



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

7:00 P.M. Monday, October 21, 2019

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:15 PM	A. Proposed Resolution 19-63 Approving the Purchase of a New Pump for the Canal Street Lift Station	Decision
7:18 PM	B. Proposed Resolution 19-64 Approving Improvements to the Toan Park Restrooms	Decision
7:20 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on October 7, 2019	
	B. Payment of Invoices in the Amount of \$105,710.41 and Payroll in the Amount of \$106,598.30 for a Total of \$212,308.71	
	C. Purchase Orders over \$5,000.00 - None	
	XI. <u>Communications</u>	
	A. Planning Commission Minutes from June 12, 2019	
	B. Election Commission Resolution to Permanently Consolidate the Precincts and Create an Absent Voter Counting Board	
	C. Wastewater Treatment Plant Report for August 2019	
	D. Utility Billing Reports for September 2019	
	E. Ionia County Board of Commissioners Agenda for October 15, 2019	
7:23 PM	XII. <u>Other Business</u> - None	
7:25 PM	XIII. <u>City Manager Comments</u>	
7:30 PM	XIV. <u>Council Comments</u>	

**Estimated
Time**

7:35 PM

XV. Adjournment

**Desired
Outcome**

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-63

**A RESOLUTION APPROVING THE PURCHASE OF A NEW PUMP FOR
THE CANAL STREET LIFT STATION**

WHEREAS, during the annual maintenance of the Canal Street Lift Station it was discovered that pump #2 sustained a catastrophic seal failure rendering it inoperable and in need of replacement; and

WHEREAS, the wastewater treatment operator sought quotes and is recommending that the City Council approve the purchase of a new pump from Hydro Dynamics in the amount of \$6,365.00, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the purchase of a new pump from Hydro Dynamics in the amount of \$6,365.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: October 21, 2019

Monique I. Miller, City Clerk



Q#DSM191015 Portland Canal XFP100C Installed

Division of H&P Tech/Detroit Pump
 23751 Amber Way
 Warren, MI 48089
 PH.: (248) 623-4700 / FAX: (248) 623-9599

To: City of Portland
 Chris Munson

Ph.
 cell: 517 977-6107
 Email: chrism@fv-operations.com

Date:	October 15, 2019
Quoted By	David S. Mitchell
TERMS:	Net 30 Days, active accounts
	Ref: Email & Site visit
VIA:	Truck
FOB:	Factory, freight included
Lead Time	3-5 Wks?

Chris, thank you for the opportunity to quote our Sulzer/ABS product for your Canal St. Lift Station, pump replacement. The Sulzer/ABS pump we are proposing is a 4" ANSI Dimensional flanged discharge which will bolt to your existing guide rail carrier bracket and slide down your existing guide rail system with no modifications. We are proposing our XFP 100C CB1.4 model with a single vane high efficiency impeller with a High Eff. motor that will reduce your cost of operation. We are including our services to install the new pump and deal with cleaning out the seal off material and resealing the conduit in the JB with duck seal. The pump is not in stock, but there are pumps coming in so 3-5 Wks is save Est. of delivery.

ITEM NO.	QTY.	DESCRIPTION	PRICE EACH	TOTAL
1	1	ABS XFP100C CB1.4 PE20/6/460/49' 80 GPM @ 18' TDH	\$5,065.00	\$5,065.00
2	1	Hydro installation Pump price includes shipping, no Sales Tax	\$1,300.00	\$1,300.00
Thank you, DSM				

Total amount: **\$6,365.00**

We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quotation is valid for 30 days. Thereafter it is subject to change without notice. A 3% finance charge will be applied to any invoice not paid in 30 days. For credit card payments, a 3% Fee is added to your invoice. If you are tax exempt, please provide your tax exempt certificate or your order will be taxed. HydroDynamics Guarantee and Standard Terms and Conditions apply. If you do not have a copy, please let us know and they will be provided.

David S. Mitchell
 Hydrodynamics
 Western MI Sales Eng
 dsmit@hydrodynamics.com
 269 271-8511

MEMO



10/16/2019

To: Mr. Gorman

CANAL STREET LIFT STATION PUMP REPLACEMENT

Why do we need to replace the Pump?

During the recent annual maintenance of Canal Street Lift Station it was discovered that pump #2, which is over twenty (20) years old has a catastrophic seal failure rendering it inoperable.

The first question you might have is; why is it necessary to have two (2) pumps in the lift station. The first answer is that there are efficiency and redundancy reasons for using two pumps over one. The efficiency reasons have to do with a typical design requirement for pumping wastewater. This requirement is something called “peaking factor,” and it describes the maximum flow rate that could potentially ever need to be pumped. In wastewater and sewer applications, the “peak flow” needs to be able to be pumped by the lift station even if it never happens. This design requirement is to prevent ever experiencing an overflow scenario.

The second reason is to help mitigate a potential overflow or sewage back up. Overflows are as unsanitary as they are unpleasant, and no one wants one. So, what happens if a pump breaks or gets clogged? The best scenario is to have another pump ready to go. This describes redundancy in a duplex lift station configuration.

The third reason is to help mitigate potential expensive cost of having to rent portable trash pumps should the working pump be rendered inoperable. We know from February 2019 that trash pump rental is not only expensive, but inconvenient.

Recommendation

We requisitioned three (3) proposals for the cost to replace and install the new submersible pump. Considering our current budget issues using the equipment and installation technicians that HydroDynamics proposed appears to be the most economical.

If you have any questions or concerns, please feel free to call me at 517-977-6107.

Sincerely,

Chris Munson

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 19-64

**A RESOLUTION APPROVING IMPROVEMENTS TO THE
TOAN PARK RESTROOMS**

WHEREAS, the City Parks Department has several parks throughout the City with restrooms that need updating and repair; and

WHEREAS, the Parks Director sought quotes for improvements to the Toan Park restrooms and recommends that City Council approve the work to be performed by Durrant Brothers Construction, LLC in the amount of \$17,424.00, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the improvements to the Toan Park restrooms by Durrant Brothers Construction LLC in the amount of \$17,424.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: October 21, 2019

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, October 7, 2019

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Member Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Finance Officer/Treasurer Tolan; Ambulance Director Gensterblum; Police Chief Thomas

Guests: Jerry & Karen Sherman; Kathy Parsons; Erica Sheehan; Dr. Jason Williamson; State Representative Julie Calley; Bill Roeser, President and CEO of Sparrow Ionia; Local Boy Scouts from Troop 129; Chief Krizov, Doug Logel Jr., Greg Skeide, and Glenn Schafer of the Portland Area Fire Authority; Zac Waltersdorf and Family, Jake Schafer and Family, and Madison Gensterblum of the Portland Ambulance Department; Officers Listerman, Burkhardt, Goggins, Kauffman of the Portland Police Department and their families.

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

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, State Representative Julie Calley provided an update on State Budget process in Lansing.

Dr. Jason Williamson presented the game ball from the Vintage Baseball Game played as part of the Sesquicentennial Celebration on Sunday, September 22, 2019 to Mayor Barnes who accepted it on behalf of the City.

Mayor Barnes thanked Dr. Williamson for all of the time and effort he put into planning and organizing the event.

Under City Manager Report, City Manager Gorman stated the preliminary site plan for the Sparrow Development on Cutler Rd. will be presented to the Planning Commission at its meeting on Wednesday, October 9, 2019.

City Manager Gorman stated that he continues to work with representatives of Taco Bell on preliminary plans for a potential development.

City Manager Gorman stated that a splash pad has been included in the DDA TIF Plan for quite some time. The DDA has collaborated with the Parks and Recreation Department to apply for

grant funding for the construction of a splash pad. Unfortunately, it does not look as if the City will receive the grant funding. The DDA is working with the City's engineers on a contingency plan to proceed with the splash pad.

Under Presentations, City Manager Gorman stated that on September 7, 2019, Ionia County Central Dispatch received a 911 call from Terry Sherman who needed assistance for his wife, Karen who was having difficulty breathing. It was soon determined that the patient had gone into cardiac arrest. Portland Police Department was first on scene where Officers Kauffman and Burkhardt conducted two rounds of CPR and took over compressions from Mr. Sherman.

Officer Kauffman placed an AED (Automatic External Defibrillator) on the patient delivering one shock. Portland Ambulance arrived soon thereafter where Paramedic Zack Waltersdorf and EMT Jake Schafer continued CPR and ALS (Advanced Life Support) measures while the patient was transported to Sparrow Hospital in Lansing. Firefighters Doug Logel Jr., Greg Skeide, Glenn Schafer and Chad Weiler of the Portland Area Fire Authority also responded to the scene and provided assistance.

It is a testament to the work the City's Emergency Personnel perform that Mrs. Sherman is able to be at the Council meeting tonight.

Police Chief Thomas provided further information on the event.

Mrs. Karen Sherman thanked all of the individuals that were involved in saving her life.

Ambulance Director Gensterblum provided a recap of the event and thanked Mr. Sherman the 9-1-1 Central Dispatch personnel for their efforts.

Fire Chief Krizov stated that his crew did not play a large part in the event but he thanked his crew for being there and extended his appreciation for the cooperation between departments.

City Manager Gorman thanked everyone for their service and stated that emergency personnel in the City of Portland have truly been tested; they are the best in the State.

Police Chief Thomas recognized other life saving efforts performed by Officers Listerman, Goggins, Kaufman and Burkhardt.

Mayor Barnes stated he could be a part of these kinds of recognitions all day long. Emergency personnel deal with life and death situations every day. He further thanked them for all they do.

Bill Roeser, President and CEO of Sparrow Ionia, presented the rendering of the new Sparrow Medical Group building to be developed in Portland and outlined the services that will be provided. They are hoping to be open by Summer 2020.

There was discussion.

City Manager Gorman stated that the preliminary site plan will be presented to the Planning Commission on Wednesday, October 9, 2019. The final site plan review is expected to take place at the Planning Commission meeting on Wednesday, November 13, 2019. It is likely that a couple of variances will be needed. City Manager Gorman noted that Mr. Roeser is a member of the Planning Commission and will be abstaining during this process.

Under New Business, the Council considered Resolution 19-59 to approve a proposal from Pulse Broadband to create an Executable Project Plan (EPP) for an estimate amount of \$35,000.00 - \$45,000.00 for the development of broadband infrastructure for continued economic development in the City of Portland and service to its residents. At its meeting on September 24, 2019, the Board of Light and Power recommended that Council approve the proposal.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 19-59 approving a proposal from Pulse Broadband to create an Executable Project Plan (EPP) and approving, authorizing, and directing the Mayor to sign the Professional Services Agreement for the City of Portland.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 19-60 to approve MDOT Contract No. 19-5487 to provide \$375,000 in Federal Surface Transportation Funds for the Grand River Avenue Improvement Project, between Cutler Road and Rowe Avenue.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 19-60 approving, authorizing, and directing the Mayor and Clerk to sign MDOT Contract No. 19-5487 to provide \$375,000 in Federal Surface Transportation Funds for the Grand River Avenue Improvement Project.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 19-61 to approve construction costs estimated to be \$51,546.00 for the Bridge Street Realignment Project. During the planning stages of the Safe Routes to School project, the City requested city engineers review the geometrics of the intersection of W. Grand River Ave. and Bridge St. for the possibility of enhancing safety. The city engineers recommend reconstructing Bridge St. to align with Quarterline St.

City Manager Gorman presented a sketch of the proposed changes to the intersection. He noted that a dedicated turn lane will be added for traffic travelling east on W. Grand River Ave. and turning onto Bridge St.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 19-61 approving the construction costs for the Bridge Street Realignment Project.

Yeas: VanSlambrouck, Baldyga, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 19-62 to amend the Budget for Fiscal Year 2019-2020.

Finance Officer/Treasurer Tolan answered some questions related to the proposed amendments.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 19-62 to amend the Budget for Fiscal Year 2019-2020.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Baldyga, Barnes

Nays: None

Adopted

Motion by Baldyga, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on September 16, 2019, payment of invoices in the amount of \$179,264.15 and payroll in the amount of \$226,557.83 for a total of \$405,821.98. Purchase orders to Greg Cook Builders in the amount of \$7,233.45 for painting of street lamp posts and Signature Ford in the amount of \$33,874.00 for a 2020 Ford Police Interceptor Utility Vehicle were also included.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman thanked Chief Thomas and the Police Department for their efforts involved with the bomb threat to Portland Public Schools that took place on September 25, 2019.

Under Council Member Comments, Mayor Barnes recapped the Sesquicentennial events held over the weekend of September 20 – 22, 2019. This historical event was made possible with a very large group effort.

Mayor Barnes noted that he represented the City at an Eagle Scout Celebration for Jesse Ward on October 6, 2019. Mr. Ward built a fire pit at the VFW Post to be used for the appropriate disposal of unusable, retired United States flags.

Mayor Pro-Tem VanSlambrouck stated that the Stuff the Bus event to benefit the local coat drive is going on now through October 17, 2019. They are accepting winter clothing and food.

Mayor Pro-Tem VanSlambrouck noted that the VFW will be hosting Burger Nights on Friday, October 11, 2019 to benefit the Portland Senior Center and Friday, November 1, 2019 to benefit the Portland Community Fund.

Council Member Baldyga noted that meetings like tonight's are a privilege to be a part of.

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

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 8:34 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the October 7, 2019 City Council Meeting

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

Present – Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Member Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Finance Officer/Treasurer Tolan; Ambulance Director Gensterblum; Police Chief Thomas

Recognition of emergency personnel for life saving efforts.

Presentation - Bill Roeser, President and CEO of Sparrow Ionia, presented the rendering of the new Sparrow Medical Group building to be developed in Portland and outlined the services that will be provided.

Approval of Resolution 19-59 approving a proposal from Pulse Broadband to create an Executable Project Plan (EPP) and approving, authorizing, and directing the Mayor to sign the Professional Services Agreement for the City of Portland.

All in favor. Adopted.

Approval of Resolution 19-60 approving, authorizing, and directing the Mayor and Clerk to sign MDOT Contract No. 19-5487 to provide \$375,000 in Federal Surface Transportation Funds for the Grand River Avenue Improvement Project.

All in favor. Adopted.

Approval of Resolution 19-61 approving the construction costs for the Bridge Street Realignment Project.

All in favor. Adopted.

Approval of Resolution 19-62 to amend the Budget for Fiscal Year 2019-2020.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:34 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
SLICK SHIRTS SCREEN PRINTING	02003	YOUTH SOCCER SHIRTS - REC	666.50
K-13 LAWN CARE	00220	2019 LAWN SERVICES - PARKS	1,100.00
HYDRO DYNAMICS	02203	RAW SEWAGE PUMP REBUILD - WW	4,196.34
BADER & SONS CO.	00031	CHAIN SAW CHAINS - ELECTRIC	55.12
MENARDS	00260	EPOXY FLOOR COVER FOR LAB - WW	93.49
MENARDS	00260	SUPPLIES, SCREEN DOOR/RETURN - WW	113.84
TOP QUALITY GLOVES	02227	GLOVES -AMB	121.90
BLUE CROSS BLUE SHIELD OF MICHIGANMISC		REFUND AMB PAYMNT REIM - AMB	803.49
MCCLEAN ELECTRIC LLC	MISC	CONDUIT & WIRE FOR TUBE HEATERS - ELECTRIC	567.00
TOM'S FOOD CENTER	00452	VAR SUPPLIES - VAR DEPTS	1,161.15
S&K TROPHIES AND PLAQUES	00401	ADULT SB TOURN TROPHY - REC	60.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	200.00
CHERRY HILL ESTATES	02081	4TH QTR ASSOC FEES - ECON DEV	79.95
MHR BILLING	01780	BILLING FOR SEPT SERVICES - AMB	1,298.00
PRINTING SYSTEMS	00375	ACCOUNTS PAYABLE CHECKS-VARIOUS DEPTS	311.72
KENDALL ELECTRIC	00225	20' STAINLESS STEEL - ELECTRIC	442.10
KENDALL ELECTRIC	00225	GALV BLINE CHANNEL, TWIRL NUT - ELEELECTRIC	143.96
NATIONAL HIGHWAY MAINTENANCE SYSTEMS	02606	CRACK SEALER - MAJ, LOC STS	2,412.50
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	29.07
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	122.99
GRANGER	00175	REFUSE - PARKS, CEM, MP	374.26
GRANGER	00175	REFUSE - REFUSE	12,577.34
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES/PARTS - VAR DEPTS	714.92
GRANGER	00175	REFUSE - WW	152.58
GRANGER	00175	REFUSE - POL, ELECTRIC, COMM PROMO	152.58
CENTURYLINK	01567	PHONE SERVICES - GEN, WATER, WW, MP, ELECT	6.03
UTILITY SERVICE CO. INC.	02133	QRTLY WATER TOWER MAIN SOUTH TANK - WATER	8,292.73
UTILITY SERVICE CO. INC.	02133	QRTLY WATER TOWER MAINT HILL ST - WATER	4,386.08
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
ARROW ROOFING AND SUPPLY, INC.	MISC	PATCHED ROOF - CITY HALL	421.00
STAPLES BUSINESS CREDIT	00426	SUPPLIES - VAR DEPTS	207.57

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,275.23
PRINTING SYSTEMS	00375	PAYROLL CHECKS - VARIOUS DEPTS	279.74
PRINTING SYSTEMS	00375	PROPERTY TAX CHECKS - GEN	132.99
MENARDS	00260	GLOVE, SUPPLIES - PARKS, CEM	136.47
STATE OF MICHIGAN	02577	WATER SAMPLES - WATER	180.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	431.93
IONIA COUNTY ROAD COMMISSION	00208	CHIP SEALING DIV & MAYNARD - LOC, MAJ STS	43,238.99
FAMILY FARM & HOME	01972	SUPPLIES, FENCE POSTS - CEM, PARKS	167.37
RYAN HONSOWITZ	00191	CLOTHING ALLOWANCE - CEMETERY, MTR POOL	159.94
JANET OGDEN	02478	CONFERENCE MILEAGE AND MEALS - ASSESSOR	282.73
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	17.12
FORTE PAYMENT SYSTEMS	02522	SEPT CC CHARGES - REC	16.78
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	215.81
PETERSEN OIL & PROPRANE	02534	PROPANE - MP	148.74
KEUSCH SUPER SERVICE	00228	SPARK PLUGS & IGNITION COIL - POLICE	348.88
STAR THOMAS	01654	MEMBERSHIP MACP - POLICE	115.00
SCOTT HONSOWITZ	00192	CLOTHING ALLOWANCE - ELECTRIC	85.00
MUNICIPAL INSPECTION SERVICES	00323	SEPT 2019 BLDG/TRADE PERMITS - GEN	5,332.00
ELHORN ENGINEERING	00139	EL CHLOR CARBOY ETC - WATER	476.50
CULLIGAN	02130	WATER CITY HALL - GEN	19.00
HOMETOWN SPORTS, INC.	01326	HOODIES - ELECTRIC	570.00
POWER LINE SUPPLY COMPANY	00389	CLOTHING, SWEATSHIRTS - ELECTRIC	835.50
JON M. HYLAND	00196	CONFERENCE TRAVEL EXP - ELECTRIC	831.36
SUPPLYGEEKS FRIS	02052	COPY PAPER - GEN	349.50
KENDALL ELECTRIC	00225	B LINE CHANNEL - ELECTRIC	1,315.04
WOW! INTERNET-CABLE PHONE	02132	INTERNET - MP	25.00
USA TODAY NETWORK	02501	SEPT COUNCIL MEETINGS SYNOPSIS - GEN	188.00
AT&T	00686	PHONE SERVICE - GENERAL	158.15
AT&T	00686	PHONE SERVICE - ELECTRIC	237.15
AT&T	00686	PHONE SERVICE - WATER, MOTOR POOL	316.29
AT&T	00686	PHONE SVC - WASTE WATER	71.03

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AT&T	00686	PHONE LINE HYDRO DAM - ELECTRIC	79.04
AT&T	00686	PHONE SERVICE - GENERAL	271.71
MICHIGAN PAVEMENT MARKINGS	00885	PAINTING DIV & MAYNARD - LOC, MAJ STS	1,500.71
NORTH CENTRAL LABORATORIES	00959	CASE NITRILE GLOVES - WW	191.64
FLEIS & VANDENBRINK	00153	SEPT ENGINEERING SERVICE - GEN	2,078.55
MI MUNICIPAL LIAB & PROP POOL	00288	NO COVERED CLAIM -ELECTRIC	1,600.36
FLEIS & VANDENBRINK	00153	DIV HWY BRIDGE FEAS STUDY - MAJ STS	541.95
Total:			\$105,710.41

**BI-WEEKLY
WAGE REPORT
October 21, 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.	13,266.23	86,944.16	2,637.87	21,601.45	15,904.10	108,545.61
ASSESSOR	1,289.53	9,104.57	98.65	696.51	1,388.18	9,801.08
CEMETERY	4,033.18	39,469.18	375.68	8,971.95	4,408.86	48,441.13
POLICE	14,186.27	128,839.14	2,877.29	28,522.83	17,063.56	157,361.97
CODE ENFORCEMENT	653.47	6,060.25	91.47	1,295.45	744.94	7,355.70
PARKS	2,818.08	33,184.74	287.87	4,314.29	3,105.95	37,499.03
INCOME TAX	2,030.83	18,256.06	673.33	6,141.78	2,704.16	24,397.84
MAJOR STREETS	4,896.87	32,032.08	1,079.31	12,339.34	5,976.18	44,371.42
LOCAL STREETS	1,778.25	27,582.35	341.83	10,788.13	2,120.08	38,370.48
RECREATION	281.94	12,633.31	35.99	2,106.98	317.93	14,740.29
AMBULANCE	12,138.32	113,884.89	1,982.64	22,090.86	14,120.96	135,975.75
DDA	2,233.21	22,844.86	322.05	3,684.01	2,555.26	26,528.87
ELECTRIC	17,459.06	159,634.86	3,119.38	41,032.49	20,578.44	200,667.35
WASTEWATER	6,349.56	60,148.89	1,025.18	15,824.14	7,374.74	75,973.03
WATER	5,507.56	48,426.71	1,391.04	15,541.91	6,898.60	63,968.62
MOTOR POOL	1,241.38	15,050.75	94.98	4,475.17	1,336.36	19,525.92
TOTALS:	90,163.74	814,096.80	16,434.56	199,427.29	106,598.30	1,013,524.09

**BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 10/17/2019
MEETING DATE 10/21/2019**

Fund	Description	Beginning Balance 10/4/2019	Total Cash in	Total Cash out	Cash Balance 10/17/2019	Time Certificates	Ending Balance 10/17/2019
101	GENERAL FUND	1,548,675.68	538,011.93	(194,167.27)	1,892,520.34	235,000.00	2,127,520.34
105	INCOME TAX FUND	70,630.35	19,886.33	(8,711.21)	81,805.47	10,000.00	91,805.47
150	CEMETERY PERPETUAL CARE FUND	55,283.63	-	(36.12)	55,247.51		55,247.51
202	MAJOR STREETS FUND	278,310.01	101,491.27	(28,999.54)	350,801.74		350,801.74
203	LOCAL STREETS FUND	217,555.58	91,886.99	(20,054.05)	289,388.52		289,388.52
208	RECREATION FUND	13,885.64	474.34	(3,783.25)	10,576.73		10,576.73
210	AMBULANCE FUND	30,745.16	33,723.88	(45,679.04)	18,790.00		18,790.00
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	559,039.19	5,512.94	(6,065.88)	558,486.25		558,486.25
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	398,090.62	-	(149,492.68)	248,597.94		248,597.94
520	REFUSE SERVICE FUND	10,515.17	5,246.03	-	15,761.20		15,761.20
582	ELECTRIC FUND	1,056,491.27	179,742.17	(190,847.55)	1,045,385.89	530,000.00	1,575,385.89
590	WASTEWATER FUND	(126,171.24)	48,562.02	(80,904.92)	(158,514.14)		(158,514.14)
591	WATER FUND	26,202.84	64,199.80	(42,615.06)	47,787.58	420,000.00	462,196.89
661	MOTOR POOL FUND	105,834.90	11,241.95	(46,388.52)	70,688.33		70,688.33
703	CURRENT TAX FUND	11,885.34	5,735.93	-	17,621.27		17,621.27
	TOTAL - ALL FUNDS	4,260,336.39	1,105,715.58	(817,745.09)	4,548,306.88	1,195,000.00	5,737,716.19
					ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
					ELECTRIC - MPPA MUNICIPAL TRUST	159,983.01	159,983.01
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	913,492.78	913,492.78
					ELECTRIC-PRIN & INT ESCROW	149,669.36	149,669.36
					WASTEWATER DEBT ESCROW	321,149.20	321,149.20
					WASTEWATER REPAIR ESCROW	118,903.92	118,903.92
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	12,791.41	12,791.41
							8,114,207.64

*Customer Deposit Breakdown
 Electric 128,000.00
 Wastewater 21,000.00
 Water 21,000.00
170,000.00

User: ABAUM
DB: Portland

PERIOD END: 09/30/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	09/30/2019 NORMAL (ABNORMAL)	MONTH 09/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,063,204.00	608,797.18	371,174.24	454,406.82	57.26
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	21,250.05	14,105.86	19,749.95	51.83
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	6.16	6.16	(6.16)	100.00
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	5,445.53	0.00	18,554.47	22.69
101-000-455.000	TRAILER FEES	350.00	138.00	48.00	212.00	39.43
101-000-476.000	NON-BUSINESS PERMITS	66,000.00	40,045.00	6,745.00	25,955.00	60.67
101-000-490.000	PREPAID UTILITY BILLS-EL,WA,WW	0.00	2.76	0.00	(2.76)	100.00
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	3,742.75	0.00	(242.75)	106.94
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	58,330.00	0.00	291,063.00	16.69
101-000-576.000	REVENUE SHARING-STAT SALES	112,685.00	18,238.00	0.00	94,447.00	16.18
101-000-620.000	PBT TESTING FEES	3,000.00	350.00	135.00	2,650.00	11.67
101-000-623.000	TRANSCRIPT FEES	0.00	591.12	549.12	(591.12)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	319,044.00	79,761.00	26,587.00	239,283.00	25.00
101-000-630.000	CEMETERY LOT SALES	3,500.00	2,550.00	275.00	950.00	72.86
101-000-633.000	CEMETERY CARE FEES	2,500.00	2,232.00	1,045.20	268.00	89.28
101-000-634.000	GRAVE OPENING FEES	8,000.00	3,475.00	1,775.00	4,525.00	43.44
101-000-656.000	DISTRICT COURT FINES	9,500.00	2,205.54	724.68	7,294.46	23.22
101-000-661.000	PARKING FINES	2,500.00	490.00	40.00	2,010.00	19.60
101-000-663.000	MISCELLANEOUS FINES	2,000.00	773.00	136.00	1,227.00	38.65
101-000-665.000	INTEREST INCOME	0.00	938.57	311.70	(938.57)	100.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	0.00	262.32	85.60	(262.32)	100.00
101-000-667.000	RENTAL INCOME	1,500.00	550.00	275.00	950.00	36.67
101-000-676.004	DONATION-RED MILL BUILDING	10,000.00	0.00	0.00	10,000.00	0.00
101-000-677.000	MOWING/STUMP/SNOW REMOVAL	0.00	76.40	0.00	(76.40)	100.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	10,000.00	4,216.45	4,797.36	5,783.55	42.16
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	30,000.00	12,050.89	3,847.44	17,949.11	40.17
101-000-678.007	REIMBURSEMENTS-PAMA	0.00	1,563.00	0.00	(1,563.00)	100.00
101-000-699.150	TRANSFER FROM PERP CARE	0.00	73.67	0.00	(73.67)	100.00
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	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		2,189,002.00	868,154.39	432,663.36	1,320,847.61	39.66
Expenditures						
100	COUNCIL	88,555.00	21,335.75	21,226.62	67,219.25	24.09
101	COMMUNITY PROMOTIONS	308,846.00	95,721.82	34,241.39	213,124.18	30.99
172	CITY MANAGER	170,530.00	32,281.08	11,826.80	138,248.92	18.93
191	ELECTIONS	5,050.00	444.81	18.00	4,605.19	8.81
201	GENERAL ADMINISTRATION	413,019.00	130,580.75	17,935.80	282,438.25	31.62
209	ASSESSING	53,485.00	9,736.50	3,210.72	43,748.50	18.20
265	CITY HALL	60,763.00	20,843.79	6,895.20	39,919.21	34.30
276	CEMETERY	155,663.00	39,836.38	13,674.45	115,826.62	25.59
301	POLICE	772,378.43	129,389.29	41,832.95	642,989.14	16.75
371	CODE ENFORCEMENT	55,574.00	7,758.08	2,131.37	47,815.92	13.96
728	ECONOMIC DEVELOPMENT	19,460.00	8,591.82	3,562.12	10,868.18	44.15
751	PARKS	161,213.00	38,244.09	9,995.57	122,968.91	23.72
TOTAL EXPENDITURES		2,264,536.43	534,764.16	166,550.99	1,729,772.27	23.61

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 09/30/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	2,189,002.00	868,154.39	432,663.36	1,320,847.61	39.66
	TOTAL EXPENDITURES	2,264,536.43	534,764.16	166,550.99	1,729,772.27	23.61
	NET OF REVENUES & EXPENDITURES	(75,534.43)	333,390.23	266,112.37	(408,924.66)	441.38

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2019 NORMAL (ABNORMAL)	MONTH 09/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		724,400.00	46,077.24	46,134.92	678,322.76	6.36
TOTAL EXPENDITURES		1,119,219.00	47,884.77	29,206.28	1,071,334.23	4.28
NET OF REVENUES & EXPENDITURES		(394,819.00)	(1,807.53)	16,928.64	(393,011.47)	0.46
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		12,500.00	1,609.79	186.12	10,890.21	12.88
TOTAL EXPENDITURES		0.00	73.67	0.00	(73.67)	100.00
NET OF REVENUES & EXPENDITURES		12,500.00	1,536.12	186.12	10,963.88	12.29
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		924,262.00	101,417.27	100,799.06	822,844.73	10.97
TOTAL EXPENDITURES		935,084.00	146,395.61	17,361.90	788,688.39	15.66
NET OF REVENUES & EXPENDITURES		(10,822.00)	(44,978.34)	83,437.16	34,156.34	415.62
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		343,201.00	90,625.02	71,662.45	252,575.98	26.41
TOTAL EXPENDITURES		384,178.00	112,175.13	25,337.89	272,002.87	29.20
NET OF REVENUES & EXPENDITURES		(40,977.00)	(21,550.11)	46,324.56	(19,426.89)	52.59
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		129,500.00	21,757.69	8,236.20	107,742.31	16.80
TOTAL EXPENDITURES		129,497.00	28,481.90	3,794.09	101,015.10	21.99
NET OF REVENUES & EXPENDITURES		3.00	(6,724.21)	4,442.11	6,727.21	224,140.
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		597,432.00	182,382.06	64,758.03	415,049.94	30.53
TOTAL EXPENDITURES		646,971.00	168,792.94	59,943.59	478,178.06	26.09
NET OF REVENUES & EXPENDITURES		(49,539.00)	13,589.12	4,814.44	(63,128.12)	27.43
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES		331,015.00	288,863.61	234,067.95	42,151.39	87.27
TOTAL EXPENDITURES		566,870.00	76,437.25	32,402.52	490,432.75	13.48
NET OF REVENUES & EXPENDITURES		(235,855.00)	212,426.36	201,665.43	(448,281.36)	90.07
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	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		344,200.00	0.00	0.00	344,200.00	0.00
NET OF REVENUES & EXPENDITURES		(344,200.00)	0.00	0.00	(344,200.00)	0.00

User: ABAUM
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PERIOD END: 09/30/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 09/30/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	152,000.00	25,414.70	12,634.08	126,585.30	16.72
	TOTAL EXPENDITURES	150,900.00	25,113.33	0.00	125,786.67	16.64
	NET OF REVENUES & EXPENDITURES	1,100.00	301.37	12,634.08	798.63	27.40
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	3,993,725.00	776,839.19	382,602.93	3,216,885.81	19.45
	TOTAL EXPENDITURES	4,597,709.00	836,548.78	250,330.93	3,761,160.22	18.19
	NET OF REVENUES & EXPENDITURES	(603,984.00)	(59,709.59)	132,272.00	(544,274.41)	9.89
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	938,500.00	217,691.23	118,432.23	720,808.77	23.20
	TOTAL EXPENDITURES	1,138,958.00	175,047.52	56,738.58	963,910.48	15.37
	NET OF REVENUES & EXPENDITURES	(200,458.00)	42,643.71	61,693.65	(243,101.71)	21.27
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	649,827.00	155,484.41	89,534.64	494,342.59	23.93
	TOTAL EXPENDITURES	949,831.00	129,190.42	64,182.42	820,640.58	13.60
	NET OF REVENUES & EXPENDITURES	(300,004.00)	26,293.99	25,352.22	(326,297.99)	8.76
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	381,552.00	78,236.14	22,753.88	303,315.86	20.50
	TOTAL EXPENDITURES	513,409.00	48,223.96	13,559.52	465,185.04	9.39
	NET OF REVENUES & EXPENDITURES	(131,857.00)	30,012.18	9,194.36	(161,869.18)	22.76
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
	NET OF REVENUES & EXPENDITURES	9,186,914.00	1,986,398.35	1,151,802.49	7,200,515.65	21.62
		11,485,826.00	1,794,365.28	552,857.72	9,691,460.72	15.62
	NET OF REVENUES & EXPENDITURES	(2,298,912.00)	192,033.07	598,944.77	(2,490,945.07)	8.35

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

Held on Wednesday, June 12, 2019 at 7:00 P.M.
In Council Chambers at City Hall

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

Absent: Kmetz, Culp

Staff: City Manager Gorman; City Clerk Miller, Paul LeBlanc, AICP of PLB Planning Group

Guests: Joann Pline; Lois Smith; Gary Olson; Jon Moxey of Fleis & VandenBrink; Patrice and Darrin Weber, owners of Portland Assisted Living Center; staff members of Portland Assisted Living Center; David Straub, Chief Operating Officer of Mayberry Homes; Diane Friedrieachsen, Executive Director of The Brook; Sandy Elliot, CEO of The Brook; William Carey and Jim DeWitt, Executive Directors of The Brook; Kimberlee Pappas, Marketing Communications Specialist of The Brook; Scott Perrin of Perrin Construction; Bill Frazier and Katelyn Gress of the Sidock Group, Inc.; Jordan Smith of The Beacon; Nick Grifhorst of the Ionia Sentinel-Standard

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

Motion by Williamson, supported by Roeser, to excuse the absence of Member Kmetz.
All in favor. Approved.

There were no public comments for items not on the agenda.

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

Motion by Williamson, supported by Fitzsimmons, to approve the minutes of the May 8, 2019 meeting as presented.
All in favor. Approved.

Under Public Hearings and New Business, City Manager Gorman explained The Brook is requesting an amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for development of an Elderly Housing Facility. They are also requesting the rezoning of the 10-acre parcel from the TND PUD to R-3 Multifamily District and a Special Land Use related to the potential development of an Elderly Housing Facility.

City Manager Gorman further explained that this is the second time going through this process. It came to the City's attention that the first time the notices that were mailed out did not include all residences in the 300' radius of the proposed development. The process was renoticed in order to give all residents an opportunity for comment.

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Bill Carey, Executive Director and Legal Counsel for The Brook, introduced himself and the team representing The Brook and provided a brief history of the company.

Kim Pappas, Marketing Communications Specialist of The Brook, gave a presentation for The Brook Retirement Communities.

Chair Grapentien opened the Public Hearing to consider an amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning related to potential development of an Elderly Housing Facility by The Brook on a portion of the Rindlehaven Development at 7:17 P.M.

There was no public comment.

Chair Grapentien closed the Public Hearing at 7:17 P.M.

Motion by Williamson, supported by Fitzsimmons, to recommend the amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning related to potential development of an Elderly Housing Facility to the City Council for approval.
All in favor. Approved.

Chair Grapentien opened the Public Hearing to consider a proposed rezoning, from the TND PUD to R-3 Multifamily, related to the potential development of an Elderly Housing Facility by The Brook on a portion of the Rindlehaven Development at 7:18 P.M.

Ms. Weber asked if the ratio of commercial to residential will be changed, how will it be affected.

Chair Grapentien explained that because the property is being removed from the TND PUD the ratio will not apply.

There was discussion of reopening the first Public Hearing so that Mr. LeBlanc could present information regarding the proposed requests.

Chair Grapentien reopened the Public Hearing to consider an amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning related to potential development of an Elderly Housing Facility by The Brook on a portion of the Rindlehaven Development at 7:21 P.M.

Mr. LeBlanc noted that removing the 10-acres from the PUD reduces the PUD from 152 acres to 142 acres and presented information on the request stating that the current TND PUD does provide for a much larger senior housing development at the east end of the Rindlehaven Development near Cutler Rd. The proposed elderly housing facility is not a new use as it is part of the original TND PUD; it is only being moved and reduced in size.

Mr. LeBlanc further noted that the proposed area for development was planned as commercial in the TND PUD, since the recession a few years ago communities are tending to reconsider the amount of commercial property that is needed. The City's Master Plan emphasizes the importance of Portland's downtown area. From a planning standpoint a community can only

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support so much commercial property. The amount of commercial planned in the TND PUD is not feasible for the City of Portland.

City Manager Gorman noted that this proposed development by The Brook did not prompt discussions to amend the current TND PUD; these discussions have been taking place for quite some time.

City Manager Gorman stated that Keith Cook, one of the original Rindlehaven developers, was at the May 8, 2019 Planning Commission meeting and stated his feeling that when the Rindlehaven plan was developed it was the type of development desired by the City although it wasn't what he had foreseen. Because of the downturn in the economy the development did not happen. Mr. Cook further stated the development shouldn't have been a TND and the proposed use is part of what was originally planned.

Mr. LeBlanc stated that he recommends the approval of a recommendation to the City Council to amend the Rindlehaven TND PUD based on the following reasons (as outlined in his memo to the Planning Commission):

- The scale of the approved PUD has been shown to be overly ambitious.
- The planned commercial component on the subject property is determined to be infeasible and not in the best interest of the City and its business community.
- The amendment would open an opportunity for an elderly housing development that is needed by the community and is consistent with the mixed-use character envisioned by the City Master Plan for this area.
- An elderly housing project on this parcel would generate far less traffic than the uses proposed in the approved PUD plan and would add a potential customer base for nearby businesses.

Chair Grapentien stated that he was on the Planning Commission when the existing Rindlehaven TND PUD was approved. He agreed with the current commercial space was appropriate but he also agrees The Brook would be a good fit for the area.

Ms. Weber asked if the original TND PUD will be redeveloped.

Chair Grapentien stated that the Planning Commission is requesting the TND PUD be amended.

City Manager Gorman noted that the remaining TND PUD is firmly in place until Mayberry Homes presents a plan to amend it.

Chair Grapentien closed the Public Hearing at 7:32 P.M.

Motion by Williamson, supported by Fitzsimmons, to recommend the amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning related to potential development of an Elderly Housing Facility to the City Council for approval.
All in favor. Approved

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Chair Grapentien reopened the Public Hearing to consider a proposed rezoning, from the TND PUD to R-3 Multifamily, related to the potential development of an Elderly Housing Facility by The Brook on a portion of the Rindlehaven Development at 7:33 P.M.

Mr. LeBlanc noted the criteria the Planning Commission needs to consider for rezoning as outlined in Section 42-33 (b)(2) of the Zoning Ordinance.

Mr. LeBlanc stated that he recommends the approval of a recommendation to the City Council to approve the rezoning to R-3, multi-family residential, based on the following reasons (as outlined in his memo to the Planning Commission):

- The rezoning request satisfies the criteria of Section 42-33 (b)(2).
- The R-3 zoning district permits a range of uses that would be compatible with the existing and planned development on the surrounding property.
- As noted in the Master Plan, there is an expressed need for alternate housing choices in the City that would be allowed in the R-3 district.

City Manager Gorman stated that the City's engineers have reviewed the proposed development and have no concerns with City services being negatively impacted.

Jon Moxey of Fleis & VandenBrink gave an overview of the Rindlehaven Infrastructure Review that was conducted.

Chair Grapentien closed the Public Hearing at 7:48 P.M.

Motion by Roeser, supported by Williamson, to recommend the proposed rezoning, from TND PUD to R-3 Multifamily, to the City Council for approval.
All in favor. Approved.

Chair Grapentien opened the Public Hearing to consider a request for a Special Land Use Permit related to the potential development of an Elderly Housing Facility (Section 42-341) by The Brook on a portion of the Rindlehaven Development at 7:49 P.M.

Mr. LeBlanc stated that Elderly Housing is permitted in the R-3 district with the approval of the Planning Commission; but would be contingent on amending the PUD and rezoning of the property by the City Council. Pursuant to the Zoning Enabling Act, if all criteria are met then the request must be approved.

Mr. LeBlanc presented the criteria that must be met per the City of Portland Zoning Ordinance, as outlined in his memo to the Planning Commission. Per Section 42-341 (p)(1), since the May Planning Commission meeting the applicant will has verified the number of parking spaces and does meet this requirement. Per Section 42-341 (p)(4), all units in the building shall have a minimum of 450 sq. ft. per unit. This criterion was discussed at length during the May Planning Commission meeting. The applicant stated that some of the units are 416 sq. ft. but because there are central common areas the actual living space goes well beyond the 450 sq. ft. requirement. Per Section 42-341 (p) (5) a covered drop-off and pick-up area shall be provided on-site in close proximity to the main entrance and walkways shall be provided from the main building to the sidewalk along the adjacent street. A covered drop-off area at the front entrance is shown on the

Planning Commission Minutes
June 12, 2019

preliminary site plan and the final site plan does show the required sidewalks so that standard is met.

Mr. LeBlanc stated his recommendation that the Planning Commission approve the Special Land Use Permit subject to the following (as outlined in his memo to the Planning Commission):

- Approval is conditioned on obtaining a rezoning of the site to R-3 Multifamily by the City Council;
- All special use requirements of Section 42-341 (p) be satisfied;
- A complete final site plan, as required by Section VI of the Zoning Ordinance, be submitted for review and approval prior to any construction.

There was no public comment.

Chair Grapentien closed the Public Hearing at 7:59 P.M.

Motion by Fitzsimmons to approve the Special Land Use Permit for an Elderly Housing Facility by The Brook upon the condition the City Council's approval of the rezoning of the property and a complete and final site plan review.

Second by Williamson because all of the general criteria and the additional criteria specific to elderly housing have been met.

All in favor. Approved.

Bill Frazier, of The Sidock Group, presented the proposed site plan for The Brook. They meet and exceed the 25-year and 100-year storm water requirements of Ionia County. The water main has been looped to increase flow rates. The required 63 parking spaces have been included. The required hookups for sanitary sewer have been provided for. They have exceeded the minimum requirements for roadway widths.

Mr. LeBlanc presented his review of the proposed site plan. The proposed site plan includes a new median cut on Rindle Bluff Dr. The proposed landscaping meets the City's requirements. A potential issue with the location of the dumpster enclosure located at the NE corner of the parking lot was raised during the initial site plan review. The parking lot dead ends at both ends so the trash hauler will have to drive in and then back all the way out which may be cumbersome. Mr. LeBlanc noted that Fire Chief Krizov has reviewed the site and is satisfied with the layout.

Mr. LeBlanc stated his recommendation that the Planning Commission should approve the final site plan, based on its compliance with the standards of Section 42-379, as noted, and subject to the following conditions:

- Approval by the City Council to rezone the property to R-3;
 - Special use approval by the Planning Commission for elderly housing;
 - Approval of all utility, grading, stormwater, and other related improvements by the City engineer;
 - Approval of the emergency access and related improvements by the City fire department;
- and

Planning Commission Minutes
June 12, 2019

- Conformance of all proposed signs with City requirements.

Jon Moxey, of Fleis & VandenBrink, provided an overview of his review of the proposed site plan. From a utility standpoint, the proposed site plan is well within what has been contemplated and meets the City's ordinance requirements with some minor details to be addressed by City Staff.

Mr. Moxey stated his recommendation that the Planning Commission should approve the proposed site plan with minor changes to be addressed by City Staff.

City Manager Gorman noted that both Portland Area Fire Authority Fire Chief Krizov, Ambulance Director Gensterblum, and Police Chief Thomas were all involved in the review of the preliminary site plan. There were no concerns expressed in regard to emergency service personnel's ability to access the proposed development.

Mrs. Smith asked for clarification on where Rowe Ave. is located in relation to the proposed development by The Brook and if there will be another entrance to the development.

Chair Grapentien noted the location of Rowe Ave. to the development and the proposed addition of sidewalk that would be installed and connect near the River Trail. He stated that there will not be another entrance to the development.

Gary Olson inquired about the type of outdoor lighting that will be used for the development.

Mr. Frazier stated there will be 18 ft. tall poles with down lighting used for the outdoor lighting.

City Manager Gorman noted that the lighting meets the standards of the Zoning Ordinance.

Chair Grapentien noted the proposed site plan is a nice plan, it meets all requirements and, in some cases, it goes beyond the standards.

Motion by Fitzsimmons, supported by Williamson, to approve the proposed site plan for The Brook to construct an Elderly Housing Facility on a portion of the Rindlehaven Development contingent on the approval by the City Council to rezone the property to R-3, special use approval by the Planning Commission for elderly housing, and approval of all utility, grading, stormwater, and other related improvements by the City engineer.

All in favor. Approved.

City Manager Gorman noted that the Planning Commission has previously approved a site plan and special land use for the Muffler Man, located at 738 E. Grand River Ave. They are still working on the back part of the property to bring into compliance with the previous approvals but the weather this Spring has made it difficult. They plan to expand the paved area in the rear of the building. City Manager Gorman stated that he will determine if this additional request can be approved administratively or if they will need to come back to the Planning Commission for approval.

Planning Commission Minutes
June 12, 2019

Under Planning Commission Member Comments, Member Bill Roeser, President of Sparrow Ionia, noted that the Sparrow Clinic at the corner of Grand River Ave. and Cutler Rd. has outgrown its current location. Sparrow is working diligently on a plan and programming for its new facility to be located on Cutler Rd.

City Manager Gorman noted that Mr. Roeser will be recuse himself from voting on all decisions related to the Sparrow Development.

Chair Grapentien thanked the public for attending tonight's meeting.

Motion by Williamson, supported by Roeser, to adjourn the meeting at 8:23 P.M.
All in favor. Approved.

Respectfully submitted,

Jason Williamson, Secretary

CITY OF PORTLAND ELECTION COMMISSION

RESOLUTION TO PERMANENTLY CONSOLIDATE PRECINCTS AND CREATE AN ABSENT VOTER COUNTING BOARD

WHEREAS, Act 116 of 1954, as amended, being MCL 168.658, allows a municipal election commission to consolidate precincts when there are not more than 2,999 active registered electors in that jurisdiction; and

WHEREAS, the City of Portland has 2,726 registered electors in two (2) precincts that reside in the City of Portland in Ionia County; and

WHEREAS, with the passage of Proposal 3 during the November 6, 2019 General Election all voters may now request an absent voter ballot; and

WHEREAS, according to the Bureau of Elections it appears that voters are taking advantage of this option, and are increasingly choosing to vote by absentee ballot rather than in the precinct on election day; and

WHEREAS, it is the desire of the City Clerk to permanently consolidate the two (2) precincts into one (1) precinct and create an Absentee Voter Counting Board.

NOW, THEREFORE, BE IT RESOLVED, that the two (2) precincts in the City of Portland be permanently consolidated and an Absentee Voter Counting Board be created.

Adopted this 16th day of October 2019, by the City of Portland Election Commission.

CITY OF PORTLAND ELECTION COMMISSION



Monique I. Miller, City Clerk



Janet Ogden, City Assessor



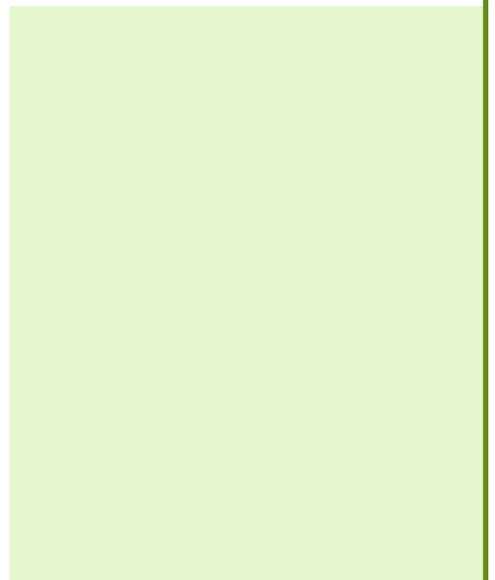
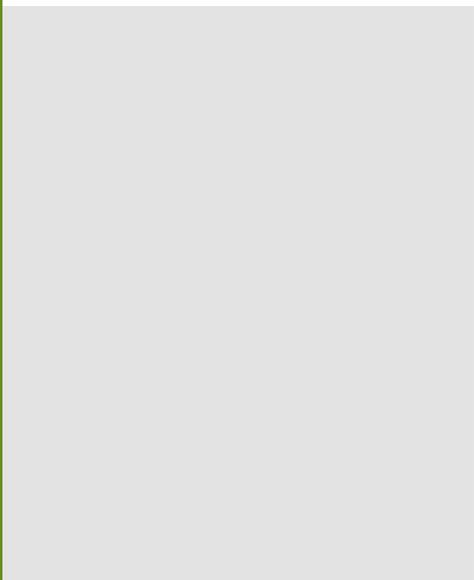
Karen McFadden, City Attorney





The City of Portland Operations & Maintenance Report

August 2019





September 30, 2019

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

RE: August 2019 Monthly Operations and Maintenance Report

Dear Mr. Gorman:

Attached is our Monthly Operation & Maintenance Report for the operation of the Wastewater Treatment Plant for the month of August 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” BUIST ELECTRIC PROPOSAL

APPENDIX “C” AUGUST 2019 COMPLETED WORK ORDERS

APPENDIX “D” Detailed Inspection Report of the Lift Stations Annual Maintenance

ADMINISTRATIVE REPORT

ADMINISTRATIVE

The August 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 August 2019. The average influent flow was 353,000 gallons per day. The daily maximum influent flow was 372,000 gallons, which occurred on August 22, 2019. The Monthly Operating Report (MOR) is located in [Appendix A](#).

ACTION ITEMS

- Currently the City of Portland WWTP is required to land apply biosolids three (3) times per year due to biosolids storage capacity limitations. This frequency of land application does not coincide with normal agricultural spring and fall planting cycles, and there are recurring issues with farm field and land application contractor availability. We recommend having a biosolids storage capacity study performed by an engineering firm to address this issue.
- The influent fine screen rake that was repaired by Staff in July 2019 has failed again. The influent screen protects the WWTP pumps and equipment from rags and other large debris in the raw sewage. The original damage occurred during the February 2019 ice jam. It is recommended that the fine screen be thoroughly inspected by a manufacturer's representative to assess the extent of the damage.
- It is recommended that a qualified electrical contractor perform annual cleaning and inspection of each individual Motor Control Center (MCC) cabinet as well as infrared testing of electrical components including variable frequency drives (VFDs). These preventive maintenance procedures may extend the useful life of electrical items by detecting issues early. Please see [Appendix B](#) for a proposal from Buist Electric.
- The two (2) recirculation pumps for the primary digester have exceeded their useful life span twice over and need to be replaced. We are having ongoing issues with keeping them primed, affecting the operational efficiency of the digester. These are the same pumps for which EGLE required submittal of a Corrective Action Plan in case either pump was rendered inoperable.

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 August 2019 work orders are located in [Appendix C](#).

- On August 8, 2019 FHC was on site to replace two (2) relays and the thermocouple on the waste gas burner in order to return the unit to operation. The waste gas burner will now work manually but does not operate properly in the automatic mode. The waste gas burner system will require further troubleshooting to address this issue.
- On August 14, 2019 Kennedy Industries was on-site to perform annual preventative maintenance on the Cutler Road, Canal Street, and Riverside lift stations. During their inspection at Canal Street lift station they discovered that pump #2 had a significant seal failure that led to complete failure of the pump. Proposals are being requested for replacement of the failed pump. Please see [Appendix D](#) for the detailed annual maintenance inspection reports.

OPERATIONS

- On August 12, 2019 a representative of the Michigan Rural Water Association (MRWA) was on-site to perform a security inspection as required per the terms of the USDA Agricultural Loan obtained for the most recent WWTP upgrade.
- On August 21, 2019 PVS Chemicals, Inc. delivered 3,990 gallons of ferrous chloride. They provided a portable emergency eyewash for safety but recommended that the City have a permanent emergency eyewash installed by the ferrous bulk tanks prior to the next chemical delivery.

SAFETY TRAINING

The following safety training was completed during August 2019:

- Machine Guarding
- Ergonomics
- Wheel Grinders
- Hazard Communication System
- Portable Power Tool Safety

WORK PERFORMED ON THE COLLECTION SYSTEM

The following collection system tasks were completed during August 2019:

- We received a sewer complaint call from a resident on Pleasant Street who reported sewage backing up in their basement. Staff inspected the sewer main between Manhole A-19 and Manhole A-120; the sewage was flowing normally and was not backed up in the manholes. Staff then proceeded to use the push camera to inspect the resident's sewer lateral and there was no significant blockage or damage to the lateral between the exterior cleanout and the sewer main. Staff recommended the resident have the lateral cleaned from inside the house to the exterior cleanout due to possible obstruction in the piping under the house.
- Approximately 4,595 feet of sanitary sewer main was cleaned during the period.
- Twenty-Two (22) Miss Digs were completed during the period.

EMERGENCY ALARM CALL- OUTS

We received one (1) after-hours alarm call out during August 2019.

- Staff received an alarm for a blower failure at 2:30 AM on August 10, 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 before departing.

OPERATIONAL AND MAINTENANCE EXPENSES

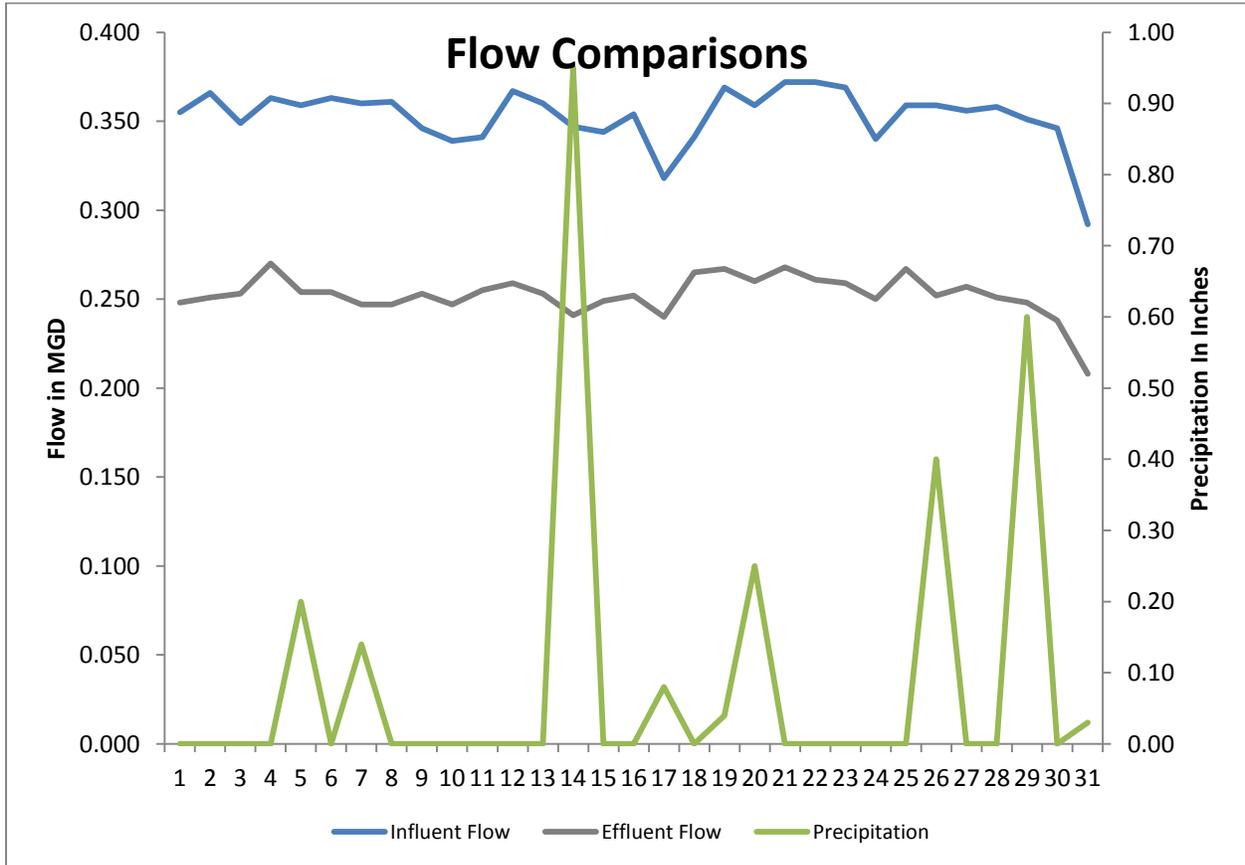
The following expenses were incurred during the month of August 2019:

Operational & Maintenance Expenses for 2019-2020 Fiscal Year

Date	Vendor	Item	Cost
8/7/2019	Jett Pump	Warrick Float Control Relay Canal Street Lift Station	\$399.00
8/16/2019	Kennedy Industries	Replace Float at Canal St. LS	\$353.75
8/6/2019	Tom's Food Center	GFCI Outlet	\$25.99
8/12/2019	B & W Auto	True-fuel 50:1Premix	\$14.58
8/16/2019	Family Farm & Home	Light Bulbs	\$29.98
8/18/2019	Grainger	Exterior Light Bulbs	\$21.82
8/6/2019	Toms Food Center	Cleaning Supplies	\$37.23
8/14/2019	Toms Food Center	Flex Tape & Sealant	\$25.98
8/20/2019	Toms Food Center	50' Hose	\$29.99
8/21/2019	Municipal Supply	2- Flat Shovels	\$54.50
8/21/2019	PVS	Ferrous Chloride	\$2,447.52
8/21/2019	Polydyne	3- Drums of Polymer	\$1,886.36
8/26/2019	USA Bluebook	Hose fittings	\$106.43
8/21/2019	Kennedy Industries	Annual PM of Lift Stations	\$2,600.00
8/16/2019	FHC	Replace Thermo-coupler on Waste Gas Burner	\$2,500.00
8/12/2019	Bader & Sons	New Weed Trimmer	\$175.96
Total Monthly Expenses			\$10,709.09
Year to Date Expenses			\$18,432.69

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 August 2019. The average influent flow during the period was 353,000 gallons per day and the average effluent flow during the period was 252,000 gallons per day. We had nine (9) days of precipitation which totaled 2.69 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



APPENDIX "A"



City of Portland, Michigan

August 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	2.40		4.96		99.08	10.8		22.34		96.40	2.80	0.89	1.84	83.02	7.00	5.60	60		0.15	0.37			
2																							
3																							
4																							
5																							
6	2.8		5.93		99	6.4		13.6		98	6.0	1.460	3.1	79	7.1	5.1	111						
7	3.0	2.7	6.2	5.7	99	4.8	7.3	9.9	15.3	97	2.4	0.970	2.0	77	7.4	5.4	118	92					
8	2.8	2.9	5.8	6.0	99	5.2	5.5	10.7	11.4	96	4.4	0.740	1.5	79	7.4	5.4	46	84	0.25	0.5			
9		2.9		6.0			5.5		11.4						7.3			84					
10		2.9		6.0			5.5		11.4									84					
11		2.9		6.0			5.5		11.4									84					
12		2.9		6.0			5.5		11.4									84					
13	2.7	2.8	5.7	5.9	99	1.6	3.9	3.4	8.0	99	1.0	0.810	1.7	87	7.4	5.0	132	89					
14	2.7	2.7	5.4	5.6	99	1.2	2.7	2.4	5.5	99	1.0	0.610	1.2	86	7.5	5.5	89	81					
15	2.3	2.6	4.8	5.3	99	1.2	1.3	2.5	2.8	99	1.0	0.570	1.2	88	7.4	5.7	76	96	0.50	1.0			
16		2.6		5.3			1.3		2.8									96					
17		2.6		5.3			1.3		2.8									96					
18		2.6		5.3			1.3		2.8									96					
19		2.6		5.3			1.3		2.8									96					
20	3.0	2.7	6.5	5.6	99	4.4	2.3	9.5	4.8	96	2.4	1.010	2.2	81	7.3	5.0	92	85					
21	2.5	2.6	5.6	5.6	99	1.2	2.3	2.7	4.9	99	1.0	0.800	1.8	82	7.3	5.6	84	84					
22	2.3	2.6	5.0	5.7	99	2.4	2.7	5.2	5.8	98	1.2	0.740	1.6	86	7.3	5.4	72	82	0.22	0.5			
23		2.6		5.7			2.7		5.8									82					
24		2.6		5.7			2.7		5.8									82					
25		2.6		5.7			2.7		5.8									82					
26	2.4	2.6	5.0	5.5	99	4.4	3.1	9.2	6.7	98	3.2	1.050	2.2	81	7.3	5.4	170	99					
27	2.5	2.4	5.4	5.2	99	3.2	2.8	6.9	6.0	97	1.2	0.830	1.8	83	7.3	5.6	255	127					
28	2.2	2.4	4.6	5.0	99	2.8	3.2	5.9	6.8	99	1.2	0.740	1.5	86	7.3	5.4	104	134	1.35	2.8			
29		2.4		5.0			3.5		7.3									165					
30		2.4		5.0			3.5		7.3									165					
31		2.4		5.0			3.5		7.3									165					
M/M																		165					
TL																							
GA																							
ME	2.6		5.5		99	3.8		8.0		98	2.2	0.86	1.8	83		5.4	98.4		0.5	1.0			
WGA																							
WA																							
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																							
REMARKS:																							

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

City of Portland, MI

August 2019

ACTIVATED SLUDGE

DAY	Aeration Volume	Detent. Time	CRT Days	Organic Loading	MLSS	MLVSS	SETT.	SVI	DO	AIR SUPPLY	RASS	RASVS	WAS	WAS	Return Flow
	KCF	Hours		F/M	mg/l	mg/l	%		mg/l	CuFt./D	g/100 ml	g/100 ml	gal	lbs	(RAS)
1	24	7.1	5.0	0.25	2791	2076	28	100	3.9	1.44	0.5891	0.4189	17.10	840	0.248
2	24	7.1	5.0		2875		27	94	1.6	1.44	0.4839		21.27	858	0.236
3	24	6.5	9.9		2477		27	109	3.7	1.44	0.4718		9.50	374	0.309
4	24	6.3	12.8		2946		30	102	3.6	1.44	0.4917		8.41	345	0.317
5	24	6.2	4.9		2306		30	130	1.9	1.44	0.5280		16.01	705	0.329
6	24	6.2	6.8	0.28	3014	2752	30	99	3.4	1.44	0.3720	0.2654	21.31	661	0.326
7	24	6.1	4.4	0.22	3206	2333	29	90	3.4	1.44	0.6208	0.4537	20.98	1086	0.339
8	24	6.1	5.2	0.19	2887	2031	27	93	2.2	1.44	0.4153	0.2971	24.01	832	0.342
9	24	6.2	4.8		2574		24	94	2.4	1.44	0.4109		23.18	794	0.348
10	24	6.3	15.4		2448		23	94	1.9	1.44	0.3261		8.73	237	0.346
11	24	6.4	12.0		2497		24	96	3.7	1.44	0.4483		8.28	310	0.326
12	24	6.2	5.8		3049		25	82	1.8	1.44	0.4379		21.32	779	0.327
13	24	6.1	6.7	0.27	3025	2112	24	79	2.8	1.44	0.3875	0.2742	21.00	679	0.346
14	24	6.3	6.2	0.31	2790	1963	22	79	4.0	1.44	0.3513	0.2503	23.07	676	0.340
15	24	6.3	5.1	0.38	2441	1759	21	86	2.4	1.44	0.4862	0.3496	17.71	718	0.334
16	24	6.3	3.5		2594		21	81	4.5	1.44	0.5540		23.68	1094	0.331
17	24	6.9	9.4		2164		22	102	2.6	1.44	0.4903		8.44	345	0.306
18	24	6.3	10.5		2407		23	96	2.5	1.44	0.4564		9.00	342	0.339
19	24	6.1	3.6		2730		27	99	3.3	1.44	0.6065		22.59	1143	0.331
20	24	6.3	5.5	0.19	3167	2209	29	91	2.9	1.44	0.4817	0.3433	21.21	852	0.320
21	24	6.1	4.6	0.37	2740	1919	28	102	3.3	1.44	0.4921	0.3452	21.63	888	0.329
22	24	6.0	5.7	0.29	2522	1725	24	95	3.7	1.44	0.3862	0.2706	20.50	660	0.348
23	24	6.0	4.8		2442		24	98	2.9	1.44	0.4607		19.68	756	0.347
24	24	6.3	14.4		2398		25	104	3.0	1.44	0.3535		8.40	248	0.345
25	24	6.2	14.0		2434		24	99	4.5	1.44	0.3705		8.40	260	0.329
26	24	6.1	4.1	0.28	2897	2111	26	90	2.6	1.44	0.5567	0.4501	22.50	1045	0.345
27	24	6.2	16.9	0.17	3188	2273	28	88	4.6	1.44	0.1691	0.1312	20.00	282	0.341
28	24	6.8	5.6	0.23	2527	1843	23	91	2.7	1.44	0.4025	0.2875	20.00	671	0.277
29	24	6.2	5.1		2443		24	98	4.5	1.44	0.4221		20.22	712	0.338
30	24	6.5	4.9		2378		21	88	2.9	1.44	0.3813		22.62	719	0.317
31	24	7.0	18.0		2471		22	89	3.1	1.44	0.2929		8.40	205	0.322
TL													539.14	20116	10.077
ME	24	6.4	7.8	0.26	2672	2085	25	95	3.1	1.44	0.4418	0.3182	17.39	649	0.325
	REMARKS:														

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

August 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		7	128	93	6	37	27	16
2	yes		9	152		4		15	22
3	yes		8	136		11		15	10
4	yes		9	144				15	7
5	yes		7	136		6		15	16
6	yes		8	144	45	4	14	30	24
7	yes		9	144				32	22
8	yes		8	128				32	27
9	yes		7	144				17	20
10	yes		8	144				17	8
11	yes		7	136				17	7
12	yes		7	152	140	30	54	30	23
13	yes	54.0	7	136	11	6	9	30	27
14	yes		5	152				30	23
15	yes		4	128				30	16
16	yes		4	136				25	14
17	yes		5	120				25	5
18	yes		1	136	39	24	44	25	6
19	yes		6	144				25	23
20	yes		7	144	14	11	15	32	22
21	yes		8	144				32	24
22	yes		7	144	14	9	12	41	18
23	yes		9	152				23	19
24	yes		8	128				23	9
25	yes		9	152	25	16	34	23	8
26	yes		4	144	11	5		40	18
27	yes		8	136				40	21
28	yes		7	144	17	10		40	13
29	yes		8	136				26	15
30	yes	40.5	8	136				26	19
31	yes		7	128				26	4
TL		94.5	216.0	4328	409	142	219	824	506
ME		47.3	7	140	41	11	27	27	16
	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

August 2019

DIGESTER BIOSOLIDS

SF DAY	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	
1	1659	4.9	70	0.03	7.1	22.2	29.0	7.0	1.6	60	0.13	36	14	
2	1732												16	
3	602												16	
4	565												14	
5	1404	5.6	73	0.03	7.1	22.3	28.3	7.0	1.4	60	0.1	45	7	
6	2042												11	
7	2498												13	
8	1805												15	
9	1586												7	
10	492												16	
11	711												13	
12	1623	6	72	0.04	6.9	24.2	29.4	7.1	1.4	62	0.03	37	15	
13	1860												13	
14	1732												18	
15	1276	6.1	71	0.03	6.9	21.8	28.7	7.0	1.2	62	0.03	33	13	
16	1568												20	
17	310												20	
18	346												15	
19	1732												12	
20	1805	6.1	69	0.04	7.0	25.0	28.6	7.0	1.6	62	0.17	27	16	
21	2115												18	
22	1914	5.4	72	0.04	7.0	22.2	29.4	7.0	1.6	62	0.13	37	13	
23	2097												12	
24	638												14	
25	711												14	
26	1750	6.6	70	0.04	7.1	22.0	29.0	7.0	1.6	62	0.02	30	17	
27	1714												16	
28	1513									0.2			13	
29	1714												17	
30	1769												16	
31	365												18	
TL	43649												452	
ME	1421	5.8	71	0.04	7.0	22.8	28.9	7.0	1.5	61		35	15	
REMARKS:		Loading Rate = .02 -.10 lb/cu. ft.												

Digester Volume:
 Primary: 14700
 Secondary: 14700

Process Pattern:
 Primary, Secondary, Land Application

City of Portland, MI

August 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	3998							0.0					
2	4264							0.0					
3	3198							0.0					
4	2932							0.0					
5	2132							0.0					
6	5863							0.0					
7	4264							0.0					
8	10660							0.0					
9	6263							0.0					
10	2132							0.0					
11	5463							0.0					
12	1866							0.0					
13	0							0.0					
14	2132							0.0					
15	7462							0.0					
16	5597							0.0					
17	0							0.0					
18	4264							0.0					
19	5863							0.0					
20	0							0.0					
21	0							0.0					
22	3198							0.0					
23	5330							0.0					
24	3465							0.0					
25	2665							0.0					
26	2132							0.0					
27	2132							0.0					
28	5863							0.0					
29	3198							0.0					
30	7729							0.0					
31	1599							0.0					
TL	111666							0.0	0				
ME	301677												

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

APPENDIX “B”





arc flash study • infrared testing • acceptance testing • power quality analysis • transformer analysis/repair

August 19, 2019

Quotation #: **FT190197**

Chris Munson
City of Portland
259 Kent Street
Portland, MI 48875

RE: City of Portland Wastewater Treatment Plant - MCC Cleaning and Infrared Inspection
600 Morse Drive, Portland, MI 48875

Chris:

Buist Electric has reviewed the requirements of the project and will provide labor, material and equipment to complete the following:

Infrared Inspection

- Includes scan of all major electrical panels and disconnects as safe work practices allow and a report of all discrepancies and recommendations noted.
- Please see the provided sample infrared report for reference.

Total **Bid** Price: **\$995.00**

MCC Cleaning

- Cleaning and inspection of (8) MCC sections of the main MCC's.

Total **Bid** Price: **\$2,905.00**

Arc Flash Study

- Includes collection of the necessary data and creation of drawing depicting utility incoming power, main service disconnect, the generator and ATS and power to the main MCC's and smaller power distribution panels including cable sizes and estimated lengths to create a system model in SKM and provide a report and Arc Flash labels for main distribution panels.

Total **Bid** Price: **\$1,955.00**

buistelectric.com

2 - 84th Street SW
Byron Center, MI 49315
P: 616-878-3315
F: 616-878-3556

3201 Lake Street
Kalamazoo, MI 49048
P: 269-343-9191
F: 269-343-1122

FT190197 - City of Portland WWTP - MCC Cleaning and Infrared Inspection

August 19, 2019

Page 2

This quotation is firm for (30) days and will be subject to review after that time. Price is based on all work being performed Monday through Friday from 7:00 AM to 4:30 PM.

Thank you for the opportunity to submit this quotation. If you have any questions, please feel free to contact me directly at 616-583-5257 or email dhouseman@buistelectric.com.

Respectfully,

BUIST ELECTRIC

Dave Houseman

Dave Houseman
Project Manager

DH/jlc

APPENDIX “C”



Completed	Equipment Number	Task	WO #	Type
8/1/2019	Laboratory QA/QC Program	Monthly QAQC Data & Analysis Checks	193.01	Scheduled
Note	QAQC logged & checked; all reagents made by TS have been logged in binder; move upper control limit; TS			
8/1/2019	AT-105	Weekly D.O Sensor Maintenance	202.01	Scheduled
Note	Sensor checked and returned to service. TS			
8/1/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	203.01	Scheduled
Note	Typically done on daily basis during plant check. East noticeably has more condensate. TS/CSM			
8/1/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	204.01	Scheduled
Note	Typically completed everyday during plant check; TS/CSM			
8/1/2019	LB-125	Weekly Eyewash & Shower Exercise	205.01	Scheduled
Note	Works as it should. TS			
8/1/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	206.01	Scheduled
Note	Room clean; everything is in order; tested gas mixer to ensure operation; gas meter to be changed next week; will send the other meter out for replacement. TS			
8/1/2019	Boiler Room	Boiler Room Housekeeping	207.01	Scheduled
Note	Room clean. lighting sufficient. paint chipping off wall of digester. TS			
8/1/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	208.01	Scheduled
Note	Packing gland OK, no unusual noise or vibratio; keep losing prime overnight (BIG ISSUE). CSM			
8/1/2019	Laboratory/ Office	Laboratory Housekeeping	209.01	Scheduled
Note	Lab in order, cleaned on a daily basis; floors swept and all supplies that are unused or stored properly. TS			
8/1/2019	GB-101	Weekly Fine Maintenance	211.01	Scheduled
Note	Replaced/rebuilt all 3 solenoid valves with new rings & plunger; TS/TK			
8/1/2019	SB-201	Weekly Composite Sampler Maintenance	212.01	Scheduled
Note	CSM completed prior to sample start-up on Mon. int. ext. temps OK TS			
8/1/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	213.01	Scheduled
Note	Swept the floor; needs a thorough cleaning; CSM			
8/1/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	214.01	Scheduled
Note	No signs of cob-webs, loose debri; lighting sufficient. TS			
8/1/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	215.01	Scheduled
Note	Hosed the 3rd floor basement floor down; needs a thorough cleaning; CSM			
8/1/2019	TB-100	Weekly Thickener Building Housekeeping	216.01	Scheduled
Note	Hosed floor & walls down. Needs a thorough cleaning. CSM			
8/1/2019	Tool Room	Weekly Chlorine/ Storage Room.	217.01	Scheduled
Note	Tools & contents of room in order. trash taken out. lighting OK. TS			
8/1/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	218.01	Scheduled
Note	Tested RAS, low level alarm; in working order. TS			
8/2/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	201.01	Scheduled
Note	Done every Friday when done sampling during hot weather months. TS			
8/2/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	210.01	Scheduled
Note	QAQC logged TSS waiting for BOD runoff to log the rest for the week. TS			
8/2/2019	UV-100	Weekly UV Maintenance	219.01	Scheduled
Note	Brushed the ends of the racks; hosed the effluent channel & weir.CSM/TS			
8/5/2019	TB-104	Greasing of Sieve Drum Bearings	223.01	Scheduled
Note	Greased before starting; TS			
8/5/2019	UV-100	Monthly Trojan 3000 UV Maintenance	230.01	Scheduled
Note	Pulled and cleaned the sleeves, and racks. Lamps all look good and are operational. Cleaned trough. TJ/TS			
8/5/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	244.01	Scheduled
Note	No unusual noise - packing OK; continues to lose prime post thickener startup. TS			
8/5/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	251.01	Scheduled
Note	Hosed down floor; CSM/TS			

Completed	Equipment Number	Task	WO #	Type
8/5/2019	UV-100	Weekly UV Maintenance	255.01	Scheduled
Note	Cleaned ends of racks - hoses & brushed effluent channel & weir. TS/TK			
8/6/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	222.01	Scheduled
Note	Replaced GFI plug for outside outlet and pumps. TK			
8/6/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	242.01	Scheduled
Note	Sweep the floor; looks good. TK			
8/6/2019	Boiler Room	Boiler Room Housekeeping	243.01	Scheduled
Note	Looks good, swept. TK			
8/6/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	250.01	Scheduled
Note	Hosed down floor; CSM			
8/7/2019	SB-302	Monthly Influent Pump Maintenance	188.03	Scheduled
Note	Pumps need attention; noise during checks; we have #1 & #2 being rebuilt - will start up when part come in. TS/TK			
8/7/2019	SB-103	Weekly Blower #3 Maintenance	232.01	Scheduled
Note	Oil level - filters in range; belts in working order; TK/TS			
8/7/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	233.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TK/TS			
8/7/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	234.01	Scheduled
Note	No leaks, no visual leaks; working as it should. TK/TS			
8/7/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	236.01	Scheduled
Note	Oil level within range, filter and belts in working order. TK/TS			
8/7/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	237.01	Scheduled
Note	Satisfactory - oil in range, filter and v-belts in working order. TK/TS			
8/7/2019	AT-105	Weekly D.O Sensor Maintenance	239.01	Scheduled
Note	Unit was cleaned. TK			
8/7/2019	LB-125	Weekly Eyewash & Shower Exercise	241.01	Scheduled
Note	Flushed unit and initialed tag. TK			
8/7/2019	Tool Room	Weekly Chlorine/ Storage Room.	253.01	Scheduled
Note	Swept - on-going.TK			
8/8/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	231.01	Scheduled
Note	Drained condensation - bumped diffusers - in working order. TS			
8/8/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	235.01	Scheduled
Note	Swept & Mopped; cleaned sink, filled P-trap in unused shower to keep odors from entering bathroom; TK			
8/8/2019	Laboratory/ Office	Laboratory Housekeeping	245.01	Scheduled
Note	Lab & counters are in order, cleaned on a daily basis; floors swept and all supplies that are unused or stored properly. TK			
8/8/2019	TB-100	Weekly Thickener Building Housekeeping	252.01	Scheduled
Note	Lighting sufficient, floors & thickener cleaned daily - trash out. TS			
8/8/2019	GB-101	Weekly Fine Maintenance	247.01	Scheduled
Note	Solenoid valves new and in workin order - removed rags. washed down. TS			
8/8/2019	SB-201	Weekly Composite Sampler Maintenance	248.01	Scheduled
Note	Cleaned interior pre-sampler start up, temps in range, in working order. TS			
8/8/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	249.01	Scheduled
Note	Swept. CSM			
8/9/2019	Headworks Building	Weekly Headworks Housekeeping	220.01	Scheduled
Note	Hosed down floor & equipment. CSM			
8/9/2019	Digester Building Basement	Weekly Digester Building Housekeeping	221.01	Scheduled
Note	Swept floor. CSM			
8/9/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	238.01	Scheduled
Note	Hosed launders, wiers & baffles. CSM			
8/9/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	240.01	Scheduled
Note	Oil level OK; ventilation is OK; drained condensation - no unusual noise or vibration. CSM			

Completed	Equipment Number	Task	WO #	Type
8/9/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	246.01	Scheduled
Note	Completed fecals on 8.6.19 - pH completed on 8.9.19. TK			
8/9/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	254.01	Scheduled
Note	Peform alarm test - cruise called out properly. CSM/TK			
8/12/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	280.01	Scheduled
Note	Hosed the debris of off the floor when we pulled pump #3 to unclog. CM/TK			
8/12/2019	SB-201	Weekly Composite Sampler Maintenance	277.01	Scheduled
Note	Cleaned interior pre-sampler start up, temps in range, in working order; start of sampling during plant checks; TK			
8/12/2019	AT-105	Weekly D.O Sensor Maintenance	268.01	Scheduled
Note	Unit was cleaned. TK			
8/12/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	269.01	Scheduled
Note	Oil level OK; ventilation is OK; drained condensation - no unusual noise or vibration. Part of daily rounds. TK/CSM			
8/12/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	278.01	Scheduled
Note	Swept. CSM			
8/12/2019	TB-104	Weekly Charter Thckener Maintenance	282.01	Scheduled
Note	Greased sieve drum bearings; no unusual noise or vibration; polymer media - OK; CSM			
8/13/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	273.01	Scheduled
Note	Continuing to lose prime; No unusual noise or vibration; unclogged packing water drain hoses. CSM			
8/14/2019	Headworks Building	Weekly Headworks Housekeeping	256.01	Scheduled
Note	None of the sluice gates will come out last checked; Hosed floor; cleaned filter. TK/CSM			
8/14/2019	Digester Building Basement	Weekly Digester Building Housekeeping	257.01	Scheduled
Note	Swept floor. TK/CSM			
8/14/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	258.01	Scheduled
Note	Noticed ferrous turned up to 10 to bleed air; no leaks present, ferrous ordered. TK/CSM			
8/14/2019	LB-125	Weekly Eyewash & Shower Exercise	270.01	Scheduled
Note	Flushed unit and initialed tag. TK			
8/14/2019	GB-101	Weekly Fine Maintenance	276.01	Scheduled
Note	Cleaned filter; Note: rake combs are bent again. screen needs to have a full inspection performed by a qualified tech due to ice jam. TK/CSM			
8/15/2019	TB-104	Greasing of Sieve Drum Bearings	259.01	Scheduled
Note	Greased before starting; TK			
8/15/2019	SB-103	Weekly Blower #3 Maintenance	261.01	Scheduled
Note	Oil level - filters in range; belts in working order; TK			
8/15/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	262.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TK			
8/15/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	263.01	Scheduled
Note	No leaks, no visual leaks; working as it should. TK			
8/15/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	265.01	Scheduled
Note	Oil level within range, filter and belts in working order. TK			
8/15/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	266.01	Scheduled
Note	Satisfactory - oil in range, filter and v-belts in working order. TK			
8/15/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	271.01	Scheduled
Note	Swept; TK			
8/15/2019	Boiler Room	Boiler Room Housekeeping	272.01	Scheduled
Note	Swept; TK			
8/15/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	275.01	Scheduled
Note	QA/QC completed for the week; CSM			
8/15/2019	Tool Room	Weekly Chlorine/ Storage Room.	283.01	Scheduled
Note	Swept - ongoing organizing; TK			
8/15/2019	UV-100	Weekly UV Maintenance	285.01	Scheduled
Note	Cleaned ends of racks - hosed & brushed effluent channel & weir. Fecals OK; TK			

Completed	Equipment Number	Task	WO #	Type
8/16/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	279.01	Scheduled
Note	Hosed the floor after the non-potable water strainer was cleaned.CM/TK			
8/16/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	260.01	Scheduled
Note	Drained condensation - bumped diffusers - in working order. TK			
8/16/2019	FC-100	Monthly Power Washer of Secondary Clarifiers	227.01	Scheduled
Note	Powerwashed the baffles, weirs and launders. CSM			
8/16/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	264.01	Scheduled
Note	Swept; CSM			
8/16/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	267.01	Scheduled
Note	Power Washed both clarifiers. CSM			
8/16/2019	Laboratory/ Office	Laboratory Housekeeping	274.01	Scheduled
Note	Swept & wiped off counters. CSM/TK			
8/16/2019	TB-100	Weekly Thickener Building Housekeeping	281.01	Scheduled
Note	Swept & hosed floor; lighting ok; needs a thorough cleaning the the near future. CSM			
8/16/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	284.01	Scheduled
Note	Power failure on canal tested. CSM/TK			
8/19/2019	FC-101	Annual East & West Secondary Clarifier Drive Maintenance	189.01	Scheduled
Note				
8/19/2019	UV-100	Weekly UV Maintenance	319.01	Scheduled
Note	Cleaned ends of racks - hosed & brushed effluent channel & weir. Fecals OK; TK/TS			
8/19/2019	TB-104	Greasing of Sieve Drum Bearings	291.01	Scheduled
Note	Greased before starting; TK			
8/19/2019	TB-104	Greasing of Sieve Drum Bearings	323.01	Scheduled
Note				
8/20/2019	SB-201	Weekly Composite Sampler Maintenance	311.01	Scheduled
Note	Cleaned interior pre-sampler start up, temps in range, in working order; start of sampling during plant checks; TS			
8/20/2019	TB-100	Weekly Thickener Building Housekeeping	315.01	Scheduled
Note	Swept and organized items. Lighting ok. TS			
8/20/2019	GB-101	Weekly Fine Maintenance	310.01	Scheduled
Note	No unusual noise or vibrations. Removed rags and other debris.			
8/20/2019	LB-130	Total Phosphorus Calibration Curve	288.01	Scheduled
Note	TK remade the calibration curve.			
8/20/2019	Tool Room	Weekly Chlorine/ Storage Room.	317.01	Scheduled
Note	Swept as needed.			
8/20/2019	Laboratory/ Office	Laboratory Housekeeping	308.01	Scheduled
Note	Swept & wiped off counters. TS/TK			
8/20/2019	Boiler Room	Boiler Room Housekeeping	306.01	Scheduled
Note	Swept; and tidied up. TS			
8/20/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	305.01	Scheduled
Note	Room in order. Swept. TS			
8/20/2019	LB-125	Weekly Eyewash & Shower Exercise	304.01	Scheduled
Note	In working order TS			
8/20/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	318.01	Scheduled
Note	Tested high level alarm at colonial st LS. TK/CM			
8/20/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	300.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TS			
8/20/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	299.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TS			
8/20/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	296.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TS			
8/20/2019	SB-103	Weekly Blower #3 Maintenance	295.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TS			

Completed	Equipment Number	Task	WO #	Type
8/20/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	297.01	Scheduled
Note	No leaks, no visual leaks; working as it should. TS			
8/20/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	294.01	Scheduled
Note	Drained condensation - bumped diffusers - in working order. TS/CM			
8/20/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	298.01	Scheduled
Note	Swept; need to dispose of the old AC unit properly. TS			
8/20/2019	Digester Building Basement	Weekly Digester Building Housekeeping	289.01	Scheduled
Note	Swept floor. TK/TS			
8/20/2019	Headworks Building	Weekly Headworks Housekeeping	287.01	Scheduled
Note	Grating OK; Exhaust & louvers- ok, lighting is sufficient. TK/TS			
8/20/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	290.01	Scheduled
Note	Swept and organized. need to dispose of the old AC unit. TS			
8/21/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	307.01	Scheduled
Note	Continuing to lose prime; No unusual noise or vibration;TS			
8/22/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	314.01	Scheduled
Note	Lighting ok, hosed floor and organized tools. TS			
8/22/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	313.01	Scheduled
Note	Swept floor and stairs. TS			
8/22/2019	TB-104	Weekly Charter Thickener Maintenance	316.01	Scheduled
Note	Greased sieve drum bearings; no unusual noise or vibration; polymer media - OK; Oil levels are within range.TS			
8/22/2019	LB-130	Total Phosphorus Calibration Curve	286.01	Scheduled
Note	Greased the zerks on each pump and motor. TS			
8/22/2019	GB-101	Monthly Fine Screen Maintenance	228.01	Scheduled
Note	Cleaned rake, cleaned NP strainer, brush is worn, cleaned nozzles and checked solenoid. Rack arm is bent again. A contractor needs to come on site and weld the broken bar and inspect the screen for proper operation.valves.			
8/22/2019	AT-101	Monthly Anoxic Surface Mixer Maintenance	292.01	Scheduled
Note	Amps: 6.6, 6.9, 6.4; no unusual noise or vibrations, few rags on power cords; no cracks or breaks on outer jacket upon visual inspection; hardware is tight. TS			
8/22/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	303.01	Scheduled
Note	Oil level OK; ventilation is OK; drained condensation - no unusual noise or vibration. Catwalk is clean. TS			
8/23/2019	FC-100	Monthly East & West Secondary Clarifier Maintenance	293.01	Scheduled
Note	Greased zerks on both clarifier drives; overload alarms working properly; chain tension is good. TS			
8/23/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	301.01	Scheduled
Note	Hosed the weirs, launders & baffles. TS			
8/23/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	309.01	Scheduled
Note	QA/QC completed for the week; TK			
8/23/2019	AT-105	Weekly D.O Sensor Maintenance	302.01	Scheduled
Note	Unit was cleaned. TS			
8/23/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	312.01	Scheduled
Note	Swept. TS/CM			
8/26/2019	Laboratory QA/QC Program	Monthly QAQC Data & Analysis Checks	324.01	Scheduled
Note	QAQC data is complete, logged, and charted in the QAQC binder. CM			
8/26/2019	TB-100	Weekly Thickener Building Housekeeping	346.01	Scheduled
Note	Hosed and scrubbed the floor and the walls. TK			
8/26/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	328.01	Scheduled
Note	Removed built up rags from power and support cables.			
8/26/2019	SB-201	Weekly Composite Sampler Maintenance	342.01	Scheduled
Note	Cleaned before starting on Monday. Temps are ok. TS/TK			
8/26/2019	AT-105	Weekly D.O Sensor Maintenance	333.01	Scheduled
Note	Unit was cleaned. TK			

Completed	Equipment Number	Task	WO #	Type
8/26/2019	LB-125	Weekly Eyewash & Shower Exercise	335.01	Scheduled
Note	TK, left no comments in the notes.			
8/26/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	329.01	Scheduled
Note	Swept;			
8/26/2019	UV-100	Weekly UV Maintenance	350.01	Scheduled
Note	Cleaned ends of racks - hosed & brushed effluent channel & weir. TS			
8/27/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	349.01	Scheduled
Note	Tested with a high digester alarm- ok.			
8/27/2019	TB-104	Weekly Charter Thckener Maintenance	347.01	Scheduled
Note	Greased sieve drum bearings; no unusual noise or vibration; polymer media - OK; Oil levels are within range. TS			
8/28/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	327.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TS			
8/28/2019	SB-103	Weekly Blower #3 Maintenance	326.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TS			
8/28/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	334.01	Scheduled
Note	Oil level OK; ventilation is OK; drained condensation - no unusual noise or vibration. Catwalk is clean. TS			
8/28/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	336.01	Scheduled
Note	Room in order. Swept. TS			
8/28/2019	Boiler Room	Boiler Room Housekeeping	337.01	Scheduled
Note	Swept; and tidied up. TS			
8/28/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	338.01	Scheduled
Note	No visable leaks, safety screens in place and there is no unusal noise or vibration. TS			
8/28/2019	Laboratory/ Office	Laboratory Housekeeping	339.01	Scheduled
Note	Swept & wiped off counters. TS			
8/28/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	330.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TS			
8/28/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	340.01	Scheduled
Note	QA/QC completed for the week; TK			
8/28/2019	GB-101	Weekly Fine Maintenance	341.01	Scheduled
Note	No unusal noise or vibrations. Removed rags and other debris. The screen dont appear to be removing rags efficiently. The rake comb stop is bent again after it was fixed. We need to have an expert inspect the screen Something is tweaked on it in our opinion from the ice jam. CM/ TS			
8/28/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	343.01	Scheduled
Note	Swept and took trash out TS/CM			
8/28/2019	Tool Room	Weekly Chlorine/ Storage Room.	348.01	Scheduled
Note	Swept the floor. CM			
8/28/2019	Aeration Tanks	Monthly Hosing of the Aeration Tanks	224.01	Scheduled
Note	Hosed the tanks and channels off. CM			
8/28/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	344.01	Scheduled
Note	Swept floor, removed cob webs and stairs. TS			
8/28/2019	Headworks Building	Weekly Headworks Housekeeping	320.01	Scheduled
Note	Grating exhaust & lourvers OK; hose down everything. TS			
8/28/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	322.01	Scheduled
Note	Swept and organized. need to dispose of of the old AC unit. TS			
8/28/2019	SA-102	Portland Monthly Emergency Lighting Checks	225.01	Scheduled
Note	Emergency lighting works in all buildings with the exception of the headworks and these have to be explosion proof. The east wall of the main building dosent work either. Needs to be addressed ASAP it is an MIOSHA violation. TS			
8/28/2019	DB-301	Monthly Greasing of the Sludge Recirculation Pumps	226.01	Scheduled
Note	Greased zerks; no unusual noises; TS			

Completed	Equipment Number	Task	WO #	Type
8/29/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	332.01	Scheduled
Note	Hosed the weirs, launders & baffles. TS/KM			
8/29/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	331.01	Scheduled
Note	Oil level in range; filter in working order, belts check; TS			
8/29/2019	Digester Building Basement	Weekly Digester Building Housekeeping	321.01	Scheduled
Note	Swept floor. TS			
8/30/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	345.01	Scheduled
Note	Hosed the floor and parts of the wall after unclogging the raw pumps.			
8/30/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	325.01	Scheduled
Note	Drained condensation - bumped diffusers - in working order. Also hosed the aeration tanks off around the edges and the MLSS troughs. TS/CM			
8/30/2019	SB-301	Monthly Influent Pump Maintenance	188.02	Scheduled
Note	Unclogged and deragged the pump and valve.			
8/30/2019	SB-300	Monthly Influent Pump Maintenance	188.01	Scheduled
Note	Unclogged and deragged the pump and valve.			

APPENDIX “D”





KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

**PUMP STATION
MAINTENANCE REPORT**

TECH 1: J.OROLIM
 TECH 2: _____
 OSS/ISS: REA/BTJ
 DATE: 8/14/2019
 TIME: 8AM
 SO#: _____

OWNER: CITY OF PORTLAND
 ADDRESS: (ACROSS FROM) 360 CANAL
 STATION: CANAL PS
 CONTACT: CHRIS MUNSON
 PHONE: 517-977-6107
 FULL INSPECTION ELECTRICAL CHECKS

STATION INFORMATION: ANNUAL PMA ON (2) HYDROMATIC PUMPS
 SN4X200JB
 NOTES: _____

ELECTRICAL CHECK POINTS

LEVEL CONTROLS FLOAT CLEANED & INSPECTED Y ALARM @ INDICATOR LIGHTS BAD
 TELEMETRY OTHER TELEMETRY CHECK GOOD PHASE THREE PHASE
 VFD PHASE CONVERSION N IN LINE STARTER Y

VOLTS:

PUMP#1: L1L2 <u>491</u>	L2L3 <u>493</u>	L1L3 <u>492</u>	MEG CHECK <u>200 M</u>	FLS CHECKED <input type="checkbox"/>
PUMP#2: L1L2 <u>492</u>	L2L3 <u>494</u>	L1L3 <u>493</u>	MEG CHECK <u>150 M</u>	FLS CHECKED <input type="checkbox"/>
PUMP#3: L1L2 <u>N/A</u>	L2L3 <u>N/A</u>	L1L3 <u>N/A</u>	MEG CHECK <u>N/A</u>	FLS CHECKED <input type="checkbox"/>
PUMP#4: L1L2 <u>N/A</u>	L2L3 <u>N/A</u>	L1L3 <u>N/A</u>	MEG CHECK <u>N/A</u>	FLS CHECKED <input type="checkbox"/>

AMP: FLA 3.4 IF MEG CHECK > 20 COMPLETE OHM CHECK

PUMP#1: L1 <u>3.3</u>	L2 <u>3.1</u>	L3 <u>2.8</u>	OHM CHECK <u>N/A</u>
PUMP#2: L1 <u>3.4</u>	L2 <u>3.3</u>	L3 <u>3.2</u>	OHM CHECK <u>N/A</u>
PUMP#3: L1 <u>N/A</u>	L2 <u>N/A</u>	L3 <u>N/A</u>	OHM CHECK <u>N/A</u>
PUMP#4: L1 <u>N/A</u>	L2 <u>N/A</u>	L3 <u>N/A</u>	OHM CHECK <u>N/A</u>

NOTES: PULLED PUMP 2 REMOVED DEBRIS, NEW CURRENT DRAW RECORDED. FOUND OFF FLOAT BAD, CHICO REMOVED, OWNER PROVIDED FLOAT.

HOURS	CURRENT	LAST	CHANGE
PUMP#1	<u>2551.2</u>	<u>N/A</u>	<u>N/A</u>
PUMP#2	<u>2535.7</u>	<u>N/A</u>	<u>N/A</u>
PUMP#3	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
PUMP#4	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

WET WELL CONDITION GOOD DRY WELL SUMP PUMP OPERATION N/A

NOTES: WW SHOULD BE CLEANED OUT.

PUMP STATION MAINTENANCE REPORT

MECHANICAL CHECK POINTS: ELECTRICAL CHECK ONLY, NO MECHANICAL CHECK POINTS NEEDED

LIFTING CHAIN PUMP HANDLE ^{BAD} DRAIN PUMP SEAL OIL VERY DIRTY
 PRESSURE CHECK SEAL CHAMBER FAIL
 STATOR FILLED IF STATOR FILLED USE UNIVOLT
 CHECK IMPELLER CLC ^{N/A} TYPE RADIAL
 GRINDER SPEC ADJUST TO OEM SPEC YES NO
 STARTING CLC 1/16 FINISH CLC _____
 IMPELLER CONDITION OK WEAR RING OR WEAR PLATE
 WEAR RING CONDITION Poor PUMP CABLE CONDITION Ok
 IMPELLER BOLT

MECHANICAL NOTES:

PUMP 2 OIL CHANGED (WAS LIKE PASTE). FAILED PRESSURE CHECK. OWNER DID NOT WANT IT PULLED FOR REPAIR. QUOTE NEW PUMP 4" DISCHARGE. PUMP DATA HYDRODYNAMIC S4NX200JB, 2 HP, 460V, 3P, 3.6 FLA, 1150 RPM, S/N-S22506

WERE SUPPLIES USED?:

YES

NO

WERE PARTS USED?:

YES

NO

CHECKED & UPDATED BOM?

YES

NO

WERE PICTURES TAKEN?

YES

NO



QTY

PART#

FROM
STOCK/PURCHASED:

SOURCE:

COST:

(IF PURCHASED)

QTY	PART#	FROM STOCK/PURCHASED:	SOURCE:	COST: (IF PURCHASED)

AMOUNT OF NEW COOLANT SUPPLIED: _____ AMOUNT OF OLD COOLANT DISPOSED: _____

AMOUNT OF NEW OIL SUPPLIED: 1.0 AMOUNT OF OLD OIL DISPOSED: 1.0



KENNEDY
INDUSTRIES

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**PUMP STATION
MAINTENANCE REPORT**

TECH 1: R.MCNICHOLA
 TECH 2: _____
 OSS/ISS: REA/BTJ
 DATE: 8/14/2019
 TIME: 8AM
 SO#: _____

OWNER: CITY OF PORTLAND
 ADDRESS: 42.8583002, -84.8702686
 STATION: CUTTLE ST
 CONTACT: CHRIS MUNSON
 PHONE: 517-977-6107
 FULL INSPECTION ELECTRICAL CHECKS

STATION INFORMATION: ANNUAL PMA ON (2) HYDROMATIC PUMPS
S4MXP750CC, 7.5HP, 230V, 1 PH, 60HZ, 35FLA, 1750 RPM, 7.5 IMP
 NOTES: _____

ELECTRICAL CHECK POINTS

LEVEL CONTROLS	OTHER	CLEANED & INSPECTED	N	ALARM @ INDICATOR LIGHTS	N/A
TELEMETRY	OTHER	TELEMETRY CHECK	GOOD	PHASE	SINGLE PHASE
VFD PHASE CONVERSION	N	IN LINE STARTER	Y		

VOLTS:

PUMP#1: L1L2	<u>246</u>	L2L3	<u>NA</u>	L1L3	<u>NA</u>	MEG CHECK	<u>+1K</u>	FLS CHECKED	<input type="checkbox"/>
PUMP#2: L1L2	<u>246</u>	L2L3	<u>NA</u>	L1L3	<u>NA</u>	MEG CHECK	<u>+1K</u>	FLS CHECKED	<input type="checkbox"/>
PUMP#3: L1L2	<u>NA</u>	L2L3	<u>NA</u>	L1L3	<u>NA</u>	MEG CHECK	<u>NA</u>	FLS CHECKED	<input type="checkbox"/>
PUMP#4: L1L2	<u>NA</u>	L2L3	<u>NA</u>	L1L3	<u>NA</u>	MEG CHECK	<u>NA</u>	FLS CHECKED	<input type="checkbox"/>

AMP: FLA 35 IF MEG CHECK > 20 COMPLETE OHM CHECK

PUMP#1: L1	<u>21.6</u>	L2	<u>19.8</u>	L3	<u>7.6</u>	OHM CHECK	_____
PUMP#2: L1	<u>22.0</u>	L2	<u>21.5</u>	L3	<u>7.0</u>	OHM CHECK	_____
PUMP#3: L1	<u>COM</u>	L2	<u>RUN</u>	L3	<u>START</u>	OHM CHECK	<u>NA</u>
PUMP#4: L1	<u>NA</u>	L2	<u>NA</u>	L3	<u>NA</u>	OHM CHECK	<u>NA</u>

NOTES: all panel lights tested and good.

HOURS	CURRENT	LAST	CHANGE
PUMP#1	<u>838.5</u>	<u>NA</u>	<u>NA</u>
PUMP#2	<u>1018.0</u>	<u>NA</u>	<u>NA</u>
PUMP#3	<u>NA</u>	<u>NA</u>	<u>NA</u>
PUMP#4	<u>NA</u>	<u>NA</u>	<u>NA</u>

WET WELL CONDITION GOOD DRY WELL SUMP PUMP OPERATION GOOD

NOTES: coms good and shows pump runs.

PUMP STATION MAINTENANCE REPORT

MECHANICAL CHECK POINTS: ELECTRICAL CHECK ONLY, NO MECHANICAL CHECK POINTS NEEDED

LIFTING CHAIN PUMP HANDLE OK DRAIN PUMP SEAL OIL MILKY
 PRESSURE CHECK SEAL CHAMBER GOOD

STATOR FILLED Y IF STATOR FILLED USE UNIVOLT

CHECK IMPELLER CLC N/A TYPE RADIAL

GRINDER N/A SPEC NA ADJUST TO OEM SPEC YES NO

STARTING CLC 1/16" FINISH CLC 1/16"

IMPELLER CONDITION WARN WEAR RING OR WEAR PLATE

WEAR RING CONDITION WARN PUMP CABLE CONDITION GOOD

IMPELLER BOLT

MECHANICAL NOTES:

pumps are in good shape, showing signs of wear.

WERE SUPPLIES USED?: YES NO

WERE PARTS USED?: YES NO

CHECKED & UPDATED BOM? YES NO

WERE PICTURES TAKEN? YES NO

QTY	PART#	SUPPLIES/PARTS USED FROM STOCK/PURCHASED:	SOURCE:	COST: (IF PURCHASED)

AMOUNT OF NEW COOLANT SUPPLIED: _____ AMOUNT OF OLD COOLANT DISPOSED: _____

AMOUNT OF NEW OIL SUPPLIED: 1/2 USG AMOUNT OF OLD OIL DISPOSED: 1/2 USG



KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

**DRY PIT PUMP STATION
MAINTENANCE REPORT**

TECH: JOHN/RYAN
 SALES: REA/BTJ
 DAY: _____
 DATE: 8/14/2019
 TIME: 8:00AM
 JOB: 10012700100

OWNER: CITY OF PORTLAND
 ADDRESS: 400 RIVERSIDE DR. PORTLAND MI
 STATION: RIVERSIDE PS
 CONTACT: CHRIS MUNSON
 PHONE: 517-977-6107

FULL INSPECTION ELECTRICAL CHECKS

STATION INFORMATION: (2) FLYGT 3102 DRY PIT PUMPS
 PUMP 1 S/N-1210574, PUMP 2 S/N-1210573

NOTES:

ELECTRICAL CHECK POINTS

LEVEL CONTROLS FLOAT CLEANED & INSPECTED N ALARM @ INDICATOR LIGHTS N/A
 TELEMETRY: OTHER TELEMETRY CHECK: N/A PHASE: THREE PHASE
 VFD PHASE CONVERSION N/A IN LINE STARTER N/A

VOLTS:

PUMP#1: L1L2 <u>248</u>	L2L3 <u>248</u>	L1L3 <u>248</u>	MEG CHECK <u>700 M</u>	FLS CHECKED <input checked="" type="checkbox"/>
PUMP#2: L1L2 <u>247</u>	L2L3 <u>247</u>	L1L3 <u>247</u>	MEG CHECK <u>400 M</u>	FLS CHECKED <input checked="" type="checkbox"/>
PUMP#3: L1L2 <u>N/A</u>	L2L3 <u>N/A</u>	L1L3 <u>N/A</u>	MEG CHECK <u>N/A</u>	FLS CHECKED <input type="checkbox"/>
PUMP#4: L1L2 <u>N/A</u>	L2L3 <u>N/A</u>	L1L3 <u>N/A</u>	MEG CHECK <u>N/A</u>	FLS CHECKED <input type="checkbox"/>

AMPS:

	FLA <u>11A</u>			IF MEG CHECK > 20 COMPLETE OHM CHECK
PUMP#1: L1 <u>9.1</u>	L2 <u>9.1</u>	L3 <u>9.3</u>	OHM CHECK <u>N/A</u>	
PUMP#2: L1 <u>9.6</u>	L2 <u>9.5</u>	L3 <u>9.3</u>	OHM CHECK <u>N/A</u>	
PUMP#3: L1 <u>N/A</u>	L2 <u>N/A</u>	L3 <u>N/A</u>	OHM CHECK <u>N/A</u>	
PUMP#4: L1 <u>N/A</u>	L2 <u>N/A</u>	L3 <u>N/A</u>	OHM CHECK <u>N/A</u>	

NOTES:

	CURRENT HOURS	LAST HOURS	CHANGE	VFD SETTING	GPM
PUMP#1	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
PUMP#2	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
PUMP#3	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
PUMP#4	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

NOTES: PUMP 2 SEAL FAIL AFTER OIL CHANGE. RYAN SEPARATED AT STATOR HOUSING AND CLEANED OIL (VERY LITTLE, POOLED WHEN PUMP WAS PUT ON ITS SIDE). CHECKED GOOD BACK IN SERVICE.

PUMP STATION MAINTENANCE REPORT

MECHANICAL CHECK POINTS: ELECTRICAL CHECK ONLY, NO MECHANICAL CHECK POINTS NEEDED

GENERAL CONDITIONS:

ELEVATOR CERT EXP DATE: N/A LADDER CONDITION: GOOD HATCH CONDITION: GOOD
 FALL PLATFORMS: GOOD DO LIGHTS AND BLOWER COME ON WHEN HATCH IS OPENED? YES
 BLOWER: REPAIR INTERIOR LIGHTS: GOOD PANEL HEATER: N/A
 DRY WELL FLOAT: REPAIR SUMP PUMP: REPAIR
 OPERATE ALL ISOLATION VALVES, ARE THEY HOLDING? NO
 OPERATE ALL CHECK VALVES, ARE THEY HOLDING? YES
 CONDITION OF ELECTRICAL BOX AND COMPONENTS: GOOD CONDUIT: N/A
 PUMP BASE CONDITION: REPAIR PIPING & PIPE JOINT CONDITION: REPAIR
 FLUSH SEAL TYPE: N/A SEAL CONDITION: N/A FILTER CHANGED: N/A
 PRESSURE POT LEVEL: N/A PRESSURE CHECKED: N/A (10 PSI ABOVE DEADHEAD)
 1/4 GPM FLOW ON ALL DOUBLE SEALS ABOVE 3": N/A
 MECHANICAL NOTES:

PUMP 1 IMPELLER WORN. PUMP 2 IMPELLER WORN. BOTH HAVE NICKS OIL CHANGED ON BOTH PUMPS

PUMP SPECS:

	IMP CLEARANCE	VIB READINGS	TEMPERATURES	ROTATION
PUMP #1	<u>0.016</u>	<u>.02V, .02H,</u>	<u>70°</u>	<u>C/W</u>
PUMP #2	<u>0.017</u>	<u>.02V, .06</u>	<u>71°</u>	<u>C/W</u>
PUMP #3	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
PUMP #4	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

QTY	PART #	SUPPLIES/PARTS USED FROM		SOURCE:	(IF PURCHASED) COST:
		STOCK/PURCHASED:			

AMOUNT OF NEW OIL SUPPLIED: 1.5 GAL AMOUNT OF OLD OIL DISPOSED: 1.5 GAL

NOTES/ FOLLOW UP NEEDED:
 BOM UPDATED
 NONE

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

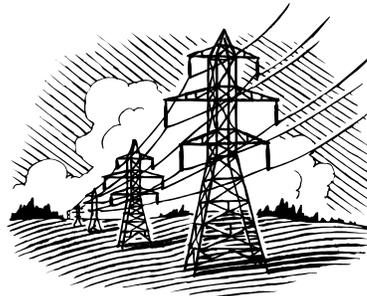
October 1, 2019
September 1-30, 2019

HYDRO GENERATION	107,807		
DIESEL PRODUCTION	0		
Kwh Purchased	2,935,077	Amount Paid	\$ 177,776.01
Total Kwh Purchased	3,042,884	Total Dollars Paid	\$ 177,776.01

Kwh Billed		Dollars Billed	
Residential	1,368,623	PCA Billed	\$ 14,042.01
Commercial	726,652	Residential	\$ 144,981.30
Large General	740,300	Residential EO Charge	\$ 2,534.51
City St. Lites Metered	26,665	Geothermal Discount	\$ -
St. Lites Unmetered		Commercial	\$ 76,789.02
Rental Lights		Commercial/LG EO Charge	\$ 2,457.38
Demand	2,329	Large General	\$ 51,541.66
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,288.53
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,864,569	Rental Lights	\$ 245.79
		Demand	\$ 13,686.82
Arrears after billing	\$ 20,248.69	Tax	\$ 11,736.68
Penalties Added	\$ 1,824.50		
Arrears end of month	\$ 39,087.29	Total Dollars Billed	\$ 321,865.15
Fuel Cost Billed	\$ 25,438.68		
Amount Collected	\$ 392,325.61	Power Cost Adj.	.00495
Total Adjustments	\$ 2,682.33		

Residential Customers	2,238
Commercial Customers	336
Large General	15
Total Customers	2,589

10/02/19



**CITY OF PORTLAND
October-19**

WATER DEPARTMENT REPORT

MONTH	Sep-19	PERIOD COVERED	Sept. 1-30, 2019
Customers Billed		Penalties Added	\$ 356.62
City	1,876	Dollars Collected	\$ 60,360.26
Rural	24	Arrears at end of Month	\$ 5,031.21
Total Customers	1,900	Adjustments	\$ 394.50
		Gallons Pumped	10,686,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	10,321,798		\$ 55,569.51
Rural	151,203		\$ 1,654.39
Total	<u>10,473,001</u>		<u>\$ 57,223.90</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,806	Dollars Billed	\$82,769.39
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 82,769.39

Penalties Added	\$ 492.59
Dollars Collected	\$ 80,514.93
Arrears at end of Month	\$ 8,602.66
Adjustments	\$ 1,706.08
Gallons Treated per Million	10.935



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

**October 15, 2019 - 3:00 p.m.
Board of Commissioners room – 3rd floor
Ionia County Administrative Building
101 W. Main St.**

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business
 - A.
- VII. New Business
 - A. Enterprise Fleet Management Presentation
 - B. Equalization – Review of 2019 Apportionment Report
 - C. Department Reports
 - 1. Prosecutor's Office
 - 2. Building Codes
 - 3. Building and Grounds
 - 4. Sheriff's Office
 - 5. District Court
 - 6. Commission on Aging
 - 7. Drain Office
 - D. State Representative Julie Calley
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment