



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

7:00 P.M. Monday, June 3, 2019
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:04 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
7:10 PM	VI. <u>Presentations</u>	
	A. Joe Russman – Portland Rodeo Days	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:15 PM	A. Second Reading and Consideration of Ordinance 175PP to Amend the City Zoning Map	Decision
7:18 PM	B. Proposed Resolution 19-32 Approving, Authorizing, and Directing the City Clerk to Sign a Resolution of Local Approval for an Off-Premises Tasting Room License Application for Modern Craft Winery, LLC	Decision
7:20 PM	C. Proposed Resolution 19-33 Approving an Energy Purchase for the Board of Light and Power through the Michigan Public Power Agency	Decision
7:23 PM	D. Proposed Resolution 19-34 to Opt Out of the Low-Income Energy Assistance Fund Created by Public Act 95 of 2013	Decision
7:25 PM	E. Proposed Resolution 19-35 Confirming the Mayor’s Appointment to City Boards and Commissions	Decision
7:28 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on May 20, 2019	
	B. Payment of Invoices in the Amount of \$109,616.89 and Payroll in the Amount of \$164,577.54 for a Total of \$274,194.43	
	C. Purchase Orders over \$5,000.00 1. Michigan AgriBusiness Solutions in the Amount of \$8,190.00 for Biosolid Land Application 2. Fence Consultants in the Amount of \$10,110.00 for a Fence and Gate for the Salt Barn Project	

**Estimated
Time**

**Desired
Outcome**

XI. Communications

- A. Boards and Commission Application from Tom Antaya
- B. Boards and Commission Application from Lance McFarlin
- C. Boards and Commission Application from Robert Baldyga
- D. Boards and Commission Application from Jason Williamson
- E. Boards and Commission Application from John Kmetz
- F. DDA Minutes for April 18, 2019
- G. Water Department Report for April 2019
- H. Wastewater Treatment Plant Report for April 2019
- I. Utility Billing Reports for April 2019
- J. Ionia County Board of Commissioners Agendas for May 28, 2019

7:30 PM

XII. Other Business - None

7:35 PM

XIII. City Manager Comments

7:40 PM

XIV. Council Comments

7:45 PM

XV. Adjournment

Decision

**CITY COUNCIL
CITY OF PORTLAND
Ionia County, Michigan**

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

ORDINANCE NO. 175PP

AN ORDINANCE TO AMEND THE CITY ZONING MAP

THE CITY OF PORTLAND ORDAINS:

SECTION 1. AMENDMENT. The Official Zoning Map of the City of Portland is amended as follows:

Parcel 34-300-050-000-175-00 (103 E. Grand River Ave.) is rezoned from C-2 General Business District to C-1 Central Business District

SECTION 2. PUBLICATION AND EFFECTIVE DATE. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated:

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: May 20, 2019

Adopted:

Published:

Effective:

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No 175PP, which was adopted by the Portland City Council at a regular meeting, held on _____ which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated:

Monique I. Miller, City Clerk

PORTLAND CITY



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-32

A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE CITY CLERK TO SIGN A RESOLUTION OF LOCAL APPROVAL FOR AN OFF-PREMISES TASTING ROOM LICENSE APPLICATION FOR MODERN CRAFT WINERY, LLC

WHEREAS, Merry Hass, the owner/operator of “The Port”, plans to open its business at 143 Kent Street, Portland, Michigan 48875 and will sell bottled wine manufactured by Modern Craft Winery, LLC and will also have a tasting room that serves samples; and

WHEREAS, Modern Craft Winery, LLC, the parent organization, is seeking an off-premises tasting room license from the Michigan Liquor Control Commission for The Port, located at 143 Kent Street, Portland, Michigan 48875; and

WHEREAS, the Michigan Liquor Control Commission requires a Resolution of Local Approval (attached as Exhibit A) to be included in all completed license applications prior to review and approval.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes, and directs the City Clerk to sign a resolution of local approval for an “off-premises tasting room” license application for Modern Craft Winery, LLC.
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: June 3, 2019

Monique I. Miller, City Clerk



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
the following resolution was offered: (date) (time)

Moved by _____ and supported by _____

that the application from Modern Craft Winery LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Off-Premises Tasting Room
(list specific licenses requested)

to be located at: 143 Kent St, Portland, MI 4875

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



Off-Premises Tasting Room License & Permit Application

(For MLCC Use Only)

For information on manufacturer and wholesaler licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): Modern Craft Winery LLC		
Address to be licensed: 143 Kent St		
City: Portland	Zip Code: 48875	
City/township/village where license will be issued: Portland		County: Ionia
Contact name: Aimee Bullock	Contact phone: 989-305-2677	Contact email: info@moderncraftwine.com
Check all applicable license types that you hold at your licensed manufacturing premises:		
<input checked="" type="checkbox"/> Small Wine Maker license	<input type="checkbox"/> Small Distiller license	You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.
<input type="checkbox"/> Wine Maker license	<input type="checkbox"/> Distiller license	
<input type="checkbox"/> Brandy Manufacturer license		

Part 2 - License, Permit, and Permissions & Fees

License, Permits, Permissions:	Base Fee:	<small>Fee Code MLCC Use Only</small>
<input checked="" type="checkbox"/> Off-Premises Tasting Room License	\$100.00	4038
<input type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00	4033
<input type="checkbox"/> Sunday Sales Permit (PM) **	\$15.00	4032
<input type="checkbox"/> Catering Permit	\$100.00	4031
<input type="checkbox"/> Dance Permit	No Charge	
<input type="checkbox"/> Entertainment Permit	No Charge	
<input type="checkbox"/> Specific Purpose Permit (list activity below):		
Days/Hours requested: _____		
<input type="checkbox"/> Extended Hours Permit	No Charge	
Check type(s): <input type="radio"/> Dance <input type="radio"/> Entertainment		
Days/Hours requested: _____		
<input type="checkbox"/> Outdoor Service	No Charge	
<input type="checkbox"/> Direct Connection(s)	No Charge	

*Sunday Sales Permit (AM) allows the sale of spirits and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of spirits on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of wine on Sunday after 12:00 noon.

Inspection Fee:	
License & Permit Fees:	<i>already paid</i>
TOTAL FEES:	

Make Checks Payable to State of Michigan

Part 3 - Off-Premises Tasting Room License Designation

Pursuant to MLC 436.1536, a licensee may have no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Tasting Room Licenses held by the licensee at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. A licensee may have an unlimited number of Off-Premises Tasting Room Licenses that sell or give away samples only (3 ounces of wine or 1/2 ounce of spirits or brandy per sample).

You must designate the type of Off-Premises Tasting Room License for which you are applying at this location. Please note that this designation cannot be changed once the license is approved and issued.

Off-Premises Tasting Room License Designation (Select One): **Full Drinks** **Samples Only**

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-33

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 October 2019 through June 2020 by purchasing energy not to exceed \$128,765.60 pursuant to the terms of the Letter of Authorization, attached as Exhibit A; and

WHEREAS, at its meeting on May 28, 2019, the Board of Light and Power voted to recommend that City Council approve the Energy Purchase stated above, a copy of the memo from the Electric Superintendent is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Board of Light and Power's recommendation to approve, authorize, and direct the City's Electric Superintendent or City Manager to sign the Letter of Authorization consistent with the recommendation 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: June 3, 2019

Monique I. Miller, City Clerk



May 22, 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				5x16			
	Volume	Price	Total MWh	Total \$	Volume	Price	Total MWh	Total \$
October 2019	0.3	\$ 33.00	223.2	\$ 7,365.60	0	\$ 37.00	-	\$ -
November 2019	0.4	\$ 32.00	288.0	\$ 9,216.00	0	\$ 36.00	-	\$ -
January 2020	0.6	\$ 37.00	446.4	\$ 16,516.80	0.6	\$ 44.00	211.2	\$ 9,292.80
February 2020	0.7	\$ 35.00	487.2	\$ 17,052.00	0.4	\$ 41.00	128.0	\$ 5,248.00
March 2020	0.5	\$ 35.00	372.0	\$ 13,020.00	0.3	\$ 40.00	105.6	\$ 4,224.00
April 2020	0	\$ 35.00	-	\$ -	0.4	\$ 38.00	140.8	\$ 5,350.40
May 2020	0.5	\$ 34.00	372.0	\$ 12,648.00	0.5	\$ 39.00	160.0	\$ 6,240.00
June 2020	0.6	\$ 36.00	432.0	\$ 15,552.00	0.5	\$ 40.00	176.0	\$ 7,040.00
			2,620.8	\$ 91,370.40			921.6	\$ 37,395.20

The maximum commitment for this authorization is \$128,765.60.

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: Wednesday, May 22, 2019 4:19 PM
To: Mike Hyland; Tutt Gorman
Cc: Brent Henry; Robert Lalonde
Subject: Quarterly Hedge Plan Report Purchases
Attachments: MPPA EngAuth - Port.pdf

Good Afternoon,

Based on the last quarterly hedge plan report, MPPA has recommended that you enter into transactions that will improve your hedge plan position. I have attached an Authorization Letter that will enable MPPA to transact on that recommendation.

I am hoping to get all returned authorizations by **Friday June 14th**, 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 x116 | Mobile: 517-525-3605
kparrott@mpower.org | www.mpower.org

This electronic mail transmission and any attachments are confidential and may be privileged. They should be read or retained only by the intended recipient. If you have received this transmission in error, please notify the sender immediately and delete the transmission from your system.

City of Portland
Board of Light & Power
723 E. Gd. River Ave.
Portland, Mi. 48875

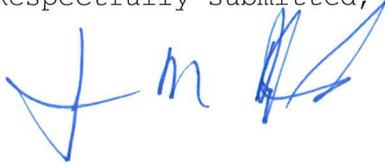
May 29th, 2019

City Council
City Manager

Re: Recommendation

Last night at the Light & Power Board meeting, the Light & Power Board passed a recommendation to the City Council to have the Member Authorized Representative sign a Letter of Authorization for an energy purchase to improve our hedge plan position.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jon M. Hyland". The signature is stylized and written in a cursive-like font.

Jon M. Hyland, City of Portland, Board of Light & Power

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-34

A RESOLUTION TO OPT OUT OF THE LOW-INCOME ENERGY ASSISTANCE FUND CREATED BY PUBLIC ACT 95 OF 2013

WHEREAS, on July 1, 2013, the State of Michigan passed Public Act 95 (PA 95) that requires all electric utilities to charge up to \$0.99 per month on customer bills to raise revenue that would go into the Low-Income Energy Assistance Fund administered by the State to provide heating assistance to needy individuals; and

WHEREAS, City staff have projected that this could cost City Electric customers up to \$30,000 per year; and

WHEREAS, PA 95 provides that a municipally owned electric utility or a cooperative electric utility may annually opt out of collecting funds for the Low-Income Energy Assistance Fund and that a utility that opts out cannot shut off electricity to a residential customer from November 1 to April 15 for nonpayment of a delinquent account; and

WHEREAS, the City of Portland has previously adopted electric shut-off rules that protect low-income and senior citizens from electric shut-offs from November 1 to April 15 and that opting out of collecting funds for the Low-Income Energy Assistance Fund would extend protection from shut-offs during the heating season to all residential customers and not raise all customers rates by up to \$0.99 per month; and

WHEREAS, the City of Portland has opted out of this program since 2013.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the opting out of collecting funds for the Low-Income Energy Assistance Fund for the next year rather than raise all customers' electric bills by up to \$0.99 per month.
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: June 3, 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. 19-35

**A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT
TO CITY BOARDS AND COMMISSIONS**

WHEREAS, City Council has established guidelines for appointments to City Boards and Commissions pursuant to Council Policy 96-1; and

WHEREAS, the Mayor has reviewed the applications for the various City Boards and Commissions and, in accordance with Council Policy 96-1, requests that the Council confirm the following appointment:

Downtown Development Authority
-Charlsie Abel to a term expiring June 30, 2022

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayor's appointments as set forth above.
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: June 3, 2019

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, May 20, 2019

In Council Chambers at City Hall

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

Absent: Council Member Fitzsimmons

Guests: Kathy Parsons; David Straub, Chief Operating Officer of Mayberry Homes; Robert Lathers of The Beacon; Mitchell Boatman of the Ionia Sentinel-Standard

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

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

Yeas: VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

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

Yeas: Baldyga, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman stated the agenda for tonight's Council meeting was revised as the Public Hearing to consider an amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning for the potential development of an Elderly Housing Facility was cancelled. Due to an administrative error some of the properties in the 300' radius of the proposed development did not receive the proper notices.

The Planning Commission met on May 8, 2019 and held 3 Public Hearings related to the potential development of the Elderly Housing Facility by The Brook. The Public Hearings considered an amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning, a proposed rezoning of the 10-acre parcel from TND PUD to R-3 Multifamily District, and a request for a Special Land Use for a 10-acre parcel. After the Public Hearings the Planning Commission

considered and approved each. The Public Hearings will be rescheduled and reconsidered at its next meeting on June 12, 2019, along with a full site plan review, so that all of the residents will have the proper notification and opportunity for comment.

City Manager Gorman provided information regarding the size and scope of the original Rindlehaven TND PUD that was adopted in 2005. The 10-acres proposed for development as an Elderly Housing Facility is planned as commercial development in the current TND PUD.

Mayor Barnes noted his appreciation for the due diligence of the Planning Commission and all of their efforts.

City Manager Gorman noted that Ionia County Central Dispatch does not typically sound the tornado sirens for thunderstorm warnings as they did last evening in error. The tornado sirens are typically only sounded for tornado warnings.

The results of the statistically valid survey conducted by Inside Information to gauge the level of interest for a potential broadband infrastructure project were stronger than anticipated despite competition in the area. City Manager Gorman will meet with representatives of Pulse Broadband in early June to discuss the details of moving forward with the project.

The fieldwork for the Safe Routes to School project is currently being conducted for the design and engineering part of the project. Construction is expected to take place in 2020. This project is made possible due to the \$927,000 grant received from the State of Michigan, there is no match required by the City of Portland.

The Portland Area Municipal Authority Building Feasibility Study continues to move forward with a needs assessment. This is a collaborative effort with both Portland and Danby Townships.

The City has calculated damages of approximately \$200,000 as a result of the ice jam/flooding in February. These have been submitted to the State of Michigan Emergency Manager.

Cook Brothers Excavating, Inc. will schedule chip sealing soon on Divine Hwy. and Maynard Rd. They are waiting on the weather.

Under Presentations, DDA/Main Street Director ConnerWellman presented her report on downtown activities. Director ConnerWellman provided updates on business and property in the DDA District along with other projects and recent activities. The DDA has reclassified the definition of primary facades for its Façade Grant Program which will allow for property owners to request more funding.

Director ConnerWellman stated that she along with City Manager Gorman, Mayor Barnes, and DDA Chair Grimminck met with representatives of the Michigan Economic Development Corporation (MEDC) and Michigan Main Street to discuss the City's status with the Main Street program as they are now operate under the umbrella of Redevelopment Ready Communities (RRC). This arrangement has opened discussion with the DDA in terms of where the relationship stands with the Main Street program because of the many requirements for RRC Communities.

The DDA expects the Michigan Main Street Program to present an amendment to the current agreement next month.

Director ConnerWellman noted various community events including this year's Sesquicentennial celebration, Beerfest planning, the Annual VFW Memorial Day parade, and Volunteer Appreciation Night.

Under New Business, the First Reading of Ordinance 175PP to amend the City Zoning Map by rezoning the property located at 103 E. Grand River Ave., from C-2 general business district to C-1 central business district, as requested by Bill Fabiano.

City Manager Gorman explained the location of the property and further noted that C-1 zoning is for a typical downtown where there are zero setbacks. C-2 zoning is typically reserved for the highway district where there are standalone buildings with plenty of room for setback requirements. As this property is in the downtown district of Portland, rezoning the property to C-1 is in the spirit of the Zoning Ordinance. Rezoning this property to C-1 would also get rid of the nonconforming status.

The Council considered Resolution 19-29 to approve the Third Amendment to the First Amended Joint Fire and Emergency Services Agreement in order to finance the purchase of a 2019 Spencer Manufacturing Pumper-Rescue firetruck.

Mayor Barnes thanked Mayor Pro-Tem VanSlambrouck and Kathy Parsons for serving on the Portland Area Fire Authority Board.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 19-29 approving, authorizing, and directing the Mayor and Clerk to sign the Third Amendment to the First Amended Joint Fire and Emergency Services Agreement.

Yeas: Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 19-30 to approve Fleis & VandenBrink's proposal in the amount of \$16,400.00 to provide Geographic Information System (GIS) Services for the City's Water Department as part of the SAW Grant Process.

Motion by Baldyga, supported by Johnston, to approve Resolution 19-30 approving Fleis & VandenBrink's proposal to provide Geographic Information System (GIS) Services for the City's Water Department as part of the SAW Grant Process.

Yeas: Baldyga, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 19-31 to confirm the Mayor’s appointment of Nick Lefke to the fill a vacancy on the Board of Light & Power.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 19-31 confirming the Mayor’s appointment to City Boards and Commissions.

Yeas: Johnston, VanSlambrouck, Baldyga, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by VanSlambrouck, supported by Baldyga, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on May 6, 2019, payment of invoices in the amount of \$90,878.04 and payroll in the amount of \$99,599.46 for a total of \$190,477.50. A purchase order to Pleune Service Company in the amount of \$6,258.39 to repair and replace the boilers in the Electric Department Warehouse was also included.

Yeas: VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Under City Manager Comments, City Manager Gorman further reminded residents to take care of their lawns and keep their grass mowed. Grass clippings should be kept out of the streets and curbs as they clog the drains and damage the infrastructure, as well as create a slip hazard.

City Manager Gorman stated that he attended the Grand Opening of the Portland Hike & Bike Trail on Saturday, May 18, 2019. He noted that the trail is a great addition to the community and that he appreciates the good relationship with the schools.

Under Council Comments, Mayor Barnes noted that the old salt barn at the DPW Complex has been taken down, the area looks very nice.

Mayor Barnes noted the thank you that he received from the Portland Civic Players for allowing them to share their vision for the façade improvements to the theatre at the May 6, 2019 City Council meeting.

Mayor Barnes also noted how beautiful the tulips around the clock at Kent and Bridge Streets look. He stated his appreciation to the Garden Club for their efforts in tending to the flowers in the downtown.

Council Member Baldyga expressed his thanks to Andy Pulling and all of the volunteers involved with the development of the Portland Hike & Bike Trail; it is a great example of the cooperative efforts between the City and the schools.

Council Member Baldyga also noted some upcoming community activities including a presentation by the Portland Area Historical Society on Tuesday, May 28, 2019 showcasing the rich baseball tradition in the City of Portland. The Farmers Market will open for the season on

Saturday, June 1, 2019. The Red Mill will house a pop-up museum created by the Portland Area Historical Society in recognition of Portland’s sesquicentennial celebration.

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

Yeas: Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Meeting adjourned at 7:51 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the May 20, 2019 City Council Meeting

The City Council meeting was called to order by Mayor Barnes at 7:00 P.M.

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

Absent – Council Member Fitzsimmons

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

First Reading of Ordinance 175PP to amend the City Zoning Map by rezoning the property located at 103 E. Grand River Ave., from C-2 general business district to C-1 central business district.

Approval of Resolution 19-29 approving, authorizing, and directing the Mayor and Clerk to sign the Third Amendment to the First Amended Joint Fire and Emergency Services Agreement. All in favor. Adopted.

Approval of Resolution 19-30 approving Fleis & VandenBrink’s proposal to provide Geographic Information System (GIS) Services for the City’s Water Department as part of the SAW Grant Process.

All in favor. Adopted.

Approval of Resolution 19-31 confirming the Mayor’s appointment to City Boards and Commissions.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:51 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
STAR THOMAS	01654	CELL PHONE REIM - POLICE	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	9,075.00
SPARROW OCCUPATIONAL HEALTH-LANSIN00340		PRE-EMPLOYMENT PHYSICALS - PARKS	514.97
WELLER TRUCK PARTS	02585	STEERING GEAR BOX - MP	615.00
FAMILY FARM & HOME	01972	TRIMMER PARTS/ROUND UP - AMBULANCE	61.47
KEUSCH SUPER SERVICE	00228	TIRES - AMBULANCE	1,139.94
JOHN PAUL WERNET	02491	TRAINING, MILEAGE, FOOD, LODGING - ELECTRIC	1,006.20
FAMILY FARM & HOME	01972	WIRE FENCE, SHELF - PARKS	41.99
HAILEY TENHARMSSEL	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	235.00
JIM LAKIN	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	50.00
STEVE'S METER SERVICE	00442	20 METERS - ELECTRIC	1,500.00
NATIONAL SAFETY COMPLIANCE	01958	MI LABOR LAW POSTERS - VAR DEPTS	89.70
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	314.15
RECYCLE IONIA, INC.	02403	ELECTRONICS RECYCLE CLEAN UP DAY - COMM PROMO	2,168.60
PORTLAND AREA FIRE AUTHORITY	02128	4TH QTR FIRE SERVICE - COMM PROMO 18-13	30,240.26
KENDALL ELECTRIC	00225	LITE BULBS - COMM PROMO	110.60
KENDALL ELECTRIC	00225	LITE BULBS - COMM PROMO	110.60
MARK WOODMAN PLUMBING & HEATING	01816	BACKFLOW DEVICE TESTING - CITY HALL, ELEC., WT	1,000.00
MICHIGAN STATE POLICE	00275	SOR REGISTRATION - POLICE	30.00
S&K PRINTING	00400	LABELS/CARDS - POLICE	53.50
WOW! INTERNET-CABLE PHONE	02132	INTERNET - POLICE, AMB, FIRE AUTHORITY	610.57
MOYER CONSTRUCTION	00316	DIVINE HWY BRIDGE SIDEWALK REPAIR - COMM PROMO	3,000.00
MUNICIPAL SUPPLY CO.	00324	REPAIR LIDS - WATER	45.75
ELHORN ENGINEERING	00139	CHEMICAL/WATER TREATMENT - WATER	484.50
RESCO	00392	10 TRUCK MATS - ELECTRIC	2,398.70
OTIS ELEVATOR	00970	ELEVATOR SERVICE CONTRACT-CITY HALL	598.05
UPS	02587	SHIPPING - MP, WATER	10.47
MOYER CONSTRUCTION	00316	BLACK MULCH - ECON DEV, CITY HALL	280.00
PLEUNE SERVICE COMPANY INC.	00741	REPAIR OF MUA-1 - WW	718.00
MENARDS	00260	TOAN PARK SHELF REPAIR - PARKS	158.05
MENARDS	00260	CEMENT, RUBBER EDGE - CEMETARY, ECON DEV	78.49

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MENARDS	00260	CEMENT, RUBBER EDGE - CEM, PARKS, ECON DEV	123.61
IONIA LOCK & KEY	MISC	SEC LOCK EVIDENCE ROOM - POLICE	1,024.56
WESTPHALIA MILLING CO.	00480	CHALK- PARKS	60.20
CULLIGAN	02130	WATER - CEM, PARKS	19.00
JOHN DEERE FINANCIAL	01818	PARTS, SUPPLIES - MP, CEM, PARKS	1,022.16
CAPITAL ASPHALT LLC	02578	ASPHALT - WATER	117.60
RESCO	00392	PEDESTAL CONN INSUL - ELECTRIC	1,030.50
RESCO	00392	FUSE LINK 5 AMP - ELECTRIC	107.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET DAM - PARKS	100.00
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	42.66
SUPPLYGEEKS	02052	CIPY PAPER - GENERAL	349.50
HAMMERSMITH EQUIPMENT COMPANY	00183	RAMMER, BOMAG STD - WATER	2,400.00
FLAGS UNLIMITED LTD	00988	12X18 USA FLAG - COMM PROMO	298.95
KATHY'S CLEANING	01684	CLEANING SERVICES - CITY HALL	925.00
PLEUNE SERVICE COMPANY INC.	00741	REPAIR/REPLACE BOILERS - ELECTRIC	6,258.39
KENDALL ELECTRIC	00225	100W HPS MOGUL LAMP - COMM PROMO	55.30
KENDALL ELECTRIC	00225	100W HPS MOGUL LAMP- COMM PROMO	55.30
KEUSCH SUPER SERVICE	00228	HEADLIGHT REPAIR - POLICE	94.31
HOMETOWN SPORTS, INC.	01326	UNIFORM EMBROIDERY - POLICE	17.00
CULLIGAN	02130	WATER - GEN	19.00
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	96.00
AMERICAN WATER WORKS ASSOC.	00018	MEMBERSHIP DUES 8/1/19-7/31/20 - WATER	83.00
MUNICIPAL SUPPLY CO.	00324	ELECTRIC FLAGS/PAINT - ELECTRIC	267.50
CONSUMERS ENERGY	00095	GAS SERVICE - MP	70.22
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	31.76
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WATER	309.01
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WATER	17.92
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	50.79
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	338.40
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	56.13
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	525.72

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PLEUNE SERVICE COMPANY INC.	00741	QRTLY LABOR/PARTS - ELECTRIC	780.00
HERITAGE-CRYSTAL CLEAN, LLC	MISC	OILY WATER CLEAN UP - ELECTRIC	225.00
POLYDYNE INC.	02196	3 DRUMS OF CLARIFLOC- WW	1,886.36
MID MICHIGAN COLLECTION BUREAU	MISC	INSURANCE COLLECTION - AMB	39.32
SHANE COOK	02511	SOFTBALL OFFICIAL - REC	8.00
ISSAC HONSOWITZ	02573	FLAG FOOTBALL/SOFTBALL OFFICAIL - REC	52.00
TYLER SCHRAUBEN	02461	SOFTBALL OFFICIAL - REC	32.00
EMMA HONSOWITZ	02572	SOFTBALL OFFICIAL - REC	40.00
LEAH COOK	02506	BASKETBALL OFFICIAL - REC	64.00
OWEN RUSSELL	02249	SOFTBALL OFFICIAL - REC	100.00
KALEB BOWER	02584	FLAG FOOTBALL/SOFTBALL- REC	42.00
ED FILTER	00540	SOFTBALL OFFICIAL - REC	240.00
GREG GARN	02185	SOFTBALL OFFICIAL - REC	96.00
BRIAN RUSSELL	00593	SOFTBALL OFFICIAL - REC	192.00
MILO ROOT	02499	SOFTBALL OFFICIAL - REC	150.00
FLEIS & VANDENBRINK	00153	CONSULTING SERV - GEN	333.00
INSIDE INFORMATION INC	02566	BROADBAND MARKET FEASIBILITY - ELECTRIC	4,150.00
PLB PLANNING GROUP LLC	02504	MAY ZONING CONSULT - CODE	1,740.86
I.T. RIGHT	02440	SERVICE CONTRACT - VAR DEPTS	13,829.00
MANER COSTERISAN	02588	ADVISORY SERV - GEN	1,060.80
MICHAEL R. KLUCK & ASSOCIATES	02405	APRIL LEGAL SERVICES - GEN, POLICE	4,553.40
I.T. RIGHT	02440	LAPTOP COMPUTER & REPAIR - ELECTRIC	1,719.00
I.T. RIGHT	02440	LAPTOP COMPUTER & REPAIR - ELECTRIC	285.90
GALL'S INC.	00159	UNIFORMS - POLICE	399.95
GALL'S INC.	00159	HANDCUFF CASES - POLICE	61.98
CITY OF PORTLAND-PETTY CASH	00701	MILEAGE, POSTAGE, MISC - VAR DEPTS	309.59
MICHIGAN POLICE EQUIPMENT CO.	00292	AMMO FOR TRAINING- POLICE	566.50
UIS SCADA	00462	CRUISE ALARM SYSTEM - WATER, WW	2,815.00
AECOM TECHNICAL SERVICES	01810		630.00
USA BLUEBOOK	01850	PIN TUMBLER - WW	153.39
USA BLUEBOOK	01850	PADLOCK MASTER KEYPAD - WW	89.92

Date: 05/30/19

CITY OF PORTLAND INVOICE REGISTER

Page: 4

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
USA BLUEBOOK	01850	MASTER KEY - WW	28.87
ESI HEATING	01709	GAS LEAK CK TOAN PARK BLDG - PARKS	197.00
Total:			\$109,616.89

**BI-WEEKLY
WAGE REPORT
June 3, 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.	12,517.99	241,709.33	3,324.00	65,503.48	15,841.99	307,212.81
ASSESSOR	1,747.22	28,788.66	133.66	2,330.46	1,880.88	31,119.12
CEMETERY	5,864.30	75,389.12	1,867.15	19,523.01	7,731.45	94,912.13
POLICE	31,145.93	417,626.78	6,202.39	108,438.76	37,348.32	526,065.54
CODE ENFORCEMENT	1,345.40	18,566.93	249.87	4,005.14	1,595.27	22,572.07
PARKS	3,603.96	55,195.35	587.93	9,508.02	4,191.89	64,703.37
INCOME TAX	2,031.38	41,957.86	792.53	16,948.65	2,823.91	58,906.51
MAJOR STREETS	3,806.29	101,561.84	1,713.66	45,631.71	5,519.95	147,193.55
LOCAL STREETS	4,538.62	77,412.18	2,137.10	31,528.62	6,675.72	108,940.80
RECREATION	2,701.18	57,769.44	451.73	11,022.60	3,152.91	68,792.04
AMBULANCE	19,003.86	310,423.69	3,519.10	66,117.50	22,522.96	376,541.19
DDA	4,106.60	58,535.94	813.15	10,060.39	4,919.75	68,596.33
ELECTRIC	18,687.51	402,215.91	5,839.36	104,713.77	24,526.87	506,929.68
WASTEWATER	7,077.18	244,962.18	2,639.05	57,882.27	9,716.23	302,844.45
WATER	7,235.17	134,126.23	2,418.57	49,222.87	9,653.74	183,349.10
MOTOR POOL	5,073.91	64,014.79	1,401.79	26,761.24	6,475.70	90,776.03
TOTALS:	130,486.50	2,330,256.23	34,091.04	629,198.49	164,577.54	2,959,454.72

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 05/30/2019
MEETING DATE 06/03/2019

Fund	Description	Beginning Balance 05/16/2019	Total Cash in	Total Cash out	Cash Balance 05/30/2019	Time Certificates	Ending Balance 05/30/2019
101	GENERAL FUND	1,853,751.29	59,823.32	(167,975.70)	1,745,598.91	235,000.00	1,980,598.91
105	INCOME TAX FUND	92,032.47	8,176.39	(12,366.02)	87,842.84	10,000.00	97,842.84
150	CEMETERY PERPETUAL CARE FUND	52,997.51	300.00	-	53,297.51		53,297.51
202	MAJOR STREETS FUND	230,547.14	4,391.29	(12,155.93)	222,782.50		222,782.50
203	LOCAL STREETS FUND	267,940.63	4,259.20	(12,345.11)	259,854.72		259,854.72
208	RECREATION FUND	11,146.42	6,285.01	(7,431.41)	10,000.02		10,000.02
210	AMBULANCE FUND	58,089.80	16,063.34	(40,311.98)	33,841.16		33,841.16
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	379,989.63	2,505.14	(5,010.28)	377,484.49		377,484.49
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	441,013.97	-	-	441,013.97		441,013.97
520	REFUSE SERVICE FUND	14,841.12	7,523.23	(12,375.74)	9,988.61		9,988.61
582	ELECTRIC FUND	783,959.43	174,396.43	(190,950.01)	767,405.85	530,000.00	1,297,405.85
590	WASTEWATER FUND	(164,410.24)	54,790.13	(41,452.79)	(151,072.90)		(151,072.90)
591	WATER FUND	68,554.44	37,245.47	(27,036.25)	78,763.66	420,000.00	441,163.66
661	MOTOR POOL FUND	72,841.76	15,612.39	(16,043.54)	72,410.61		72,410.61
703	CURRENT TAX FUND	7,403.14	36.63	-	7,439.77		7,439.77
TOTAL - ALL FUNDS		4,174,060.76	391,407.97	(545,454.76)	4,020,013.97	1,195,000.00	5,157,413.97
						ELECTRIC-RESTRICTED CASH	400,000.00
						ELECTRIC - MPPA MUNICIPAL TRUST	150,915.28
						CUSTOMER DEPOSIT CD	170,000.00
						PERPETUAL CARE CD	130,000.00
						INCOME TAX SAVINGS	789,428.12
						ELECTRIC-PRIN & INT ESCROW	128,344.11
						WASTEWATER DEBT ESCROW	277,706.71
						WASTEWATER REPAIR ESCROW	59,401.92
						DDA-PRIN & INT ESCROW	501.77
						WATER BOND ESCROW	57,600.00
							<u>7,321,311.88</u>

*Customer Deposit Breakdown

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

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	789,428.12	789,428.12
ELECTRIC-PRIN & INT ESCROW	128,344.11	128,344.11
WASTEWATER DEBT ESCROW	277,706.71	277,706.71
WASTEWATER REPAIR ESCROW	59,401.92	59,401.92
DDA-PRIN & INT ESCROW	501.77	501.77
WATER BOND ESCROW	57,600.00	57,600.00



Michigan AgriBusiness Solutions
 3050 Freeway Lane
 Saginaw, MI 48601

Invoice

Date	Invoice #
5/20/2019	919

Bill To
City of Portland 259 Kent Street Portland, MI 48875

Due Date
6/19/2019

P.O. No.	Terms	Project
Contract	Net 30	

Quantity	Description	Rate	Amount
163,800	5/13/19 Biosolid liquid land application at 20-5872 Portland	0.05	8,190.00
Total			\$8,190.00



PURCHASE ORDER

City of Portland

P.O. 2426

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

VENDOR Fence Consultants
615 Eleventh St NW
Grand Rapids MI 49504

DATE: 5-29-19 #

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Fence and gate to finish Salt Darn project	101-801-975		\$ 10,110 ⁰⁰
DEPARTMENT HEAD (UP TO \$500) <u>KG</u>		TOTAL	

Treasurer Initials

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

Fence Consultants of West Michigan

615 Eleventh St. NW
Grand Rapids, MI 49504
(616) 454-1911
Fax (616) 233-0422

www.FenceConsultants.com



Locations in:
Grand Rapids & Holland

PROPOSAL AND
ACCEPTANCE



Date: 5/23/2019	Sales Consultant: Rob S - robs@fenceconsultants.com
Proposal Submitted To: Portland Dept of Public Works	Phone: (517) 647-6129
Street: 451 Morse Dr	Email: dpw@portland-michigan.org
City, State & Zip Code: Portland, Mi 48875	Job Location: 451 Morse Dr

Description:

Option 4- Materials and labor to install 118' lineal feet of 6' high Galvanized Chain link fence with (1) 28' Cantilever Gate with an automated opener with key pad and remote capability.

Materials and Labor Totals-		\$ 13,250.00
Deduct for lineal footage of fence (80 vs original 118)	Deduct	\$ -765.00
Deduct for automated opener allowance	Deduct	\$ -6,200
Total-		\$ 6,285.00 ✓

Labor and Materials to install 150' of 6' high Commercial Grade chain link fence in the SW corner (70' on the South, 80' on the west)

Labor and Materials-		\$ 3,825.00 ✓
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Thank you for the opportunity to quote your fencing needs. Please contact me with any questions regarding this proposal or products quoted.

Thanks,
Rob

Customer is responsible to obtain any permits needed.

Terms: Net 30

All Prices Net
Quotation Includes Applicable Taxes

- Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. Fence Consultants of West Michigan is authorized to do the work as specified. Payment will be made as outlined above.
- Security Agreement: We, the undersigned, hereby agree to purchase the above described collateral from the above mentioned seller. The seller retains security interest in the collateral described until the full purchase price is paid. Upon default, the seller may retake possession of the above mentioned collateral, and may enforce its remedy against the buyer pursuant to the Michigan Uniform Collateral Code. No collateral under this agreement shall be considered annexed to the realty as to become a fixture. Fence Consultants of West Michigan shall retain ownership under this security agreement until said obligation is paid in full.
- A balance delinquent more than 30 days will incur an additional time price differential of 1 1/2% per month (or a charge of 50 cents for a balance under \$33.00) which is an annual percentage rate of 18%. Collection action may also be taken.
- The buyer is responsible for the property or fence line. If the property stakes cannot be located it is recommended that the buyer have the property surveyed. All other unmarked or mismarked sprinkler lines, water pipes, drains, objects, etc. are not the responsibility of Fence Consultants and the customer will assume liability for any damage caused by directing Fence Consultants to dig in the immediate vicinity of said items.

Authorized Signature:

Date:

Please sign and return a copy to acknowledge order.
Price good for 30 days.

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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

Please print your responses

Date: 5-9-18

Name: THOMAS K ANTRAYIA

Address: 405 W. GONZA

Telephone No. 517-490-9503

E-mail address: tom@tomsfoodcenter.com

Employer: TOMS FOOD CENTER Telephone No. 517-647-4861

How long have you lived in the City of Portland?

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

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

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

on the DDA for 30 years

Education

Bessimer MSU.

Are you a high school graduate?

Yes

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

M-SU. Business & Social Science 1972

Professional and work experience

Tom's Food Center since 1982

Community activities, interests, and service

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

Nikki Miller

From: noreply@civicplus.com
Sent: Thursday, April 11, 2019 8:38 AM
To: Nikki Miller
Subject: Online Form Submittal: Board & Commission Application

Follow Up Flag: Follow up
Flag Status: Flagged

Board & Commission Application

Name	Lance McFarlin
Date	4/11/2019
Address	704 Parkers Dr, Portland, MI 48875
Phone	2695690306
Email	lance.mcfarlin@gmail.com
Employer	Michigan Millers Insurance
Employer Phone	5174826211
How long have you lived in the City of Portland?	6 years
Please mark your choice(s).	District Library Board
If more than one please list them in order.	<i>Field not completed.</i>
Please tell us your qualifications.	I'm a smart and motivated Portland resident with a strong belief in the vital role of libraries.
Are you a high school graduate?	Yes
Are you a college graduate?	Yes
List name of the college or university you attended and the level of degree earned.	Western Michigan University // Masters of Science in Accountancy
List your professional and work experience.	5 years of experience in the insurance industry sandwiching a 4 year stint in public accounting.

List your community activities, interests and service.

I manage the Meals on Wheels program at my work and am a consistent blood donor.

References (optional)

Field not completed.

File Attachment

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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Please print your responses

Date: May 6, 2019

Name: Robert Baldyga

Address: 1021 James

Telephone No. 647-7930

E-mail address rbaldyga@hotmail.com

Employer RJB Consulting, LLC Telephone No. 647-7930

How long have you lived in the City of Portland? 30 years

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

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

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

Education MBA
Bachelor in Business
Associate in Electronics

Are you a high school graduate?

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

Professional and work experience

Community activities, interests, and service

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

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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Please print your responses

Date: 5-9-19

Name: Jason Williamson

Address: 930 Cherrywood Circle

Telephone No. 231 598-9999

E-mail address drjasonw@yahoo.com

Employer Self

Telephone No. 517 647-7585

How long have you lived in the City of Portland?

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

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

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

Education

Are you a high school graduate?

Yes

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

WVU B.S.

National University of Health Sciences B.S., D.C.

Professional and work experience

Chiropractor - Portland Family Chiropractic

Community activities, interests, and service

Planning Commission
Main Street

D.D.A.

150 yr Celebration

Giving Tree

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

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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Please print your responses

Date: 5/16/19

Name: JOHN D. KMETZ

Address: 1423 LOMA COURT

Telephone No. 616/204-6047

E-mail address jdkmetz@sbcglobal.net

Employer HOVAT COUNTY

Telephone No. 616/632-5142

How long have you lived in the City of Portland? CITY OF PORTLAND 7 years PORTLAND TOWNSHIP 14 years

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

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

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

Education

Are you a high school graduate?

Yes

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

Indiana University Northwest BA PSYCHOLOGY
THOMAS M. COOLEY LAW SCHOOL JD

Professional and work experience

FORMER PRACTICING ATTORNEY
CURRENTLY SERVING AS A CIRCUIT COURT REFEREE PRESIDING
OVER FAMILY LAW ISSUES.

Community activities, interests, and service

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

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

Held on Thursday, April 18, 2019
In Council Chambers at City Hall

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

Members Absent: None

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

Guests: None

Chair Grimminck called the meeting to order at 3:32 P.M.

There was no public comment.

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

Motion by VanSlambrouck, supported by Antaya, to approve the minutes of the March 21, 2019 DDA meeting as presented.
All in favor. Adopted.

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

Under Team Reports, Mayor Barnes reported the Organization & Finance Team continues to work on planning for the Sesquicentennial celebration and Beerfest on the Bridge.

Chair Grimminck reported the Business Enhancement Team continues to hold business workshops. Director ConnerWellman stated consideration as to continuing them should be given as there has not been great attendance.

Member VanSlambrouck stated the Promotions & Marketing Team has nothing new to report.

Under the Design Team Report, Member Briggs stated Dennis Cunningham has been in contact with them to discuss his thoughts on moving The Red Tomato to 160 Kent St. Calendars for summer streetscape maintenance are being developed.

Under New Business, Director ConnerWellman presented proposed updates to the Façade Improvement Application, Agreement and structure of available funds. In order to fund agreements with taxpayer dollars an easement must be put in place. The proposed funding structure would include payment of \$10,000 for a primary façade, \$5,000 for a second façade and \$3,000 for a third façade. This funding structure would also increase the available incentive.

There was discussion regarding the length of time a property owner would have to wait to apply for another \$10,000 incentive after they had already received an incentive of the same.

Member Antaya suggested there should also be language included to address how long before a property owner could apply for funding after receiving it.

Director ConnerWellman presented a Façade Application from Tim Fuller for the boardwalk side (primary side) of the Opera House at 128 Kent St. (Building A)

Member Madarang arrived at 3:56 P.M.

Director ConnerWellman asked the Board if consideration could be given to granting the \$10,000 Primary Façade Reimbursement to Mr. Fuller's application.

Member Pung asked that Mr. Fuller be encouraged to make quality improvements to his property that meet the historic standards.

Director ConnerWellman suggested rescheduling the DDA's meetings outside of regular "business hours" in order to attract individuals to serve on the Board. More involvement from the community is needed. She suggested meeting at either 7:30 A.M. or 7:00 P.M. rather than the current time of 3:30 P.M.

Member Antaya noted that the 3:30 P.M. time was set because most of the DDA members either lived or worked in the DDA district.

There was discussion.

Under the Director Report, Director ConnerWellman presented her report on downtown activities including business and property news.

Under Board Member Comments, Member Briggs noted that the National Day of Prayer service will be held Thursday, May 2, 2019 at 7:00 P.M. at the Red Mill Pavilion.

The Ionia County Commission on Aging will host meals at the Congregational Church on Wednesdays and Thursdays at Noon.

Member Pung inquired if the Main Street Update on August 28, 2019 will formalize the Main Street Agreement and funding.

Director ConnerWellman stated that is her understanding. Michigan Main Street has stated they will fund the Portland Main Street Program through the end of the year but not for the length of the 2-year agreement.

City Manager Gorman stated the City has been researching the Redevelopment Ready Communities (RRC) program for the past year. He was recently made aware of a conference call with Michigan Main Street where it was stated that Main Street communities will no longer receive funding unless they are engaged with RRC. City Manager Gorman further stated that the philosophy behind Main Street has always been that it is separate from "the City"; they are now

tying the program to the City. His research has not found any tangible results from the program to date. The recently approved 2-year agreement with Michigan Main Street makes no reference to the City being engaged with RRC.

Member Madarang left the meeting at 4:32 P.M.

Member Pung stated the DDA has not been engaged in this process. She asked if City has had a formal report out on the evaluation that was conducted? Has there been a public process on the report out? Was this just a report provided to the City?

City Manager Gorman stated the RRC is a Citywide program and is not specific to the DDA. The City received a baseline report from RRC and has been evaluating it. The City has to have the resources to make it work.

Member Pung stated she recalls being at the Michigan Municipal League conference where this message came out three years ago. She asked what the findings are? She further stated that this could impact significant resources and funding to the community.

City Manager Gorman stated this is a mandate from the State; if the City doesn't do certain things it won't get funding.

Member Pung asked if the report was given to Council for a public discussion.

City Manager Gorman stated that Council was provided the baseline report, it was discussed at the goal setting session. Participation in this program is a Council decision. At this point, tangible results have not been seen.

Member Pung stated that many communities have the RRC professionals come in and discuss their findings.

City Manager Gorman stated this has not happened yet because the City has not decided to move forward, although we have remained engaged.

Member Pung suggested having the RRC leadership in for a meeting.

City Manager Gorman stated that he has not yet found another community that has recommended the City of Portland should also get involved. A clear benefit has not been seen for the amount of work needed.

Member Pung stated that this is a new program so dramatic impact will not be seen yet.

There was continued discussion.

Member Briggs asked if the Main Street update and potential amendment to the agreement provide an opportunity for the DDA to decide if it wants to continue with the program? She asked what Portland is getting out of being a Main Street community? What financial benefit is it now?

City Manger Gorman stated that RRC requires City to do certain things if it wants certain funding. If the City has to find a way to get RRC done then it will do it. He further stated he has done a ton of research over the past year and has been met with resistance to questions he was asking.

Director ConnerWellman clarified that this is a City Council decision, at this time they have not said no to the program but have said not right now.

Member VanSlambrouck inquired why a vote was not taken on the splash pad project at the March 21, 2019 DDA meeting? The project is very different than the one previously proposed and the DDA is the only funding source.

Director ConnerWellman stated the project had just been approved by City Council at its meeting on March 18, 2019. The viewpoint was that the DDA was reapplying for a project that had already been approved. The application is only for a conceptual plan at this point.

Member VanSlambrouck asked why funding is not split with Parks and Recreation Department as was previously decided.

City Manager Gorman stated the City does not have the funding to provide.

Member VanSlambrouck stated her feeling that there should have been full disclosure about the project and its funding sources; there should have been a vote taken.

City Manager Gorman stated his understanding that the form in which information on the project was presented could have been better. He stated that this project is in the DDA's TIF plan with a cost of \$350,000; the benefit of the grant application is approximately another \$300,000 in funding to put towards the project.

Member Pung noted that the lack of process in how this grant application for the splash pad project was handled is an example of how the RRC program could help Portland.

Motion by Antaya, supported by Briggs, to adjourn the meeting at 4:50 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary

City Of Portland
 Water Department
 Monthly Water Report
 April 2019

Monthly Water Production

Daily Water Production

Well #4 5,557,000 Gallons
 Well #5 0 Gallons
 Well #6 4,982,000 Gallons
 Well #7 36,000 Gallons

Well #4 185,233 Gallons
 Well #5 0 Gallons
 Well #6 166,067 Gallons
 Well #7 1,200 Gallons

Daily Average Water Production for All Wells

352,500 Gallons

Total Water Production for the Month

10,575,000 Gallons

Total Water Production for the Previous Month

7,361,000 Gallons

Total Production increased by

3,214,000 Gallons

Total Production for This Month from the Previous Year

11,279,000 Gallons

Total Production decreased by

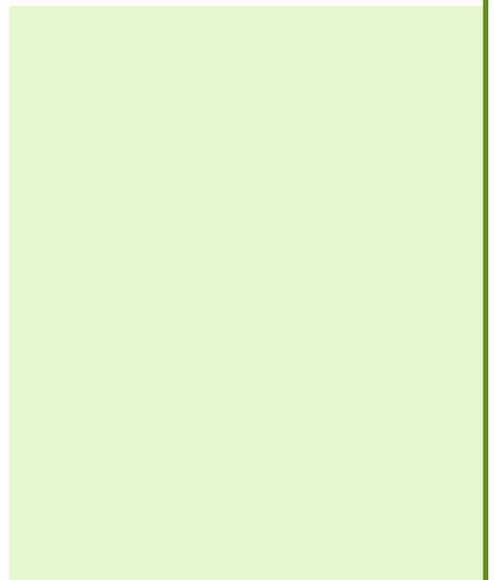
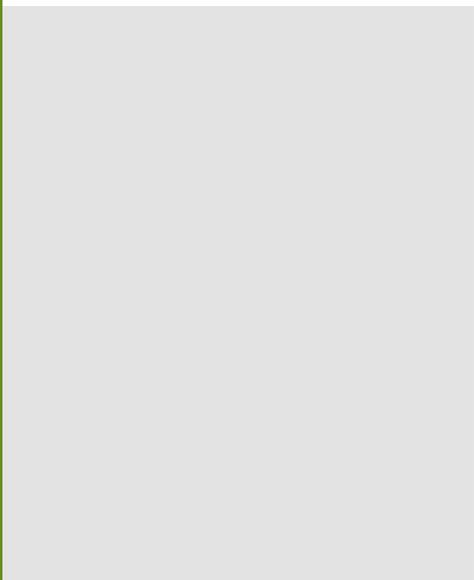
704,000 Gallons

Rodney D. Smith Jr.
Water Technician



The City of Portland Operations & Maintenance Report

April 2019





May 6, 2019

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

RE: April 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 April 2019.

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

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

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

Chris Munson
Sr. Project Manager

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APPENDIX “A” MONTHLY OPERATING REPORT

APPENDIX “B” PHOTOGRAPHS OF REPAIRED HELICAL GEAR DRIVE ON EAST CLARIFIER & NEW YARD HYDRANT

APPENDIX “C” EGLE WWTP INSPECTION CORRESPONDENCE LETTER

ADMINISTRATIVE REPORT

ADMINISTRATIVE

The April 2019 Discharge Monitoring Report (DMR) has been submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) formally known as the MDEQ. The wastewater treatment plant (WWTP) had no exceedances of the National Pollutant Discharge (NPDES) Permit throughout the month of April 2019. The average influent flow for April 2019 was 368,000 gallons per day. The maximum influent flow of 415,000 gallons occurred April 15, 2019.

ACTION ITEMS

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

FVOP was able to obtain an extension until June 1, 2019 to submit the corrective action plan for the items identified during EGLE's Biosolids Audit.

FVOP is currently working with three pump suppliers to get proposals for the most feasible corrective action plan to address the obsolete recirculation pumps. Replacement parts are no longer available for these pumps.

A corrective action plan for biosolids storage capacity and for quantifying thickened Waste Activated Sludge entering the Primary Digester has been drafted and discussed with EGLE.

FVOP submitted additional information to EGLE regarding performance of the collection system and WWTP during the flooding event caused by the February 2019 ice jam. The response was submitted prior to EGLE's April 30, 2019 due date.

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.

- All ultraviolet disinfection lamps were replaced April 4, 2019. All quartz sleeves were cleaned that same date.
- The East Secondary Clarifier's SEW gear reducer was replaced April 10, 2019. The gear reducer was damaged during the February 2019 ice jam. A photograph of the new gear reducer is included in **Appendix B.**
- A new yard hydrant was installed April 23, 2019. The hydrant will allow staff to regularly complete cleaning activities at the south end of the WWTP. A photograph of the new yard hydrant is included in **Appendix B.**
- FVOP has requested quotes for repairing or replacing the following items damaged during the February 2019 ice jam:
 - The mechanical fine screen stainless steel rack arm stop repair.
 - The isolation gate valve on the influent channel.

OPERATIONS

- The WWTP and the collection system's three lift stations experienced a power outage April 25, 2019. Rindlehaven and Riverside lift stations have emergency generators and continued normal operations. The Canal Street Lift Station does not have a generator so a four-inch pump was placed at the station to prevent sewer backups in the event of an extended outage.
- EGLE completed an unannounced WWTP inspection April 26, 2019. Please see **Appendix "C"** for additional information regarding the inspection.

SAFETY TRAINING

The following safety training was completed throughout April 2019:

- Fire Extinguisher Safety.
- Working in Cold Weather
- Housekeeping
- Slips, Trips and Falls
- Foul Weather Driving
- Respiratory Protection

WORK PERFORMED ON THE COLLECTION SYSTEM

The following collection system tasks were completed throughout April 2019:

- Staff used the push camera to inspect a Charlotte Highway sewer lateral April 23, 2019. We recommended the resident have the lateral cleaned due to moderate root intrusion thirty (30) feet through forty-five (45) feet.
- 3520 feet of sanitary sewer main was cleaned throughout the period.
- Seventy-Five (75) Miss Digs were completed throughout the period.

EMERGENCY ALARM CALL- OUTS

- Staff received an alarm for a Raw Pump #3 failure 11:00 P.M. April 4, 2019. Staff determined the pump's variable frequency drive was in fault due to plugging of pump and removed the pump from service that same date. Staff pulled the pump and cleared debris from it April 5, 2019.
- Staff received an alarm for a Cutler Road Lift Station Pump #1 failure 10:00 P.M. April 11, 2019. Staff inspected the pump that same date but were unable to correct the failure. Additional troubleshooting was completed April 12, 2019 and staff determined the pump's run capacitor was faulty. The capacitor was replaced and the pump was returned to service that same date.

OPERATIONAL AND MAINTENANCE EXPENSES

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

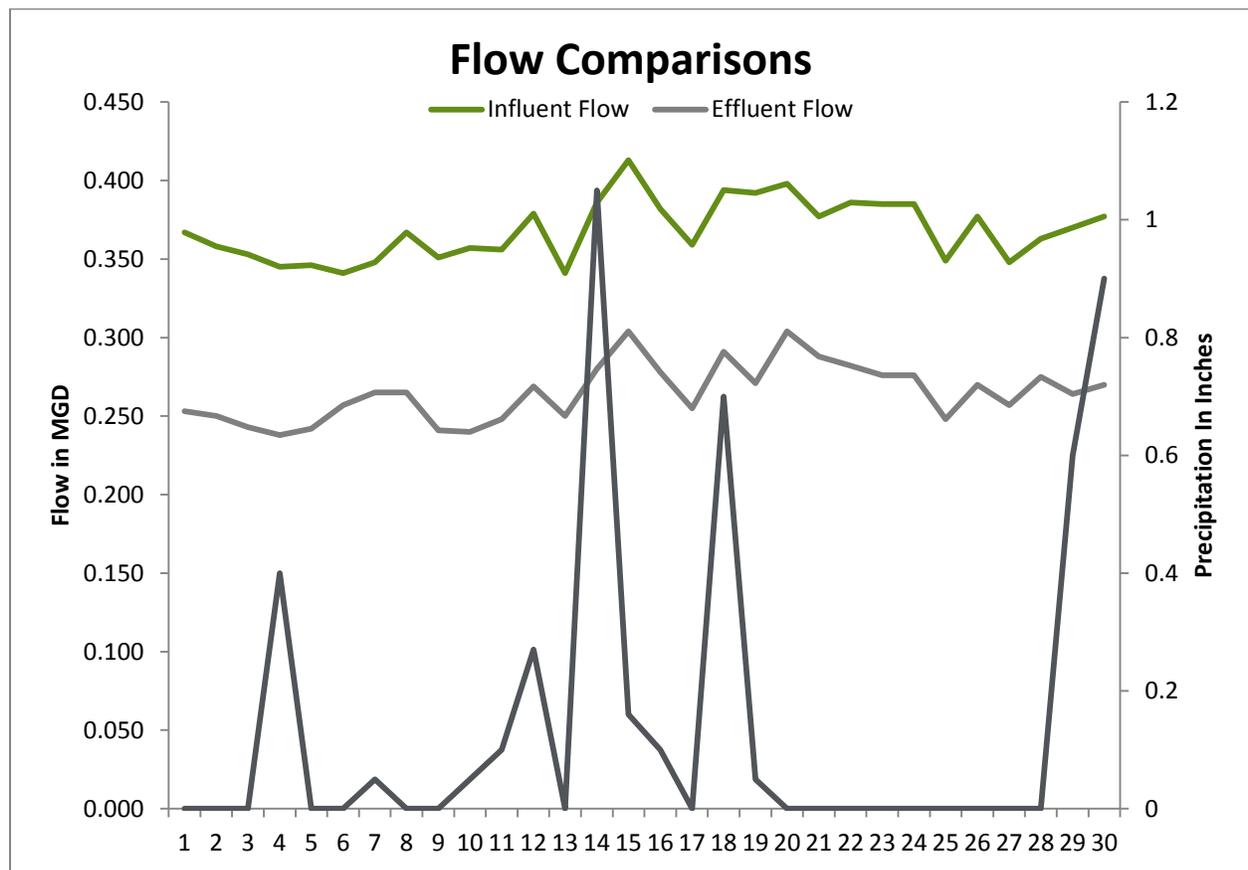
Operational & Maintenance Expenses for 2018-2019 Fiscal Year

Date	Vendor	Item	Cost
04.05.2019	Tom's Foods	New Sump Pump for Biotank	\$132.97
04.09.2019	Bader & Sons	Hose Fitting	\$47.84
04.09.2019	Municipal Supply	Yard Hydrant	\$737.00
04.10.2019	NCL	Lab Supplies	\$266.69
04.10.2019	USA Bluebook	Telescoping pole & Leader Hose	\$2,050.75
04.10.2019	Environmental Products & Access	600' Sewer hose, root cutter & Tiger tail	\$1,729.92
04.10.2019	USA Bluebook	16 pad-locks keyed a like for safety	\$230.13
04.15.2019	NCL	Ammonia Lab supplies	\$381.15
04.24.2019	Municipal Supply	1" Fire Hose	\$426.00

04.24.2019	Municipal Supply	Coupling & Hose Adapter	\$85.80
04.30.2019	NCL	Lab Supplies	\$199.11
04.30.2019	Tom's Foods	Distilled water for lab	\$25.74
Total Monthly Expenses			\$6,313.10
Year to Date Expenses			\$55,649.65

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 April 2019. The average influent flow during the period was 368,000 gallons per day and the average effluent flow during the period was 265,000 gallons per day. We had twelve (12) days of precipitation which totaled 4.43 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



APPENDIX “A”



City of Portland, Michigan

April 2019

FINAL EFFLUENT

DAY	CBOD -5					T.S.S					v.s.s	TOTAL PHOSPHORUS			pH	DO	FECAL		AMMONIA		
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%		mg/l	mg/l	lbs/day			%	su	mg/l	COLIFORM	NITROGEN
	7-day		7-day		Rem.	7-day		7-day		Rem.		Rem.					cts/100 ml	7-day	mg/l	lbs/day	
	Avg		Avg			Avg		Avg									GEO				
1																			0.0		
2	3.8		7.9		99	6.0		12.5		97	1	0.845	1.8	80	7.3	7	35		0.0		
3	3.9		7.9		98	3.2		6.5		98	2.0	0.615	1.2	86	7.4	7.4	46		0.0		
4	3.8		7.5		99	1.6		3.2		99	1.0	0.570	1.1	89	7.5	9.2	20		0.0		
5																			0.0		
6																			0.0		
7		3.8		7.8			3.6		7.4									32	0.0		
8		3.8		7.8			3.6		7.4									32	0.0		
9	3.2	3.6	6.4	7.3	99	3.2	2.7	6.4	5.4	99	1.6	0.535	1.1	90	7.4	6.8	34	32	0.0		
10	3.0	3.3	6.0	6.7	99	3.2	2.7	6.4	5.3	98	1.2	0.578	1.2	90	7.3	7.5	110	42	0.0		
11	3.1	3.1	6.4	6.3	99	3.6	3.3	7.4	6.8	98	2.8	0.750	1.6	88	7.4	7.3	120	77	0.0		
12		3.1		6.3			3.3		6.8									77	0.0		
13		3.1		6.3			3.3		6.8									77	0.0		
14	4.3	3.4	10.0	7.2	99	8.0	4.5	18.7	9.7	96	2.4	1.250	2.9	77	7.3	7.1	77		0.0		
15	4.0	3.5	10.1	7.8	99	3.6	4.3	9.1	9.6	98	2.4	1.050	2.7	85	7.4	6.6	188	96	0.0		
16	3.4	3.6	7.9	8.1	99	2.0	4.1	4.6	9.3	98	0.4	0.710	1.6	82	7.2	7.3	80	119	0.0		
17		3.7		8.6			4.3		10.0								10	65	0.0		
18		3.9		9.4			4.5		10.8									53	0.0		
19		3.9		9.4			4.5		10.8									53	0.0		
20		3.9		9.4			4.5		10.8									53	0.0		
21		3.7		9.0			2.8		6.9									53	0.0		
22		3.4		7.9			2.0		4.6									28	0.0		
23	13.8	13.8	31.8	31.8	90	1.6	1.6	3.7	3.7	99	1.0	0.895	2.1	81	7.4	6.5	22	15	0.0		
24	3.1	8.5	7.1	19.5	99	6.0	3.8	13.8	8.7	97	3.2	0.909	2.1	84	7.3	7.6	50	33	0.0		
25	3.6	6.8	7.4	15.4	98	4.4	4.0	9.1	8.9	97	1.6	0.845	1.7	82	7.4	7.0	12	24	0.0		
26		6.8		15.4			4.0		8.9									24	0.0		
27		6.8		15.4			4.0		8.9									24	0.0		
28		6.8		15.4			4.0		8.9									24	0.0		
29	3.9	6.1	8.6	13.7	99	2.8	3.7	6.2	8.2	99	1.2	1.050	2.3	83	7.3	7.3	58	30	0.0		
30	4.0	3.7	9.0	8.0	98	5.2	4.6	11.7	10.2	98	2.8	0.990	2.2	82	7.0	7.7	149	48	0.0		
M/M																		119			
TL																					
GA																					
ME	4.4		9.6		98	3.9		8.5		98	1.8	0.83	1.8	84		7.3	46.9	####	0.0		
WGA																					
WA																					
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																					
REMARKS:																					

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

City of Portland, MI

April 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	6.6	5.1		2877		26	90	3.5	1.44	0.4481		22.50	841	0.283
2	24	6.6	5.4	0.27	2628	1908	26	99	3.6	1.44	0.3819	0.2848	22.84	727	0.293
3	24	6.7	3.4	0.23	2904	2125	24	83	4.3	1.44	0.7087	0.5459	21.70	1283	0.285
4	24	6.9	3.8	0.25	2783	2204	26	93	5.4	1.44	0.6284	0.4916	20.70	1085	0.280
5	24	6.9	5.2		2433		22	90	3.6	1.44	0.3638		23.02	698	0.273
6	24	7.0	12.3		2421		24	99	3.8	1.44	0.4204		8.39	294	0.274
7	24	6.9	11.6		2633		27	102	3.3	1.44	0.4855		8.40	340	0.272
8	24	6.7	3.0		2788		30	108	3.4	1.44	0.8160		20.05	1365	0.277
9	24	6.7	2.7	0.31	2818	2100	29	103	3.3	1.44	0.8150	0.6219	23.00	1564	0.292
10	24	6.8	2.2	0.30	2782	1983	27	97	3.9	1.44	0.9106	0.6874	24.87	1888	0.279
11	24	6.7	3.8	0.44	2545	1856	26	102	2.7	1.44	0.5375	0.4023	22.60	1013	0.282
12	24	6.6	3.8		2646		26	98	2.6	1.44	0.4780		25.92	1033	0.268
13	24	7.0	8.3		2592		25	96	2.5	1.44	0.6676		8.40	468	0.272
14	24	6.9	6.3	0.34	2971	2218	30	101	2.9	1.44	0.4457	0.3223	18.80	699	0.237
15	24	6.4	4.5	0.37	3047	2235	29	95	3.6	1.44	0.5106	0.3585	24.00	1022	0.255
16	24	6.1	3.9	0.31	2666	1980	30	112	2.1	1.44	0.5398	0.4033	22.50	1013	0.322
17	24	6.4	5.5		2612		27	130	3.5	1.44	0.4167		20.30	705	0.315
18	24	6.1	4.4		2792		27	97	2.4	1.44	0.5458		20.83	948	0.315
19	24	6.0	3.8		2745		29	106	3.8	1.44	0.4754		27.24	1080	0.328
20	24	5.9	13.7		2682		28	104	3.8	1.44	0.4183		8.40	293	0.334
21	24	6.0	14.4		3211		29	90	2.8	1.44	0.4751		8.40	333	0.339
22	24	6.1	5.0		3152		34	108	3.7	1.44	0.5131		21.82	934	0.319
23	24	6.1	4.0	0.12	3260	2453	34	144	0.7	1.44	0.6412	0.4746	22.50	1203	0.321
24	24	6.1	5.2	0.26	3484	2543	40	115	5.2	1.44	0.6296	0.4665	18.96	996	0.316
25	24	6.5	5.0	0.19	3288	2395	36	151	2.1	1.44	0.5838	0.4327	20.12	979	0.312
26	24	6.5	5.6		2461		28	114	1.9	1.44	0.4154		19.06	660	0.287
27	24	6.5	11.1		3264		39	119	2.4	1.44	0.5753		9.16	439	0.318
28	24	6.5	10.4		2980		36	121	2.8	1.44	0.6093		8.40	427	0.295
29	24	6.3	4.6	0.28	3660	2670	45	123	0.9	1.44	0.6383	0.4663	22.39	1192	0.315
30	24	6.2	3.9	0.20	3305	2458	35	106	1.0	1.44	0.6361	0.4656	24.00	1273	0.315
TL													569.27	26797	8.875
ME	24	6.5	6.1	0.28	2881	2223	30	107	3.1	1.44	0.5577	0.4588	18.98	864	0.296
	REMARKS:														

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

April 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		54.0	43	144				17	24.0
2	yes		20	144	25	11	31	17	25.0
3	yes		22	120				17	34.0
4	yes		2	144	25	9	37	17	24.0
5			12	152				17	30.0
6			9	120				17	6.0
7			8	128	34	16	45	17	10.0
8			15	136				17	23.0
9	yes	40.5	15	136	57	10	28	17	23.0
10	yes		21	144			20	14	29.0
11	yes		18	128	24	12	22	14	24.0
12			17	136				14	27.0
13			17	136				14	9.0
14			23	144	45	18		14	23.0
15			16	160				17	27.0
16	yes		14	136				17	25.0
17	yes		15	144	36	7	92	17	25.0
18	yes		14	128				17	25.0
19			18	152				17	26.0
20			19	168				14	7.0
21			12	144				14	8.0
22			15	136				14	24.0
23	yes	54.0	13	144	147	36	87	17	32.0
24	yes		15	136				17	20.0
25	yes		19	64				17	22.0
26			16	136				14	23.0
27			14	136		27		14	5.0
28			15	136				14	11.0
29			19	136	40	10	78	17	25.0
30	yes	27.0	20	152	6			17	33.0
TL		175.5	496.0	4120	439	156	440	477	649.0
ME		43.9	17	137	44	16	49	16	21.6
	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

April 2019

DIGESTER BIOSOLIDS

	RAW SLUDGE						BIOSOLIDS						
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE	GAS
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS	Produced
	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION	CuFt X 100
SF													
DAY													
1	2534	6.3	76	0.06	7.2	14.1	31.0	7.1	1.5	60	0.03	53	30
2	2443												30
3	1732												28
4	1568	7.6	76	0.05	7.0	13.0	28.0	7.2	1.5	59	0.03	55	29
5	2316												32
6	474												14
7	511												17
8	2443												31
9	2644	6.5	76	0.07	7.2	13.5	28.0	7.2	1.5	60	0.06	53	45
10	2297												44
11	2133	6.5	75	0.06	7.2	14.9	28.6	7.2	1.6	59	0.04		37
12	2498												38
13	748												30
14	1841	6	70	0.04	7.1	12.6	28.0	7.1	1.7	60	0.11	36	34
15	2771												32
16	2024	6.7	75	0.05	7.0	14.2	26.3	7.2	1.6	59	0.11	52	26
17	1623												38
18	1805												30
19	2188												36
20	620												19
21	638												18
22	1568												17
23	2261	7.8	75	0.07	6.8	17.9	28.2	7.1	1.6	60	0.04	50	35
24	2553												35
25	2461												32
26	2498												40
27	784												35
28	912												24
29	2279	5.6	74	0.05	7.2	13.7	27.5	7	2.2	65		35	23
30	2224												30
TL	55390												909
ME	1846	6.6	75	0.05	7.1	14.2	28.2	7.1	1.7	60		47	30
REMARKS:		Loading Rate = .02 -.10 lb/cu. ft.											

Digester Volume:
 Primary: 14700
 Secondary: 14700

Process Pattern:
 Primary, Secondary, Land Application

City of Portland, MI

April 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	3598							0.0					
2	8262							0.0					
3								0.0					
4								0.0					
5	3731							0.0					
6								0.0					
7								0.0					
8	3198							0.0					
9								0.0					
10	5863							0.0					
11	5064							0.0					
12	2132							0.0					
13	1599							0.0					
14	6130							0.0					
15	3731							0.0					
16	3731							0.0					
17								0.0					
18	7462							0.0					
19	2132							0.0					
20	1599							0.0					
21	2665							0.0					
22	4797							0.0					
23	5064							0.0					
24	4531							0.0					
25	5064							0.0					
26	4531							0.0					
27	3731							0.0					
28	2398							0.0					
29	3465							0.0					
30	4531							0.0					
TL	95411							0.0	0				
ME	284,101												

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

APPENDIX “B”





Figure 1 New SEW Gear Box We Installed



Figure 2- New Yard Hydrant We Installed

APPENDIX “C”



Portland WWTP : 20130

NPDES - Reconnaissance Inspection

Inspector: Chris Bauer

Start Date: 04/26/2019

NPDES - Reconnaissance Inspection				
<i>1. Date of Inspection:</i>		04/26/2019		
<i>2. Approximate Start Time:</i>		3:00 PM		
<i>3. Permit No.:</i>		MIG570220		
<i>4. Facility Designated Name:</i>		Portland WWTP		
<i>5. Inspection Purpose/Description</i>		Unscheduled		
<i>6. Inspection Participant Information</i>				
Participant Name	Title	Affiliation	Phone Number	Email Address
Mr. Chris Munson	Certified Operator/Project Manager	F&V Operations	517-977-6107	chrism@fv-operations.com
Ms. Chris Bauer	Senior Environmental Quality Analyst	EGLE Water Resources Division	616-260-7067	bauerc1@michigan.gov
<i>7. Opening Conference Notes:</i>				
I stopped by the WWTP to introduce myself in person to Chris Munson, who replaced the previous superintendent, Doug Sherman, when he retired in December 2018.				
<i>8. Observation and Discussion Notes:</i>				
We met in the WWTP office and discussed maintenance items Mr. Munson has been working on since the Grand River ice jam. Effluent monitoring results returned to compliance in March 2019, following subsidence of the ice jam in February 2019. Maintenance items repaired or in-progress since the event include cleaning of the secondary clarifiers, grit box cleaning, replacement of UV lights and lamps, repair of fence gate at river, and addition of a second gate. Mr. Munson is also working on other lab-related improvements including ordering new thermometers and reagents, and some changes to the Quality Assurance/Quality Control program format. He has also budgeted for a new water bath. We briefly walked through the lab and the WWTP.				
<i>9. Closing Conference Notes:</i>				
The inspection was satisfactory and, for the limited items reviewed, no follow up items were identified for the Portland WWTP. Mr. Munson requested information regarding previous approval of an effluent alternate monitoring location and previous Part 41 permit plans. I will check into these items and respond to Mr. Munson.				
<i>10. Were photographs taken?</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<i>11. Completed By:</i>		Chris Bauer		

Portland WWTP : 20130

NPDES - Areas Evaluated

Inspector: Chris Bauer

Start Date: 04/26/2019

Areas Evaluated	
<i>1. Biosolids/Sludge Disposal</i>	Not Evaluated
<i>2. Compliance Schedule</i>	Not Evaluated
<i>3. Effluent/Receiving Waters</i>	Satisfactory
<i>4. Facility Site Review</i>	Satisfactory
<i>5. Flow Measurement</i>	Not Evaluated
<i>6. Laboratory</i>	Not Evaluated
<i>7. Operation & Maintenance</i>	Not Evaluated
<i>8. Permit Review</i>	Not Evaluated
<i>9. Records/Reporting</i>	Not Evaluated
<i>10. Sample Protocol</i>	Not Evaluated
<i>11. Self-Monitoring Program</i>	Not Evaluated
<i>12. Other</i>	Not Evaluated

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

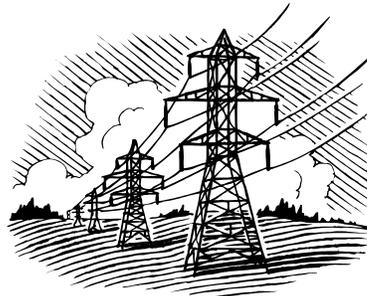
May 1, 2019
April 1-30, 2019

HYDRO GENERATION	216,672		
DIESEL PRODUCTION	0		
Kwh Purchased	2,581,737	Amount Paid	\$ 145,591.59
Total Kwh Purchased	2,798,409	Total Dollars Paid	\$ 145,591.59

Kwh Billed		Dollars Billed	
Residential	1,157,379	PCA Billed	\$ 16,018.52
Commercial	635,718	Residential	\$ 124,682.59
Large General	686,100	Residential EO Charge	\$ 2,106.03
City St. Lites Metered	26,110	Geothermal Discount	\$ (223.30)
St. Lites Unmetered		Commercial	\$ 68,276.76
Rental Lights		Commercial/LG EO Charge	\$ 2,427.96
Demand	2,226	Large General	\$ 48,003.83
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,215.88
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,507,533	Rental Lights	\$ 253.25
		Demand	\$ 13,080.72
Arrears after billing	\$ 19,451.20	Tax	\$ 10,436.66
Penalties Added	\$ 1,571.31		
Arrears end of month	\$ 36,348.16	Total Dollars Billed	\$ 288,840.35
Fuel Cost Billed	\$ 21,497.91		
Amount Collected	\$ 317,196.90	Power Cost Adj.	.00646
Total Adjustments	\$ 1,669.07		

Residential Customers	2,234
Commercial Customers	328
Large General	15
Total Customers	2,577

05/02/19



CITY OF PORTLAND
May-19

WATER DEPARTMENT REPORT

MONTH	Apr-19	PERIOD COVERED	April 1-30, 2019
Customers Billed		Penalties Added	\$ 284.47
City	1,840	Dollars Collected	\$ 45,604.28
Rural	24	Arrears at end of Month	\$ 6,389.20
Total Customers	1,864	Adjustments	\$ 169.19
		Gallons Pumped	10,575,000
		Hydrant Flusing/Rental (unmetered)	856,000 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	7,371,075		\$ 45,529.30
Rural	139,220		\$ 1,552.99
Total	<u>7,510,295</u>		<u>\$ 47,082.29</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,794	Dollars Billed	\$73,816.72
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 73,816.72

Penalties Added	\$ 477.39
Dollars Collected	\$ 71,835.08
Arrears at end of Month	\$ 856.00
Adjustments	\$ 229.26
Gallons Treated per Million	11.05



Ionia County Board of Commissioners
Audit Committee Agenda
Tuesday, May 28, 2019 – 5:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – June 15, 2018
4. Public Comment
5. Strategic Plan
 - a. Tax Allocation Board
 - b. Grant funding
 - i. Emergency Management
 - ii. Veterans
 - iii. Historical Courthouse
 - iv. Parks and Recreation
 - c. Clerks, Treasurers, Deeds, etc. Funds
6. Adjourn

**Ionia County Board of Commissioners
Facilities Committee Agenda
Tuesday, May 28, 2019 – 6:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – January 18, 2019
4. Public Comment
5. Strategic Plan
 - a. Major Projects Identified from the Strategic Plan
 - i. Future of Jail and Sheriff's Office
 - ii. Old Friend of the Court and parking lot
 - iii. Historical Courthouse steps repaired
 - iv. LED lighting
 - v. Commissioners room sound system
 - vi. Carpet repairs
 - vii. Dedication sign in new building
 - viii. Commissioners room layout
 - ix. Airport Projects
 - x. Circuit Courthouse dome
 - xi. Phone system upgrade
6. Adjourn