



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

7:00 P.M. Monday, March 18, 2019  
City Council Chambers  
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:03 PM	<b>IV. <u>Public Comment</u></b> (5-minute time limit per speaker)	
7:04 PM	<b>V. <u>City Manager Report</u></b>	
7:15 PM	<b>VI. <u>Presentations</u></b>	
7:20 PM	<b>A.</b> Portland District Librarian Grimminck – Annual Report	
	<b>B.</b> DDA/Main Street Director ConnerWellman – Downtown Report	
	<b>VII. <u>Public Hearing(s)</u></b> – None	
	<b>VIII. <u>Old Business</u></b> - None	
	<b>IX. <u>New Business</u></b>	
7:25 PM	<b>A.</b> Second Reading and Consideration 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 as Article IV of Chapter 36 “Telecommunications” of Said Code	Decision
7:28 PM	<b>B.</b> Proposed Resolution 19-12 a Resolution for Submission of a MDNR MNRTF Grant Application	Decision
7:30 PM	<b>C.</b> Proposed Resolution 19-13 Approving Fleis & VandenBrink’s Proposal to Provide Design Engineering Services for the Safe Routes to School Project	Decision
7:33 PM	<b>D.</b> Proposed Resolution 19-14 Approving Award of the Divine Highway and Maynard Road Improvements Project to Cook Brothers Excavating, Inc.	Decision
7:35 PM	<b>E.</b> Proposed Resolution 19-15 Accepting and Dedicating Hyland Drive as a Public Street	Decision
7:37 PM	<b>F.</b> Proposed Resolution 19-16 Approving an Energy Purchase for the Board of Light and Power Through the Michigan Public Power Agency	Decision
7:40 PM	<b>G.</b> Proposed Resolution 19-17 Approving Participation in the State Bid Process for Winter Road Salt 2019-2020	Decision

**Estimated  
Time**

7:42 PM

**X. Consent Agenda**

- A. Minutes & Synopsis from the Regular City Council Meeting held on March 4, 2019
- B. Payment of Invoices in the Amount of \$73,199.58 and Payroll in the Amount of \$125,032.21 for a Total of \$198,231.79
- C. Purchase Orders over \$5,000.00
  - 1. Fleis & VandenBrink in the Amount of \$31,167.50 for Draw #1 for SAW Grant

**XI. Communications**

- A. Planning Commission Minutes from December 12, 2018
- B. Water Department Report for February 2019
- C. Wastewater Treatment Plant Report for February 2019
- D. Police Department Report for February 2019
- E. Ionia County Board of Commissioners Agenda for March 12, 2019
- F. Ionia County Board of Commissioners Agenda for March 19, 2019

7:45 PM

**XII. Other Business - None**

7:50 PM

**XIII. City Manager Comments**

7:55 PM

**XIV. Council Comments**

8:00 PM

**XV. Adjournment**

**Desired  
Outcome**

Decision

Decision

# Annual Report

## 2017-2018

### Portland District Library

334 Kent Street

Portland, MI 48875



### *Today's public libraries support*

- *Lifelong learning · Early childhood education ·*
- *Local business and enterprise ·*
- *Access to technology and information for all citizens ·*

Cory Grimminck, Library Director

2017-2018

# Annual Report

July 1, 2017 – June 30, 2018

*THIS LIBRARY IS A MEMBER OF THE WOODLANDS LIBRARY COOPERATIVE HEADQUARTERED  
IN ALBION, MICHIGAN.*

<b>Library Board Members:</b>		
President:	<b>Nancy Marks (City of Portland)</b>	<b>'22</b>
Vice President:	<b>John Tannery (Danby Township)</b>	<b>'20</b>
Secretary	<b>Mary Sue Barley (City of Portland)</b>	<b>'19</b>
Treasurer:	<b>Mary Leik (Danby Township)</b>	<b>'18</b>
Trustee:	<b>Maureen Wallace (Portland Township)</b>	<b>'20</b>
Trustee:	<b>Open Position</b>	

The legal area of the Portland District Library is comprised of the City of Portland, Portland Township, and Danby Township. Each of these governmental units is represented by two residents who are appointed by their respective council or board to be on the Board of the Portland District Library.

The Portland District Library Board is an appointed board with four year terms; however, board members may be reappointed for additional terms if approved by their council or board. The Board meets ten times per year, at 9:30 a.m. in the library. The schedule will be decided at the beginning of the calendar year and posted. Changes to the schedule will be made at the discretion of the board.

**Library Hours:**

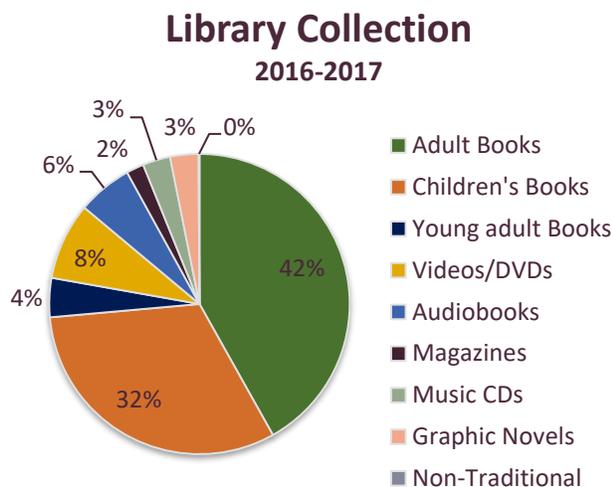
Library Hours are from 9:00 a.m. to 8:00 p.m. Monday through Thursday; 9:00 a.m. to 5:00 p.m. Friday; and 9:00 a.m. to 2:00 p.m. on Saturdays. The library is closed on Sundays.

<b>Library Staff:</b>	
Library Director	<b>Cory Grimminck</b>
Administrative Assistant	<b>Laura Hager</b>
Youth Librarian	<b>Eileen Zimmerman</b>
Library Clerk	<b>Jana Slisher</b>
Library Clerk	<b>Beckie Pline</b>
Library Clerk	<b>Julie Miles</b>
Library Clerk	<b>Mackayla James</b>
Library Clerk	<b>Chelsea Boucha</b>
Library Clerk	<b>Wendy Charles</b>
Library Clerk	<b>Sierra James</b>
Library Page	<b>Kaitlyn Kwiecinski</b>



Mackayla James, Kaitlyn Kwiecinski, and Eileen Zimmerman joined our staff this year.

LIBRARY COLLECTION	2016-2017	2017-2018
Adult fiction – hardcover	9,800	9,687
Adult non-fiction and reference	7,175	7,161
Adult paperbacks	1,265	1,294
Young adult books	1,592	1,697
Juvenile fiction	4,562	4,669
Juvenile non-fiction	3,141	3,022
Juvenile picture books \ easy readers	5,197	5,070
Parenting books	184	193
DVDs - adult	2,314	2,438
DVDs - juvenile	961	901
Adult audiobooks	1,608	1,534
Juvenile audiobooks	773	841
Magazines	760	742
Music CDs	1,194	1,146
Graphic Novels	1,165	1,228
Non-Traditional Collections	37	71
<b>TOTAL COLLECTION</b>	<b>41,728</b>	<b>41,694</b>



### **The Collection:**

The library collection is comprised of books, magazines, and audiovisual materials and non-traditional items (coloring books and supplies, board games, STEM kits, GoPro camera) for all ages.

The book collection consists of board books, picture books, and beginning readers for infants to early elementary aged children. There are graphic novels, general fiction, and nonfiction sections for older elementary children, young adults, and adults. Individual collections include reference, parenting, and large print.

The Library participates in a shared downloadable library through the Woodlands Cooperative. In addition, we have a smaller collection of downloadable ebooks and audiobooks that are available for checkout only to our patrons. This makes for a more readily available and responsive collection for our patrons.

Audiovisuals include books on CD or Playaway (MP3 player pre-loaded with one book) for children and adults, educational and non-educational DVDs for children and adults, and music CDs for both children and adults.

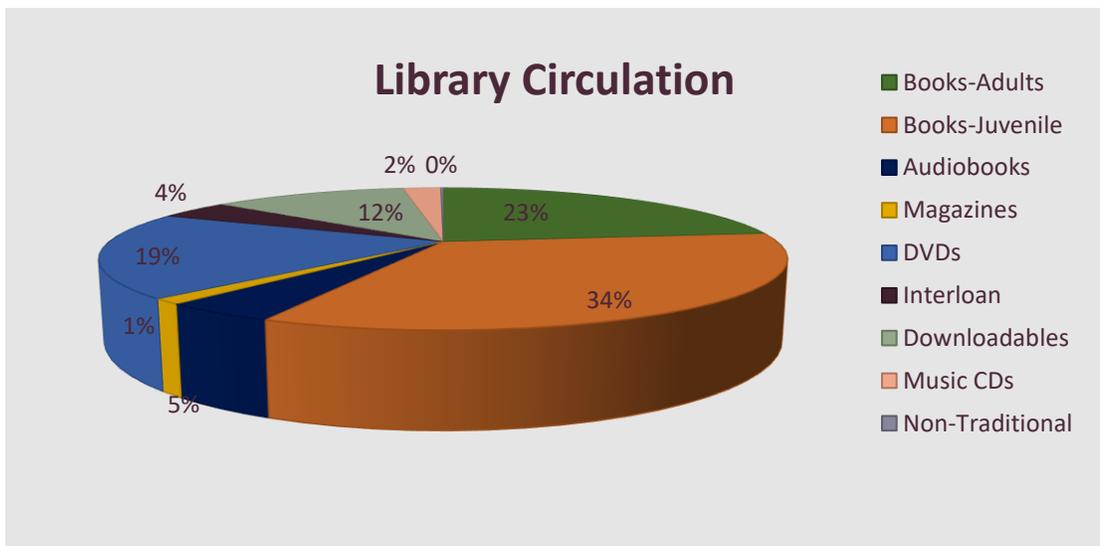
The library subscribes to 57 different magazines, 14 of which are for the children's or teen rooms. We subscribe to the *Lansing State Journal*, and *Ionia Sentinel-Standard* on a daily basis. We also receive the *Portland Review and Observer* and have this newspaper on microfilm dating back to 1868.

Housed in our History/Genealogy room are numerous historical materials. Included are county histories and plat maps, rural county directories, donated scrapbooks, high school yearbooks, pictures, flyers and pamphlets about the Portland area. Holdings of the Portland Historical Society are also available there.

CIRCULATION STATISTICS	July 1,2016-June 30,2017	July 1,2017-June 30, 2018
Books-Adult	16,930	17,811
Books – Juvenile	26,966	26,160
BOOKS – TOTAL	<b>43,896</b>	<b>43,971</b>
Juvenile Audiobooks	879	818
Adult Audiobooks	3,443	2,650
Magazines	933	939
DVDs	10,935	10,738
Juvenile DVDs	3,948	4,289
Music CDs	1,675	1,735
Non-Traditional Collections	111	419
Overdrive downloadable books	7,478	8,300
Overdrive Advantage books	766	657
Interloan items received	2,966	3,227
TOTAL CIRCULATION	<b>77,030 items</b>	<b>77,951 items</b>

**Circulation Statistics**

Circulation increased in over half of the categories, with particularly large jumps in non-traditional collections, downloadable books, and inter-library loan items. Even with small dips in some categories, our overall circulation increased by 921 items, for the first time in five years. The highest circulation months were July of 2017 and March and June of 2018. Our lowest circulation month was December of 2017.



Name of Service Area (Census 2010)	Percentage Served	Legal Area Population	Contractual Area Population
City of Portland	100%	3,883	
Portland Township	100%	3,404	
Danby Township	100%	2,988	
		<b>Total: 10,275</b>	
Orange Township	50%		497
Sebewa Township	33.33%		390
Eagle Township	51.07%		1,301
Westphalia Township	61.73%		1,449
			<b>Total: 3,637</b>

Total In Service Area: 13,912 persons

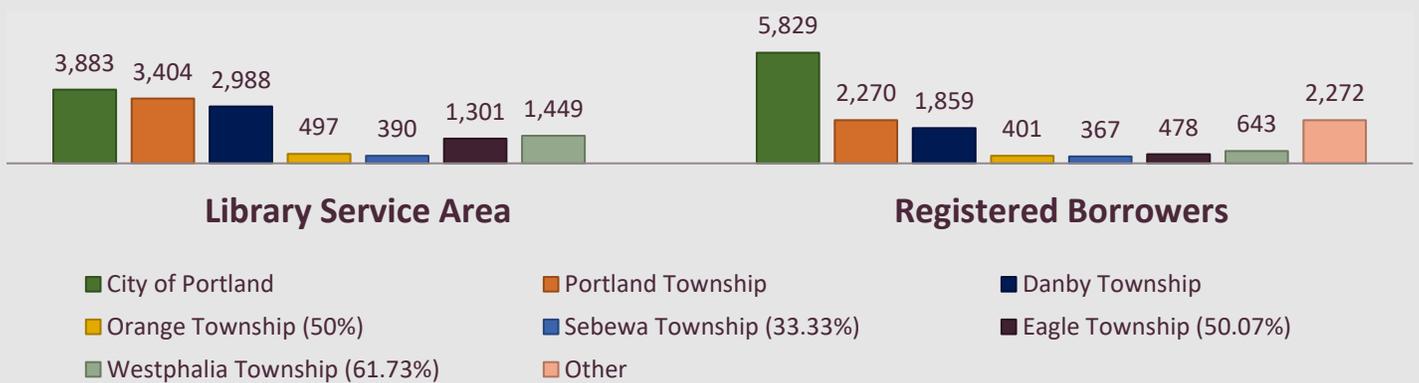
### Population of the Service Area

The library service area is comprised of both legal and contractual populations. Our legal service population is comprised of the City of Portland, Portland Township, and Danby Township. The library receives state aid, penal fine monies, and voted millage income based on the population of these areas.

We also have contracts with Orange and Sebewa Townships in Ionia County and receive a percentage of the state aid, penal fine monies, and millage income based on the population of these areas. In addition, we have contracts with Westphalia and Eagle Townships in Clinton County, and the Portland Library receives a percentage of the state aid and penal fine monies available due to our percentage of the population as reported by the Township Boards.

Westphalia Township's population is split between Portland and St. Johns libraries, with a small portion going to Grand Ledge. Eagle Township is split between Portland and Grand Ledge libraries. Orange Township is split between Portland and Ionia libraries. Sebewa Township is split between Portland, Lake Odessa, and Sunfield Libraries. Library contracts deciding these percentages and any other financial allocations to the library are agreed upon by the Township Board and the Library Board, and then sent on to the Library of Michigan for approval.

### Population of Library Service Area



<b>Registered Borrowers (2017-2018)</b>	
Portland City	5,829
Portland Township	2,270
Danby Township	1,859
Eagle Township	478
Orange Township	401
Sebewa Township	367
Westphalia Township	643
Other	2272
<b>TOTAL</b>	<b>14,119</b>

### **Registered Borrowers**

468 persons registered for their first library card from July 2017- June 2018. Of these, 161 reside in the City of Portland, 109 in Portland Township, 56 in Danby Township, 13 in Eagle Township, 11 in Westphalia Township, 11 in Lyons Township, 16 in Orange Township, and 13 in Sebewa. We also had 43 register from “other” areas.

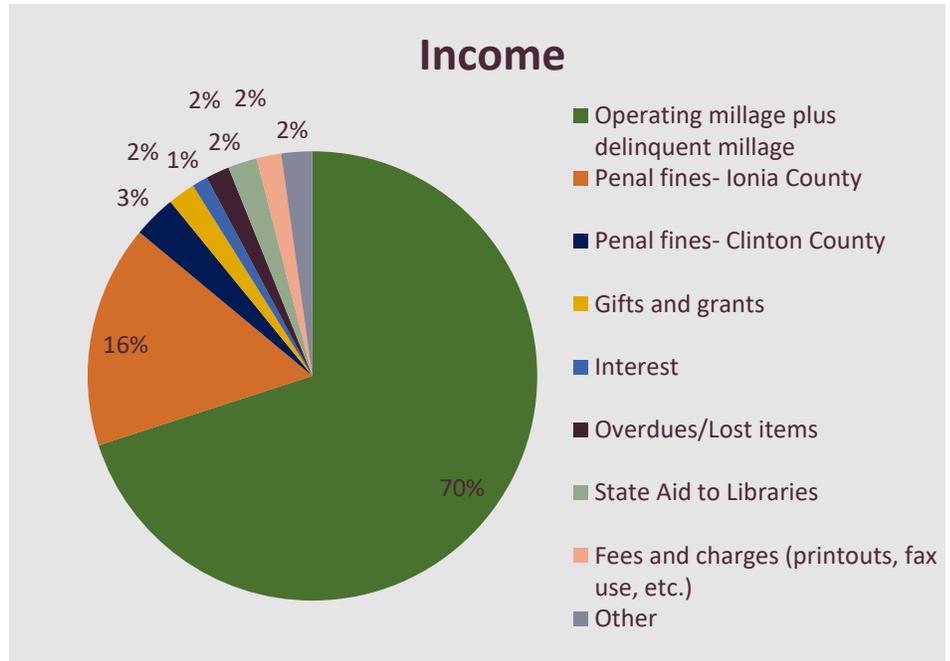
Borrowers from areas designated as “other” reside in Ionia, Grand Ledge, Sunfield, Fowler, and other surrounding cities and villages or in surrounding townships such as Dallas, Berlin, Odessa, and Roxand.

Children must be six years old to be eligible for their own library card. Youth under 16 years must have the signature of a parent or legal guardian on the application form. Every applicant must provide proof of address when applying for a library card. Patrons are given their first card without charge when they join the library; however, if this card is lost they need to pay a \$2.00 replacement fee to receive a new one. A library card in good standing is required for checking out books and for using the internet computer stations.

*Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life.*

*-Sidney Sheldon*

INCOME	
Operating millage plus delinquent millage	\$323,541
Penal fines- Ionia County	\$74,132
Penal fines- Clinton County	\$14,242
Gifts/grant/memorials	\$9,082
Interest	\$5,216
Overdue/Lost items	\$7,832
State Aid to Libraries	\$9,645
Fees and charges (printouts, fax use, etc.)	\$8,222
Other	\$10,280
<b>TOTAL:</b>	<b>\$462,192</b>

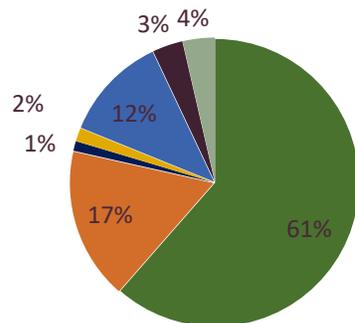


**Income**

For the first time this year, we were able to opt out of the tax capture on our operational millage, which combined with a slight uptick in taxes to give us more income in this category. There was also an increase of almost \$10,000 in Ionia County penal fines. These two factors combined for an overall increase in income for the year—\$42,581 more than in FY2016-17.

**Expenses**

- Salaries/Staff expenses
- Repairs/utilities/maintenance
- Programming/ Publicity
- Supplies/postage/ bank charges
- Library materials
- Professional fees
- Technology



EXPENSES:	
Salaries/Staff expenses	\$257,148
Repairs/maintenance/utilities/equipment	\$71,517
Library materials (books, periodicals, AV)	\$49,563
Professional fees (accounting, insurance, audit)	\$14,304
Technology (Hardware, software, tech support)	\$15,083
Programming/ Publicity	\$4,606
Supplies/postage/bank charges	\$6,312
<b>TOTAL:</b>	<b>\$418,533</b>

**Programs and Classes-Children:**

**Summer 2017:**

The theme for this year's summer reading was **"Build A Better World."** The summer reading kickoff included the ever-popular **Touch-A-Truck** event. Notable programming for the summer included **The Lego Party**, **The Writer's Club** and **Exploring STEM**. **Paleo Joe "The Dinosaur Guy"** and **Oren's Bees Beekeeper** were two visiting presenters who provided entertaining programming for some of our youngest patrons. The **Monday Morning Movie Series** continued with favorites including **BFG**, **Surf's Up**, and **Sing**. Along with **Busy Bees** and **Book Cubs Story Times**, the Church of Nazarene hosted a special story time by the youth librarian. A few fun crafty programs included making **bee houses, bee baths, and bird houses**.



Touch-A-Truck



The Lego Party



Fall 2017:

Story Times by youth staff member Jana included **Busy Bees**, **Book Cubs**, and visiting the local **Sunny Bunch** daycare center. The youth librarian visited the **Great Start Readiness Program** for storytime throughout the fall. The **Crazy 8s Bedtime Math** program encouraged kids to practice their math skills with fun challenges and activities. Halloween related programming was in abundance including the **Chiller Book Club**, **Not-So-Scary Movie Nights**, **Ghoul on a Stool**, and **of course Spooktacular**. Spooktacular was a huge success with over 400 community members visiting the library that evening.

Story Time



Ghoul on a Stool



Spooktacular



Winter 2017/2018:

The winter season at PDL kicked off with the annual **Holiday Fest** featuring real live reindeer. During winter-break, a **holiday movie** was shown each afternoon in the library's community room. The popular program during December was **Grinchmas**. The first rounds of **Battle of the Books**, for 3-5 graders, was held during January. This helped narrow down the teams that would attend the final battle for all ICLA libraries. The youth librarian traveled to Westwood Elementary to host a **book club** for 3-5 graders. This started in January and continued through the end of the school year. A **Mickey Valentine's** program was held in February in recognition of Valentine's Day. One of the notable art programs this season was **Gone Abstract**.

Spring 2018:

**Battle of the Books** concluded in March with the final battle taking place at the Ionia Community Theatre. The annual **Egg Hunt** in March was a huge success this year. During spring break, youth staff worked to put on programming for students who stayed in Portland versus traveling with family. The theme this year was **Gnomes**. Two of the main programs included **Gnomobile** and **Sherlock Gnomes**. One of the unique Saturday programs included watching **Saturday morning cartoons** while enjoying milk and cereal. In May, youth staff held a **Blaze Party**. Students filled the library during the annual **School tours** during May and June; the perfect start to promoting the library before the summer reading kickoff. **Portland Creates** art programs were also part of the spring programming to get kids inspired and excited to create a piece to submit into the annual art contest.

Battle of the Books Winners



Portland Creates

**Conclusion:** The year included **215** programs with a total attendance of **5,099**.

Programs and Classes-Teen:

Summer 2017:

A **book club**, **writing club**, and some **passive programming** were offered for teens during the summer months at PDL. **Nerd Con** was held in August. **Anime Club** also met for the first time during this fiscal year in August, with meetings each month through the entire school year.



Nerd Con



### Fall 2017:

**Book clubs** for teens kicked off in August. A meeting was held each month at the high school and middle school during lunch hours. Fall programming included the **Fall Movie Extravaganza**, and **Stained Glass Window** art class.

### Winter 2017/2018:

The winter included two art programs: **DIY Mugs & Magnets**. The popular after-hours **Teen Lock-In** took place in January. **Coding Club** and an **Ukulele Class** was added to the line-up of programs in February.

### Spring 2018:

The middle school **Battle of the Books** took place in May. A **Teen Movie Night** was put on for students who participated in the school book clubs.

**Conclusion:** The year included **98** programs with a total attendance of **1,134**.

### Adult Events and Programs:

#### **Summer 2017:**

The adult writers club continued to meet bi-weekly throughout the entire year. The members of this group come from all over the county, and we're happy to provide them with a regular space to meet. We also continued our one-on-one computer help three times a week.

In June, we had two sessions of "Essential Oils for Pets," which pulled in more than 40 people. July brought a "T-Shirt Overhaul" program for teens and adults—10 people came in to create their own fashions from old shirts.

#### **Fall 2017:**

Wendy created Halloween wreaths with patrons in early October, with 36 people in attendance. Six people attended our "Genealogy Lock-In," which was also in October. They had a great time helping each other with family histories, eating pizza, and printing out their Ancestry.com findings free of charge.

In November, 14 people painted autumnal pumpkins as part of our "Art After Dark: Painting" program. We also had our annual "Head Start for the Holidays" program in November, with 17 people making felted wool Christmas trees, ornaments, and more.

### **Winter 2017/2018:**

The holiday season kicked off with the library board decorating the building in festive finery. In addition, the Library Board partnered with the library staff to host a holiday open house complete with crafts, prize drawings, delicious food, and live reindeer. 250 people attended this incredible event. In December, we also had a “Pitch Perfect” program, which featured Ladies First, an acapella group from MSU. 30 people attended that program. Finally, four people tapped into their artistic sides to create ink coasters.



For the fourth year, PDL served as a satellite site for the Calvin College January series. This means that we are able to live stream one-hour lectures by renowned authors for our patrons. Also in January, 14 people created acrylic flow paintings, and eight people (comprising three teams) competed in our “Puzzle it Out” jigsaw competition.

The artistic pursuits continued in February, with 15 people creating ink flow paintings.

### **Spring 2018**

In April, nine people attended a lecture on the Orphan Train in Michigan, which came to us courtesy of an outside presenter. The Ionia County Library Association’s “On the Same Page” program kicked off in April, allowing us to include more of Ionia County’s “snowbirds.” This program tries to get everyone in the county reading and discussing the same book, which this year was **The Arsenal of Democracy: FDR, Ford Motor Company, and Their Epic Quest to Arm an America at War** by A.J. Baime. Once again, we gave away 20 copies of the book to patrons in exchange for the donation of a canned good.

“On the Same Page” continued in May, with a book discussion, a field trip to the Yankee Air Museum, and a visit from real-life Rosie the Riveters.

### **Other Services:**

The library provides a fax machine, laminating machine, and a copier for a nominal fee for public use. There are several areas that provide patrons an opportunity to put up local flyers on community boards. Tax forms are available in the spring, making us one of the only places in Portland to pick up hard copies of the forms. We also participate in the Michigan Adventure Pass program—which provides free or reduced admission to a variety of cultural venues and state parks throughout the state.

### **Computers:**

We have eight adult Internet computers with access to both a black and white and a color printer. In addition to internet access, Microsoft Office (which includes word, excel, and publisher) is available for patron use on these computers. We offer Ancestry.com, a genealogy database, for use on the library computers. Patrons are allowed 60 minutes, with an

opportunity to extend their time in 30 minute increments as long as nobody is waiting. There are eight computers available in the children's room for those under 14 years of age. Five are for school age children and have filtered Internet access. The other three are AWE early literacy computers. These have touch screens and contain a huge variety of educational games and activities. They have proven to be very popular with our younger patrons.

Along with the service of high speed Internet access, the library is a free wireless access point, which many patrons take advantage of by bringing their own laptops in to use.

### **Meeting Room and Display Case:**

The Community Meeting Room, located at the bottom of the stairs, has been used numerous times each month by local groups or committees. Groups who would like to use this room need to register in advance. The room is free to non-profit organizations—otherwise there is a nominal fee.

One of the goals of the library is to involve the community in decorating the display case found in the lower level lobby with a different exhibit each month. This year we had several interesting and unique collections on show for the public. Some of those collections were a science display from a St. Patrick's biology class, and the Portland Garden Club geranium sale.

### **Website**

The site currently has links to Mel.org (interlibrary loan and databases), Overdrive Media site, where one can go to download books, Pronunciator, our language learning site, the PDL blog, and the library's Facebook page. Also, for their convenience, patrons can view the catalog on the website, place holds on PDL books, and renew their books.



There is a reference and genealogy page for people looking for information and quick links to local and national sites. A review page holds information on new book arrivals. The children's, teen, and adult pages are good places to look when you need to find information

about their events and activities.

Visit the website at [www.pdl.michlibrary.org](http://www.pdl.michlibrary.org).

### **Director's Report**

This past year brought changes to the Portland District Library. Several long-time employees moved on to new challenges, which brought new staff members on board, and fresh ideas to the library. In addition, the Friends of the Library group made the difficult decision to dissolve. After years of dedicated service and invaluable help, they found themselves stretched

too thin. There were small changes, too . . . new collections, updated procedures, and popular new programs.

Thanks to a combination of generous donations, grants from various organizations, and our membership in the Woodlands Library Cooperative, the Library was able to add some exciting new items to improve the patron experience. Thanks to a grant from the Ionia County Community Foundation, we were able to add the BiblioBoard suite of products—software that allows our patrons to format and upload the books, music, and visual works that they have created. This software also offers a way for our patrons to easily find the books and collections that their fellow community members have created. A combination of Woodlands grants and generous donations allowed us to purchase a 3-D printer, which will soon be up and running for patron use. Kanopy, a streaming video service that focuses largely on documentaries and the Great Courses series came to us via a memorial donation. Our newest (and youngest) employee was awarded a grant by the Library of Michigan to create a series of programs for elementary-aged children teaching them how to safely make nutritional snacks while their parents were at work. A music cube feature was added to the Children’s Storytime Garden, which was dedicated to Diane Wdzenczny in the summer of 2016. And finally, the Woodlands Co-op has made available Consumer Reports online for our patrons.

With everything that has happened in this fiscal year, there are still so many projects and challenges that I look forward to tackling in the coming year. Our new youth librarian has made outreach to the schools a priority, and along with the entire youth department’s commitment to STEM programming, I expect great things. This coming year is the first time we will see the .3 mill increase that the community voted on two years ago, and while there are some roofing issues that need to be dealt with this year, I’m looking forward to finding creative and cutting-edge ways to utilize these funds to make patrons’ lives better. The Library’s strategic plan expires in 2018, and I am ready to work with the Library Board and all interested stakeholders to set priorities for the next three years. I’m eager to hear where I’ve fallen short, and what Portland would like to see in the future. I’ve been here seven years now, and every day is still an adventure!

**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 Portland (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 able 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, 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 facility 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. 19-12**

**A RESOLUTION FOR SUBMISSION OF A MDNR MNRTF GRANT APPLICATION**

**WHEREAS**, a public comment session was held March 19, 2018 at the Portland City Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the submittal to the Michigan Department of Natural Resources grant application for development under the Michigan Natural Resources Trust Fund Grant Program (MNRTF), and

**WHEREAS**, the City of Portland supports the Department of Natural Resources' (DNR) submission of an application titled, "William Toan Park Improvements" to the Michigan Natural Resources Trust Fund for development of recreational facilities and uses at William Toan Park; and,

**WHEREAS**, the location of the proposed project is within the jurisdiction of the City of Portland and,

**WHEREAS**, the Portland Five Year Parks and Recreation Plan 2018-2022 identified the improvements at the William Toan Park as a priority,

**WHEREAS**, this initial resolution in support of the MNRTF submittal that was passed prior to April 1, 2019,

**WHEREAS**, the proposed project, if completed, will be a benefit to the community; and,

**WHEREAS**, the City of Portland has made a financial commitment and will provide the necessary the local match as identified in the grant application by October 1, 2019 with in the amount of a total of \$300,000.00 (50% match) in cash from the City General Fund, and,

**NOW, THEREFORE BE IT RESOLVED** the Portland City Council, hereby supports, re-affirms and approves the submission of a Michigan Natural Resources Trust Fund grant application for improvements to the William Toan Park, and,

**NOW THEREFORE, BE IT RESOLVED** that Portland City Council, after receiving public comment prior to April 1, 2019 hereby authorizes and re-affirms the submission of a Michigan Natural Resources Trust Fund Application for \$300,000.00 (grant request), and further resolves to make available its financial obligation amount of \$300,000.00 (50%) (local match) as outlined above for a total \$600,000.00 total project cost, during the 2019-2021 fiscal years.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 18, 2019

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

**CERTIFICATION**

I, Monique I. Miller, City Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Portland City Council at a Regular Meeting thereof held on the 18<sup>th</sup> day of March, 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. 19-13**

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL  
TO PROVIDE DESIGN ENGINEERING SERVICES FOR THE  
SAFE ROUTES TO SCHOOL PROJECT**

**WHEREAS**, the City of Portland has coordinated with St. Patrick School and Portland Public Schools on the Safe Routes to School Project; and

**WHEREAS**, the City of Portland received a conditional commitment through the Michigan Department of Transportation for the Safe Routes to School Project which funds 100% of the construction cost. The City is responsible for administrative and engineering costs; and

**WHEREAS**, Fleis and VandenBrink has proposed to provide design engineering services for the project in the amount of \$96,200.00, as outlined in the attached Exhibit A; and

**WHEREAS**, the City Manager has reviewed the proposal and scope of work and recommends that the City Council approve same.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide design engineering services in the amount of \$96,200.00 for design engineering services, as outlined in the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 18, 2019

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

January 21, 2019

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

**RE: Safe Routes to School Project  
Design Engineering Services**

Dear Tutt:

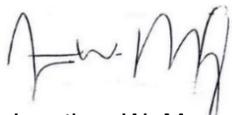
Congratulations on reaching the next step in the application process for this project! Now that MDOT staff reviews are complete and the scope/budget has been established, the next step is design engineering for the project through the MDOT Local Agency Programs process. Briefly, the project includes the following:

- Replacement of the traffic signal at Grand River Avenue & West Street
- Approximately 30,000 square feet of sidewalk work, both new construction & replacement
- Associated sidewalk ramp upgrades to meet current ADA guidelines
- Relocation and removal of various existing improvements in the right of way, including limited tree removals, to facilitate the improvements
- Traffic control, pavement markings and signage related to the project
- Non-Infrastructure programs to be administered by the schools

The project is currently scheduled for construction in 2020. The project budget for construction includes \$926,970 for infrastructure improvements and \$39,993 of non-infrastructure items. As you may recall, the Safe Routes to School program funds 100% of infrastructure and non-infrastructure costs, leaving the City responsible for design and construction engineering, administration and easement acquisition (if required). As such, we have prepared the attached Work Plan and Engineering Budget for the design engineering phase of the project for your review. If acceptable, we will prepare a Professional Services Agreement for approval. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager



Paul R. Galdes, P.E.  
President

Encl.

# WORK PLAN

## A. DESIGN ENGINEERING SERVICES

### Preliminary Design Phase

1. Meet with City staff and representatives from Portland Public Schools & St. Patrick School as appropriate to review the project background, scope, schedule and budget. Review signal design options for direction.
2. Obtain a topographic survey for the design of the improvements, including the affected intersections, areas adjacent to the right of way, and related site features.
3. Request mapping of the project area from private utilities.
4. Obtain a soil boring and geotechnical report near the intersection of Grand River Avenue and West Street to guide the design of the traffic signal foundations.
5. Prepare the Program Application for the project, including the environmental review. The level of effort anticipated in the environmental review is limited to clearance letters. If additional environmental work is required (wetland delineation, mitigation, etc.), we will provide a scope and fees for that work.
6. Draft preliminary design including the following items in accordance with MDOT's guidelines for Local Agencies. We anticipate the plans to consist of the following:
  - a. Title sheet.
  - b. Maintaining traffic details
  - c. Typical construction notes and details
  - d. Plan and profile sheets
  - e. Permanent signing and pavement marking plan
7. Assist the City with obtaining temporary grading easements and/or permanent sidewalk easements by providing a sketch of the impacted areas to serve as exhibits for the easement documents and communicating with affected property owners, as required. We have assumed that the City Attorney will prepare and record the easement documents and assist the City with meeting the requirements of the Uniform Relocation Act.
8. Prepare and submit the soil erosion and sedimentation control permit for the project.
9. Prepare the preliminary construction cost estimate.
10. Prepare special provisions for modified or non-standard work items in accordance with MDOT requirements.
11. Evaluate impact of proposed improvements on private utilities such as gas, electric, telephone and cable TV. Send copies of preliminary plans to utility companies for review and coordination of possible utility relocations required for the project.
12. Submit the preliminary bid package materials to MDOT and attend the Grade Inspection meeting (GI).

### **Final Design Phase**

1. Complete final design and prepare final construction drawings and special provisions in accordance MDOT standards. (Incorporate comments from the GI review).
2. Coordinate final utility relocation issues, if any, in conjunction with the final plan preparation.
3. Prepare updated estimate of probable construction cost and special provisions.
4. Submit final drawings, specifications, bid items and cost estimate to MDOT electronically in accordance with current standards.
5. Make final revisions as required by MDOT, if applicable.
6. Review the draft proposal prepared by MDOT on behalf of the City.
7. Answer questions and assist with addenda, as needed, during bidding (administered by MDOT).
8. Once available, review the bid results and tabulation with the City.

**CITY OF PORTLAND  
Design Engineering  
For City Safe Routes to School Project**

**ENGINEERING BUDGET**

We propose the following budget for the engineering services outlined in the proposed work plan based on our understanding of the project. Our estimated fees are as follows:

**Design Engineering**

Topographic Survey	27,400
Soil Borings	4,100
Preliminary Design	46,700
Permitting	800
Easement Acquisition Assistance	5,000
Final Design	<u>12,200</u>

**TOTAL PROPOSED DESIGN ENGINEERING BUDGET** **\$96,200**

We propose to complete the work on an hourly rate basis at our standard hourly billing rates.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 19-14**

**A RESOLUTION APPROVING AWARD OF THE DIVINE HIGHWAY AND  
MAYNARD ROAD IMPROVEMENTS PROJECT TO  
COOK BROTHERS EXCAVATING INC.**

**WHEREAS**, the City received three bids in response to its request for sealed bids to make repairs to Divine Highway and Maynard Road (the Project), a copy of the Engineer's Bid Tabulation and recommendation is attached as Exhibit A; and

**WHEREAS**, the City Engineer recommends award of the Project to either of the two low bidders;

**WHEREAS**, the City Manager recommends that City Council approve the award to Cook Brother's Excavating, Inc. in the amount of \$97,142.00

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The City Council approves the City Manger's recommendation to award of the Project to, Cook Brother's Excavating, Inc. in the amount of \$97,142.00
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 18, 2019

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

## RECOMMENDATION OF AWARD

March 14, 2019

S. Tutt Gorman, City Manager  
City of Portland  
259 Kent Street  
Portland, Michigan 48875

**RE: City of Portland, Divine Highway and Maynard Road Improvements**

Dear Mr. Gorman:

We have reviewed the bids for the Divine Highway and Maynard Road Improvements project and summarized the them in the attached spreadsheet. A total of three bids were received.

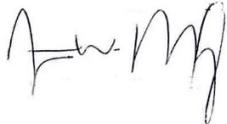
Two of the three bids received were within the project budget, and both are from contractors we have worked with in recent years that we feel are capable of successfully completing this project. The low bid was submitted by A1 Asphalt in the amount of \$92,610.00. Cook Brothers' bid was within 5% at \$97,142.00. We would recommend an award to either of the two low bidders, depending on what the City feels is in its best interests.

The project has been set up to be completed before June 15<sup>th</sup>, prior to the Ionia County Road Commission Chip Seal Project.

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager

Encl.

# CITY OF PORTLAND

## DIVINE HIGHWAY AND MAYNARD ROAD IMPROVEMENTS

### BID TABULATION



**Date** 3.1.2019  
**PM** LMS  
**Project No.** 1110PORT

Item No.	Item Description	Unit	Estimated Quantity	Engineer's Estimate		A1-Asphalt		Cook Brothers		CL Trucking & Excavating	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization (5% Max)	LS	1			\$4,630.50	\$4,630.50	\$2,500.00	\$2,500.00	\$7,000.00	\$7,000.00
2	Traffic Control	LS	1.0			\$6,840.00	\$6,840.00	\$9,200.00	\$9,200.00	\$8,100.00	\$8,100.00
3	Shoulder Widening	LFT	8220.0			\$8.36	\$68,678.10	\$8.60	\$70,692.00	\$13.55	\$111,381.00
4	HMA Pavement Repair	SYD	250.00			\$49.85	\$12,461.40	\$59.00	\$14,750.00	\$57.50	\$14,375.00
<b>TOTAL</b>						<b>\$0.00</b>	<b>\$92,610.00</b>	<b>\$97,142.00</b>		<b>\$140,856.00</b>	

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 19-15**

**A RESOLUTION ACCEPTING AND DEDICATING  
HYLAND DRIVE AS A PUBLIC STREET**

**WHEREAS**, the City of Portland completed construction of Hyland Drive in 2018; and

**WHEREAS**, the public length of Hyland Drive is 605 feet, as illustrated in the attached Sketch of Description prepared by Fleis & VandenBrink dated March 11, 2019, a copy of which is attached as Exhibit A; and

**WHEREAS**, it is necessary to furnish certain information to the State of Michigan to place this street within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

**NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. That the center line of said street is as described in the attached Sketch of Description prepared by Fleis & VandenBrink dated March 11, 2019.
2. That the entire length of said street is located within City property and is under the control of the City of Portland.
3. That said street is a public street and is for public street purposes.
4. That said street was accepted into the municipal street system and was open to the public for public use on or before December 31, 2018.
5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

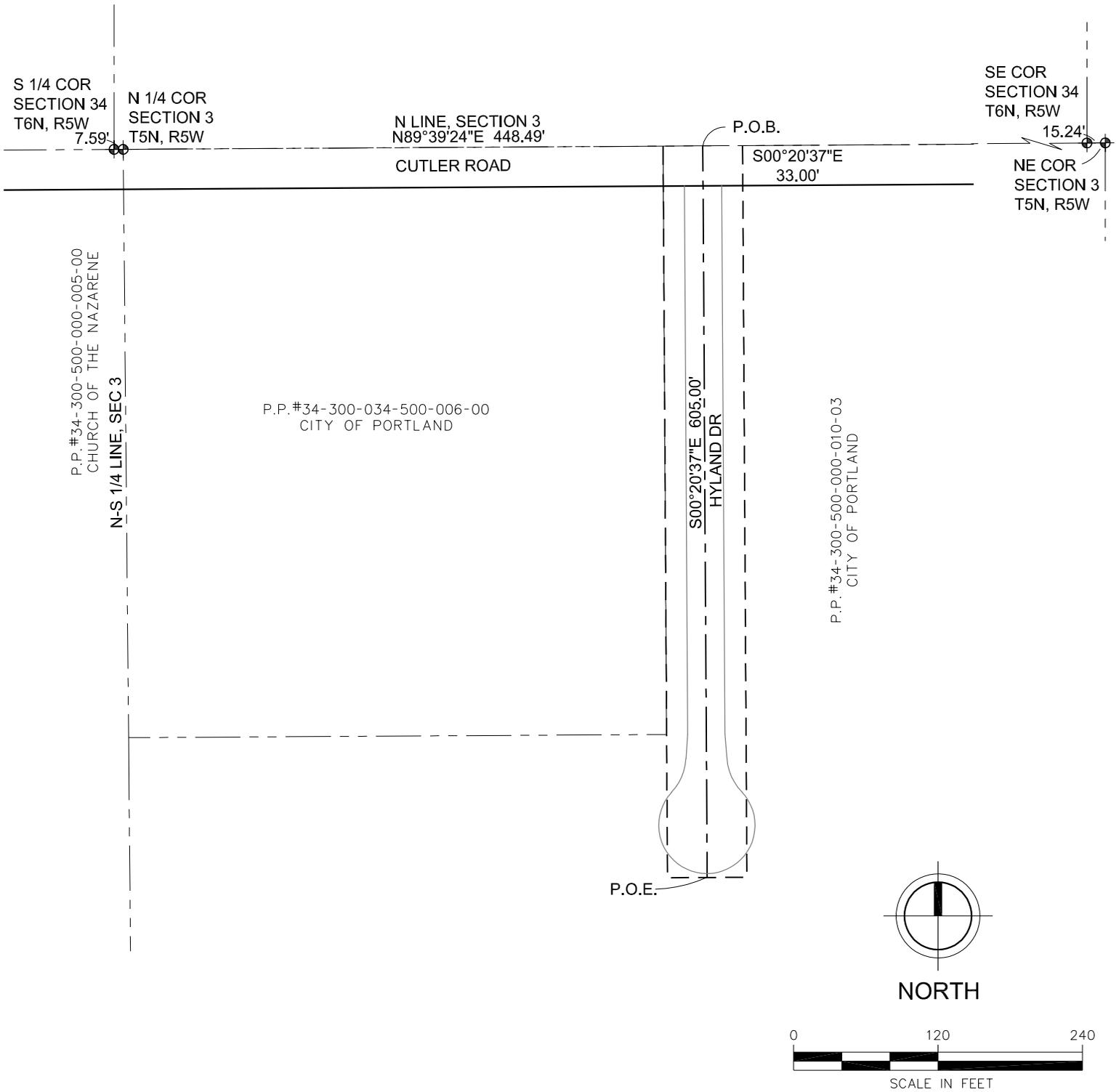
**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 18, 2019

\_\_\_\_\_  
**Monique I. Miller, City Clerk**



**PA ACT 51 ROAD DESCRIPTION FOR HYLAND DRIVE:**  
**PART OF SECTION 3, TOWN 5 NORTH, RANGE 5 WEST, CITY OF PORTLAND, IONIA COUNTY, MICHIGAN,**  
**MORE PARTICULARLY DESCRIBED AS:**  
**COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION; THENCE NORTH 89°39'24" EAST 448.49 FEET**  
**ALONG THE NORTH LINE OF SAID SECTION TO THE INTERSECTION OF THE CENTERLINE OF CUTLER ROAD**  
**AND HYLAND DRIVE AND THE POINT OF BEGINNING; THENCE SOUTH 00°20'37" EAST 605.00 FEET TO THE**  
**POINT OF ENDING**  
**THE TOTAL LENGTH OF DESCRIBED CENTERLINE BEING 605.00 FEET.**

F&V PROJECT NO.  
1110



2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005

**SKETCH OF DESCRIPTION**  
SECTION 3, T5N, R5W  
IONIA CO, MICHIGAN

**PA 51 DESCRIPTION**  
HYLAND DRIVE



**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 19-16**

**A RESOLUTION APPROVING AN ENERGY PURCHASE FOR THE  
BOARD OF LIGHT AND POWER THROUGH THE MICHIGAN  
PUBLIC POWER AGENCY**

**WHEREAS**, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for their present and future needs; and

**WHEREAS**, the City of Portland, as a member of the MPPA, has an opportunity to enter into a transaction to meet a portion of its future load requirements for April, May and June 2019 by purchasing energy not to exceed \$84,744.00 pursuant to the terms of the Letter of Authorization, attached as Exhibit A; and

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. Contingent upon the approval of the Board of Light and Power, the City Council authorizes the Electric Superintendent or City Manager to sign the Letter of Authorization to approve the energy purchase for April, May and June 2019 not to exceed \$84,744.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** March 18, 2019

\_\_\_\_\_  
**Monique I. Miller, City Clerk**



March 7, 2019

Subject: Letter of Authorization

The Portland Light & Power Board, through its Member Authorized Representative, hereby authorizes a purchase of Energy by Michigan Public Power Agency on behalf of Portland up to the Amount and Term(s) of:

Month	7x24			
	Volume	Price	Total MWh	Total \$
April 2019	0.9	\$ 36.00	648.0	\$ 23,328.00
May 2019	1	\$ 36.00	744.0	\$ 26,784.00
June 2019	1.3	\$ 37.00	936.0	\$ 34,632.00
			2,328.0	\$ 84,744.00

The maximum commitment for this authorization is \$84,744.00.

The transaction(s) above will be for Financially-Firm Energy with Physical delivery to the MISO Michigan Hub in the Day Ahead Market.

Member Authorized Representative:

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Mike Hyland

---

**From:** Keith Parrott <KParrott@mpower.org>  
**Sent:** Friday, March 08, 2019 9:52 AM  
**To:** Mike Hyland; Tutt Gorman  
**Cc:** Brent Henry; Patrick Bowland  
**Subject:** ESP Hedge Plan Purchase Recommendation  
**Attachments:** MPPA EngAuth - Port.pdf

Good Morning,

MPPA is recommending that you enter into transactions for the next three months that will improve your hedge plan position based on current information for all assets. This includes an ongoing delay from the Pegasus project, we now know that there is no possibility Pegasus will be online before July 2019 and are replacing that supply.

I have attached an Authorization Letter that will enable MPPA to transact on that recommendation for your review and execution.

I am hoping to get all returned authorizations by March 22nd, please let me know if you will not have it back by then or if there are any questions you would like to discuss.

Thank you and I look forward to your reply.

Keith Parrott | Senior Engineer – Generation Services



Michigan Public Power Agency  
809 Centennial Way, Lansing, MI 48917  
Office: 517-323-8919 x1.16 | Mobile: 517-525-3605  
[kparrott@mpower.org](mailto:kparrott@mpower.org) | [www.mpower.org](http://www.mpower.org)

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**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 19-17**

**A RESOLUTION APPROVING PARTICIPATION IN THE STATE BID  
PROCESS FOR WINTER ROAD SALT 2019-2020**

**WHEREAS**, the City previously solicited its own bids for winter road salt; and

**WHEREAS**, for the past thirteen years the City has taken advantage of an opportunity to receive more competitive pricing by participating in the State Bid through the MiDEAL program; and

**WHEREAS**, in addition to more competitive pricing, MiDEAL Road Salt Contracts provide the following benefits:

- The City's order quantity is guaranteed, which helps alleviate sufficient supply issues
- Additional product available if the City exhausts its complete supply - all vendors are required to keep 30% extra here in Michigan to ensure that MiDEAL Members that participate in the road salt contracts have what they need in case of a heavy winter.
- The City is only required to accept 70% of its seasonal backup commitment.

**WHEREAS**, the State of Michigan Department of Management & Budget sent out an email advising that road salt requisitioning would be done on-line with the deadline for ordering being April 12, 2018; and

**WHEREAS**, the City Manager and DPW Foreman recommend using the MiDEAL program again this year and submitting the requisition for 300 tons for the early delivery and 300 tons for the seasonal backup.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Portland City Council approves participating in the State bid process for Winter Road Salt for 2019-2020 and authorizes the City Manager to submit the on-line requisition for 300 tons for the early delivery and 300 tons for the seasonal backup.
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 18, 2019

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, March 4, 2019

In Council Chambers at City Hall

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

Absent: Council Member Baldyga

Guests: Kathy Parsons; Doug and Charlsie Abel; Mitchell Boatman 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 VanSlambrouck, supported by Johnston, to approve the Proposed Agenda as presented.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Barnes

Nays: None

Absent: Baldyga

Adopted

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

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Baldyga

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman provided a report on the ice jam and flooding. The City is continuing to look at proactive steps that can be taken. City Manager Gorman stated that he continues to meet and be in contact with the Army Corp of Engineers, MSP Emergency Management, the National Weather Service and local contractors. The Wastewater Treatment Plant is currently operating at normal capacity.

Last year the in collaboration with the DDA, the Parks Department submitted a grant application for the redevelopment of Toan Park. A revised application will be submitted again this year, the deadline for submission is April 1<sup>st</sup>.

The Planning Commission will meet on March 13, 2019 to discuss the potential marketing of the property at Grand River Ave. and Cutler Rd. among other issues.

City Manager Gorman reported the draft of the statistically valid survey for the Broadband Initiative Project is currently being reviewed. The actual survey will take place within the next couple of weeks.

Under New Business, the Council held the First Reading of Ordinance 199 to regulate the use of land for small wireless communications facilities in conformance with the small wireless communication facilities deployment act, Act No. 365 of the Public Acts of 2018. The proposed ordinance will ensure the reasonable and fair control and management of the public rights-of-way, support new technology, avoid interference with right-of-way use, and protect the public, health, safety, and welfare.

There was discussion.

The Council considered Resolution 19-09 to appoint Noreen Logel as the Resource Coordinator for the City of Portland for the recent flooding and state of emergency. There are various organizations that offer resources and assistance to private property owners who have been affected by this event. City Manager Gorman stated that it will be beneficial to have a person dedicated to the process of identifying those needs and allocating available resources.

Motion by VanSlambrouck, supported by Johnston, to approve 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.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Barnes

Nays: None

Absent: Baldyga

Adopted

The Council considered Resolution 19-10 to approve the submittal of an application for Local Bridge Program funds through the Michigan Department of Transportation for replacement of the Divine Highway Bridge over the Looking Glass River.

Motion by Johnston, supported by Fitzsimmons, to approve 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.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Baldyga

Adopted

The Council considered Resolution 19-11 to approve the submittal of an application for Local Bridge Program funds through the Michigan Department of Transportation for preventative maintenance of the Bridge Street Bridge over the Grand River.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 19-11 approving the submittal of an application for Local Bridge Program funds preventative maintenance of the Bridge Street Bridge over the Grand River.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Barnes  
Nays: None  
Absent: Baldyga  
Adopted

Motion by Fitzsimmons, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on February 19, 2019, 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. There were no purchase orders over \$5,000.00.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Barnes  
Nays: None  
Absent: Baldyga  
Adopted

Under City Manager Comments, City Manager Gorman noted that the Wine about the Ice Jam event, held on February 28, 2019, to assist businesses affected by flood/ice jam was very well attended. It was a great support to the businesses.

City Manager Gorman thanked the Portland Community Fund for all of their efforts to help and support members of the community affected by the flood/ice jam.

City Manager Gorman further thanked City staff for all of their efforts and great work throughout the ice jam/flooding.

Under Council Comments, Mayor Pro-Tem VanSlambrouck noted that the Burger Night fundraiser at the VFW on March 1, 2019 for the Portland Community Event was a remarkable event. Over 550 burgers were made. Almost \$10,000 was raised in support of the Portland Community Fund.

Mayor Pro-Tem VanSlambrouck extended thoughts and prayers to the Alabama communities devastated by the F4 tornado that struck yesterday.

Mayor Barnes noted that the Ionia Expo this weekend was well attended and Portland was well represented. The Team 150/Sesquicentennial video was shown to attendees.

Mayor Barnes commended City Manager Gorman and City staff for handling of the flood/ice jam. The event has been influencing everything they do. The communication surrounding the event has been outstanding.

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

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes  
Nays: None  
Absent: Baldyga  
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 March 4, 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, and Johnston; City Manager Gorman; City Clerk Miller; Tammy Meyers; Police Chief Thomas

**Absent** – Council Member Baldyga

**First Reading of Ordinance 199** to regulate the use of land for small wireless communications facilities in conformance with the small wireless communication facilities deployment act, Act No. 365 of the Public Acts of 2018.

**Approval of 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.

All in favor. Adopted.

**Approval of 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.

All in favor. Adopted.

**Approval of 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.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:37 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
FIRE PROS, LLC	00151	HYDROSTATIC TESTING/CHECK VALVE - CITY HALL	815.00
LIVINGSTON MICROGRAPHICS, LLC	02576	LAMPS/SLEEVES/RECYCLE BOX - WW	1,811.24
PURITY CYLINDER GASES, INC.	00380	OXYG, GAS, HAZMAT FEE - AMB	62.45
HYDROCORP	02340	INSPECTION & REPORTING SVCS - WTR	499.00
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	14.97
VERIZON WIRELESS	00470	PHONE/DATA SERV - VAR DEPTS	549.74
SLC METER LLC	02286	BADGER METER PARTS - WATER	600.65
AUTOMATED BUSINESS EQUIPMENT	00027	PIC 40 INK FOR POSTAGE MACH- GEN	225.00
ELHORN ENGINEERING	00139	CHLORINE/CONTAINERS ETC - WATER	484.50
MUNICIPAL SUPPLY CO.	00324	PARTS FOR BROKEN PIPING - WW	105.75
USA BLUEBOOK	01850	CAUTION TAPE - MAJ STS	69.51
APEX SOFTWARE	00876	APEX SOFTWARE - ASSESSOR	235.00
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	192.00
SLICK SHIRTS SCREEN PRINTING	02003	ADULT VBALL CHAMP SHIRTS - REC	113.80
SLICK SHIRTS SCREEN PRINTING	02003	K BBAL SHIRTS - REC	239.00
SLICK SHIRTS SCREEN PRINTING	02003	ADULT BBAL CHAMP SHIRTS - REC	437.80
STATE OF MICHIGAN	00428	QAAP	550.80
GRANGER CONTAINER SERVICE	00175	REFUSE - REFUSE	12,250.16
KENDALL ELECTRIC	00225	LOCKING TAPE - COMM PROMO	160.39
KENDALL ELECTRIC	00225	MERCURY LAMP, BULBS, - COMM PROMO	571.55
CAPITAL ASPHALT LLC	02578	COLD PATCH - LOCAL STS	643.95
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	427.19
TRUCK & TRAILER	00461	PARTS FOR PLOW TRUCK - MAJ STS	509.33
MUNICIPAL SUPPLY CO.	00324	CURB GUARD - MAJ & LOCAL STS	280.00
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
NORTH CENTRAL LABORATORIES	00959	GLOVES, THERMOMETER - WW	374.78
DETROIT SALT COMPANY	01497	ROUND SALT MI DEAL - MAJ, LOCAL STS	3,121.47
WEST MICHIGAN INTERNATIONAL LLC	02546	SUPPORT ANTI SAIL - MP	124.00
MHR BILLING	01780	BILLING FOR FEB - AMB	1,716.00
CULLIGAN	02130	WATER - CITY HALL	19.00
STAPLES BUSINESS ADVANTAGE	00426	OFFICE SUPPLIES - VAR DEPTS	156.18

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CINTAS-725	00083	UNIFORMS CLEANING & SUPPLIES - VAR DEPTS	865.52
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	26.51
B&W AUTO SUPPLY, INC.	00030	PARTS/SUPPLIES - VARIOUS DEPTS	1,683.09
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	153.96
MCFADDEN LAW OFFICE PLLC	02299	FEB LEGAL SERVICES - POL	322.00
KRISTINA KINDE	02352	CONTRACTUAL SERVICES - GEN	400.00
FORTE PAYMENT SYSTEMS	02522	FEB CC CHARGES - REC	168.36
TOM'S FOOD CENTER	00452	SUPPLIES- VARIOUS DEPTS	660.58
DARYL B JOHNSON	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	160.00
CLAUD HUHN	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
LINDA VANDERSTOW	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	160.00
WOW! INTERNET-CABLE PHONE	02132	INTERNET - MTR POOL	15.00
GRANGER	00175	REFUSE - POL, COMM PROMO, ELECTRIC	152.58
GRANGER	00175	REFUSE - WWTR	152.58
CENTURYLINK	01567	PHONE SERVICE - GEN, ELECT, WTR, MP	6.82
T.H. EIFERT	02140	BYPASS PUMP & HOSES - WW	2,328.00
MILLER, CANFIELD, PADDOCK, & STONEMISC		LEGAL SERVICES - POLICE	192.50
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - GEN	247.00
F&V OPERATIONS & RESOURCE MANAGMNT	02564	MARCH SERVICES -WW	9,473.33
NORTH GRAND RIVER COOP, INC.	00335	LINES FOR EMS- AMB	241.53
USA TODAY NETWORK	02501		120.02
WINZER CORPORATION	01686	SUPPLIES - MTR POOL	103.50
AMY RADEMACHER	02396	OFFICIAL - REC	60.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEXED PROPERTIES - GEN	17,835.15
PORTLAND TOWNSHIP TREASURER	00371	2000 ANNEXATION AGREEMENT - GEN	4,981.27
PLEUNE SERVICE COMPANY INC.	00741	SERVICE - WW	138.94
D&K TRUCK COMPANY	02257	OIL PAN - MTR POOL	447.67
BOBCAT OF LANSING	02439	CUTTING EDGE NUTS/BOLTS - MTR POOL	183.70
RURAL GAS & APPLIANCE	00398	PROPANE - CEMETERY	1,316.96
APPLIED IMAGING	02493	COPY MAINT CONTRACT - GEN, ASSESSOR, DPW, REC,	314.15
JUDY LILLY	MISC	PLOT PURCHASE REFUND - PLOT SALES, PERP CARE	212.50

Date: 14/19

CITY OF PORTLAND 1 )ICE REGISTER

Page: 3

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
INNOVATIVE SOFTWARE SERVICES	00198	SERVICE & SUPPORT 1 YR - INCOME TAX	1,989.96
CITY OF PORTLAND-PETTY CASH	00701	GAS, POSTAGE, MILEAGE, - VARIOUS DEPTS	351.19
Total:			\$73,199.58

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

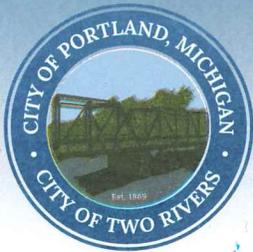
DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,720.70	172,031.65	2,004.68	46,793.39	10,725.38	218,825.04
ASSESSOR	1,193.22	20,009.96	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
<b>TOTALS:</b>	<b>105,846.13</b>	<b>1,682,628.95</b>	<b>19,186.08</b>	<b>455,445.77</b>	<b>125,032.21</b>	<b>2,138,074.72</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 03/14/2019**  
**MEETING DATE 03/18/2019**

Fund	Description	Beginning Balance 02/28/2019	Total Cash in	Total Cash out	Cash Balance 02/28/209	Time Certificates	Ending Balance 03/14/2019	
101	GENERAL FUND	1,860,657.89	127,329.99	(157,823.96)	1,830,163.92	235,000.00	2,065,163.92	
105	INCOME TAX FUND	151,016.46	39,607.08	(66,951.42)	123,672.12	10,000.00	133,672.12	
150	CEMETERY PERPETUAL CARE FUND	52,047.51	300.00	-	52,347.51		52,347.51	
202	MAJOR STREETS FUND	194,437.59	43,118.72	(29,115.39)	208,440.92		208,440.92	
203	LOCAL STREETS FUND	327,910.14	16,813.92	(15,161.64)	329,562.42		329,562.42	
208	RECREATION FUND	7,149.25	7,782.31	(9,451.05)	5,480.51		5,480.51	
210	AMBULANCE FUND	44,208.49	24,480.20	(30,048.16)	38,640.53		38,640.53	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	400,347.09	2,853.41	(5,276.12)	397,924.38		397,924.38	
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25	
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-	
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	475,780.33	-	-	475,780.33		475,780.33	
520	REFUSE SERVICE FUND	9,413.34	4,680.68	(159.48)	13,934.54		13,934.54	
582	ELECTRIC FUND	680,826.02	220,679.25	(132,124.86)	769,380.41	530,000.00	1,299,380.41	
590	WASTEWATER FUND	(55,610.99)	27,679.70	(53,773.70)	(81,704.99)		(81,704.99)	
591	WATER FUND	57,576.64	72,781.08	(111,753.93)	18,603.79	420,000.00	438,603.79	
661	MOTOR POOL FUND	72,984.26	21,045.68	(18,731.69)	75,298.25		75,298.25	
703	CURRENT TAX FUND	24,150.83	7,676.92	(24,435.93)	7,391.82		7,391.82	
<b>TOTAL - ALL FUNDS</b>		<b>4,306,257.10</b>	<b>616,828.94</b>	<b>(654,807.33)</b>	<b>4,268,278.71</b>	<b>1,195,000.00</b>	<b>5,463,278.71</b>	
						ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
						ELECTRIC - MPPA MUNICIPAL TRUST	150,915.28	150,915.28
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
						PERPETUAL CARE CD	130,000.00	130,000.00
						INCOME TAX SAVINGS	808,074.07	808,074.07
						ELECTRIC-PRIN & INT ESCROW	110,194.11	110,194.11
						WASTEWATER DEBT ESCROW	247,006.71	247,006.71
						WASTEWATER REPAIR ESCROW	51,867.92	51,867.92
						DDA-PRIN & INT ESCROW	501.77	501.77
						WATER BOND ESCROW	43,200.00	43,200.00
								<u>7,575,038.57</u>

\*Customer Deposit Breakdown

Electric	128,000.00
Wastewater	21,000.00
Water	21,000.00
	<u>170,000.00</u>



# PURCHASE ORDER

## City of Portland

P.O. **5257**

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

VENDOR Heis & Vanden Brink

DATE: 3/15/19

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
SAW Grant Draw #1			31,147.50
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	

Treasurer Initials

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

## RECOMMENDATION OF AWARD

March 14, 2019

S. Tutt Gorman, City Manager  
City of Portland  
259 Kent Street  
Portland, Michigan 48875

**RE: City of Portland, Divine Highway and Maynard Road Improvements**

Dear Mr. Gorman:

We have reviewed the bids for the Divine Highway and Maynard Road Improvements project and summarized the them in the attached spreadsheet. A total of three bids were received.

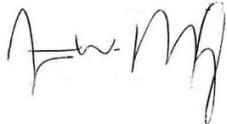
Two of the three bids received were within the project budget, and both are from contractors we have worked with in recent years that we feel are capable of successfully completing this project. The low bid was submitted by A1 Asphalt in the amount of \$92,610.00. Cook Brothers' bid was within 5% at \$97,142.00. We would recommend an award to either of the two low bidders, depending on what the City feels is in its best interests.

The project has been set up to be completed before June 15<sup>th</sup>, prior to the Ionia County Road Commission Chip Seal Project.

Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager

Encl.

**STORMWATER / ASSET MANAGEMENT / WASTEWATER (SAW) GRANT PROGRAM  
REQUEST FOR DISBURSEMENT OF FUNDS**

THIS INFORMATION IS REQUIRED UNDER AUTHORITY OF PARTS 52 AND 53, 1994 PA 451, AS AMENDED.

**DOCUMENTATION TO SUPPORT THE INCURRED COSTS MUST BE INCLUDED WITH EACH REQUEST  
PLEASE SEE OTHER SIDE FOR INSTRUCTIONS TO COMPLETE REQUEST**

A. Project # 1602-01	B. Request # 1	C. Period Covered by Request 1/2/13 to 2/1/19 (M/D/Y) (M/D/Y)	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	E. Grantee's EIN 38-6007243	F. Grant Amount \$790,700.00
G. Grantee Name: City of Portland					Phone # 517-647-7531
Address: 259 Kent Street, Portland, MI 48875			Email: citymanager@portland-michigan.org		
H. Grantee's Bank Name: Huntington Bank					Phone # 517-647-4141
Address: 1235 E Bridge Street Portland MI 48875					
Account Name: City of Portland Paying Account			ABA # 072403473	Account # 01151128209	
Special Instructions:					
I. Budget Items (Include Eligible Costs Only Using Dollars and Cents)			Requested Incurred Costs This Period	Cumulative Costs Incurred To Date	
1. PROJECT PLANNING COSTS (for SRF plans, USDA-RD Preliminary Engineering Reports, or Project Proposal)			\$	\$	
2. DESIGN ENGINEERING COSTS			\$	\$	
3. RATE METHODOLOGY DEVELOPMENT COSTS (awarded under planning or design grant)			\$	\$	
4. WASTEWATER ASSET MANAGEMENT PLAN COSTS			\$ 23,226.80	\$ 23,226.80	
5. STORMWATER ASSET MANAGEMENT PLAN COSTS			\$ 8,823.00	\$ 8,823.00	
6. STORMWATER MANAGEMENT PLAN COSTS (Nonpoint Source Watershed Management Plans)			\$	\$	
7. INNOVATIVE WASTEWATER OR STORMWATER TECHNOLOGY COSTS			\$	\$	
8. DISADVANTAGED COMMUNITY CONSTRUCTION COSTS			\$	\$	
9. TOTAL CUMULATIVE AMOUNT FOR PERIOD COVERED BY THIS REQUEST (add totals in 1 <sup>st</sup> column)			\$ 32,049.80		
10. TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE (add totals in 2 <sup>nd</sup> column)				\$ 32,049.80	
11. LESS LOCAL MATCH (if applicable)				(\$ 882.30 )	
12. LESS AMOUNT PREVIOUSLY DISBURSED				(\$ 0.00 )	
13. AMOUNT REQUESTED FOR DISBURSEMENT				\$ 31,167.50	
J. For each request, describe the scope of work completed to date. Attach separate sheet if more space is needed. Discuss the progress made on the services not yet complete and a schedule for their completion by the grant period end date. If the scope of work will exceed the grant period, request a grant period extension from your DEQ project manager prior to incurring the costs.					
See attached.					
I certify that I am an authorized representative of the grantee and am authorized to make the following certifications on behalf of the grantee: (i) there is no pending litigation or event which will materially and adversely affect the project or the prospects for its completion; (ii) the representations, warranties and covenants contained in the grant agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the grant agreement and the application for assistance for this project; and (iv) the amount requested for disbursement has not previously been requested.					
Authorized Representative Name (Print or Type): Tutt Gorman			Title: City Manager		
Authorized Representative Signature (Original):			Date:		
<p><b>EMAIL THIS COMPLETED REQUEST TO YOUR DEQ PROJECT MANAGER OR MAIL TO THE ADDRESS SHOWN ON THE REVERSE SIDE</b></p>					

**Minutes of the Special Meeting of the Planning Commission  
Of the City of Portland**

Held on Wednesday, December 12, 2018 at 7:00 P.M.  
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Fitzsimmons, Roeser, Kmetz, Hinds, Williamson

Absent: Culp

Staff: City Manager Gorman; City Clerk Miller

Guests: Dawn Pugh; Julia Norton

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

There were no public comments.

Motion by Fitzsimmons, supported by Kmetz, to approve the Agenda as presented.  
All in favor. Approved.

Motion by Fitzsimmons, supported by Hinds, to approve the minutes of the November 14, 2018 special meeting as presented.  
All in favor. Approved.

Chair Grapentien opened the Public Hearing at 7:01 P.M. to consider a proposed ordinance to prohibit marijuana establishments.

Member Williamson arrived at 7:02 P.M.

Julie Norton inquired what the vision is for Portland.

Chair Grapentien noted that the City's Master Plan is available for review on the website. He further stated that the Planning Commission is bound to follow this document that is developed with input from the community.

Dawn Pugh inquired when the City may consider allowing the sale of marijuana and asked if input will be gathered from the community.

City Manager Gorman explained that the State of Michigan has one year to develop the laws associated with sale of marijuana and how it will be regulated. There is currently no data on the state level to base a decision.

There was continued discussion.

Chair Grapentien closed the Public Hearing at 7:16 P.M.

Planning Commission Minutes  
December 12, 2018

Under New Business, City Manager Gorman further explained the concern that there has been no regulatory framework developed by the State of Michigan to follow. He further stated the decision to allow marijuana sales in the City of Portland will likely have a very big impact on the community.

Motion by Hinds, supported by Roeser, to recommend to City Council the proposed ordinance to prohibit marijuana establishments.  
All in favor. Approved.

City Manager Gorman provided an email from Mr. Paul LeBlanc of PLB Planning, the City's zoning consultant, outlining his opinion regarding the proposed Phase II development Rindlehaven by Mayberry Homes. Mr. LeBlanc's opinion is that the best way to move forward is to change the approved TND PUD to traditional zoning.

There was discussion.

Chair Grapentien stated his concern that the TND PUD that is in place includes parks and trails that would be an addition to the City. He asked if that would be lost with a change to traditional zoning.

Chair Grapentien also noted that rezoning of the property is not in conjunction with the Master Plan and inquired if that would need to be addressed.

There was continued discussion.

City Manager Gorman provided community and development updates. 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.

There was discussion.

There were no Planning Commission Member Comments.

Motion by Fitzsimmons, supported by Williamson, to adjourn the meeting at 8:10 P.M.  
All in favor. Approved.

Respectfully submitted,

---

Jason Williamson, Secretary

City Of Portland  
 Water Department  
 Monthly Water Report  
 February 2019

Monthly Water Production

Daily Water Production

Well #4            5,550,000 Gallons  
 Well #5                    0 Gallons  
 Well #6            3,419,000 Gallons  
 Well #7                    0 Gallons

Well #4            198,214 Gallons  
 Well #5                    0 Gallons  
 Well #6            122,107 Gallons  
 Well #7                    0 Gallons

Daily Average Water Production for All Wells

320,321 Gallons

Total Water Production for the Month

8,969,000 Gallons

Total Water Production for the Previous Month

8,590,000 Gallons

Total Production increased by

379 Gallons

Total Production for This Month from the Previous Year

8,091,000 Gallons

Total Production increased by

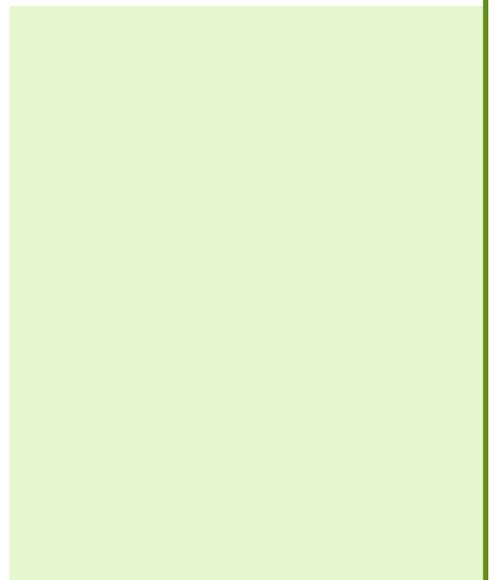
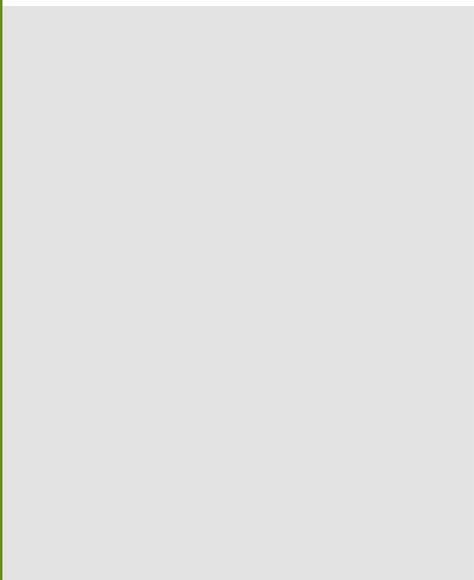
879,000 Gallons

Rodney D. Smith Jr.  
Water Technician



# The City of Portland Wastewater Treatment Plant

February 2019





March 6, 2019

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

**RE: February 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 February 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**

## CONTENTS

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## APPENDIX “A” -MONTHLY OPERATING REPORT

## ADMINISTRATIVE REPORT

### ADMINISTRATIVE

The February 2019 Discharge Monitoring Report (DMR), Sanitary Sewer Overflow (SSO) Report, and non-compliance letter have been submitted to MDEQ. The average influent flow for February 2019 was 1,092,000 gallons per day. Daily influent flows exceeded 2,000,000 gallons multiple dates throughout February 2019 due to flooding caused by the ice jam.

The City's wastewater treatment plant (WWTP) experienced non-compliance issues during February 2019. All non-compliance events were due to hydraulic overload of the WWTP and a direct result of flooding. The City's WWTP continued to be overloaded throughout February 2019 but returned to full compliance with the National Pollutant Discharge (NPDES) Permit on the 25<sup>th</sup>.

Much has been learned about the WWTP and collection system due to this event. FVOP will be working with Flies and Vandenbrink engineers as they complete the asset management planning to create short and long term recommendations for the plant and collection system.

### ACTION ITEMS

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

Per the Biosolids Audit correspondence letter from Cindy Sneller of MDEQ the following corrective actions need to be addressed in writing no later than April 1, 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 currently drafting a response and corrective action plan to address the audit findings.

### WASTEWATER MAINTENANCE

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

The excessive flows caused by the flooding resulted in several equipment failures throughout February 2019. The failures include grit removal, headworks screen, east clarifier, chemical transfer line, raw influent pumps and effluent reuse pumps. Although all equipment damaged during the flooding event is currently operational the headworks screen and the east clarifier will require additional repairs.

### OPERATIONS

During February 2019 flood event the WWTP was continuously operating at or above maximum capacity and the collection system status was constantly evolving. Two staff member's onsite 24-7 during the event.

Several trash pumps were used throughout the WWTP to mitigate hydraulic overload of treatment trains. Secondary systems were idled to provide the greatest amount of treatment possible and preserve the biological process.

### SAFETY TRAINING

During the month of February 2019 the following safety training was completed.

- FVOP safety training presentation and quiz on Health and Safety Awareness.

### 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 sewer mains, completing Miss Digs, inspections of the lift stations cleaning / removing debris from wet wells and man holes.

Throughout the month of February 2019 the following work on the collection system was completed:

- On February 4, 2019 we received a sewer call out from a resident on Grape Street. We inspected and cleaned manholes A-64 to A-65. We also used the push camera to inspect the sewer main between those manholes. We concluded the issue was in the resident’s lateral and suggested they have it cleaned.
- On January 5, 2019 we cleaned the river crossings between manholes A-10 to C1 and A9- B1. This was a total of 1420 feet of sewer main.
- On February 7, 2019 we received a sewer call out from a resident on Kent Street. Manhole C-81 was inspected and the flow was normal. We concluded the issue was in the resident’s lateral and suggested they have it cleaned. We were called back to the site February 12, 2019 to inspect a new section of lateral that was replaced because the old lateral had collapsed.
- On February 13, 2019 we received a sewer call from a resident on Morse Avenue. Following inspection we concluded that the City’s sewer main was clogged and proceeded to clean the sewer main between manholes A-135 to A- 136.
- 
- On February 18, 2019 we received a sewer call from a resident on Cross Street. Although we did not find clear signs of a plugged sewer main we chose to clean the sewer main between manholes A-110 to A-114 and A-110 to A-112. We recommended that the resident have their lateral cleaned.
- On February 19, 2019 we received a sewer call from a resident on Lyons Street. Following inspection we concluded the resident’s lift station was not operable and recommended they call a contractor to address the issue.
- Nine (9) Miss Digs were completed throughout February 2019.

## OPERATIONAL AND MAINTENANCE EXPENSES

The following expenses were accrued during the month of February 2019:

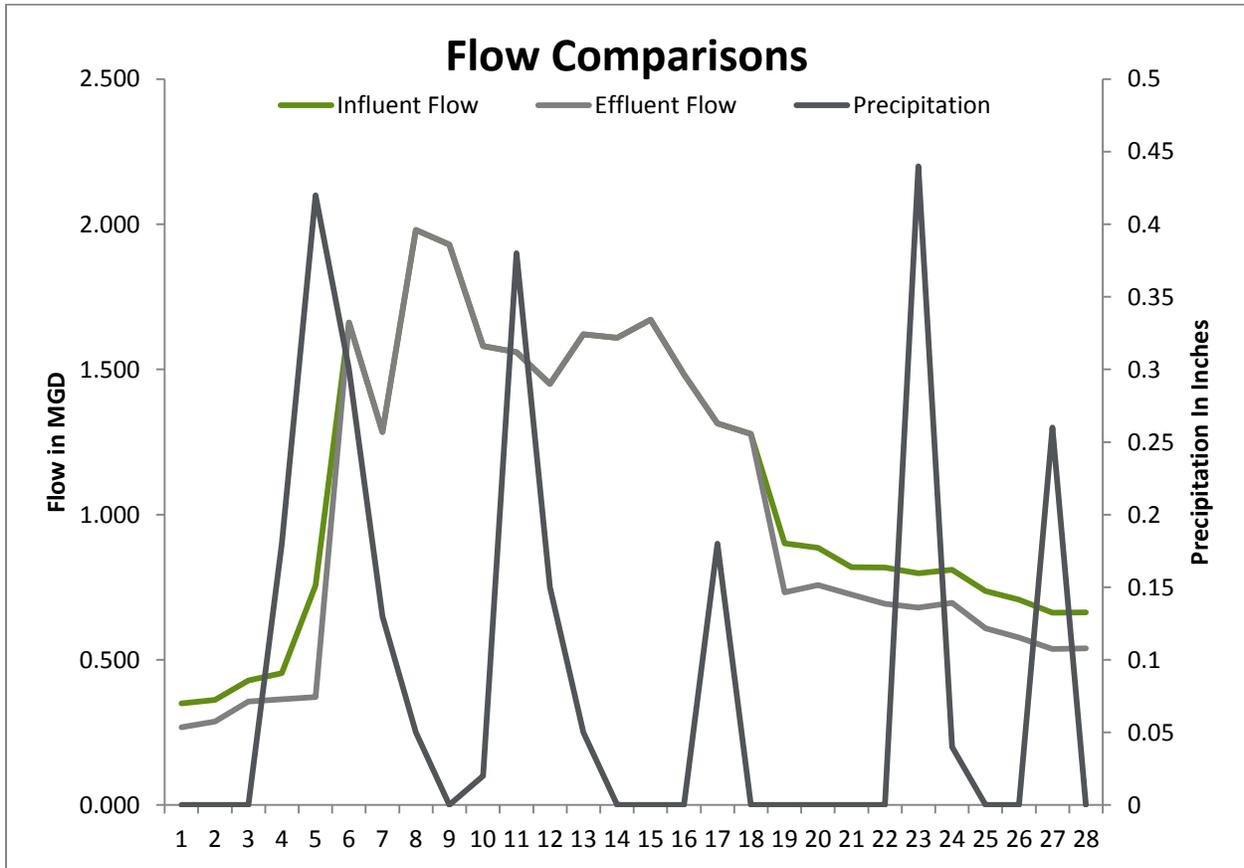
**Operational & Maintenance Expenses for 2018-2019 Fiscal Year**

Date	Vendor	Item	Cost
2/5/2019	Tom's Food Center	Lab Supplies	\$106.69
2/17/2019	Tom's Food Center	Operational supplies	\$34.28
2/21/2019	Family Farm & Home	Hoses	\$115.96
2/22/2019	NCL	Oven Thermometer	\$68.16
2/26/2019	Municipal Supply	SCH 80 parts fecI2 line	\$105.75
2/17/2019	Tom's Food Center	Safety Glasses & Gloves	\$35.47
2/7/2019	Michco	Calcium Chloride-Ice melt	\$277.75
2/28/2019	Livingston Micrographics	UV Lamp Recycle Box for Mercury	\$96.40
2/22/2019	NCL	Wrist and Nitrile Gloves	\$306.62
2/28/2019	Livingston Micrographics	UV Lamps & Sleeves	\$1,714.84

<b>Total Monthly Expenses</b>	<b>\$2,861.92</b>
<b>Year to Date Expenses</b>	<b>\$48,893.97</b>

### DAILY FLOW SUMMARY

The wastewater flow was monitored using the facility's influent and effluent flow meters. The chart below shows the flow readings for the month of February 2019. The average influent flow during the period was 1,092,000 gallons per day and the average effluent flow during the period was 1,022,000 gallons per day. We had thirteen (13) days of precipitation which totaled 2.60 inches. The influent flow is higher than the effluent due to recycle flows that are metered twice.



# APPENDIX "A"



February 2019

**FINAL EFFLUENT**

DAY	CBOD -5					T.S.S					v.s.s			TOTAL PHOSPHORUS			pH	DO	FECAL	
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	%	su	mg/l			COLIFORM	
		7-day		7-day	Rem.		7-day		7-day	Rem.					Rem.		cts/100 ml	7-day		
		Avg		Avg			Avg		Avg									GEO		
1																				
2																				
3																				
4																				
5	10.3		32.0		93	10.4		32.3		96	8.0	0.858	2.7	76	6.9	7.2	15			
6																				
7	10.3	6.9	110.4	71.2	89	28.0	19.2	300.1	110.8	74	25.0	0.723	7.7	55	7.5	6.3		15		
8	15.0	11.9	247.7	130.0	63	19.0	19.1	313.8	215.4	86	6.0	0.795	13.1	67	7.3	6.7	2240	183		
9		11.9		130.0			19.1		215.4								>240	183		
10		11.9		130.0			19.1		215.4									183		
11		11.9		130.0			19.1		215.4									183		
12	10.5	11.9	127.0	161.7	87	22.0	23.0	266.0	293.3	31	8.0	0.870	10.5	24	6.9	9.9	15000	5797		
13	24.0	19.9	324.5	202.4	65	22.0	22.8	297.4	392.4	0	17.0	0.932	12.6	33	7.5	9.9	1400	3610		
14	12.0	20.5	161.0	215.0	76	17.0	20.0	228.1	368.4	0	7.0	1.020	13.7	0	7.5	9.6	5300	3974		
15		15.5		204.2			20.3		263.9									4810		
16		15.5		204.2			20.3		263.9									4810		
17		15.5		204.2			20.3		263.9									4810		
18		15.5		204.2			20.3		263.9								6000	5083		
19	22.2	19.4	135.5	207.0	85	25.0	21.3	152.6	226.1	95	17.0	1.640	10.0	65	7.4	6.0	57000	7098		
20	9.6	14.6	60.7	119.1	90	12.5	18.2	79.0	153.3	93	7.5	0.275	1.7	88	7.3	6.9	42000	16611		
21	10.2	14.0	61.7	86.0	93	6.7	14.7	40.5	90.7	91	4.6	0.430	2.6	83	7.8	5.8	80	5822		
22		14.0		86.0			14.7		90.7								44	2192		
23		14.0		86.0			14.7		90.7								51	1171		
24		14.0		86.0			14.7		90.7								26	680		
25		14.0		86.0			14.7		90.7								49	342		
26	7.8	9.2	37.5	53.3	96	6.8	8.7	32.7	50.8	93	5.6	0.497	2.4	81	7.3	8.2	8	96		
27	6.1	8.0	27.3	42.2	97	6.4	6.6	28.7	34.0	94	4.4	0.385	1.7	85	7.4	8.1	20	32		
28	6.1	6.7	27.4	30.8	98	6.8	6.7	30.6	30.7	95	2.0	0.515	2.3	84	7.4	8.7	27	28		
M/M																				
TL																				
GA																				
ME	12.0		112.7		86	15.2		150.1		71	9.3	0.75	6.8	62		7.8	351.0			
WGA																				
WA																				
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed																				
REMARKS:																				

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



City of Portland, MI

February 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	7.1	6.3		1870		17	91	3.7	1.44	0.5222		10.15	442	0.257
2	24	6.9	8.3		1998		16	80	3.9	1.44	0.4050		10.61	358	0.260
3	24	6.1	4.6		2086		19	91	5.1	1.44	0.8205		10.00	684	0.271
4	24	5.6	4.0		2668		19	71	3.9	1.44	0.5847		20.36	993	0.317
5	24	3.9	5.0	0.36	2398	1798	19	79	6.4	1.44	0.4900	0.3565	17.69	723	0.333
6	24	2.1							3.5	1.44				0	0.341
7	24	2.8							6.5	1.44				0	0.234
8	24	2.2							6.9	1.44				0	0.002
9	24	2.2							7.5	1.44				0	0.000
10	24	2.7							7.9	1.44				0	0.000
11	24	2.8							5.9	1.44				0	0.000
12	24	3.0							6.7	1.44				0	0.001
13	24	2.6							7.2	1.44				0	0.002
14	24	2.7							1.0	1.44				0	0.000
15	24	2.6							4.1	1.44				0	0.007
16	24	2.9							1.2	1.44				0	0.002
17	24	2.9			2111	1605	20	95	10.2	1.44	1.1034	0.8452		0	0.154
18	24	2.7			1200	903	12	100	11.0	1.44	0.9204	0.3406		0	0.331
19	24	3.9							4.3	1.44				0	0.212
20	24	4.5	6.9	0.31	1944	1520	15	77	7.3	1.44	0.9360	0.5323	5.37	420	0.071
21	24	3.8	10.3	0.39	2397	1821	20	84	6.5	1.44	1.0001	0.7746	4.17	348	0.310
22	24	3.8	5.3		2769		27	98	6.2	1.44	0.7728		12.20	786	0.327
23	24	3.8	6.2		2718		26	96	6.6	1.44	0.7783		10.10	655	0.321
24	24	3.8	5.1		2383		23	97	6.3	1.44	0.7464		11.27	702	0.335
25	24	4.0	5.2		2611		28	107	6.3	1.44	0.7455		12.07	750	0.341
26	24	4.0	4.8	0.38	2560	2012	25	98	7.4	1.44	0.8019	0.6520	12.00	802	0.369
27	24	4.2	5.9	0.34	2519	1984	24	95	6.9	1.44	0.6357	0.5022	12.00	636	0.369
28	24	4.1	5.3	0.52	2379	1872	23	97	5.4	1.44	0.5535	0.4369	14.58	673	0.388
TL													162.56	8973	5.554
ME	24	3.7	5.9	0.38	2288	1689	21	91	5.9	1.44	0.7385	0.5550	11.61	289	0.198
	REMARKS:														

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

February 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	yes	54.0	45	160				13	9.0
2	yes		35	184				13	10.0
3	yes		30	160	112	27		13	
4	yes	54.0	25	152	11	24	19	13	
5	yes	54.0	40	168	17	10		13	
6	yes		42	104	11	13		13	
7	yes		50	136	24			29	
8	yes		48	144	26			29	
9	yes	54.0	37	120				29	
10	yes		25	88				29	
11	yes	54.0	37	120				29	
12	yes	40.5	39	136				29	
13	yes	27.0	44	136				29	
14	yes		39	136				29	
15	yes		43	144				29	
16	yes		28	168				29	
17	yes		29	184				40	
18	yes		28	136				40	
19	yes		29	144				40	
20	yes	54.0	28	168	640	297	445	40	6.0
21	yes		25	160	39	11	16	40	3.0
22	yes		23	160	14	17	25	21	8.0
23	yes		24	160		33		21	13.0
24	yes		26	152				21	14.0
25	yes	40.5	29	168	74			21	14.0
26	yes		26	160				21	14.0
27	yes		22	152	193			21	14.0
28	yes	27.0	25	152		66	165	21	17.0
<b>TL</b>		459.0	921.0	4152	1161	498	670	715	122.0
<b>ME</b>		45.9	33	148	106	55	134	26	11.1
	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

February 2019

**DIGESTER BIOSOLIDS**

	RAW SLUDGE						BIOSOLIDS						
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE	
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS	
	gal	Solids	Solids	lbs/1000 cuft.		F	F		%	%		REDUCTION	
SF													
DAY													
1	602												
2	474												
3	401												
4	2170	5.8	78	0.05	7.2	56.0	85.0	7.3	1.6	58	0.05	61	
5	1623			0.00									
6													
7													
8													
9													
10													
11													
12							93.0	7.2			0.36		
13							91.0	7.2					
14							93.0	7.3					
15							94.0	7.2			0.34		
16							93.0	7.2					
17							94.0	7.2					
18							92.0	7.2					
19	182						90.5	7.3					
20	456						90.0	7.3					
21	583	3.8	63	0.01	7.2	50.0	84.0	7.2	1.1	56	0.05	25	
22	1532						89.6	7.2					
23	2133												
24	1823						89.0	7.1					
25	1276												
26	1495												
27	1440												
28	1477												
<b>TL</b>	17667												
<b>ME</b>	1178	4.8	71	0.02	7.2	53.0	90.6	7.2	1.4	57		43	
<b>REMARKS:</b>	Loading Rate = .02 -.10 lb/cu. ft.												

Digester Volume:  
 Primary: 14700  
 Secondary: 14700

Process Pattern:  
 Primary, Secondary, Land Application

City of Portland, MI

February 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	6396							0.0					
2								0.0					
3								0.0					
4	3198							0.0					
5	2665							0.0					
6								0.0					
7								0.0					
8								0.0					
9								0.0					
10								0.0					
11								0.0					
12								0.0					
13								0.0					
14								0.0					
15								0.0					
16	4797							0.0					
17	1599							0.0					
18								0.0					
19								0.0					
20								0.0					
21	3465							0.0					
22	3998							0.0					
23								0.0					
24	11193							0.0					
25	5330							0.0					
26								0.0					
27	6663							0.0					
28	1599							0.0					
<b>TL</b>	44507							0.0	0				
<b>ME</b>													
	92881												

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

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
FEBRUARY 2019**

<u><b>Calls for Service</b></u>		<u><b>Other Functions</b></u>	
Dispatched	98	Subpoena Service	0
Patrol Originated	8	PBT's	19
Follow Up Complaints	44	Special Events	5
Assist to PPD	8	School Contacts (general)	16
Assist to Fire / EMS	18	Training	3
Assist Other Depts	12	Administrative	161

<u><b>Traffic Stops</b></u>		<u><b>Other</b></u>	
Total Stops	54	Physical Business Checks	
Traffic Citations	30	Interior	133
Verbal Warnings	49	Exterior	278
Parking Citations	32	Patrol Contacts	458

**Arrests (Excluding Juvenile Apprehensions)**

Misdemeanor Persons	4
Misdemeanor Charges	8
Felony Persons	5
Felony Charges	6

**Noteworthy:**

On February 7, 2019, Officer Listerman and Chief Thomas responded to an independent witness report of a domestic assault occurring. Officers responded quickly enough so that there was still obvious evidence of what had been reporting. The victim, an 8-mo pregnant woman, was obviously injured but was uncooperative. Officers were able to develop enough probable cause without her cooperation to arrest the male suspect on felony charges of assaulting a pregnant person. In addition, the suspect is also facing enhanced criminal charges due to be a habitual offender. The outcome of the case is still pending in Court.

On February 7, 2019, Officer Smith was contacted by employees from a local convenience store when a female was found highly intoxicated and completely disrobed. The subject was arrested and lodged at the Ionia County Jail.

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
FEBRUARY 2019**

On February 28, 2019, Sgt Groenhof arrested a subject for a traffic-related violation. The 53-year old male subject was lodged on additional charges of felony drug possession after investigation revealed that he was in possession of approximately 2.9 grams of crack cocaine.

On February 28, 2019, Sgt Groenhof was called for a disturbance / disorderly subject. Sgt Groenhof, along with a Sgt from the Ionia County Sheriffs Office, attempted to arrest the 26-year old male; however, he grew combative. Despite this, officers were able to restrain and handcuff the subject without an increased use of force. Once contained, the arrested subject began to damage the interior of the patrol car causing several hundred dollars in damage. The subject continued to resist while being lodged at the Ionia County Jail while being lodged. Officers were spit on, bitten, and kicked but received only minor injuries. The case is still pending in Court.

On February 28, 2019, Chief Thomas received a report of a domestic assault having occurred the night prior. The case was investigated and showed that the victim had been in several domestic violence situations over the last several months. The suspect, a military veteran suffering PTSD and a traumatic brain injury, was showing personality signs that had been increasing in aggression and were believed to be due to the medical conditions. Chief Thomas worked closely with the victim, the Ionia County court victims advocate t and SERA personnel to provide services to the victim. Meanwhile, the suspect was arrested and lodged at the Ionia County Jail on (1) count of Felonious Assault and (2) counts of Domestic Assault. the case is still pending in Court.

A large portion of the month was spent working with other City, County, and State officials on the ice jam and flooding that began to disrupt residential areas on February 6th. Several weeks were spent evacuating residents, monitoring water levels, and assisting residents and businesses with their various flood-related needs.

The calls for service reflected here are a sample of officer activity for February and are in general order by severity.

Assault (including DV)	3	Conservation	2
Agg / Fel Assault	1	Crashes - Vehicle	19
Larceny	1	Alarms - False	9
Counterfeit Money	1	Assist - other Law Enforceme	8
Fraud	3	Assist - Ambulance	16
Damage to Property	2	Assist - Fire	5
Drug Crimes	1	Civil Matters	1
Resist and Obstruct Police	1	Other	54
Disorderly / Public Peace	5	Natural Death	1
Driving Law Violations	3	Vehicle Unlocks	7

## **IONIA COUNTY BOARD OF COMMISSIONERS**

**March 12, 2019 -3:00 p.m.**

**Board of Commissioners room: – Ionia County Administrative Building, (old District Court) 3<sup>rd</sup> 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)
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. Prosecutor's Office – requesting to fill Assistant Prosecutor position
  - B. Health Department – Marijuana Grant
  - C. Health Department – Long-Term Food Information Sharing Agreement
  - D. MSU Extension- Semi-annual update
  - E. Request to approve Equalization Department contract services
  - F. Airport – Board Certified authorization resolution for MDOT Lighting Project contract
  - G. Acknowledgement PA116- Phil Seidelman
  - H. Budget Amendment- Midwest Trail authority
  - I. Budget Amendment – Sheriff's Office
  - J. Weight watchers 30 day notice contract termination-signature ratification
  - K. Michigan State Police -Five lease agreement
  - L. Acknowledgement of Appointments
    - 1. Community Mental Health – 4 -Three year terms

**IX. Reports of Officers, Boards, and Standing Committees**

- A. Chairperson
- B. Board of Commissioners report
- C. 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 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

**Appointments for consideration in the month of May 2019**

- Midwest Michigan Trail Authority- One- three year term Resident representative

**Ionia County Board of Commissioners  
Committee-of-the-Whole**

**March 19, 2019 - 3:00 p.m.**

**Ionia County Administrative Building (old District Court Building)  
Board of Commissioners room 3<sup>rd</sup> floor, 101 W. Main St.**

**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. Central Dispatch
    - 2. Emergency Management
    - 3. Register of Deeds
  - B. West Michigan Regional Planning Commission – Dave Bee, Director
- 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