1917	23	81	3.9	1.44	0.5126	0.3204	18.50	791	0.251
3	24	7.1	4.4	0.11	2824	1617	26	92	5.3	1.44	0.5651	0.4598	20.45	964	0.279
4	24	6.9	5.2		2511		23	92	5.9	1.44	0.4307		20.11	723	0.276
5	24	6.8	11.5		2248		20	89	4.7	1.44	0.4072		8.58	291	0.294
6	24	6.9	12.8		2479		22	89	4.8	1.44	0.4119		8.40	289	0.287
7	24	7.0	4.8		2837		22	78	4.4	1.44	0.5243		20.00	874	0.285
8	24	7.1	3.3	0.28	2611	1717	22	84	4.2	1.44	0.7893	0.5265	18.00	1185	0.279
9	24	7.1	4.1	0.32	2502	1854	22	88	3.4	1.44	0.6002	0.4286	18.00	901	0.276
10	24	6.9	5.6	0.28	2667	2023	22	82	4.1	1.44	0.4758	0.3548	18.00	714	0.280
11	24	6.9	3.9		2747		22	80	3.9	1.44	0.5933		21.00	1039	0.283
12	24	7.2	14.1		2296		20	87	3.6	1.44	0.3469		8.40	243	0.275
13	24	7.2	12.0		2481		21	85	4.1	1.44	0.4423		8.40	310	0.257
14	24	7.3	4.6		2457		23	94	4.0	1.44	0.4977		19.08	792	0.269
15	24	7.6	3.7	0.25	2937	2251	23	78	3.8	1.44	0.7201	0.5528	20.00	1201	0.255
16	24	7.7	4.4	0.34	2464	1825	21	85	3.8	1.44	0.5576	0.4319	18.00	837	0.246
17	24	7.9	3.2	0.30	2474	1860	20	81	6.2	1.44	0.6990	0.5481	20.00	1166	0.237
18	24	7.5	3.9		2286		20	80	6.4	1.44	0.5247		20.00	875	0.240
19	24	7.5	8.3		2252		21	93	0.8	1.44	0.3993		12.15	405	0.265
20	24	7.1	10.3		3280		20	61	1.9	1.44	0.4937		11.59	477	0.246
21	24	6.6	5.4		2464		21	85	0.6	1.44	0.4048		20.30	685	0.285
22	24	6.3	5.4	0.30	2328	1835	20	86	3.4	1.44	0.4823	0.3733	16.00	644	0.303
23	24	6.1	5.5	0.40	2216	1714	20	90	3.4	1.44	0.4116	0.3255	17.50	601	0.322
24	24	5.9	3.0	0.38	2222	1750	20	90	3.0	1.44	0.5929	0.4648	22.71	1123	0.329
25	24	6.0	3.8		2115		17	80	4.4	1.44	0.4376		22.50	821	0.325
26	24	6.8	17.6		2015		16	79	3.9	1.44	0.2440		8.40	171	0.256
27	24	6.9	16.4		2265		17	75	4.2	1.44	0.2943		8.40	206	0.247
28	24	7.0	3.3		2178		18	83	4.7	1.44	0.5197		22.50	975	0.240
29	24	7.2	4.9	0.38	2047	1573	16	78	4.4	1.44	0.4081	0.3245	18.50	630	0.231
30	24	7.1	8.2	0.16	1754	1408	15	86	2.1	1.44	0.2751	0.2010	13.99	321	0.238
31	24	7.1	5.9	0.44	1887	1504	16	85	4.0	1.44	0.4217	0.3178	13.68	481	0.239
TL													501.56	21185	8.358
ME	24	7.0	6.9	0.30	2431	1764	20	84	3.9	1.44	0.4879	0.4060	16.18	683	0.270
	REMARKS:														

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

January 2019

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	Y		42	136	8	9	27	21	5.0
2	Y		42	136	13	5	23	13	22.0
3	Y		37	128	14		23	13	22.0
4			33	120	11	11	70	13	19.0
5			32	128	14	5		13	12.0
6			36	156	17	6		13	8.0
7			39	136	12	5	20	14	26.0
8	Y		37	136	15	10	24	14	21.0
9	Y		34	136	22	14	33	14	21.0
10	Y		38	144	16	7	32	14	24.0
11			30	136	23	9		14	24.0
12			35	136	10	10		14	10.0
13			26	128		14	80	18	8.0
14			45	136	40	5	23	18	20.0
15	Y	40.5	35	136	18	8	23	18	23.0
16	Y		50	128				18	18.0
17	Y		34	120				18	21.0
18			37	128				18	20.0
19			39	136				18	14.0
20			43	128	112		140	18	12.0
21			30	104		62		13	15.0
22	Y		36	168				13	15.0
23	Y		46	160	66		80	13	15.0
24	Y		36	160	16	20		13	35.0
25			4	176		21		13	22.0
26			40	168				13	10.0
27			45	176				13	8.0
28			58	184	101	62		13	26.0
29	Y		49	184	28	16		13	23.0
30	Y		41	184				13	20.0
31	Y	54.0	50	184				13	13.0
TL		94.5	1179.0	4516	556	299	598	457	552.0
ME		47.3	38	146	29	16	46	15	17.8
	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

January 2019

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	
	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION	CuFt X 100	
SF														
DAY														
1	1003												16	
2	2170												26	
3	1951	6.3	73	0.05	7.1	12.8	29.5	7.2	1.7	55		55	30	
4	2935												31	
5	857												24	
6	985												20	
7	2316												34	
8	1841												27	
9	1750												25	
10	1477	6.7	74	0.04	7.2	13.2	28.7	7.0	2.2	63		40	25	
11	2297												27	
12	583												18	
13	729												11	
14	3172	4.5	75	0.06	7.3	14.7	26.7	7.2	1.7	61	0.04	48	22	
15	2881												27	
16	1659												35	
17	1732	5.6	76	0.04	7.0	12.6	27.9	7.2	1.6	56	0.05	60	35	
18	2006												34	
19	1203												23	
20	1203												24	
21	1003	6.1	79	0.03	6.9	15.4	22.6	7.4	1	56	0.04	66	19	
22	1349												22	
23	1568												27	
24	2461	5.8	79	0.06	7.0	12.6	27.2	7.2	1.8	62	0.03	57	41	
25	2370												36	
26	693												18	
27	857												22	
28	2644	6	79	0.07	7.3	12.4	29.1	7.2	1.8	58	0.01	63	32	
29	1841												36	
30	1568												28	
31	1677	6.2	78	0.04	7.4	9.8	27.1	7.1	1.6	61		56	31	
TL	52783												826	
ME	1703	5.9	77	0.05	7.2	12.9	27.4	7.2	1.7	59		56	27	
REMARKS:		Loading Rate = .02 -.10 lb/cu. ft.												

Digester Volume:
 Primary: 14700
 Secondary: 14700

Process Pattern:
 Primary, Secondary, Land Application

City of Portland, MI

January 2019

SOLIDS DISPOSAL

DAY	SUPERNATANT							BIOSOLIDS DISPOSAL				SITE #	DRY TONS APPLIED.
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL	VOL.		
			SOLIDS	SOLIDS	SOLIDS			TO BED	HAULED	SOLIDS	SOLIDS		
	gal.		%	%	mg/l	mg/l	lbs	lbs	gal	%	%		
1								0.0					
2								0.0					
3								0.0					
4								0.0					
5								0.0					
6								0.0					
7	3998							0.0					
8	3198							0.0					
9	2665							0.0					
10	1066							0.0					
11	1066							0.0					
12								0.0					
13								0.0					
14	2132							0.0					
15	3731							0.0					
16	5997							0.0					
17	2132							0.0					
18	1866							0.0					
19	1866							0.0					
20	1866							0.0					
21								0.0					
22	1999							0.0					
23	2665							0.0					
24								0.0					
25	3998							0.0					
26								0.0					
27								0.0					
28	4397							0.0					
29	2399							0.0					
30	1333							0.0					
31								0.0					
TL	48374							0.0	0				
ME													
	48374												

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

IONIA COUNTY BOARD OF COMMISSIONERS

February 26, 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 January 2019 - \$1,230,986.18
 - D. Approve payment of Health Fund bills for January 2019 – \$97,816.01
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Sheriff's Office – 2019 Marine Patrol Grant
 - B. Commission on Aging- Requesting approval to enter into rental agreement with First Congregational Church in Portland
 - C. Facilities Manager Position posting
 - D. County Administrator Evaluation
- 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

A. Deputy Union Negotiations update

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 March 2019:

- Community Mental Health four- three year terms

Appointments for consideration in the month of April 2019:

- Area Agency on Aging one – three year term
- Economic Development Corporation/Brownfield Redevelopment Authority – four- three year terms
- Jury Board-one- six year term
- Land Bank Authority – one-three year term

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION NOTICE
OF HEARING
FOR THE GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-20356**

- Consumers Energy Company requests the Michigan Public Service Commission's approval for authority to reconcile its gas revenue decoupling mechanism and for other relief.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, or call 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

DATE/TIME: Tuesday, March 12, 2019, at 10:00 AM

BEFORE: Administrative Law Judge Kandra Robbins

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) November 30, 2018 application requesting the Commission to approve: 1) the reconciliation of its Revenue Decoupling Mechanism for the period January 1, 2018 through August 31, 2018; 2) Consumers Energy to apply a one-month per customer surcharge, to collect the Revenue Decoupling Mechanism revenues by rate schedule based on the projected number of customers for the August 2019 bill month; 3) Consumers Energy to apply the proposed remaining residual balance reconciliation methodology to any remaining residual balances that continue to exist after the implementation of the proposed surcharges; and 4) other relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: <https://mi-psc.force.com/s/>. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscdockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscdockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by March 5, 2019. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy Company's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Administrative Hearing System's Administrative Hearing Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

**[THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE,
REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.]**