



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

7:00 P.M. Monday, August 19, 2019
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
7:20 PM	VI. <u>Presentations</u> A. Fleis & VandenBrink – Safe Routes to School	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:30 PM	A. Second Reading and Consideration of Ordinance 105I Amending Chapter 8, Article VI “Property Maintenance Code,” of the Code of Ordinances of the City of Portland	Decision
7:33 PM	B. Proposed Resolution 19-49 Establishing Two-Hour Parking Limitations to the 100 and 200 Blocks of Kent Street and the 100 Blocks of West and East Bridge Streets	Decision
7:35 PM	C. Proposed Resolution 19-50 Approving a Traffic Control Order Establishing a One-Way Stop at Knox Avenue and Storz Avenue	Decision
7:38 PM	D. Proposed Resolution 19-51 Approving a Traffic Control Order Establishing a One-Way Stop at Barley Avenue and Storz Avenue	Decision
7:40 PM	E. Proposed Resolution 19-52 Approving the Purchase of Automatic Meter Reading Technology	Decision
7:42 PM	F. Proposed Resolution 19-53 Approving Supplemental Employment for a City Employee	Decision
7:45 PM	X. <u>Consent Agenda</u> A. Minutes & Synopsis from the Regular City Council Meeting held on August 5, 2019 B. Payment of Invoices in the Amount of \$196,582.98 and Payroll in the Amount of \$122,568.60 for a Total of \$319,151.58 C. Purchase Orders over \$5,000.00 1. Ermco in the Amount of \$11,430.00 for Transformer	Decision

<u>Estimated Time</u>
7:50 PM
7:55 PM
8:00 PM
8:05 PM

2. AMS in the Amount of \$12,000.00 for Radiant Heaters for the Electric Department Warehouse
3. Michigan Steel & Trim in the Amount of \$20,833.08 for a New Roof for the DPW Building

XI. Communications

- A. Request for Reconsideration of Section 19 Emergency Funding
- B. Letter of Denial of State of Emergency Funding
- C. Section 19 Assistance Eligibility Requirements
- D. Water Department Report for July 2019
- E. Wastewater Department Report for June 2019
- F. Police Department Report for July 2019
- G. Franklin Energy - Energy Optimization Report
- H. Ionia County Board of Commissioners Agenda for August 13, 2019

XII. Other Business - None

XIII. City Manager Comments - None

XIV. Council Comments

XV. Adjournment

<u>Desired Outcome</u>
Decision

CITY OF PORTLAND
Ionia County, Michigan

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

ORDINANCE NO. 105I

AN ORDINANCE AMENDING CHAPTER 8, ARTICLE VI “PROPERTY MAINTENANCE CODE,” OF THE CODE OF ORDINANCES OF THE CITY OF PORTLAND

THE CITY OF PORTLAND ORDAINS:

Section 1. Amendment of Chapter 8, Article VI. of the Code of Ordinances. Chapter 8, Article VI., “Property Maintenance Code,” of the Code of Ordinances is replaced to read:

ARTICLE VI. PROPERTY MAINTENANCE CODE

Sec. 8-155. Adopted.

There is hereby adopted by reference the International Property Maintenance Code, 2018 edition, as published by the International Code Council, as the property maintenance code of the city, for the control of buildings and structures as provided in this article, and each and all of the regulations, provisions, penalties, conditions and terms of such code are hereby referred to, adopted and made a part of this article as if fully set out in this section, with the additions, insertions, deletions and changes, if any, prescribed in section 8-156.

Sec. 8-156. Additions, insertions and changes.

The following sections of the International Property Maintenance Code, 2018 edition, are hereby amended or deleted, or additional sections or subsections are added as follows:

Section 101.1 (page 1, second line). Insert: City of Portland.

Section 304.14. Insert: March 1 to December 1.

Section 602.3. Insert: October 1 to May 15.

Section 602.4. Insert: October 1 to May 15.

Section 2. Publication and Effective Date. The City Clerk shall cause this Ordinance to be published and recorded as provided in the City Charter and it shall take effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Yeas:

Nays:

Abstain:

Absent:

ORDINANCE DECLARED ADOPTED.

Dated:

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced:

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, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-49

**A RESOLUTION ESTABLISHING TWO-HOUR PARKING
LIMITATIONS TO THE 100 AND 200 BLOCKS OF KENT STREET AND
THE 100 BLOCKS OF WEST AND EAST BRIDGE STREET**

WHEREAS, the City Manager has received requests to explore parking modifications to the 100 and 200 blocks of Kent Street and the 100 blocks of West and East Bridge Street; and

WHEREAS, the Portland Downtown Development Authority Board determined that incorporating timed parking restrictions into the downtown area is necessary to promote commercial activity within the district; and

WHEREAS, the City Manager recommends that the legal roadside parking on the 100 and 200 blocks of Kent Street and the 100 blocks of both West and East Bridge Street be restricted to “Two-Hour Parking between 8:00 A.M. – 5:00 P.M.”

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves regulating legal roadside parking with a two-hour time limit between the hours of 8:00 A.M. and 5:00 P.M. on the 100 and 200 blocks of Kent Street and the 100 blocks of West and East Bridge Street.
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: August 19, 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. 19-50

A RESOLUTION APPROVING A TRAFFIC CONTROL ORDER ESTABLISHING A ONE-WAY STOP AT KNOX AVENUE AND STORZ AVENUE

WHEREAS, improvements to the site and circulation of traffic at the Portland Middle School has altered the functionality of the intersection and increased the volume of traffic during school peak periods; and

WHEREAS, the Chief of Police and City Manager are recommending that City Council approve Traffic Control Order 19-03, attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Traffic Control Order 19-03, 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: August 19, 2019

Monique I. Miller, City Clerk

MEMO



To: Star Thomas, City of Portland

From: Jonathan W. Moxey, PE
Lindsay M. Sagorski, PE

CC: Tutt Gorman, City of Portland

Date: July 29, 2019

Re: Traffic Control Order – Knox Ave at Storz Ave and Barley Ave at Storz Ave Intersections

The City of Portland requested that Fleis and VandenBrink review the traffic controls at the intersection of Knox Ave at Storz Ave and Barley Ave at Storz Ave.

The intersections of Knox Ave at Storz Ave and Barley Ave at Storz Ave are currently uncontrolled. The middle school, located on Storz Ave between Knox Ave and Barley Ave, has recently started construction on improvements to their site and site circulation. The improvements include adding a driveway at the intersection of Knox Ave and improving the driveway at the intersection of Barley Ave for pick up and drop off procedures. The improvements will alter the functionality of the intersections both geometrically and by adding vehicular volumes, especially during school peak periods.

Based on our review of the improvements, we recommend converting the intersection of Knox Ave at Storz Ave and Barley Ave at Storz Ave from uncontrolled to one-way stop controlled on Knox Ave and Barley Ave.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-51

**A RESOLUTION APPROVING A TRAFFIC CONTROL ORDER ESTABLISHING A
ONE-WAY STOP AT BARLEY AVENUE AND STORZ AVENUE**

WHEREAS, improvements to the site and circulation of traffic at the Portland Middle School has altered the functionality of the intersection and increased the volume of traffic during school peak periods; and

WHEREAS, the Chief of Police and City Manager are recommending that City Council approve Traffic Control Order 19-04, attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Traffic Control Order 19-04, 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: August 19, 2019

Monique I. Miller, City Clerk

MEMO



To: Star Thomas, City of Portland

From: Jonathan W. Moxey, PE
Lindsay M. Sagorski, PE

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Based on our review of the improvements, we recommend converting the intersection of Knox Ave at Storz Ave and Barley Ave at Storz Ave from uncontrolled to one-way stop controlled on Knox Ave and Barley Ave.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-52

**A RESOLUTION APPROVING THE PURCHASE OF
AUTOMATIC METER READING TECHNOLOGY**

WHEREAS, by resolution in 2012, Council approved the process of migrating the existing water meters to the radio read Orion ME meter system by Badger and replacing all of the non-compatible meter bodies; and

WHEREAS, the cost of AMR technology has come down and the products have become more robust offering potential leak detection, reverse flow indication, non-usage alarm, GPS mapping, and now Badger's system is capable of being migrated from a walk-by/drive by system to a fixed base system; and

WHEREAS, the AMR system will eliminate manual entry of water readings at the meter and into the billing system at City Hall and new meters may help pay for themselves because older meters typically maintain their accuracy or slow down 5-7% as they age; and

WHEREAS, City staff are recommending that the City purchase new meters and equipment from SLC Meter LLC for \$26,562.16, a copy of the quote is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves staff's recommendation to purchase of new meters and equipment from SLC Meter LLC for \$26,562.16, a copy of the quote 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: August 19, 2019

Monique I. Miller, City Clerk



To: Tutt Gorman, City Manager

From: Rod Smith, Water Tech

RE: Meter Purchase

Tutt,

Inventory of the City's replacement water meters is getting low and needs to be replenished. I've gotten a quote from SLC Meter Company, who is our supplier of new meters and meter parts. I'm proposing the Water Department purchase the following meters to continue in our revolving meter change out process.

1. Qty. 100, 5/8"x3/4", M-25 (residential) Brass meter bodies. \$57.48 ea. = \$5748.00
2. QTY. 100, M-25 Orion ME (registers). \$70.38 ea. = \$7038.00
3. Qty. 4, 1", M-70 Brass meter bodies. \$173.60 ea. = \$696.40
4. Qty. 4, M-70 Orion ME (registers). \$70.38 ea. = \$281.52
5. Qty. 2, 1 1/2", M-120 Brass meter bodies. \$434.61 ea. = \$869.22
6. Qty. 2, M-120 Orion ME (registers). \$70.38 ea. = \$140.76
7. Qty. 106, Badger ME Migratable Endpoints. \$111.21 ea. = \$11,788.26

For a total purchase price of \$26,562.16

The importance of having a meter change out program is to have accurately reading meters in the system to cut down on water loss. Meters tend to slow down over time and make the water system less efficient. Water pumped, but not billed is bad for business. Accurate meters are a necessity in making sure the City can afford to continue to provide the best quality and quantity of water to each and every customer tap.

Exhibit

A

SLC Meter llc
 595 Bradford St.
 Pontiac, MI 48341

Ph. 248-625-0667
 Fx. 248-625-8650
 www.slcmeter.com

PRICING

Date	Quote #
5/20/2019	32380

Name / Address
CITY OF PORTLAND 259 KENT STREET PORTLAND, MI 48875

Ship To
CITY OF PORTLAND 451 MORSE DR. PORTLAND, MI 48875

P.O. No.	Terms	Rep	Entered by
PER/ROD	Net 30	RS	RS

Item	Description	Qty	Unit Price	Total
100 BM-M25-23-BRZ-...	5/8" X 3/4" (7 1/2" LONG) BADGER MODEL 25 WATER METER BASE ONLY, NSF-61 NO LEAD BRONZE BODY, CAST IRON BOTTOM	1	57.48	57.48
100 BM-HRE-LCD	M25 BADGER HRE-LCD ENCODER 9 DIAL, GALLONS , W/ TWIST TIGHT CONNECTOR & 10' LENGTH OF WIRE	1	70.38	70.38
100 BM-OME	BADGER ME MIGRATABLE ENDPOINT WITH 8" TWIST TIGHT CONNECTOR	1	111.21	111.21
4 BM-M70- BASE	1" (10 3/4" Long) BADGER MODEL 70 WATER METER BASE ONLY, NSF-61, NO LEAD BRONZE BODY, CAST IRON BOTTOM	1	173.60	173.60
4 BM-HRE-LCD	M70 BADGER HRE-LCD ENCODER , 9 DIAL, GALLONS , W/ TWIST TIGHT CONNECTOR & 10' LENGTH OF WIRE	1	70.38	70.38
4 BM-OME	BADGER ME MIGRATABLE ENDPOINT WITH 8" TWIST TIGHT CONNECTOR	1	111.21	111.21
2 BM-M120-BASE	1 1/2" BADGER MODEL 120, ELL (13" LONG) ELIPTICAL FLANGE WATER METER BASE ONLY, NSF-61 NO LEAD BRONZE	1	434.61	434.61
2 BM-HRE-LCD	M120 BADGER HRE-LCD ENCODER, 9 DIAL, GALLONS 1, W/ TWIST TIGHT CONNECTOR & 10' LENGTH OF WIRE	1	70.38	70.38
2 BM-OME	BADGER ME MIGRATABLE ENDPOINT WITH 8" TWIST TIGHT CONNECTOR	1	111.21	111.21
BM-CMPD-2	2' COMPOUND RCDL Compound Series Meter LL (NSF 61-G), 2", Elliptical w/Test Plug, Less Connections, less register	1	1,818.15	1,818.15
BM-HRE-LCD	SET OF 2' COMPOUND BADGER HRE-LCD ENCODER , 9 DIAL, GALLONS , W/ TWIST TIGHT CONNECTOR & 10' LENGTH OF WIRE	1	192.37	192.37
BM-OME	BADGER ME MIGRATABLE ENDPOINT WITH 8" TWIST TIGHT CONNECTOR	2	111.21	222.42
	OPTION FOR 2' COMPOUND			
BM-E7-G	2" BADGER E-SERIES METER W/ US GALLON HRE-LCD REGISTRATION, FLANGED, 316 STAINLESS 17" LONG W/ 10' TWIST TIGHT TIGHT CONNECTOR	1	799.99	799.99
BM-OME	BADGER ME MIGRATABLE ENDPOINT WITH 8" TWIST TIGHT CONNECTOR	1	111.21	111.21

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee. Brass products not marked "N-L" "E-B" or "NSF-61" may contain lead and are not for use in potable or drinking water systems. Please go to www.slcmeter.com for further details.

Total

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-53

**A RESOLUTION APPROVING SUPPLEMENTAL
EMPLOYMENT FOR A CITY EMPLOYEE**

WHEREAS, City Policy 99-1 requires City Council approval for city employees who request secondary employment with “any business or organization that does business with or provides services to the City”, a copy of Policy 99-1 is attached as Exhibit A; and

WHEREAS, Chris Teachout, a full-time Board of Light and Power (BLP) is requesting approval for secondary employment to work/operate Sweet Caroline’s BBQ and Catering; and

WHEREAS, the respective supervisors of the employees and the city manager are in support of the secondary employment request and further outlined the conditions of the approval in the Dual Employment Agreement, a copy is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the secondary employment request Chris Teachout to work/operate Sweet Caroline’s BBQ and directs the parties to sign Appendix B of Council Policy 99-1, attached as Exhibit A and the Dual Employment Agreement, attached as Exhibit B.
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: August 19, 2019

Monique I. Miller, City Clerk

Employment or profession of an individual or group; commerce

Candidate- someone who seeks or has been proposed for an office, position, or award

City- the City of Portland

City employee- an employee of the City of Portland

Compensation- any money, thing of value, or other compensatory or pecuniary benefit received or to be received in return for or as reimbursement for services rendered or to be rendered

Conflict of interest- either a personal interest or a duty or loyalty to a third party that competes with or is adverse to a city official's employee's duty to the public interest in the exercise of official duties or official actions

Contract- agreement of mutual understandings supported by present or future consideration

Gift- anything of value given without consideration or expectation of return

Official- any person holding an elected office of the City or any appointed, non-employee member of any city board or commission

Person- any individual, entity, corporation, partnership, firm, association, union, trust, estate, and any parent or subsidiary of any of the foregoing, whether or not operated for profit

Potential conflict of interest- a situation where the interests of the City and the interests of someone else will, may, or might conflict in the ordinary course of events

Relative- a person who is related to an official or employee as spouse or as any of the following, whether by blood or by adoption: parent, child, brother or sister, aunt or uncle, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister

RULES:

1. Gift, compensation or economic interest. No official or employee of the City shall solicit, accept, or receive, directly or indirectly, any gift, compensation, or anything of economic value, whether in the form of money, service, loan, travel, entertainment, hospitality, or any other form, or a promise of any of these things for an agreement that the vote or the official action or decision of an officer, employee, or candidate for elected office in the City would be influenced thereby.
2. Preferential treatment. No official or employee of the City shall use or attempt to use his or her position to secure, request, or grant any privileges, exemption, advantages, contracts, or preferential treatment for himself or herself or any other person. All officials and employees of the City shall treat all citizens of the city with courtesy, impartiality, fairness, and equality under the law.

3. Use of information. No official or employee of the City who acquires information in the course of his or her official duties, which information by law or policy is not available at the time to the general public, shall use such information to further the private economic interest of himself or herself or any other person.
4. Use of City property. No official or employee of the City shall, directly or indirectly, use or permit any other person to use City property of any kind for his or her private economic interest or that of any other person. Certain limited space, such as the wash rack at the Fire Department, the garage area at the Department of Public Works, or equipment such as computers, printers, copier, etc., may be used by employees or officials after normal business hours if there is no economic gain and the employee received authorization for such use in writing from his or her supervisor and the use is consistent with a written departmental policy that has been approved by the City Council. The City shall be reimbursed for the cost of any supplies or materials, such as soap and water at the wash rack or copier paper, etc. City officials and employees shall strive to protect and conserve all City property including equipment and supplies entrusted or issued to them. This rule does not preclude the use of publicly owned property that is made available by general practice to the public at large.
5. Political activity. No official or employee of the City shall use any City time or property for his or her political benefit or for the political benefit of any other person seeking elective office. No political activity shall interfere with the performance of the duties of any City official or employee.
6. Doing business with the City. No official, employee, or his or her relative shall engage in any business with the City, directly or indirectly, without filing a complete written disclosure statement for each business activity the official, employee, or relative has an interest in. Such disclosure shall be made on any annual basis and prior to any decision on a business activity not previously disclosed in an annual disclosure. No public official or employee or his or her relative shall engage in any business transaction where the official or employee or relative may benefit financially from confidential information that the official or employee obtained or could have obtained by reason of that position or authority.
7. Contracts with the City. No official or employee of the City shall take any official action on any contract with the City or any other matter in which he or she is financially interested or be a bondsman or surety on any contract or bond given to the City.
8. Serving on an elected Municipal Governing Board. No official or employee of the City shall serve on an elected Municipal Government Board when such service is inconsistent with State Law.
9. Dual representation. No public official or employee shall attempt to use his or her official position to secure special privileges or exemptions or himself or herself or for others.
10. Full disclosure. The following disclosure requirements are established to avoid both actual and perceived conflicts between the private interest and the public interests of public officials and employees.

- A. Self Interest: No public official or employee, either on his or her behalf or on behalf of any person, shall have an interest in any business transaction with any public body of the City unless the person shall first make full public disclosure of the nature of such interest.
 - B. Disclosure and Disqualification. Whenever the performance of official duties shall require a public official or employee to deliberate and vote on any matter involving his or her financial or personal interest, that person shall publicly disclose the nature and extent of such interest and is disqualified from participating in the deliberations and voting on the matter unless State Law specifies otherwise.
 - C. Dual Employment. No public official or employee shall engage in employment with or render services for any person or entity that has business transactions with any public body of the City without first making full public disclosure of the nature and the extent of the employment or service. Disclosures must be made before the time to perform his or her duties. If the official is a member of a decision-making or advising body, he or she must make disclosure to other members of the body on the official record. An appointed official or employee must make disclosure to the City Manager. An elected official must make disclosure to the general public. The City Manager and City Attorney must make such a disclosure to the City Council.
11. Reporting procedure for elected or appointed City officials including the City Manager but excluding all other City employees. Conduct that may violate this policy should be in writing and signed. The City Council will decide who will investigate the report. The Council will make the final decision on whether the policy has been violated.
 12. Reporting procedure for City employees other than the City Manager. Conduct that may violate this policy should be reported to the City Manager and the Mayor. The report must be in writing and signed. The City Manager will investigate the report and if necessary carry out the appropriate discipline. The Mayor will be informed of all action taken by the City Manager.
 13. The Manager shall adopt rules approved by the City Council to be followed by all City employees that engage in outside employment. (See Appendix A).
 14. Full disclosure as described in Section 10, including notice of all outside employment prior to accepting such employment, shall be made by the employee on prescribed forms and given to the City Manager. (See Appendix B).

PENALTY. All officials and employees are expected to follow this policy as a condition of employment or service to the community. Failure to do so by an employee will result in disciplinary action up to and including discharge.

Failure to do so by any elected or appointed official will result in an evaluation by the City Council and could result in the removal of the official if the Council decides it is appropriate. This section does not eliminate the possibility of criminal or civil charges being filed if the circumstances warrant such action.

In accordance with City Charter Section 5.2, Financial Interests Prohibited, any member of the Council or other official found guilty of violating the provisions of this section may be punished by a fine not-to-exceed one hundred dollars (\$100) or be imprisoned for not more than ninety (90) days or both within the discretion of the court. The conviction of any Council Member or official under this section shall operate in itself to forfeit his or her office.

APPENDIX A

Given the sensitive nature of CITY work and the complications that can result from outside work or business interest, these rules shall pertain to all employees who have outside employment or who have outside relationships with business partners or any personal business relationships that could cause a conflict with their City work. These rules will be reviewed and are subject to the approval of the City Council. Once approved, they shall be enforced by the City Manager. A violation of the rules shall be cause for discipline or dismissal.

1. Employees are required to refrain from outside work or business arrangements that could cause a conflict with their City work. If an arrangement occurs that could cause a conflict, the employee is required to follow these rules of conduct to avoid any conflict of interest. If such relationships interfere with the employee's ability to effectively perform his or her duties, the employee will be required by the City Manager to serve his or her outside business relationships or give up his or her City job.
2. An employee shall disclose to the City Manager, on or before taking work or entering into an outside business relationship, all work or business relationships in which he or she is a partner for profit or in which he or she is paid for services in any form or manner. (See Appendix B).
3. There shall be no meetings, casual conversations, or business of any kind conducted during City business hours, in or out of the office, with any business partner or other individual that pays an employee for any services whatsoever unless such is first approved by the City Manager.
4. There shall be no City inspections done or approvals, permits, or licenses issued by an employee to individuals or businesses in which the employee has any business relationship, in a partner for profit, or is paid for services in any form or manner whatsoever.
5. A business in which an employee is a partner for profit or is paid for any service shall not perform services for the City of Portland unless the business relationship is disclosed to the City Manager and the proposed business dealing is approved by the City Council at least seven (7) days prior to any contract, transaction, or service being performed.

APPENDIX B.

Request for Supplementary Employment and / or
Disclosure of Business Interest of Employee or Family Member

Employer or Business Relationship _____

Address _____ City _____ St _____ Zip _____

Exact nature of duties and responsibilities or extend of business relationship or interest.

Current City of Portland Job _____ Department _____

What family interest in involved? _____

What employer or business interest is involved? _____

I certify that this employment or business relationship will in no way conflict or interfere with my City employment. I further certify that I read, understand, and agree to the following conditions:

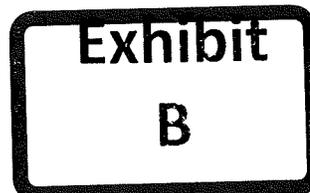
1. This employment or business relationship must in no way conflict with City rules concerning supplementary employment or business relationships or cause a conflict with work hours required for City employment.
2. This employment or business relationship will not interfere with the quality of my City work or the satisfactory and impartial performance of my City duties.
3. I must secure written approval from the department supervisor and the City Manager before engaging in or changing currently approved supplementary employment.
4. I am prohibited from working, whether for compensation or otherwise, for any business or organization that does business with or provides services to the City without first giving at least seven (7) days notice to and receiving approval from the City Council.

Employee Signature _____ Date _____

Signature of immediate supervisor _____ Date _____

Signature of City Manager _____ Date _____

Approved () Disapproved () Comments:



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, August 5, 2019

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Clerk Miller; DDA Director ConnerWellman

Absent: City Manager Gorman

Guests: Tim Fuller; Jennifer Vroman; Kathy Parsons, Tom St-Amour; Robert Lathers of The Beacon

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

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under Public Comment, Tim Fuller of 128 Kent St. announced the upcoming opening of the Opera Block Performing Arts Center.

Jennifer Vroman presented further information on the class offerings at the Portland Opera Block Academy of Dance. Classes are open for sign up and will begin in September.

Mayor Barnes thanked Mr. Fuller and Ms. Vroman for all they have been doing for Downtown Portland.

There was no City Manager Report.

Under Presentations, DDA Director ConnerWellman provided her report on downtown activities. Director ConnerWellman provided updates on business and property in the DDA District along with other projects, recent activities, and community events. At their last meeting, the DDA approved moving forward with repairs to a portion of Kent St. sidewalk that was discovered to have been damaged by the flood/ice jam. The DDA welcomed new members Charlsie Abel and Dr. Jason Williamson and thanked outgoing members Michelle VanSlambrouck and Lisa Pung for their service. The DDA also has decided to graduate from the Michigan Main Street Program, as well as the National Main Street Center. The DDA also voted in favor of pursuing development of a splash pad independent of grants.

Under New Business, the Council held the First Reading of Ordinance 105I to amend Chapter 8, Article VI "Property Maintenance Code", of the Code of Ordinances of the City of Portland.

This amendment would adopt by reference the International Property Maintenance Code, 2018 edition, as published by the International Code Council, as the property maintenance code of the city, for the control of buildings and structures, and each and all of the regulations, provisions, penalties and conditions and terms of the code.

The Council considered Resolution 19-47 to authorize the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area as part of Portland's Sesquicentennial Celebration on Saturday, September 21, 2019.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 19-47 approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 19-48 appointing Angie Baum as the City's Officer Delegate for the MERS Conference, October 3rd – 4th, 2019, at the Grand Traverse Resort.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 19-48 appointing an Officer Delegate to represent the City at the 2019 MERS Conference.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Motion by Baldyga, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on July 15, 2019, payment of invoices in the amount of \$106,438.45 and payroll in the amount of \$97,013.31 for a total of \$203,451.76. Also included were purchase orders to Moyer Construction in the amount of \$5,380.00 for Kent Street Sidewalk Repairs through the DDA, Maner Costerisan in the amount of \$7,000.00 for audit fieldwork, Resco in the amount of \$13,878.00 for transformers, UTB in the amount of \$7,250.00 for a three-phase transformer, Resco in the amount of \$12,075.00 for 3 rolls of Hendrix Cable, CL Trucking & Excavating in the amount of \$16,560.09 for work completed on Hyland Drive, and Cook Brothers Excavating in the amount of \$103,884.60 for chip sealing completed on Divine Highway and Maynard Road.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

There were no City Manager Comments.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck asked that a link to the Property Maintenance Code be posted on the City's website for residents to review.

Council Member Baldyga noted that members of Council and City staff visited the City of South Haven on Friday, August 2, 2019 as part of Mayor Exchange. It was a wonderful visit.

Mayor Barnes stated that South Haven was chosen as the City to participate with for Mayor Exchange this year because they are also celebrating their sesquicentennial this year. Attendees learned a lot and had a great day.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Baldyga, Barnes

Nays: None

Adopted

Meeting adjourned at 7:31 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the August 5, 2019 City Council Meeting

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

Present – Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Clerk Miller; DDA Director ConnerWellman

Absent – City Manager Gorman

First Reading of Ordinance 105I to amend Chapter 8, Article VI “Property Maintenance Code”, of the Code of Ordinances of the City of Portland.

Approval of Resolution 19-47 approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area.

All in favor. Adopted.

Approval of Resolution 19-48 appointing an Officer Delegate to represent the City at the 2019 MERS Conference.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:31 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
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	200.00
HYDROCORP	02340	INSPECTION & REPORTING SVCS - WATER	499.00
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES & PARTS - VAR DEPTS	242.74
CENTURYLINK	01567	PHONE SERVICE - GEN, WATER, MP, ELECTRIC	3.51
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	437.77
MUNICIPAL INSPECTION SERVICES	00323	JULY 2019 BLDG/TRADE PERMITS - GEN	1,355.00
BADER & SONS CO.	00031	JOHN DEERE 2950 W TRADE - CEM, PARKS	3,000.00
BADER & SONS CO.	00031	JOHN DEERE 2920 W TRADE - PARKS, CEM	3,495.00
LIVINGSTON MICROGRAPHICS, LLC	02576	UV LAMPS FOR DISINFECTION - WW	1,070.00
STEVE'S METER SERVICE	00442	24 METERS - ELECTRIC	1,800.00
PLEUNE SERVICE COMPANY INC.	00741	MOTOR FOR BATHROOM EXHAUST - CITY HALL	614.25
SPARROW OCCUPATIONAL HEALTH-LANSIN	00340	PRE EMPLOY PHYSICAL R TEACHOUT - ELECTRIC	113.00
PAMA	01370	CITY OF PORTLAND SHARE OF REPAIR - COMM PROMO	91.50
FORTE PAYMENT SYSTEMS	02522	JUNE CC CHARGES - REC	155.04
FORTE PAYMENT SYSTEMS	02522	JULY CC CHARGES - REC	82.33
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	60.77
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	63.36
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	15.31
F&V OPERATIONS & RESOURCE MANAGMNT	02564	AUG SVCS WW PLANT OPER & MAINT - WW	9,473.33
PORTLAND AREA FIRE AUTHORITY	02128	1ST QTR FIRE SERVICE - COMM PROMO	29,959.98
CULLIGAN	02130	WATER - PARKS & CEM	13.00
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - PARKS & CEM	77.90
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - PARKS, CEM	54.99
VAN BRO'S IRRIGATION INC.	01762	IRRIGATION REPAIR - CITY HALL	101.10
FIRST ADVANTAGE OCCUPATIONAL HEALT	01915	DRUG TESTING, C TEACHOUT - ELECTRIC	41.00
HOMETOWN SPORTS, INC.	01326	GIFT BAGS FOR MAYOR EXCHG - COMM PROMO	84.80
WOW! INTERNET-CABLE PHONE	02132	INTERNET - MTR POOL	25.00
RESCO	00392	TRANSFORMER BOLT ASSEM - ELECTRIC	415.00
FAMILY FARM & HOME	01972	PEA GRAVEL - ELECTRIC	4.98
FAMILY FARM & HOME	01972	15 CONCRETE GRAVEL - ELECTRIC	37.35
FAMILY FARM & HOME	01972	12 CONCRETE GRAVEL - ELECTRIC	36.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
STAR THOMAS	01654	REIM BLANK GUN FOR TRAINING - POLICE	141.83
GREAT LAKES COATINGS	00178	PALLETS OF CRACK SEALER - MAJ, LOC STS	2,436.00
FAMILY FARM & HOME	01972	CONCRETE MIX - LOCAL STS	18.00
JETT PUMP & VALVE, LLC	02594	WARRICK RELAY FOR CANAL LIFT STAT - WW	399.00
NYE UNIFORM CO.	00338	UNIFORM SHIRT/PANTS - POLICE	147.98
USA BLUEBOOK	01850	HACH DPD FREE, STENNER QUICK PRO HEAD - WATER	197.36
USA BLUEBOOK	01850	3 ASCO VALVE REPAIR KITS- WW	499.36
USA BLUEBOOK	01850	ASCO VALVE KITS - WW	156.00
MICHIGAN CAT	01920	PARTS - MP	0.36
MICHIGAN CAT	01920	PARTS - MP	0.12
MICHIGAN CAT	01920	PARTS - MP	45.76
MICHIGAN CAT	01920	PARTS - MP	179.43
MICHIGAN CAT	01920	PARTS - MP	323.58
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
PETERSEN OIL & PROPANE	02534	PROPANE - MP	191.84
RIVERSIDE INTEGRATED SYSTEMS	01441	SERVICE FOR ALARM SYSTEM - CITY HALL	285.25
LAW OFFICE OF CRYSTAL MORGAN PLLC MISC		VIEW MTT DOCKET - ASSESSING	136.50
MUNICIPAL SUPPLY CO.	00324	EAR PLUGS - PARKS, CEM	15.00
MICHIGAN PAVING & MATERIALS CO.	02102	ASPHALT - PARKS	411.60
AT&T	00686	PHONE SERVICE - GENERAL	157.97
AT&T	00686	PHONE SERVICE - ELECTRIC	253.33
AT&T	00686	PHONE SERVICE - WATER, MOTOR POOL	315.93
AT&T	00686	PHONE SVC - WASTE WATER	70.98
AT&T	00686	PHONE LINE HYDRO DAM - ELECTRIC	78.96
AT&T	00686	PHONE SERVICE - GENERAL	269.28
GRANGER	00175	REFUSE - WW	152.58
GRANGER	00175	REFUSE - ELECTRIC	152.58
GRANGER	00175	REFUSE RESIDENTIAL BILLING - REFUSE	12,552.04
MUNICIPAL SUPPLY CO.	00324	RAKE - ELECTRIC	255.20
GRANGER	00175	CITY CLEAN UP - COMM PROMO	730.00
BRIAN & KAYLA POWELL	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	100.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MERIKAY COCHRAN	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
MICHAEL OUENDAG	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
MARIE COOK	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	150.00
USA TODAY NETWORK	02501	COUNCIL MEETING SYNOPSIS - GEN	270.00
STAPLES BUSINESS ADVANTAGE	00426	JULY OFFICE SUPPLIES - VAR DEPTS	731.65
CINTAS-725	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,262.28
TOM'S FOOD CENTER	00452	VAR SUPPLIES - VAR DEPTS	884.88
CIVIC PLUS	02335	WEBSITE ANNUAL FEE HOST/SUPPORT - COMM PROM	2,009.38
KRISTINA KINDE	02352	WORK ON 8-11-19 YR END - GEN	875.00
BS&A SOFTWARE	00029	ANNUAL SOFTWARE SERV/SUPPORT - GEN	4,970.00
FLEIS & VANDENBRINK	00153	SAW GRANT DRAW #2 - WW	17,620.20
ADVANCED LANDSCAPE HEALTH SPECIALI	02516	FERTILIZER CITY HALL LAWN - CITY HALL	480.00
BRIAN RUSSELL	00593	SOFTBALL OFFICIAL - REC	528.00
OWEN RUSSELL	02249	OFFICIAL - REC	75.00
ISSAC HONSOWITZ	02573	OFFICIAL - REC	60.00
LEAH COOK	02506	OFFICIAL - REC	32.00
KATELYN RUSSELL	02457	OFFICIAL - REC	144.00
MI MUNICIPAL LIAB & PROP POOL	00288		90,317.00
JANET OGDEN	02478	NEW CAMERA - ASSESSOR	263.95
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	245.57
MUNICIPAL SUPPLY CO.	00324	HORNET SPRAY - MP	72.00
GRANGER	00175	12 YDS STREET SWEEPING DISPOSAL - MAJ, LOC STS	216.00
CITY OF PORTLAND - PETTY CASH	00701	POSTAGE, MILEAGE, MISC - VAR DEPTS	554.24
Total:			\$196,582.98

**BI-WEEKLY
WAGE REPORT
August 12, 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.	9,003.21	37,331.50	2,980.05	9,021.17	11,983.26	46,352.67
ASSESSOR	1,188.11	4,004.40	90.90	306.35	1,279.01	4,310.75
CEMETERY	4,825.35	18,086.40	1,797.09	4,256.40	6,622.44	22,342.80
POLICE	15,475.53	57,864.89	3,896.22	12,295.67	19,371.75	70,160.56
CODE ENFORCEMENT	653.49	2,716.51	197.82	611.83	851.31	3,328.34
PARKS	3,867.04	17,415.78	764.38	2,229.42	4,631.42	19,645.20
INCOME TAX	2,030.85	8,101.79	797.60	2,526.56	2,828.45	10,628.35
MAJOR STREETS	3,204.10	14,510.92	2,054.24	5,567.57	5,258.34	20,078.49
LOCAL STREETS	2,683.07	11,999.39	1,724.48	4,721.29	4,407.55	16,720.68
RECREATION	1,786.67	7,104.47	370.67	1,226.65	2,157.34	8,331.12
AMBULANCE	11,559.11	49,286.50	2,256.88	8,659.36	13,815.99	57,945.86
DDA	2,233.21	11,323.14	400.92	1,790.62	2,634.13	13,113.76
ELECTRIC	17,678.36	65,084.19	8,459.90	18,005.10	26,138.26	83,089.29
WASTEWATER	6,360.81	27,247.76	2,668.48	7,265.19	9,029.29	34,512.95
WATER	5,128.06	20,448.62	2,142.87	6,195.44	7,270.93	26,644.06
MOTOR POOL	2,790.40	8,614.66	1,498.73	2,730.36	4,289.13	11,345.02
TOTALS:	90,467.37	361,140.92	32,101.23	87,408.98	122,568.60	448,549.90

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PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 (NORMAL (ABNORMAL))	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,063,204.00	71,309.52	71,309.52	991,894.48	6.71
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	2,000.00	0.00	0.00	2,000.00	0.00
101-000-445.000	PENALTY & INTEREST	5,000.00	0.00	0.00	5,000.00	0.00
101-000-447.000	TAX COLLECTION FEES	41,000.00	2,010.37	2,010.37	38,989.63	4.90
101-000-451.000	BUSINESS PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-453.000	CABLE TV FEES	24,000.00	0.00	0.00	24,000.00	0.00
101-000-455.000	TRAILER FEES	350.00	45.00	45.00	305.00	12.86
101-000-476.000	NON-BUSINESS PERMITS	36,000.00	2,186.00	2,186.00	33,814.00	6.07
101-000-543.000	ACT 302 POLICE TRAINING GRANT	500.00	0.00	0.00	500.00	0.00
101-000-570.000	LIQUOR FEES	3,500.00	13.75	13.75	3,486.25	0.39
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	5,916.00	0.00	0.00	5,916.00	0.00
101-000-575.000	REVENUE SHARING-CONST SALES	349,393.00	0.00	0.00	349,393.00	0.00
101-000-576.000	REVENUE SHARING-STAT SALES	112,685.00	0.00	0.00	112,685.00	0.00
101-000-620.000	PBT TESTING FEES	3,000.00	215.00	215.00	2,785.00	7.17
101-000-623.000	TRANSCRIPT FEES	0.00	32.00	32.00	(32.00)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	319,044.00	26,587.00	26,587.00	292,457.00	8.33
101-000-630.000	CEMETERY LOT SALES	3,500.00	1,700.00	1,700.00	1,800.00	48.57
101-000-633.000	CEMETERY CARE FEES	2,500.00	50.00	50.00	2,450.00	2.00
101-000-634.000	GRAVE OPENING FEES	8,000.00	750.00	750.00	7,250.00	9.38
101-000-656.000	DISTRICT COURT FINES	9,500.00	953.05	953.05	8,546.95	10.03
101-000-661.000	PARKING FINES	2,500.00	80.00	80.00	2,420.00	3.20
101-000-663.000	MISCELLANEOUS FINES	2,000.00	383.00	383.00	1,617.00	19.15
101-000-665.000	INTEREST INCOME	0.00	154.97	154.97	(154.97)	100.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	0.00	45.77	45.77	(45.77)	100.00
101-000-667.000	RENTAL INCOME	1,500.00	190.00	190.00	1,310.00	12.67
101-000-676.004	DONATION-RED MILL BUILDING	2,500.00	0.00	0.00	2,500.00	0.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	10,000.00	0.00	0.00	10,000.00	0.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	30,000.00	4,544.80	4,544.80	25,455.20	15.15
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU O	50,037.00	0.00	0.00	50,037.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	0.00	0.00	31,764.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	0.00	0.00	32,009.00	0.00
TOTAL REVENUES		2,151,502.00	111,250.23	111,250.23	2,040,251.77	5.17
Expenditures						
100	COUNCIL	88,555.00	0.00	0.00	88,555.00	0.00
101	COMMUNITY PROMOTIONS	302,346.00	10,105.13	10,105.13	292,240.87	3.34
172	CITY MANAGER	170,530.00	10,487.93	10,487.93	160,042.07	6.15
191	ELECTIONS	5,050.00	417.01	417.01	4,632.99	8.26
201	GENERAL ADMINISTRATION	379,719.00	12,862.96	12,862.96	366,856.04	3.39
209	ASSESSING	53,485.00	3,143.30	3,143.30	50,341.70	5.88
265	CITY HALL	57,463.00	4,491.92	4,491.92	52,971.08	7.82
276	CEMETERY	155,663.00	10,929.81	10,929.81	144,733.19	7.02
301	POLICE	756,629.00	33,807.73	33,807.73	722,821.27	4.47
371	CODE ENFORCEMENT	55,574.00	1,730.42	1,730.42	53,843.58	3.11
728	ECONOMIC DEVELOPMENT	19,460.00	1,254.53	1,254.53	18,205.47	6.45
751	PARKS	160,818.00	11,123.39	11,123.39	149,694.61	6.92
TOTAL EXPENDITURES		2,205,292.00	100,354.13	100,354.13	2,104,937.87	4.55
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,151,502.00	111,250.23	111,250.23	2,040,251.77	5.17

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 07/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
TOTAL EXPENDITURES		2,205,292.00	100,354.13	100,354.13	2,104,937.87	4.55
NET OF REVENUES & EXPENDITURES		(53,790.00)	10,896.10	10,896.10	(64,686.10)	20.26

User: ABAUN

DB: Portland

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		724,400.00	93,560.14	93,560.14	630,839.86	12.92
TOTAL EXPENDITURES		1,098,849.00	9,281.28	9,281.28	1,089,567.72	0.84
NET OF REVENUES & EXPENDITURES		(374,449.00)	84,278.86	84,278.86	(458,727.86)	22.51
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		12,500.00	1,019.00	1,019.00	11,481.00	8.15
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		12,500.00	1,019.00	1,019.00	11,481.00	8.15
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		851,262.00	316.78	316.78	850,945.22	0.04
TOTAL EXPENDITURES		860,739.00	89,499.63	89,499.63	771,239.37	10.40
NET OF REVENUES & EXPENDITURES		(9,477.00)	(89,182.85)	(89,182.85)	79,705.85	941.05
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		292,001.00	5,708.96	5,708.96	286,292.04	1.96
TOTAL EXPENDITURES		351,633.00	44,094.59	44,094.59	307,538.41	12.54
NET OF REVENUES & EXPENDITURES		(59,632.00)	(38,385.63)	(38,385.63)	(21,246.37)	64.37
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		129,500.00	7,458.04	7,458.04	122,041.96	5.76
TOTAL EXPENDITURES		129,497.00	12,675.16	12,675.16	116,821.84	9.79
NET OF REVENUES & EXPENDITURES		3.00	(5,217.12)	(5,217.12)	5,220.12	173,904.
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		597,432.00	77,221.85	77,221.85	520,210.15	12.93
TOTAL EXPENDITURES		646,971.00	57,901.39	57,901.39	589,069.61	8.95
NET OF REVENUES & EXPENDITURES		(49,539.00)	19,320.46	19,320.46	(68,859.46)	39.00
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES		338,515.00	18,394.88	18,394.88	320,120.12	5.43
TOTAL EXPENDITURES		357,370.00	32,943.22	32,943.22	324,426.78	9.22
NET OF REVENUES & EXPENDITURES		(18,855.00)	(14,548.34)	(14,548.34)	(4,306.66)	77.16
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
TOTAL REVENUES		9,000.00	0.00	0.00	9,000.00	0.00
TOTAL EXPENDITURES		9,000.00	0.00	0.00	9,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
TOTAL REVENUES		0.00	143.39	143.39	(143.39)	100.00
TOTAL EXPENDITURES		240,000.00	0.00	0.00	240,000.00	0.00
NET OF REVENUES & EXPENDITURES		(240,000.00)	143.39	143.39	(240,143.39)	0.06

User: ABAUM

DB: Portland

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	152,000.00	145.43	145.43	151,854.57	0.10
	TOTAL EXPENDITURES	150,900.00	0.00	0.00	150,900.00	0.00
	NET OF REVENUES & EXPENDITURES	1,100.00	145.43	145.43	954.57	13.22
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	3,993,725.00	(6,582.08)	(6,582.08)	4,000,307.08	0.16
	TOTAL EXPENDITURES	4,556,481.00	182,791.55	182,791.55	4,373,689.45	4.01
	NET OF REVENUES & EXPENDITURES	(562,756.00)	(189,373.63)	(189,373.63)	(373,382.37)	33.65
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	938,500.00	402.36	402.36	938,097.64	0.04
	TOTAL EXPENDITURES	1,139,459.00	42,679.77	42,679.77	1,096,779.23	3.75
	NET OF REVENUES & EXPENDITURES	(200,959.00)	(42,277.41)	(42,277.41)	(158,681.59)	21.04
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	649,827.00	5,023.12	5,023.12	644,803.88	0.77
	TOTAL EXPENDITURES	939,650.00	37,506.35	37,506.35	902,143.65	3.99
	NET OF REVENUES & EXPENDITURES	(289,823.00)	(32,483.23)	(32,483.23)	(257,339.77)	11.21
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	381,552.00	43,666.58	43,666.58	337,885.42	11.44
	TOTAL EXPENDITURES	514,028.00	14,538.27	14,538.27	499,489.73	2.83
	NET OF REVENUES & EXPENDITURES	(132,476.00)	29,128.31	29,128.31	(161,604.31)	21.99
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
	NET OF REVENUES & EXPENDITURES	9,070,214.00	246,478.45	246,478.45	8,823,735.55	2.72
		10,994,577.00	523,911.21	523,911.21	10,470,665.79	4.77
	NET OF REVENUES & EXPENDITURES	(1,924,363.00)	(277,432.76)	(277,432.76)	(1,646,930.24)	14.42



PURCHASE ORDER

City of Portland

P.O. 3177

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

VENDOR

Enmco

DATE: 8-16-19

582-839-775

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
1- 300 KVA			11,430.00
Enmco			
TRANSFORMER			
RE-IMBURSE - BROOK			
SINGLE SOURCE			
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	11,430

Treasurer Initials

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

City of Portland
Board of Light & Power
723 E. Grand River Ave.
Portland, MI 48875

July 31, 2019

Re: Light & Power Board Recommendations

City Council
City Manager

Last night at the Light & Power Board meeting, the Light & Power Board passed the following recommendations to the City Council.

#1 – Recommend to purchase transformers from RESCO (single source) for the amount of \$13,878.

#2 – Recommend to purchase one three-phase recloser from UTB (single source) for the amount of \$7,250.

#3 – Recommend to purchase radiant heaters to back up the boilers in the warehouse from AMS for the amount of \$12,000.

#4 – Recommend to purchase three rolls of Hendrix cable from RESCO (single source) for the amount of \$12,075.

Respectfully,



Jon M. Hyland,

City of Portland Board of Light & Power



PURCHASE ORDER

City of Portland

P.O. 4807

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

VENDOR Michigan Steel + Trim
PO Box 346
Portland MI 48875

DATE: 8-15-19

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<u>New roof - DPW Building</u>	<u>661-441-975.00</u>		<u>est 20,833.08</u>
DEPARTMENT HEAD (UP TO \$500) <u>KLB</u>		TOTAL	

MT

Treasurer Initials

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



PO Box 346 • Portland, MI 48875

Estimate

Name / Address
City Of Portland-

ATTENTION: STEEL PRICES ARE FLUCTUATING, QUOTES ARE GOOD FOR 7 DAYS AND SUBJECT TO CHANGE AT ANY TIME

Please Note - When picking up panel orders, we will side load ONLY. Any rear loading to be done by customer at their own risk. (Example - Vans, pickups and high sided trailers)

Date	Estimate #	Terms	P.O. No.	
6/13/2019	3984			
Description	Qty	Rate	Total	
Bright White- 29 gauge Primary Michigan Panel 48 @ 38'	1,824	2.40	4,377.60T	
Bright White- Large Ridge Cap	8	19.86	158.88T	
Bright White- Drip Edge Eave Trim	15	10.99	164.85T	
Bright White- 10' Outside Corner	16	15.47	247.52T	
LP2 Vented Closure	48	6.49	311.52T	
Inner Closure with Adhesive	48	1.00	48.00T	
Bright White- 1-1/2" Zinc cap warrantied screw	4,750	0.14	665.00T	
Bright White- 2-1/2" Zinc cap warrantied screw	750	0.17	127.50T	
Bright White- Stainless Steel Trim Nails 1lb Box	2	8.45	16.90T	
1x4-16' #3 SPF	250	6.79	1,697.50T	
Paslode 3 x.120 RS HDG ACQ	2	71.25	142.50T	
Installation **Note that install price includes installation of new materials, unforeseen circumstances such as damaged or rotted sheathing will be charged separate**	55	200.00	11,000.00	
3% processing fee will be added for credit card payments		Subtotal		
Please verify material lists prior to placing order. Customer supplied/approved cut list is required prior to panel production. No returns are allowed on panels, custom made trim or special order items. **NOTE FOR QUOTES FROM BLUEPRINTS** The quantities listed for materials figured from blueprints are rough estimates and not guaranteed. Field measure required prior to placing order and quantities are subject to change.		Sales Tax (6.0%)		
		Total		



PO Box 346 • Portland, MI 48875

Estimate

Name / Address
City Of Portland-

ATTENTION: STEEL PRICES ARE FLUCTUATING, QUOTES ARE GOOD FOR 7 DAYS AND SUBJECT TO CHANGE AT ANY TIME

Please Note - When picking up panel orders, we will side load ONLY. Any rear loading to be done by customer at their own risk. (Example - Vans, pickups and high sided trailers)

Date	Estimate #	Terms	P.O. No.	
6/13/2019	3984			
Description	Qty	Rate	Total	
Bright White- Fascia Trim 1.5" x 6"	30	9.53	285.90T	
Bright White- Stainless Steel Trim Nails 1lb Box	5	8.45	42.25T	
Installation **Note that install price includes installation of new materials, unforeseen circumstances such as damaged or rotted sheathing will be charged separate** INSTALL OF FASCIA	300	3.50	1,050.00	
3% processing fee will be added for credit card payments		Subtotal	\$20,335.92	
Please verify material lists prior to placing order. Customer supplied/approved cut list is required prior to panel production. No returns are allowed on panels, custom made trim or special order items. **NOTE FOR QUOTES FROM BLUEPRINTS** The quantities listed for materials figured from blueprints are rough estimates and not guaranteed. Field measure required prior to placing order and quantities are subject to change.		Sales Tax (6.0%)	\$497.16	
		Total	\$20,833.08	



August 13, 2019

Governor Gretchen Whitmer
P.O. Box 30013
Lansing, Michigan 48909

RE: City of Portland – Request for Reconsideration of Section 19 Emergency Funding

Dear Governor Whitmer:

On behalf of the City of Portland (the “City”), we are respectfully seeking reconsideration of the City’s request for financial assistance pursuant to Section MCL 30.419 (“Section 19”) of the Michigan Emergency Management Act (the “Act”) that was facilitated by Ionia County. On February 13, 2019, you declared a state of emergency for the City of Portland and Ionia County, citing that local resources were insufficient to respond to the ice jams and extreme flooding. During the course of this 4-week event, the City sustained significant damage to public infrastructure, such as the electric utility, river trail system, and of most concern, the wastewater treatment plant which operated far beyond its designed capacity and is essential in protecting public health and the environment. In a letter dated July 2, 2019, the City was informed, through the Emergency Management and Homeland Security Division of the Michigan State Police (“MSP”), that its request for funding was denied citing only that “the local commitment did not place unreasonably great demands upon the county or clearly demonstrate exhaustion of local effort.” In reaching its decision, we believe that MSP failed to properly apply the statutory criteria for disaster assistance eligibility. We are respectfully requesting that you correct this error and find that the City of Portland is duly eligible and grant the request for funding as provided by the Act.

First, MSP erroneously evaluated the financial burden on the County’s budget, when in reality 95% of the loss was borne by the City of Portland, a community of less than 4,000 residents. The analysis incorrectly merged jurisdictions of the County and local municipalities, contrary to the Act which contemplates that disaster assistance should be awarded to the governmental unit sustaining the loss. Here, the loss is almost entirely the City of Portland. By virtue of the state’s approval of Ionia County’s Emergency Operations Plan, all municipalities within the county with a population less than 10,000 are independently eligible for Section 19 assistance. As currently applied, many if not most communities with a population of less than 10,000 would seldom qualify, if at all.

Second, both the City and the County exhausted all available recourses responding to this disaster. “Exhaustion of local effort” is expressly defined as “utilizing all available and applicable disaster relief forces as identified in the emergency operations plan.”¹ Under no circumstances would the County’s (or any other jurisdiction) emergency operations plan provide for repair or replacement of items related to local infrastructure, overtime, etc. In other words, the City cannot reasonably invoice the County for such expenditures as that was clearly not the intention of the Act and subsequently promulgated regulations. In fact, such items are contemplated and expressly listed in MSP Rule 6² as allowable expenditures for reimbursement.

¹ Rule 30.53(1)(c)

² Rule 30.56

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

Third, the City clearly suffered an extraordinary financial burden within the meaning of MSP Rule 3. Specifically, the applicant must experience an “extraordinary financial burden” which “shall be demonstrated by the applicant's incurring expenses, over a consecutive 5-day period, for the allowable expenditures specified in R 30.56, in an amount that is not less than \$30,000.00 or 1% of the applicant's affected agencies' annual general fund operating budget, whichever is less”.³ Of the \$105,316.00 requested by the County, approximately \$100,00.00⁴ of that amount was related to the City alone.⁵ Furthermore, 1% of the City's annual operating budget is approximately \$24,000.00. By either standard, the City's losses far exceed the required threshold to demonstrate an “extraordinary financial burden.”

In summary, we ask that you find that the City of Portland is eligible for Section 19 assistance based upon the proper application of the required statutory and regulatory criteria provided above and authorize financial assistance under the Act accordingly.

Respectfully,



S. Tutt Gorman
City Manager

cc: Mark Totten, Chief Legal Counsel, Office of the Governor
Col. Joe Gasper, Michigan State Police
Capt. Emmitt McGowan, Michigan State Police
Chairman David Hodges, Ionia County Board of Commissioners
Sgt. William Hoskins, Ionia County Emergency Management Coordinator
Lt. Orville Theaker, Sixth District Coordinator, Michigan State Police
Peter H. Ellsworth, Dickinson Wright PLLC

³ R 30.53(1)(d)

⁴ The City received approximately the same amount in Section 19 assistance during the 2015 Tornado and state of emergency.

⁵ Since the initial request of approximately \$97,000 in Section 19 assistance, the City has discovered additional allowable expenditures in the amount of approximately \$56,000 that will be submitted along with the reconsideration request.



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

July 2, 2019

Mr. David Hodges, CEO
Ionia County Board of Commissioners
101 W. Main Street
Ionia, Michigan 48846

Dear Mr. Hodges:

I am in receipt of your letter dated May 21, 2019, requesting financial assistance from the Disaster and Emergency Contingency Fund. In your request, you indicated that local resources were insufficient to respond to and recovery from the extreme ice jam and flash flooding which resulted in a State of Emergency Declaration from Governor Whitmer under the provisions of Public Act 390 of 1976, as amended, on February 13, 2019.

A State of Disaster or Emergency Declaration under Act 390 is primarily designed to provide state assistance in the form of personnel, supplies, equipment, and materials when the situation is beyond the capability and control of local government. In this case, the outstanding efforts of Ionia County in meeting the immediate threats to public health, safety, and property, and in addressing the basic needs of the affected residents, meant that only minimal state resources were required to augment the efforts of county relief efforts.

Under extraordinary circumstances, upon the declaration of a State of Disaster or Emergency under Act 390, the Governor may provide state financial assistance to a county or municipality under Section 30.419 of the Act (Section 19) when federal assistance is not available. However, this is only if the fiscal demands upon the county or municipality in coping with the disaster or emergency are unreasonably great and there is a demonstrated exhaustion of local effort. Section 19 assistance is limited to reimbursement for public damage and direct loss resulting from the disaster or emergency and cannot be applied to private damage incurred by home or business owners.

Information provided from Ionia County indicated that the total estimated eligible costs incurred were approximately \$105,316. Following a review of the affected jurisdictions audited financials on the Michigan Department of Treasury website, specifically the general revenue, a determination on your request has been reached. Although the county and local jurisdictions incurred expenses in responding to and recovering from these events, the local commitment did not place unreasonably great demands upon the county or clearly demonstrate exhaustion of local effort. In fact, the county's efforts were commendable and clearly demonstrated the strength and resiliency of local agencies in addressing public health and safety threats. Accordingly, the State has concluded that supplemental funding under Section 19 of Act 390 is not warranted at this time.

The Michigan State Police, Emergency Management and Homeland Security Division will continue to work together with Ionia County on long-term recovery issues. I again thank you for your commitment to protecting life, health, and property.

Sincerely,

Capt. Emmitt McGowan, Commander
Deputy State Director, Emergency Management
and Homeland Security Division

cc:

Mr. Mark Totten, Executive Office
Col. Joe Gasper, Michigan Department of State Police
Lt. Col. W. Thomas Sands, Michigan Department of State Police
Sgt. William Hoskins, Ionia County Emergency Management Coordinator
Lt. Orville Theaker, Sixth District Coordinator, Michigan Department of State Police

DEPARTMENT OF STATE POLICE

EMERGENCY MANAGEMENT DIVISION

STATE ASSISTANCE TO COUNTIES AND MUNICIPALITIES

(By authority conferred on the director of the department of state police by section 19 of 1976 PA 390, as amended, MCL 30.419)

R 30.51 Definitions.

Rule 1. As used in these rules:

(a) "Act" means Act No. 390 of the Public Acts of 1976, as amended, being S30.401 et seq. of the Michigan Compiled Laws.

(b) "Applicant" means a county or municipality of the state that submits an application for a grant pursuant to the provisions of section 19 of the act.

(c) "Applicant's agent" means a person who is authorized by the governing body of an applicant to act on behalf of the applicant in applying for grants pursuant to the provisions of section 19 of the act.

(d) "Division" means the emergency management division of the department of state police.

(e) "Emergency management program" means any of the following:

(i) A program of a county or a combination of not more than 3 adjoining counties, as provided for in the act, that has all of the following elements:

(A) An emergency management coordinator who is appointed pursuant to the provisions of section 9 of the act.

(B) An ordinance or resolution that creates an emergency management organization to provide for disaster mitigation, preparedness, response, and recovery activities.

(C) An emergency operations plan which is approved by the division, which is on file with the division, and which is in compliance with the standards set forth in R 30.52.

(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30).

(E) An annual local emergency management work agreement form that is filed with, and approved by, the division. This agreement shall, at a minimum, identify the actions to be taken to improve the mitigation, preparedness, response, and recovery activities of the county.

(F) Designated personnel to staff the emergency/disaster functions as identified in the emergency operations plan.

(ii) With respect to a municipality that has a population of 10,000 or more persons, a program that has all of the following elements:

(A) An emergency management coordinator who is appointed pursuant to the provisions of section 9 of the act.

(B) An ordinance or resolution that creates an emergency management organization to provide for disaster mitigation, preparedness, response, and recovery activities.

(C) An approved emergency operations plan which is on file with the division and which is in compliance with the standards set forth in R 30.52.

(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30).

(E) An annual local emergency management work agreement form that is filed with, and approved by, the division. This agreement shall, at a minimum, identify the actions to be taken to improve the mitigation, preparedness, response, and recovery activities of the municipality.

(F) Designated personnel to staff the emergency/disaster functions as identified in the emergency operations plan.

(iii) A municipality which has a population of 10,000 or more persons and which has incorporated into the county emergency management program. A municipality shall be considered to be incorporated into the county emergency management program if the municipality has a support emergency

operations plan that meets the following criteria:

(A) The support emergency operations plan describes the relationship between the county emergency management program and the municipality.

(B) The support emergency operations plan identifies the municipality's response procedures in relation to the county response procedures.

(C) The support emergency operations plan shall be maintained in accordance with the standards of currentness of the county's emergency operations plan and shall be consistent with the county plan.

(D) The support emergency operations plan shall contain the signature of the chief executive official of the municipality and be forwarded to the county.

(iv) A county emergency management program that incorporates, into the program, a municipality which has a population that is less than 10,000 persons and which does or does not have an emergency management coordinator. If a municipality meets the criteria of this subdivision, the municipality is considered to be incorporated into the county emergency management program.

(f) "Emergency operations plan" means the emergency operations plan that is developed and maintained according to standards established by the division.

(g) "Support emergency operations plan" means a plan developed by a municipality that has elected to be incorporated within the county emergency management program. The support emergency operations plan will become part of the county emergency operations plan and shall be compatible with the county plan.

History: 1994 AACCS.

R 30.52 Emergency operations plan standards.

Rule 2. (1) A county or municipality shall continuously update its emergency operations plan. The chief executive official shall review and approve the emergency operations plan by signing and dating the document.

(2) An emergency operations plan shall be reviewed and be determined, by the division, to be current and adequate. A current plan is a plan that is in compliance with federal emergency management requirements. An adequate emergency operations plan is one that is determined to be in compliance with the planning requirements contained in forms provided by the division.

(3) Plans that are determined to be current and adequate shall be approved by the division and placed on file.

History: 1994 AACS.

R 30.53 Assistance eligibility.

Rule 3. (1) An applicant that applies for assistance pursuant to the provisions of section 19 of the act shall meet all of the following eligibility requirements:

(a) Maintain an emergency management program or be incorporated into a county emergency management program that is established before an emergency or disaster, as defined in the act, is declared.

(b) The applicable emergency operations plan shall have been implemented in a timely manner at the beginning of the disaster or emergency.

(c) Certify the exhaustion of local effort. Exhaustion of local effort means utilizing all available and applicable disaster relief forces as identified in the emergency operations plan and applicable support emergency operations plan.

(d) Experience an extraordinary financial burden. During the period of emergency or disaster, extraordinary financial burden shall be demonstrated by the applicant's incurring expenses, over a consecutive 5-day period, for the allowable expenditures specified in R 30.56, in an amount that is not less than \$30,000.00 or 1% of the applicant's affected agencies' annual general fund operating budget, whichever is less.

(e) Conduct an assessment of damages that are incurred in the disaster or emergency and forward an assessment report to the division in accordance with standard procedures as published by the division.

(2) In addition to the requirements specified in subrule (1) of this rule, to be eligible for assistance, a local state of emergency shall have been declared for the applicant's area in a timely manner. A copy of the declaration shall have been immediately forwarded to the division by the most expeditious method available.

History: 1994 AACS.

R 30.54 Application process.

Rule 4. After the governor's declaration of a disaster or an emergency and within 20 days of notification that applications are being accepted, an applicant shall do both of the following:

(a) Provide a resolution that certifies all of the following:

(i) That the county or municipality emergency operations plan was implemented.

(ii) The purpose for which the assistance is being requested.

- (iii) That local efforts were exhausted.
- (iv) That an extraordinary financial burden was experienced.
- (v) The name of the applicant agent who is appointed to act for and on behalf of the applicant.
- (b) Complete form EMD-19 entitled "Application for Section 19 Assistance" and submit the application to the division.

History: 1994 AACCS.

R 30.55 Review process.

Rule 5. Upon receipt of the resolution and form EMD-19 specified in R 30.54, the division shall, within 15 days, review the package to ensure that it is complete. The division shall determine that all applicant and assistance eligibility requirements have been met. The division shall verify disaster or emergency damages. The division shall return applications with a request for additional information if evidence of eligibility is lacking or if information is insufficient. An applicant shall respond to a request for additional information within 10 days of receipt of the request. Applications that are determined by the division to meet eligibility requirements and contain all necessary information shall be forwarded to the governor for review.

History: 1994 AACCS.

R 30.56 Allowable expenditures.

Rule 6. An eligible applicant for assistance may request reimbursement for resources that are used for the mitigation of the effects of, or in response to, a disaster or emergency, including any of the following:

- (a) Overtime for employees of any of the following:
 - (i) Police department.
 - (ii) Fire department.
 - (iii) Public works department.
 - (iv) County road commission.
 - (v) Emergency medical services.
 - (vi) Other employees who are normally paid overtime.
- (b) Contracts with other political jurisdictions, private enterprise, or other persons, over and above normal contracts, that are required for disaster or emergency response.
- (c) Shelter supplies that are used during a disaster or emergency.
- (d) Gasoline and fuel for equipment that is used for disaster or emergency response.
- (e) Repair costs for equipment that is damaged as a result of use during a disaster or emergency.
- (f) Necessary costs to support designated disaster relief worker volunteers.
- (g) Costs to repair public buildings, road systems, or other facilities that are damaged as a result of the disaster or emergency.
- (h) Other expendable supplies.

History: 1994 AACCS.

R 30.57 Substantiation of claims.

Rule 7. An applicant shall maintain financial records, including all of the following, and make them available to the division upon request:

- (a) Payrolls.
- (b) Time sheets.
- (c) Purchase orders.
- (d) Invoices.
- (e) Checks.
- (f) Vouchers.
- (g) Requisitions.
- (h) Repair estimates and repair bills.

(i) Other documents that will substantiate claims for reimbursement. These records shall be maintained for not less than 3 years from the date of the disaster or emergency.

History: 1994 AACCS.

R 30.58 Assistance to applicants.

Rule 8. Assistance pursuant to the provisions of these rules may be provided upon a proclamation of a state of disaster or state of emergency and shall be limited to \$100,000 or 10% of the total annual operating budget of the applicant for the preceding year, whichever is less. The amount of financial assistance shall not be more than the expenses that are incurred as a result of the disaster or emergency. Financial assistance from other state or federal programs or from insured costs shall not be duplicated by assistance pursuant to the provisions of these rules.

History: 1994 AACCS; 2015 AACCS.

R 30.59 Availability of funds.

Rule 9. Contingent upon the appropriation of necessary funds by the legislature and upon the governor's approval, the division shall process the approved applications for payment.

History: 1994 AACCS.

R 30.60 Assistance payment.

Rule 10. (1) Approved applicants shall submit proof of payment of all allowable expenditures for which reimbursement is requested to the division.

(2) Upon the division review and approval, and upon approval by the governor, payment shall be authorized.

History: 1994 AACCS.

R 30.61 Rescission.

Rule 11. R 30.1 to R 30.19 of the Michigan Administrative Code, appearing on pages 327 to 332 of the 1979 Michigan Administrative Code, are rescinded.

History: 1994 AACCS.

City Of Portland
Water Department
Monthly Water Report
July 2019

Monthly Water Production

Well #4	7,107,000 Gallons
Well #5	0 Gallons
Well #6	5,887,000 Gallons
Well #7	0 Gallons

Daily Water Production

Well #4	229,258 Gallons
Well #5	0 Gallons
Well #6	189,904 Gallons
Well #7	0 Gallons

Daily Average Water Production for All Wells 419,162 Gallons

Total Water Production for the Month 12,994,000 Gallons

Total Water Production for the Previous Month 8,367,000 Gallons

Total Production increased by 4,627,000 Gallons

Total Production for This Month from the Previous Year 17,447,000 Gallons

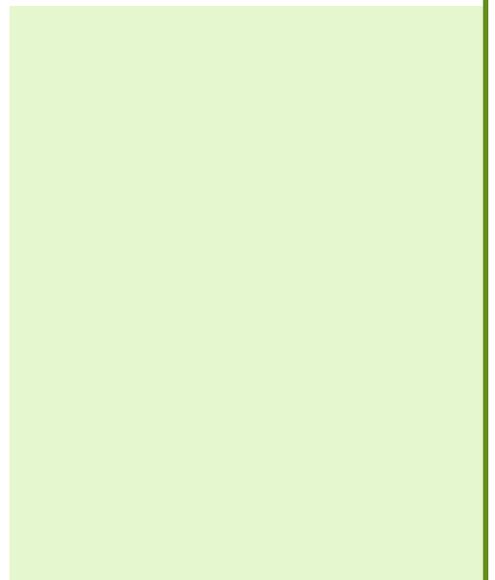
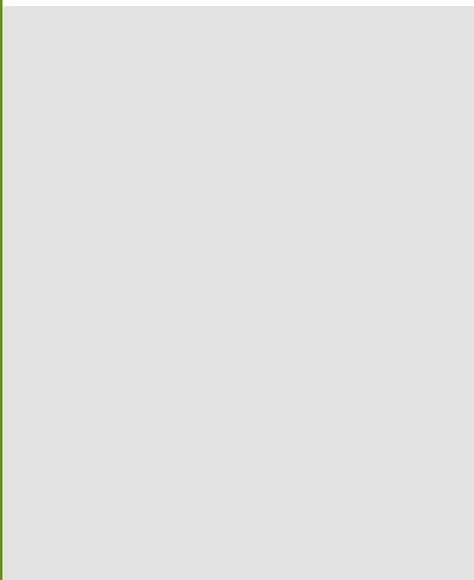
Total Production increased by 4,453,000 Gallons

Rodney D. Smith Jr.
Water Technician



The City of Portland Operations & Maintenance Report

June 2019





July 25, 2019

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

RE: June 2019 Monthly Operations and Maintenance Report

Dear Mr. Gorman:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of June 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” JUNE 2019 COMPLETED WORK ORDERS

APPENDIX “C” PICTURES OF THE REPAIR OF THE FINE SCREEN RAKE ARM REPAIR

APPENDIX “D” PICTURES OF THE NEW BUTTERFLY VALVE

ADMINISTRATIVE REPORT

ADMINISTRATIVE

The June 2019 Discharge Monitoring Report (DMR) has been submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The wastewater treatment plant (WWTP) had no exceedances of the National Pollutant Discharge Elimination System (NPDES) Permit during the month of June 2019. The average influent flow was 431,000 gallons per day. The maximum influent flow of 579,000 gallons which occurred on June 21, 2019. The Monthly Operating Report (MOR) is located in [Appendix A](#).

ACTION ITEMS

- We recommend having a sludge storage capacity study performed by an engineering firm. The best management practice is to have at least 180 days of sludge storage capacity as land application of biosolids generally occurs twice each year in spring and fall.
- In order to extend the useful life of electrical components including VFDs, it is recommended that a qualified contractor perform annual cleaning and inspection of each individual Motor Control Center (MCC) cabinet and perform infrared testing of electrical components. These maintenance procedures may extend the life of electrical items by detecting issues early.
- The primary digesters waste gas burner is not operable. FVOP has a contractor scheduled to inspect the issue in early July 2019. The waste gas burner is currently discharging methane from the primary digester to the atmosphere, which could be a safety issue due to its location next to the City's River Walk.

WASTEWATER MAINTENANCE

Maintenance was completed during the period in accordance with the City's existing computerized maintenance management system (CMMS) as well as the portion of the updated CMMS that FVOP began implementing using Antero Allmax software. The completed June 2019 work orders are located in [Appendix B](#).

- Staff sent the portable gas monitor to Premier Safety for its semi-annual calibration and inspection.
- FVOP and City staff repaired the broken rake comb on the mechanical fine screen. The fine screen was damaged during the ice jam in February. Please see [Appendix C](#) for pictures of the repaired rake comb.
- City staff replaced the broken butterfly valve on the equalization tank aeration system. Please see [Appendix D](#) for pictures of the replaced butterfly valve.

OPERATIONS

Both City staff and FVOP went above and beyond on June 6, 2019. The Ionia County Health Department had placed a “No Contact” order on the Grand River for all of Ionia County as a result of EGLE sampling the Grand River for E. coli bacteria in strategic locations throughout county.

The City wanted to retest for E. coli in attempt to get the “No Contact” order lifted or reduced to “Partial Contact” for the upcoming weekend. The City requested that FVOP coordinate with a certified sampling company, courier, and certified laboratory to perform the sampling and analysis required to submit to the Health Department. FVOP only had a very short window to coordinate this effort due the time it would take to run the analysis and receive the results before the Ionia Health Department closed for the weekend.

On June 7, 2019 the Ionia Health Department reduced the “No Contact” order to “Partial Contact” after receiving the analytical results. It was because of the City’s effort and FVOP’s coordination of the resampling that the City residents could enjoy the Grand River for the weekend. This was an out of scope service and will be billed accordingly.

- The City’s current ferrous chloride distributor unexpectedly raised the cost of the ferrous chloride by twenty (20) cents per pound of iron. The approximate increase will be an additional \$1000.00 per load of the chemical.
 - FVOP is working with several chemical distributors that sell ferrous chloride to obtain competitive prices.
- Mr. Anthony Smith, a City staff member, passed his “C” wastewater certification exam.

SAFETY TRAINING

The following safety training was completed during June 2019:

- Introduction to Hazard Materials Transportation
- Heat Stress
- Safety Data Sheets (SDS) Information
- Chemical Labeling
- Chemical Hazardous Communications

WORK PERFORMED ON THE COLLECTION SYSTEM

The following collection system tasks were completed during June 2019:

- City Staff inspected a four (4) inch lateral on Center Street that was to be capped because it was being taken out of service.
- We received a sewer call from a resident on East Street that had sewage backing up in their basement. City Staff inspected the sewer main between Manhole C-37 and Manhole C-38; the sewage was flowing normally and was not backed up in the manholes. City Staff recommended the resident have the lateral cleaned due to possible root intrusion or other debris causing the obstruction.
- We received a sewer call from a resident on Brush Street for their laundry room having a sewer smell. City Staff inspected the manholes in front of the resident’s home for signs of clogging and found the main to be flowing normally. They then inspected the clean out cap, which had no signs of sewage backing up even when they had the resident run water. It was recommended they have the two (2) inch copper line for their washer inspected and cleaned by a licensed plumber.
- Approximately 7,930 feet of sanitary sewer main was cleaned throughout the period.
- Fifty-Six (56) Miss Digs were completed throughout the period.

EMERGENCY ALARM CALL- OUTS

We received two (2) alarm call outs during June 2019.

- Staff received an alarm for a Blower #2 failure at 5:15 AM on June 3, 2019. Upon arrival staff determined the blower's VFD was in fault due to a phase output loss. The blower oil level and belts were inspected and VFD alarm was reset. The overall plant operations were also checked for proper operations before departing.
- Staff received an alarm for a Power Failure during normal working hours on June 24, 2019. Staff proceeded to check for proper operation of the plants equipment after the emergency generator power was utilized. They then checked the three (3) lift stations for proper operation. When the City's power was restored, staff proceeded to check for proper operation of the WWTP and the three (3) lift stations.

OPERATIONAL AND MAINTENANCE EXPENSES

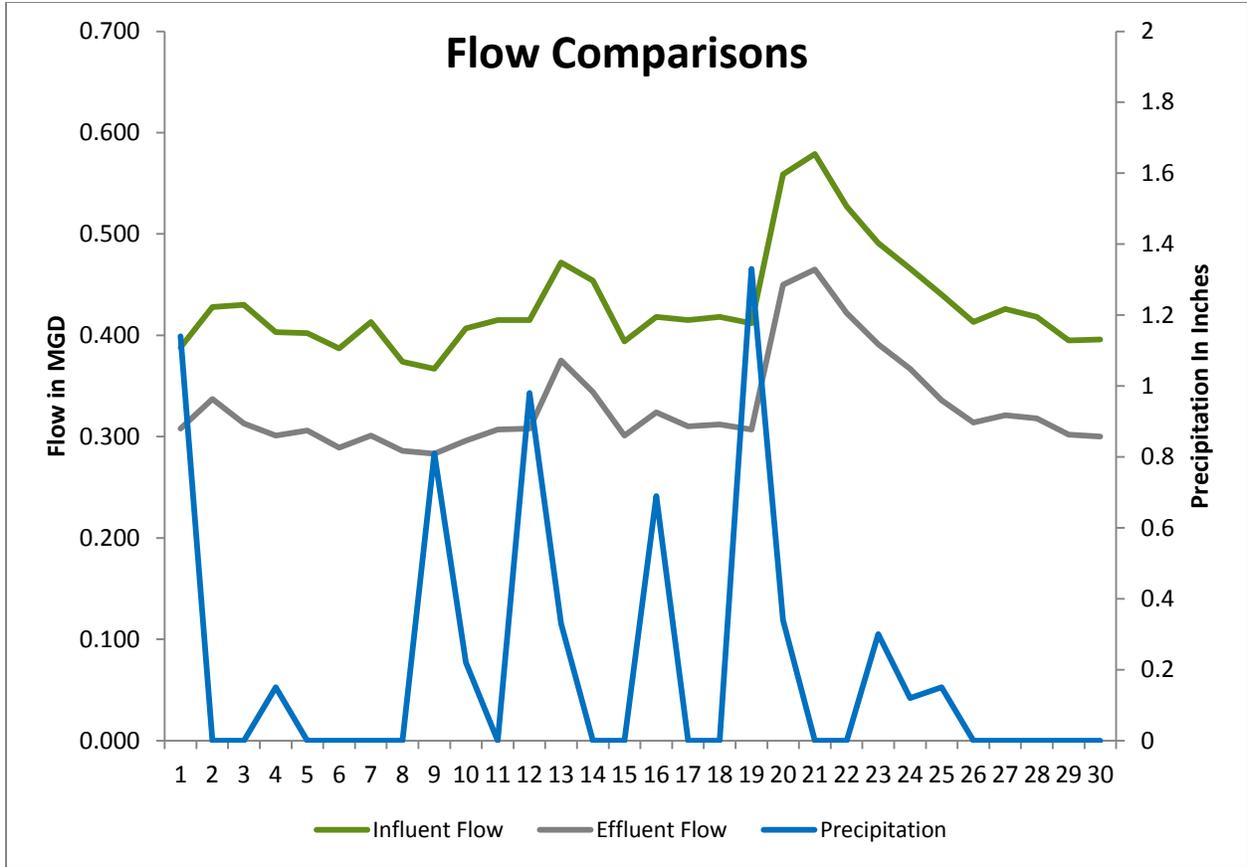
The following expenses were incurred during the month of June 2019:

Operational & Maintenance Expenses for 2018-2019 Fiscal Year

Date	Vendor	Item	Cost
6/5/2019	Premier Safety	Gas Meter Calibration	\$137.36
6/5/2019	Model First Aid	First Aid Supplies	\$80.61
6/6/2019	Mid-State Bolt	SS Hardware For Repair of the Fine Screen	\$9.00
6/6/2019	Municipal Supply	Ball Valve & Closed Nipple	\$7.05
6/7/2019	Tom's Food Center	Plumbing & Cleaning Supplies	\$52.05
6/10/2019	Family Farm & Home	Sump Pump	\$129.99
6/10/2019	Tom's Do It Center	Parts to Repair Lab Sink	\$26.97
6/18/2019	Tom's Food Center	Water For Laboratory	\$23.76
6/21/2019	NCL	Reagents- lab Supplies	\$209.06
6/25/2019	Tom's Do It Center	Squeegee	\$26.99
6/30/2019	Oudbier Instruments	VFD for Blower #2	\$4,000.00
Total Monthly Expenses			\$4,702.84
Year to Date Expenses			\$77,019.32

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 June 2019. The average influent flow during the period was 431,000 gallons per day and the average effluent flow during the period was 330,000 gallons per day. We had twelve (12) days of precipitation which totaled 6.56 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



APPENDIX "A"



June 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																						
2																						
3																						
4	3.6		9.0		99	4.8		12.0		98	2.8	0.930	2.3	85	7.4	7.4	111					
5	2.4		6.1		99	6.8		17.4		97	2.4	0.740	1.9	86	7.4	7.3	240					
6	2.4		5.8		99	3.2		7.7		98	2.4	0.590	1.4	89	7.3	7.2	550		0.14	0.3		
7		2.8		7.0			4.9		12.4								4	87				
8		2.8		7.0			4.9		12.4									87				
9		2.8		7.0			4.9		12.4									87				
10		2.8		7.0			4.9		12.4									69				
11	5.3	3.4	13.6	8.5	98	23.2	11.1	59.4	28.2	68	14.4	1.120	2.9	76	7.3	7.1	396	89				
12	5.7	4.5	14.6	11.3	97	1.0	9.1	2.6	23.2	100	0.4	0.782	2.0	76	7.6	7	8	45				
13	3.0	4.7	9.4	12.5	99	1.2	8.5	3.8	21.9	99	0.8	0.647	2.0	84	7.4	6.9	13	21				
14		4.7		12.5			8.5		21.9								17	28	0.13	0.3		
15		4.7		12.5			8.5		21.9									28				
16		4.7		12.5			8.5		21.9									28				
17		4.7		12.5			8.5		21.9									29				
18	2.6	3.8	6.8	10.3	99	3.6	1.9	9.4	5.2	98	0.8	1.180	3.1	77	7.6	6.4	58	18				
19	2.3	2.6	5.9	7.3	99	1.6	2.1	4.1	5.7	99	0.8	0.518	1.3	88	7.5	6.4	66	30	0.16	0.4		
20	2.4	2.4	9.0	7.2	99	2.4	2.5	9.0	7.5	99	1.2	0.743	2.8	83			44	41				
21		2.4		7.2			2.5		7.5						7.2	5.4		55				
22		2.4		7.2			2.5		7.5									55				
23		2.4		7.2			2.5		7.5									55				
24		2.4		7.2			2.5		7.5									55				
25	3.1	2.6	8.7	7.9	98	8.8	4.3	24.7	12.6	97	2.4	0.940	2.6	83	7.2	5.8	60	56				
26	2.4	2.6	6.3	8.0	99	2.0	4.4	5.2	13.0	99	0.8	1.060	2.8	80	7.4	6.9	118	68				
27	2.6	2.7	7.0	7.3	99	2.0	4.3	5.4	11.8	99	1.2	1.200	3.2	74	7.3	7.1	44	68	0.16	0.4		
28		2.7		7.3			4.3		11.8									68				
29		2.7		7.3			4.3		11.8									68				
30	3.4	2.9	8.5	7.6	99	7.6	5.1	19.0	13.6	98	4	1.550	3.9	74	6.7	6.9	44	61				
M/M																						
TL												12.000										
GA																						
ME	3.2		8.5		99	5.2		13.8		96	2.6	0.92	2.5	81		6.8	51.5		0.1	0.4		
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

June 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	5.8	11.4		2500		30	120	3.9	1.44	0.4577		8.57	327	0.350
2	24	5.6	15.2		2670		33	124	3.1	1.44	0.3731		8.42	262	0.341
3	24	5.4	3.9		2820		35	124	2.4	1.44	0.5495		23.80	1091	0.368
4	24	5.5	5.3	0.32	2594	1994	33	127	2.9	1.44	0.4076	0.3074	21.69	737	0.372
5	24	5.7	5.4	0.30	2431	1880	33	136	1.8	1.44	0.4163	0.3151	19.52	678	0.358
6	24	5.9	6.6	0.27	2269	1752	37	163	3.6	1.44	0.3742	0.2748	16.55	517	0.340
7	24	5.9	4.6		2697		33	122	2.8	1.44	0.4135		25.19	869	0.318
8	24	6.1	11.0		2589		34	131	3.0	1.44	0.4797		8.77	351	0.330
9	24	6.3	12.7		2890		39	135	2.8	1.44	0.4866		8.40	341	0.312
10	24	6.0	4.0		2800		38	136	4.2	1.44	0.5605		22.51	1052	0.308
11	24	6.0	5.1	0.43	2508	1754	43	171	2.9	1.44	0.4419	0.3279	20.01	737	0.305
12	24	6.0	5.1	0.27	2330	1701	41	176	3.1	1.44	0.4224	0.3209	19.22	677	0.306
13	24	5.6	4.5	0.39	2230	1618	39	175	3.1	1.44	0.5459	0.4046	16.08	732	0.297
14	24	5.7	4.4		2234		36	161	3.2	1.44	0.4615		19.52	751	0.306
15	24	6.6	10.5		2078		34	164	2.8	1.44	0.4196		8.42	295	0.255
16	24	6.1	11.7		2276		35	135	2.9	1.44	0.4015		8.66	290	0.288
17	24	6.3	4.8		2526	1039	39	154	2.7	1.44	0.6227	0.4146	15.00	779	0.271
18	24	6.3	4.8	0.37	2466	1936	36	146	3.2	1.44	0.5184	0.3966	17.78	769	0.268
19	24	6.3	5.0	0.41	2634	1926	33	125	3.1	1.44	0.5186	0.3944	18.00	779	0.270
20	24	5.2	4.0		2205		30	136	3.4	1.44	0.7083		14.02	828	0.267
21	24	4.9	3.2		2306		27	117	2.6	1.44	0.8155		16.00	1088	0.303
22	24	5.4	7.8		2265		26	115	2.5	1.44	0.6196		8.40	434	0.275
23	24	5.8	10.0		2572		25	97	2.8	1.44	0.5417		8.46	382	0.256
24	24	6.1	4.4		2391		25	104	2.2	1.44	0.7136		13.49	803	0.243
25	24	6.2	4.6	0.19	2583	1981	28	108	2.8	1.44	0.6097	0.4626	16.34	831	0.256
26	24	6.4	5.9	0.35	2554	1946	27	106	1.6	1.44	0.5589	0.4170	13.87	647	0.257
27	24	6.5	4.3	0.31	2510	1920	26	104	2.0	1.44	0.5996	0.4239	17.30	865	0.237
28	24	6.4	3.1		2303		24	104	1.2	1.44	0.8807		14.87	1092	0.254
29	24	6.7	9.0		2321		25	107	2.3	1.44	0.4798		9.57	383	0.250
30	24	6.8	7.6		2525		25	99	2.3	1.44	0.5412		10.96	495	0.234
TL													449.41	19882	8.795
ME	24	#DIV/0!	#DIV/0!	0.33	2469	1787	32	131	2.8	1.44	0.5313	0.3717	14.98	641	0.293
	REMARKS:														

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

June 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		10	128				15	6.0
2	Yes		12	136				15	6.0
3	Yes		14	136	16	10	19	18	24.0
4			11	136				19	17.0
5			11	128		11		22	12.0
6			8	120				22	15.0
7			11	136	60	15	20	22	26.0
8	Yes		10	112		12		22	10.0
9	Yes		20	120				22	6.0
10	Yes		7	144	83			22	22.0
11		54.0	15	120				22	10.0
12			12	136	66			23	13.0
13			12	104				23	13.0
14			14	160				23	25.0
15	Yes		8	120				20	3.0
16	Yes	27.0	11	136				20	5.0
17	Yes		12	120	156	26	113	20	16.0
18			10	120				20	17.0
19			11	136	17	11	18	29	16.0
20			12	112			28	30	12.0
21			13	136	59	13	31	30	15.0
22	Yes		10	120				24	9.0
23	Yes		11	120				24	8.0
24	Yes		12	128	92	10	18	24	15.0
25			11	120				17	13.0
26			9	128	63	10	15	17	13.0
27	Yes		19	120				17	18.0
28	YES		9	144	59			17	13.0
29		54.0	3	128				17	9.0
30	Yes		8	128	116	17	26	23	11.0
TL		135.0	336.0	3832	787	135	288	639	398.0
ME		45.0	11	128	72	14	32	21	13.3
	REMARKS:								

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

Plant Manager: Chris Munson

City of Portland, MI

June 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	456												16	
2	675												19	
3	2188	5.5	77	0.05	7.0	17.3	31.0	7.1	0.5	66	0.22	42	19	
4	1805												33	
5	1513												25	
6	1422	6.3	77	0.04	6.9	18.4	29.7	7.0	1.6	62	0.13	51	27	
7	2170												30	
8	638												27	
9	656												17	
10	2170	5.5	82	0.05	7.0	19.2	31.0	7.0	1.5	64	0.1	61	28	
11	1787												25	
12	1659												23	
13	1586	4.9	75	0.03	7.1	18.3	26.7	7.0	1.2	61	0.1	48	20	
14	1696												26	
15	438												17	
16	583												19	
17	1112	5.8	76	0.03	7.0	19.9	27.7	7.0	1.4	62	0.1	48	19	
18	1495												22	
19	1769												26	
20	1750	5.1	75	0.04	7.3	21.5	28.5	7.2	1.5	60	0.13	50	24	
21	2006												29	
22	802												30	
23	820												27	
24	1258	5.6	75	0.03	7.1	19.1	27.9	7.1	1.4	61	0.1	48	18	
25	1459												20	
26	1149												20	
27	1386	5.8	77	0.03	6.8	21.5	28.0	7.0	1.8	63	0.18	49	15	
28	1203												20	
29	839												11	
30	948												18	
TL	39437												670	
ME	1345	5.6	77	0.03	7.0	19.4	28.8	7.1	1.4	62		50	22	
REMARKS:		Loading Rate = .02 -.10 lb/cu. ft.												

Digester Volume:
 Primary: 14700
 Secondary: 14700

Process Pattern:
 Primary, Secondary, Land Application

City of Portland, MI

June 2019

SOLIDS DISPOSAL

DAY	SUPERNATANT							BIOSOLIDS DISPOSAL				SITE #	DRY TONS APPLIED.
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL	VOL.		
			SOLIDS	SOLIDS	SOLIDS			TO BED	HAULED	SOLIDS	SOLIDS		
	gal.		%	%	mg/l	mg/l	lbs	lbs	gal	%	%		
1								0.0					
2	2665							0.0					
3	2665							0.0					
4	6396							0.0					
5								0.0					
6	4264							0.0					
7								0.0					
8	3198							0.0					
9	1599							0.0					
10	1599							0.0					
11	4531							0.0					
12	4264							0.0					
13	5330							0.0					
14	4264							0.0					
15								0.0					
16								0.0					
17	6929							0.0					
18	4264							0.0					
19								0.0					
20	4397							0.0					
21	3198							0.0					
22	1866							0.0					
23	2132							0.0					
24	1599							0.0					
25	6929							0.0					
26	5863							0.0					
27	3195							0.0					
28	4264							0.0					
29	3731							0.0					
30	5863							0.0					
TL	95005							0.0	0				
ME													

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

APPENDIX “B”



Completed	Equipment Number	Task	WO #	Type
6/3/2019	TB-104	Greasing of Sieve Drum Bearings	2.01	Scheduled
Note	Greased both zerks on the sieve drum.			
6/5/2019	GB-101	Fine Screen Semi- Annual Maintenance	1.01	Scheduled
Note	Changed the oil, cleaned the spray nozzles, NP filter, and the press zone. We removed the rake arm comb because of broken weld and bolts. We removed the bolts and will reinstall.			
6/10/2019	Laboratory/ Office	Laboratory Housekeeping	6.01	Scheduled
Note	Swept, mopped, wiped counter off, removed bugs from window sills, and dusted equipment. Also took out the trash and inspected lighting fixtures.			
6/10/2019	TB-104	Greasing of Sieve Drum Bearings	3.01	Scheduled
Note	Greased each zerk with two pumps of grease.			
6/10/2019	Tool Room	Weekly Chlorine/ Storage Room.	5.01	Scheduled
Note	Organized tools, removed trash, and swept the floor.			
6/10/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	4.01	Scheduled
Note	Cleaned toilet and sink, swept, mopped and cleaned the mirror.			
6/12/2019	AT-100	Monthly Hosing of the Aeration Tanks	7.01	Scheduled
Note	Hosed exposed cement and the by-pass channels they were full of build up. Lots of degradation on the cement of the aeration tanks.			
6/12/2019	GB-101	Monthly Fine Screen Maintenance	28.01	Scheduled
Note	Repaired the rake teeth. The bolts were broken. Cleaned rake, cleaned NP strainer, brush is worn, cleaned nozzles and checked solenoid valves.			
6/13/2019	TB-100	Weekly Thickener Building Housekeeping	8.01	Scheduled
Note	Swept the floor and hosed it down. Took the trash out. Lighting was inspected as well as the exhaust fans. Cleaned the block window.			
6/14/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	21.01	Scheduled
Note	Swept, removed cob webs and debris. Exhaust fan working.			
6/14/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	9.01	Scheduled
Note	Power washed the weirs, launders, channel, and baffle.			
6/17/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	23.01	Scheduled
Note	Swept floor, cleaned windows, feed lines have air, chemical is being fed, cleaned the slop sink.			
6/17/2019	Headworks Building	Weekly Headworks Housekeeping	10.01	Scheduled
Note	Used power washer to clean floors and walls. Lighting and exhaust fans and dampeners are ok.			
6/17/2019	SB-103	Weekly Blower #3 Maintenance	26.01	Scheduled
Note	oil level and belts-ok. No unusual noise or vibration. Dusted and wiped the blower off.Changed the outside intake filter .outside inline filter.			
6/17/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	25.01	Scheduled
Note	oil level and belts-ok. No unusual noise or vibration. Dusted and wiped the blower off.			
6/17/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	24.01	Scheduled
Note	oil level and belts-ok. No unusual noise or vibration. Dusted and wiped the blower off.			
6/17/2019	TB-104	Greasing of Sieve Drum Bearings	12.01	Scheduled
Note	Greased each zerk with two pumps of grease.			
6/17/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	13.01	Scheduled
Note	Cleaned toilet and sink, swept, mopped and cleaned the mirror.			
6/17/2019	Tool Room	Weekly Chlorine/ Storage Room.	14.01	Scheduled
Note	Swept floor and organized tools.			
6/17/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	17.01	Scheduled
Note	Swept, took trash out organized spare parts.Lighting is ok.			
6/18/2019	Digester Building Basement	Weekly Digester Building Housekeeping	11.01	Scheduled
Note	Swept floor, stairwell and removed bugs and cob webs.			
6/18/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	27.01	Scheduled
Note	Oil level and belts ok. Wiped the unit off.			
6/19/2019	Laboratory/ Office	Laboratory Housekeeping	16.01	Scheduled
Note	Swept & Mopped. Dusted lab equipment, Lights are working, wiped of the countertops. Removed bugs from the window sills.			

Completed	Equipment Number	Task	WO #	Type
6/19/2019	Boiler Room	Boiler Room Housekeeping	22.01	Scheduled
Note	Swept the floor, removed bugs and debris. Lights are ok & wiped the piping off.			
6/19/2019	DB-202	Quarterly Sediment Trap Maintenance	34.01	Scheduled
Note	Sight glass nor drain trap have sediment-ok.			
6/19/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	19.01	Scheduled
Note	Swept and picked debris, lighting is ok. Swept stairs.			
6/19/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	18.01	Scheduled
Note	Swept, hosed and mopped the floor and stairwell.			
6/19/2019	GB-101	Weekly Fine Maintenance	29.01	Scheduled
Note	Removed debris from the rack, flushed chamber, we need to have a rack stop welded, it was broken during the ice jam, need new brushes as well.			
6/19/2019	SA-102	Portland Monthly Emergency Lighting Checks	30.01	Scheduled
Note	Emergency lighting works in all buildings with the exception of the headworks and these have to be explosion proof.			
6/19/2019	TB-100	Weekly Thickener Building Housekeeping	20.01	Scheduled
Note	Hosed floor and removed most of the bugs in the building. Exhaust fan is working.			
6/21/2019	UV-100	Weekly UV Maintenance	33.01	Scheduled
Note	Cleaned UV channel and weir. Scrubbed and hosed racks and walls in the effluent channel.			
6/21/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	15.01	Scheduled
Note	Hosed clarifier weirs, launders, inner rings and baffles.			
6/22/2019	AT-105	Weekly D.O Sensor Maintenance	31.01	Scheduled
Note	pulled and cleaned probe. Returned back to service.			
6/24/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	55.01	Scheduled
Note	Checked multiple alarms. The system don't appear to call in order and don't let the operator acknowledge the alarm at times.			
6/24/2019	TB-104	Greasing of Sieve Drum Bearings	38.01	Scheduled
Note	Greased both zerks.			
6/24/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	37.01	Scheduled
Note	Swept floor, lighting and ferrous feed are ok.			
6/24/2019	Digester Building Basement	Weekly Digester Building Housekeeping	36.01	Scheduled
Note	Swept floor, lighting ok and sump pump is working.			
6/24/2019	Headworks Building	Weekly Headworks Housekeeping	35.01	Scheduled
Note	Swept and hosed the floors and walls. Exhaust fans work .			
6/24/2019	Tool Room	Weekly Chlorine/ Storage Room.	54.01	Scheduled
Note	Organized tools and swept the floor.			
6/24/2019	TB-100	Weekly Thickener Building Housekeeping	53.01	Scheduled
Note	Swept floor, powerwashed last week. Need additional floor drains for safety (standing water is a slip and electrical hazard).			
6/24/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	50.01	Scheduled
Note	Swept floor and dusted the blowers. Lighting is working.			
6/24/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	51.01	Scheduled
Note	Swept and hosed the floor and stairwell. Lighting is ok.			
6/24/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	52.01	Scheduled
Note	Swept the floor, lighting and ventilation working. Dehumidifier is working .			
6/24/2019	Laboratory/ Office	Laboratory Housekeeping	48.01	Scheduled
Note	Swept the floors and wiped off the counters.			
6/24/2019	Boiler Room	Boiler Room Housekeeping	47.01	Scheduled
Note	Swept floor.			
6/24/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	46.01	Scheduled
Note	Swept, mopped and removed cob webs and other debris.			
6/24/2019	SB-103	Weekly Blower #3 Maintenance	39.01	Scheduled
Note	Oil level and belt tension appear ok. No unusual noise or vibration.			
6/24/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	43.01	Scheduled
Note	Oil level and belt tension appear ok. No unusual noise or vibration. This unit is O.O.S due to VFD failure.			

Completed	Equipment Number	Task	WO #	Type
6/24/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	42.01	Scheduled
Note	Oil level and belt tension appear ok. No unusual noise or vibration. Cleaned in take filter.			
6/24/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	40.01	Scheduled
Note	Oil level and belt tension appear ok. No unusual noise or vibration.			
6/24/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	41.01	Scheduled
Note	Swept, mopped and cleaned toilet.			
6/26/2019	AT-105	Weekly D.O Sensor Maintenance	45.01	Scheduled
Note	Removed debris and it appears to be operating properly.			
6/26/2019	GB-101	Weekly Fine Maintenance	49.01	Scheduled
Note	Chute was clear, removed debris from rake, no unusual noise or vibration.			
6/28/2019	UV-100	Weekly UV Maintenance	56.01	Scheduled
Note	Scrubbed and hosed UV banks, walls, effluent weir. Lamps appear to be all working.			
6/28/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	44.01	Scheduled
Note	Cleaned the launder, weirs, baffles and inner ring with the fire hose.			

APPENDIX “C”





Figure 1: Broken Bolts On Fine Screen Rake Comb. These Were Broken During The February Ice Jam



Figure 2: Repaired Rake Comb Bolts On The Fine Screen

APPENDIX “D”





Figure 1: Broken Butterfly Valve That Was Replaced



Figure 2: The New Installed Butterfly Valve

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
JULY 2019**

<u>Calls for Service</u>		<u>Other Functions</u>	
Dispatched	110	Subpoena Service	0
Patrol Originated	13	PBT's	29
Follow Up Complaints	41	Special Events	9
Assist to PPD	24	School Contacts (general)	0
Assist to Fire / EMS	26	Training	9
Assist Other Depts	14	Administrative	221

<u>Traffic Stops</u>		<u>Other</u>	
Total Stops	75	Physical Business Checks	
Traffic Citations	29	Interior	125
Verbal Warnings	65	Exterior	282
Parking Citations	13	Patrol Contacts	467

Arrests (Excluding Juvenile Apprehensions)

Misdemeanor Persons	13
Misdemeanor Charges	21
Felony Persons	3
Felony Charges	4

Noteworthy:

In May 2019, Oakwood Elementary School officials placed the school on "secure setting" after an unidentified subject was witnessed pointing what appeared to be a gun at a school bus. Officers and school personnel investigated and were able to identify the subject after questioning several witnesses. The investigation was submitted to the Ionia County Prosecutors Office who authorized a petition for a charge of "Disturbing the Peace", and the matter has been turned over to the juvenile court.

On July 14, 2019, Officers Goggins and Kauffman were dispatched to two subjects fighting. Both subjects were arrested for charges that included disorderly conduct and possession of cocaine.

On July 31, 2019, Officer Kauffman stopped a vehicle when he suspected that the operator of the vehicle was intoxicated. The driver of that vehicle refused to comply with the investigation or lawful commands and actively resisted his physical arrest. An electronic control weapon was used to control the subject so that he could be handcuffed; no injuries occurred to the suspect or officers. The suspect was arraigned on two counts of resisting and obstructing, one count of operating while intoxicated; the subject is a habitual offender with prior felony convictions.

*** END ***

Portland EO Report



District: Portland

Portland Summary							
Program	Applications Count	kWh Goal	kWh Savings	% to Goal	Incentive Budget	Incentives	% to Budget
C&I	4	107,552	67,144	62.43%	\$15,838	\$5,072	32.02%
MPPA - Custom Program - 2019	2	36,832	1,224	3.32%	\$5,533	\$95	1.72%
MPPA - Prescriptive Program - 2019	2	70,720	65,920	93.21%	\$10,305	\$4,977	48.29%
Residential	29	99,664	20,814	20.88%	\$15,960	\$3,874	24.27%
MPPA - Appliance Recycling - 2019	2	2,424	2,079	85.77%	\$563	\$100	17.76%
MPPA - High Efficiency Products and HVAC - 2019	24	5,627	17,560	312.07%	\$2,479	\$3,715	149.86%
MPPA - Residential Lighting - 2019	3	91,613	1,175	1.28%	\$12,918	\$59	0.45%

Program Summary

Customer	Status Date	kWh Savings	Incentive
C&I		67,144.47	\$5,072.10

Batched

City Of Portland - 773 E. Grand River Ave. (Custom PLaceholder)		0.00	\$0.00
Bootu Partners - 220 Kent St.	03/21/2019	3,349.00	\$258.68

Work In Progress

Encompass - 180 Kent St.	04/02/2019	1,224.00	\$95.40
Arby's Restaurant - 1651 E Grand River	05/16/2019	62,571.47	\$4,718.02

Residential		20,813.88	\$3,873.67
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Batched

DENNIS GOFF - 1007 JAMES ST	02/01/2019	1,254.10	\$265.00
Diane Huhn - 100 Blossom Dr-2	02/01/2019	122.10	\$65.00
Glen Simon - 9697 Barnes Rd	02/15/2019	730.00	\$150.00
Jayne Graham - 625 Kent Street	02/15/2019	1,026.09	\$225.00
Joan Trumble - 818 Marshall Street	02/15/2019	836.41	\$165.00
JOHN BLASCHKA - 812 DETROIT STREET	02/15/2019	730.00	\$150.00

Richard Clark - 920 Green St	02/15/2019	1,254.10	\$260.00
RYAN JOHNSTON - 410 JAMES ST	02/15/2019	592.50	\$32.11
Joel Bigelow - 9304 Marsalle	02/22/2019	106.41	\$10.00
RICHARD THOLE - 214 JAMES ST (2)	02/22/2019	456.00	\$10.56
Claud Huhn - 7548 Friend Rd (3)	03/08/2019	730.00	\$150.00
Daryl B Johnson - 815 Maynard Road (#03898083)	03/08/2019	836.41	\$160.00
Linda Vanderstow - 221 S Virginia Ave	03/08/2019	836.41	\$160.00
Susie A Smith - 416 Canal St	03/21/2019	836.41	\$160.00
TAYLOR PRATT - 358 QUARTERLINE ST	04/19/2019	1,254.10	\$260.00
Nick Bengel - 9078 Briar Ridge Ct-2	04/26/2019	467.39	\$150.00
Sue VanLente - 8151 Diane Dr-2	04/26/2019	126.20	\$16.00
CONNIE MALLEK - 104 BLOSSOM DR-2	05/10/2019	84.90	\$40.00
Luke Simon - 252 Elm St	05/10/2019	944.00	\$50.00
HAILEY TENHARMSSEL - 916 RIVERSIDE DR	05/17/2019	1,132.50	\$235.00
Jim Lakin - 120 Blossom Dr	05/17/2019	1,135.00	\$50.00
Herb Mosser - 300 Donna Drive	05/31/2019	16.30	\$15.00
Tom Manting - 1037 Marshall St - 2	05/31/2019	1,132.50	\$235.00
NICKOLAS PUNG - 9069 SILVERLEAF COURT	07/12/2019	836.41	\$160.00
Monica Hatt - 275 Grape St	07/19/2019	730.00	\$150.00

Incentive Authorized

Brian & Kayla Powell - 822 Kent St	07/24/2019	417.69	\$100.00
MERIKAY COCHRAN - 312 WEST STREET	07/31/2019	730.00	\$150.00
MICHAEL OUENDAG - 9293 BARNES ROAD	08/01/2019	730.00	\$150.00
Marie Cook - 8016 Lyons Rd	08/02/2019	730.00	\$150.00

Component Detail

C&I

Account No. Component

		Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive
Batched						
01-01100-5	Bootu Partners - 220 Kent St.					
	Total Project Cost: \$2,495.00					
	Install Complete: 2/11/2019					
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	1,320	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	2,746	1.00	2,746.00	0.08	219.68
	<i>LED Exit Sign - MPPA 2019</i>	3	201.00	603.00	13	39.00

Work In Progress

10-07500-1 **Arby's Restaurant - 1651 E Grand River**

Total Project Cost:

Install Complete: 1/1/0001

Cooler Strip Curtains - MPPA 2019	21	85.00	1,785.00	5	105.00
ECM Walk-In Cooler/Freezer - MPPA 2019	2	1,365.00	2,730.00	100	200.00
Exterior HID to LED - MPPA 2019	3,101	4.32	13,391.00	0.35	1,085.18
Freezer Strip Curtains - MPPA 2019	21	454.00	9,534.00	25	525.00
Garage/24 Hour HID to LED - MPPA 2019	76	8.76	666.00	0.6	45.60
Interior Linear Fluorescent - Demand Only - MPPA 2019	312	0.00	0.00	0	0.00
Interior Linear Fluorescent - Demand Only - MPPA 2019	540	0.00	0.00	0	0.00
Interior Linear Fluorescent - Demand Only - MPPA 2019	4,216	0.00	0.00	0	0.00
Interior Linear Fluorescent - Demand Only - MPPA 2019	140	0.00	0.00	0	0.00
Interior Linear Fluorescent to LED - MPPA 2019	1,987	1.00	1,987.00	0.08	159.00
Interior Linear Fluorescent to LED - MPPA 2019	4,730	1.00	4,730.00	0.08	378.43
Interior Linear Fluorescent to LED - MPPA 2019	26,856	1.00	26,856.00	0.08	2,148.47
Interior Linear Fluorescent to LED - MPPA 2019	892	1.00	892.00	0.08	71.34

01-01600-8 **Encompass - 180 Kent St.**

Total Project Cost:

Install Complete: 1/1/0001

Lighting			1,224.00		95.40
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Residential

Account No. Component

Total Qty kWh/Unit kWh Savings Incentive/Unit Incentive

Batched

13-05000-1 **Claud Huhn - 7548 Friend Rd (3)**

Total Project Cost: \$5,097.00

Install Complete: 1/22/2019

High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
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13-15700-1 **CONNIE MALLEK - 104 BLOSSOM DR-2**

Total Project Cost: \$2,614.48

Install Complete: 4/25/2019

ENERGY STAR Dishwasher - Elec Water Heater - MPPA 2019	1	25.00	25.00	15	15.00
ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2019	1	59.90	60.00	25	25.00

11-00500-1	Daryl B Johnson - 815 Maynard Road (#03898083)					
	Total Project Cost: \$5,188.23					
	Install Complete: 2/11/2019					
	<i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
04-02100-2	DENNIS GOFF - 1007 JAMES ST					
	Total Project Cost: \$7,900.00					
	Install Complete: 12/3/2018					
	<i>Central Air Conditioner - 16 SEER - MPPA 2019</i>	1	417.69	418.00	100	100.00
	<i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
	<i>Programmable Thermostat Difference</i>	1		0.00		5.00
13-15500-3	Diane Huhn - 100 Blossom Dr-2					
	Total Project Cost: \$2,229.30					
	Install Complete: 11/25/2018					
	<i>ENERGY STAR Dishwasher - Elec Water Heater - MPPA 2019</i>	1	25.00	25.00	15	15.00
	<i>ENERGY STAR Electric Clothes Dryer - MPPA 2019</i>	1	37.20	37.00	25	25.00
	<i>ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2019</i>	1	59.90	60.00	25	25.00
18867100	Glen Simon - 9697 Barnes Rd					
	Total Project Cost: \$5,965.00					
	Install Complete: 1/18/2019					
	<i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
10-02600-3	HAILEY TENHARMSSEL - 916 RIVERSIDE DR					
	Total Project Cost: \$9,595.00					
	Install Complete: 5/8/2019					
	<i>Central Air Conditioner - 15 SEER - MPPA 2019</i>	1	296.09	296.00	75	75.00
	<i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
08-05100-1	Herb Mosser - 300 Donna Drive					
	Total Project Cost: \$629.99					
	Install Complete: 5/10/2019					
	<i>ENERGY STAR Dishwasher - Gas Water Heater - MPPA 2019</i>	1	16.30	16.00	15	15.00
07-12300-1	Jayne Graham - 625 Kent Street					
	Total Project Cost: \$10,798.00					
	Install Complete: 12/21/2018					
	<i>Central Air Conditioner - 15 SEER - MPPA 2019</i>	1	296.09	296.00	75	75.00
	<i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00

13-16600-3	Jim Lakin - 120 Blossom Dr Total Project Cost: Install Complete: 4/24/2019 <i>Refrigerator Recycling - MPPA 2019</i>	1	1,135.00	1,135.00	50	50.00
11-16600-2	Joan Trumble - 818 Marshall Street Total Project Cost: \$6,084.00 Install Complete: 11/28/2018 <i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
	<i>Thermostat difference</i>	1		0.00		5.00
12-08400-2	Joel Bigelow - 9304 Marsalle Total Project Cost: \$450.00 Install Complete: 1/25/2019 <i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
08-09300-2	JOHN BLASCHKA - 812 DETROIT STREET Total Project Cost: \$9,187.00 Install Complete: 11/20/2018 <i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
07-073200-2	Linda Vanderstow - 221 S Virginia Ave Total Project Cost: \$5,369.00 Install Complete: 2/4/2019 <i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
06-02400-8	Luke Simon - 252 Elm St Total Project Cost: Install Complete: 4/24/2019 <i>Freezer Recycling - MPPA 2019</i>	1	944.00	944.00	50	50.00
08-07800-1	Monica Hatt - 275 Grape St Total Project Cost: \$2,800.00 Install Complete: 6/28/2019 <i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
12-01200-1	Nick Bengel - 9078 Briar Ridge Ct-2 Total Project Cost: \$9,800.00 Install Complete: 4/12/2019 <i>Central Air Conditioner - 17 SEER - MPPA 2019</i>	1	467.39	467.00	150	150.00
12-02060-1	NICKOLAS PUNG - 9069 SILVERLEAF COURT Total Project Cost: \$15,724.00 Install Complete: 5/3/2019 <i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00

08-01001-1	Richard Clark - 920 Green St					
	Total Project Cost: \$9,660.00					
	Install Complete: 1/10/2019					
	Central Air Conditioner - 16 SEER - MPPA 2019	1	417.69	418.00	100	100.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2019	1	106.41	106.00	10	10.00
03-09000-1	RICHARD THOLE - 214 JAMES ST (2)					
	Total Project Cost: \$10.56					
	Install Complete: 2/11/2019					
	LED A-line 800-1099 Lumen output replacing Inc/Hal - MPPA Res Ltg 2019	16	28.50	456.00	4	64.00
03-06900-2	RYAN JOHNSTON - 410 JAMES ST					
	Total Project Cost: \$32.11					
	Install Complete: 11/3/2018					
	LED Candelabra <= 5W - MPPA Res Ltg 2019	25	23.70	593.00	4	100.00
13-07700-1	Sue VanLente - 8151 Diane Dr-2					
	Total Project Cost: \$27.52					
	Install Complete: 10/22/2018					
	LED A-line 1100-1599 Lumen output replacing Inc/Hal - MPPA Res Ltg 2019	2	34.60	69.00	4	8.00
	LED A-line 800-1099 Lumen output replacing Inc/Hal - MPPA Res Ltg 2019	2	28.50	57.00	4	8.00
07-16700-1	Susie A Smith - 416 Canal St					
	Total Project Cost: \$3,500.00					
	Install Complete: 3/12/2019					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2019	1	106.41	106.00	10	10.00
09-05700-4	TAYLOR PRATT - 358 QUARTERLINE ST					
	Total Project Cost: \$13,407.77					
	Install Complete: 4/9/2019					
	Central Air Conditioner - 16 SEER - MPPA 2019	1	417.69	418.00	100	100.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2019	1	106.41	106.00	10	10.00
11-15400-2	Tom Manting - 1037 Marshall St - 2					
	Total Project Cost: \$7,610.00					
	Install Complete: 5/15/2019					
	Central Air Conditioner - 15 SEER - MPPA 2019	1	296.09	296.00	75	75.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2019	1	106.41	106.00	10	10.00

Incentive Authorized

07-06150-4	Brian & Kayla Powell - 822 Kent St					
	Total Project Cost: \$10,402.95					
	Install Complete: 6/21/2019					
	<i>Central Air Conditioner - 16 SEER - MPPA 2019</i>	1	417.69	418.00	100	100.00
12-20200-1	Marie Cook - 8016 Lyons Rd					
	Total Project Cost: \$9,947.00					
	Install Complete: 4/30/2019					
	<i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
08-1140-1	MERIKAY COCHRAN - 312 WEST STREET					
	Total Project Cost: \$6,700.00					
	Install Complete: 7/10/2019					
	<i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
12-00720-1	MICHAEL OUENDAG - 9293 BARNES ROAD					
	Total Project Cost: \$8,450.00					
	Install Complete: 7/10/2019					
	<i>High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00

IONIA COUNTY BOARD OF COMMISSIONERS

August 13, 2019 -3:00 p.m.

Board of Commissioners Room
Ionia County Administrative Building
101 W Main St. Ionia MI

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Invocation

IV. Approval of Agenda

A. Consideration of additional items

V. Public Comment

(3 minute time limit per speaker – please state name/organization)

VI. Action on Consent Calendar

A. Approve minutes of the previous meeting(s)

B.

VII. Unfinished Business

A.

VIII. New Business

A. Request for approval to fill Sheriff Deputy Position

B. 2020 Secondary Roads grant application

C. Request for approval to fill Transportation Driver Position at COA

D. Request for approval to fill Home-Delivered Meals Driver Position at COA

E. PA-116 Partial Release Acknowledgement – 19-006-FA

F. Health Department Budget Amendment

G. Request for approval to renew Speech Therapy Agreement

H. Request for approval to renew Security Assessment Agreement

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, serving as a Member-at-Large from the Lyons Area. One two-year term serving from Ionia County Road Commission.
- West Michigan Regional Planning Commission – Two one-year terms, expired December 2018.
- Tax Advisory Board – One –one year term expiring 2020
- Commission on Aging Board – one – three year term expiring September 2020
- Central Dispatch Board – one – three year term, expired January 2019
- Facilities Committee – one – three year term, expires January 2020

Appointments for consideration in the month of August 2019: None

Appointments for consideration in the month of September 2019:

- Commission on Aging Board – Two- three-year appointments.