



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

7:00 P.M. Monday, December 16, 2019

City Council Chambers

City Hall, 259 Kent St., Portland, Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:05 PM	<b>IV. <u>Public Comment</u></b> (5-minute time limit per speaker)	
7:10 PM	<b>V. <u>City Manager Report</u></b>	
	<b>VI. <u>Presentations</u></b>	
7:20 PM	<b>A. DDA Director ConnerWellman – Downtown Report</b>	
	<b>VII. <u>Public Hearing(s)</u></b> – None	
	<b>VIII. <u>Old Business</u></b> - None	
	<b>IX. <u>New Business</u></b>	
7:30 PM	<b>A. Proposed Resolution 19-70 Approving the City Manager’s Recommendation to Approve Rate Studies for the Wastewater and Water Departments</b>	Decision
7:32 PM	<b>B. Proposed Resolution 19-71 Approving a Grant Agreement with the Michigan Department of Environment, Great Lakes, and Energy to Update the City’s Wellhead Protection Program Plan</b>	Decision
7:34 PM	<b>C. Proposed Resolution 19-72 Confirming the Mayor’s Appointment to City Boards and Commissions</b>	Decision
7:35 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A. Minutes &amp; Synopsis from the Regular City Council Meeting held on December 2, 2019</b>	
	<b>B. Payment of Invoices in the Amount of \$189,310.33 and Payroll in the Amount of \$102,728.98 for a Total of \$292,039.31</b>	
	<b>C. Purchase Orders over \$5,000.00</b>	
	1. City Services Incorporated in the Amount of \$5,180.00 for Valve Installation	
	2. Michigan Electric Cooperative Association in the Amount of \$13,643.00 for 2020 Dues	
	3. Gary’s Heating Service in the Amount of \$27,300.00 for Furnaces at the Portland Area Municipal Association Building	
	<b>XI. <u>Communications</u></b>	
	<b>A. Planning Commission Minutes for October 9, 2019</b>	

<b>Estimated Time</b>		<b><u>Desired Outcome</u></b>
	<ul style="list-style-type: none"> <li>B. Water Department Report for November 2019</li> <li>C. SOM Form 5572 Pension and Healthcare Report</li> <li>D. Ionia County Board of Commissioners Agenda for December 9, 2019</li> <li>E. Ionia County Board of Commissioners Agenda for December 10, 2019</li> <li>F. Ionia County Board of Commissioners Agenda for December 17, 2019</li> <li>G. MPSC Notice of Hearing for Consumers Energy</li> </ul>	
7:40 PM	<b>XII. <u>Other Business</u> - None</b>	
7:45 PM	<b>XIII. <u>City Manager Comments</u></b>	
7:50 PM	<b>XIV. <u>Council Comments</u></b>	
7:55 PM	<b>XV. <u>Adjournment</u></b>	Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 19-70**

**A RESOLUTION APPROVING THE CITY MANAGER'S  
RECOMMENDATION TO APPROVE RATE STUDIES FOR THE  
WASTE WATER AND WATER DEPARTMENTS**

**WHEREAS**, the City Manager is recommending that City Council approve rate studies for both the Wastewater and Water Departments by hiring Baker Tilly Municipal Advisors, LLC in the amount of \$17,000.00 for Waste Water (SAW grant reimbursable) and \$9,000.00 for Water, a copy of agreement is attached as Exhibit A.

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

1. The City Council approves the City Manager's recommendation to hire Baker Tilly Municipal Advisors, LLC to conduct rate studies for the waste water and water departments, a copy of the agreement 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:** December 16, 2019

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



Baker Tilly Municipal Advisors, LLC  
2852 Eyde Pkwy, Ste 150  
East Lansing, MI 48823  
(517) 321-0110  
bakertilly.com

November 18, 2019

City of Portland,

You have requested that Baker Tilly Municipal Advisors, LLC (the "Firm") provide to the City of Portland, Michigan (the "Client") those services more fully set forth in Exhibit A hereto (the "Services").

#### Fees and Costs

Fees charged for work performed, as set forth in Exhibit A, is a fixed amount as mutually agreed upon.

#### Disclosure of Conflicts of Interest with Various Forms of Compensation

The Municipal Securities Rulemaking Board (MSRB) requires us, as your municipal advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation. Exhibit B sets forth the potential conflicts of interest associated with various forms of compensation. By signing this letter of engagement, the signee acknowledges that he/she has received Exhibit B and that he/she has been given the opportunity to raise questions and discuss the matters contained within the exhibit with the municipal advisor.

#### Billing Procedures

The account balance is due and payable on receipt of the statement and we reserve the right to charge 1% interest per month for outstanding unpaid balances over thirty (30) days from the date of billing. Once our representation has been concluded or terminated, a final billing will be sent to you. Any questions or errors in any fee statement should be brought to our attention in writing within sixty (60) days of the billing date.

#### Termination

Both the Client and the Firm have the right to terminate the engagement at any time after reasonable advance written notice. Unless otherwise agreed to by the Client and the Firm, this engagement will terminate 60 days after completion of the scope of services as outlined in Exhibit A.

#### Accountants' Opinion

In performing our engagement, we will be relying on the accuracy and reliability of information provided by Client personnel. We will not audit, review, or examine the information. Please also note that our engagement cannot be relied on to disclose errors, fraud, or other illegal acts that may exist. However, we will inform you of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

The responsibility for auditing the records of the Client rests with the Client's auditor and the work performed by the Firm shall not include an audit or review of the records or the expression of an opinion on financial data.

#### Client Responsibilities

It is understood that the Firm will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

#### Additional Services

Exhibit A sets forth the scope of the Services to be provided by the Firm. From time to time, additional services may be requested by the Client beyond the scope of Exhibit A. The Firm may provide these additional services and be paid at the Firm's customary fees and costs for such services. In the alternative, the Firm and the Client may complete a revised and supplemented Exhibit A to set forth the additional services (including revised fees and costs, as needed) to be provided. In either event, the terms and conditions of this letter shall remain in effect.

#### Municipal Advisor Registration

The Firm is a Municipal Advisor registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board. As such, the Firm is providing certain specific municipal advisory services to the Client. The Firm is neither a placement agent to the Client nor a broker/dealer.

The offer and sale of any Bonds shall be made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client agrees that the Firm does not undertake to sell or attempt to sell the Bonds, and will take no part in the sale thereof.

#### Mediation Provision

The Client and the Firm agree that if any dispute (other than our efforts to collect any outstanding invoice(s)) arises out of or relates to this engagement, or any prior engagement we may have performed for you, and if the dispute cannot be settled through informal negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures (or such other administrator or rules as the parties may mutually agree) before resorting to litigation. The parties agree to engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall take place in Lansing, Michigan, or such other location as the parties may mutually agree. If the parties are unable to mutually agree on the selection of a mediator, the mediator shall be determined in accordance with the American Arbitration Association's Commercial Mediation Procedures. The results of any such mediation shall be binding only upon a written settlement agreement executed by each party to be bound. Each party shall bear its own costs and fees, including attorneys' fees and expenses, in connection with the mediation. The costs of the mediation, including without limitation the mediator's fees and expenses, shall be shared equally by the participating parties. Any ensuing litigation shall be initiated and maintained exclusively before any state or federal court having appropriate subject matter jurisdiction located in Lansing, Michigan.

Other Financial Industry Activities and Affiliations

Baker Tilly Investment Services, LLC ("BTIS") is an affiliate of the Firm. BTIS is registered as an investment adviser with the Securities and Exchange Commission under the federal Investment Advisers Act. BTIS provides non-discretionary investment advice with the purpose of helping clients create and maintain a disciplined approach to investing their funds prudently and effectively. BTIS may provide advisory services to the clients of the Firm.

BTIS has no other activities or arrangements that are material to its advisory business or its clients with a related person who is a broker-dealer, an investment company, other investment adviser or financial planner, bank, law firm or other financial entity.

If the foregoing accurately represents the basis upon which we may provide Services to the Client, we ask that you execute this letter, in the space provided below setting forth your agreement. Execution of this letter can be performed in counterparts each of which will be deemed an original and all of which together will constitute the same document.

On March 1, 2019, H.J. Umbaugh & Associates, Certified Public Accountants, LLP ("Umbaugh") effected a business combination with Baker Tilly Virchow Krause, LLP, (Chicago, Illinois), a financial services and accounting firm ("Umbaugh/Baker Tilly Combination"). Baker Tilly Virchow Krause, LLP also anticipates combining with Springsted Incorporated, (Saint Paul, Minnesota), a municipal and management advisory firm, which is expected to become effective the second quarter of 2019.

If you have any questions, please let us know. We appreciate this opportunity to be of service to you.

Very truly yours,

Baker Tilly Municipal Advisors, LLC

By:   
Thomas Traciak, Director

The undersigned hereby acknowledges and agrees to the foregoing letter of engagement.

City of Portland

Date: \_\_\_\_\_

By: \_\_\_\_\_

## EXHIBIT A

### Services Provided and Fees

Baker Tilly Municipal Advisors, LLC is providing the outline below describing the scope of service for a Sewer System Asset Management Financial Plan (SAW Grant eligible). The fee for this service will be \$17,000. In addition, if selected, a water rate study, covered by the same scope of service, will be an additional \$9,000.

#### *Historical and Current Financials*

Historical operating expenses are reviewed using audit and budget information.

- Three years audits and budgets.
- Current and proposed (if available) budget.

A "Test Year" is developed that reflects a baseline operating cost.

- Based on current budget with leveling for base operating cost.
- Determination of anticipated changes to operating cost.
- Inflation factors by budget line item.

#### *Customer Base*

The customer base is reviewed, including the number of billable customers and volumetric sales.

- The accuracy of this data is verified by applying it to the current rate structure and compared to current audit and budget revenue.
- Other operating and non-operating revenues evaluated.

#### *Forecasting*

Assumptions are made regarding the customer base through the forecasted period.

- Prediction of customer and volume counts (may include more than one scenario).
- Trending in system utilization, particularly for industry.

Projection of operating cost.

- Anticipated inflation by expense category.
- Determination of any additions or reductions based on changing operations.

Compilation of existing debt.

- Existing annual debt service by debt issue.
- Debt is separated by revenue support, in particular, debt that is paid from rates.
- Refinancing and/or restructuring possibilities are explored.

### *Asset Management Funding*

The Asset Management System will identify the estimated asset investment cost by year for a selected forecast period of time.

- The annual investment cost is evaluated, and scenarios developed for cash funding and debt financing.
- Funding asset investment from cash balances is weighed against potential efficiency of grouping certain cost together for purposes of debt financing.
- Financing options are considered including State and Federal agency funding sources as well as open market bonds. Open market options will be affected by the size of the borrowing as well as other aspects such as credit and security.

The projected cash flow is solved to a cash and investment balance.

- Actual cash and investments are analyzed including restricted assets.
- A cash balance policy is developed that identifies a targeted upper limit as well as a minimum balance as appropriate for the particular system. These balances encompass legal commitments and good business practices.
- The policy includes flexibility for temporary reductions below the minimum balance based on a plan to attain the level within a given period.
- Separate capital improvement funds are considered. If utilized, policy is developed as to whether they are to be restricted, and if so, whether by resolution or ordinance.

Rate management may be accomplished with more than one approach as to rate structuring and rate adjustment timing.

- The elements of a rate structure, including the proportion of revenue generated from ready to serve and commodity charge are determined by allocation of fixed and variable cost, and other customer base characteristics.
- Rate adjustment over time may be incremental or one time in nature.

## EXHIBIT B

### Disclosure Statement of Municipal Advisor

#### PART A – Disclosures of Conflicts of Interest

MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. If no such material conflicts of interest are known to exist based on the exercise of reasonable diligence by the municipal advisor, municipal advisors are required to provide a written statement to that effect.

*Material Conflicts of Interest* – The Firm makes the disclosures set forth below with respect to material conflicts of interest in connection with the Scope of Services under this Agreement, together with explanations of how the Firm addresses or intends to manage or mitigate each conflict.

*General Mitigations* – As general mitigations of the Firm’s conflicts, with respect to all of the conflicts disclosed below, the Firm mitigates such conflicts through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities for Client. This duty of loyalty obligates the Firm to deal honestly and with the utmost good faith with Client and to act in Client’s best interests without regard to the Firm’s financial or other interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

- I. **Affiliate Conflict.** BTIS, an affiliate of the Firm (the “Affiliate”), has or is expected to provide certain advice to or on behalf of Client that is directly related to the Firm’s activities within the Scope of Services under this Agreement. In particular, providing advice to Client regarding investment of bond proceeds. The Affiliate’s business with Client could create an incentive for the Firm to recommend to Client a course of action designed to increase the level of Client’s business activities with the Affiliate or to recommend against a course of action that would reduce or eliminate Client’s business activities with the Affiliate. Furthermore, this potential conflict is mitigated by the fact that the Affiliate is subject to its own comprehensive regulatory regime as a registered investment adviser with the Securities and Exchange Commission under the federal Investment Advisers Act.
- II. **Compensation-Based Conflicts.** The fees due under this Agreement are in a fixed amount established at the outset of the Agreement. The amount is usually based upon an analysis by Client and the Firm of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by the Firm. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the Firm may suffer a loss. Thus, the Firm may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

## EXHIBIT B

### Disclosure Statement of Municipal Advisor (cont'd)

- III. **Other Municipal Advisor Relationships.** The Firm serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of Client. For example, the Firm serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Client under this Agreement. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, the Firm could potentially face a conflict of interest arising from these competing client interests. This conflict of interest is mitigated by the general mitigations described above.

### **PART B – Disclosures of Information Regarding Legal Events and Disciplinary History**

MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, the Firm sets out below required disclosures and related information in connection with such disclosures.

- I. **Material Legal or Disciplinary Event.** There are no legal or disciplinary events that are material to Client's evaluation of the Firm or the integrity of the Firm's management or advisory personnel disclosed, or that should be disclosed, on any Form MA or Form MA-I filed with the SEC.
- II. **How to Access Form MA and Form MA-I Filings.** The Firm's most recent Form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at <http://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001616995>.
- III. **Most Recent Change in Legal or Disciplinary Event Disclosure.** The Firm has not made any material legal or disciplinary event disclosures on Form MA or any Form MA-I filed with the SEC.

### **PART C – Future Supplemental Disclosures**

As required by MSRB Rule G-42, this Disclosure Statement may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of the Firm. The Firm will provide Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

## EXHIBIT B

### Disclosure Statement of Municipal Advisor (cont'd)

#### **PART D – Rule G-10: Investor and Municipal Advisory Client Education and Protection**

MSRB Rule G-10 requires that municipal advisors to notify their clients of the availability of a client brochure on the MSRB's website that provides information on the processes for filing a client complaint.

Accordingly, the Firm sets out below the required information.

- I. The firm is registered as a Municipal Advisor with the Securities and Exchange Commission (867-00880) and the Municipal Securities Rulemaking Board (K1027).
- II. The website address for the Municipal Securities Rulemaking Board is [www.msrb.org](http://www.msrb.org).
- III. The website for the Municipal Securities Rulemaking Board has a link to a brochure that describes (i) the protections that may be provided by the Municipal Securities Rulemaking Board rules and (ii) describes how to file a complaint with an appropriate regulatory authority.

**PORTLAND CITY COUNCIL**

Ionia County, Michigan

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

**RESOLUTION NO. 19-71**

**A RESOLUTION APPROVING A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY TO UPDATE THE CITY'S WELLHEAD PROTECTION PROGRAM PLAN**

**WHEREAS**, the City has a Wellhead Protection Plan (Plan) to protect the groundwater that surround the City's well area; and

**WHEREAS**, the Michigan Department of Environment, Great Lakes and Energy Quality (EGLE) has approved a grant in the amount of \$9,000 to update the City's Wellhead Protection Program a copy of the Grant Agreement is attached as Exhibit A; and

**WHEREAS**, the DEQ Grant Agreement requires that the City provide an equal amount of local match so that the City is required to spend \$9,000 for local match; and

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

1. The Portland City Council approves, authorizes and directs the City Manager to sign the Grant Agreement to update the City's Wellhead Protection Program Plan, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** December 16, 2019

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



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

December 3, 2019

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

Dear Mr. Gorman:

SUBJECT: Fiscal Year (FY) 2020 Wellhead Protection Program Grant Agreement  
(Agreement)

City of Portland's grant application for a Wellhead Protection project under Fiscal Year 2020 Wellhead Protection Grant Program has been recommended for funding in the amount of \$9,000.00. In an effort to communicate efficiently, we ask that you review your Grantee Contact information on page one of the Agreement for accuracy. Please print off one copy and sign as an original (in blue ink and scanned in color). When the Agreement has been signed by both parties, an original will be returned to you.

If you have any questions regarding the Wellhead Protection Program, you can contact Mr. Jason Berndt at 989-705-3420 or Berndtj1@michigan.gov. For general questions relating to overall grant administration, please contact me at 517-284-6543 or kieblern@michigan.gov.

Sincerely,

Nicole Kiebler  
Grant Coordinator  
Administration Section  
Drinking Water and Municipal Environmental Health  
Division

Enclosure



**WELLHEAD PROTECTION PROGRAM GRANT AGREEMENT**  
 BETWEEN THE  
 MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
 AND **City of Portland**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Drinking Water and Environmental Health Division ("State"), and **City of Portland** ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to Michigan Safe Drinking Water Act, 1076, PA 399, as amended. Legislative appropriation of Funds for grant assistance is set forth in Public Act 57 of 2019. This Agreement is subject to the terms and conditions specified herein.

Project Name: Wellhead Protection Program Match from Previous Expenditures: \$0.00  
 Amount of grant: \$9,000.00 % of grant state \$0 / % of grant federal 100%  
 Amount of match: \$9,000.00 = 50% PROJECT TOTAL: \$18,000.00 (grant plus match)  
 Start Date: October 1, 2019 End Date: September 30, 2020

**GRANTEE CONTACT:**

Mr. S. Tutt Gorman  
 Name/Title  
City of Portland  
 Organization  
259 Kent Street  
 Address  
Portland, Michigan 48875  
 Address  
(517) 647-2931  
 Telephone number  
 \_\_\_\_\_  
 Fax number  
citymanager@portland-michigan.org  
 E-mail address  
 38-6007243  
 Federal ID number – (Required for Federal Funding)  
23461312  
 Grantee DUNS number - (Required for Federal Funding)

**STATE'S CONTACT:**

Jason Berndt, Environmental Quality Specialist  
 Name/Title  
Source Water Unit  
 Division/Bureau/Office  
2100 West M-32  
 Address  
Gaylord, Michigan 49735-9282  
 Address  
(989) 705-3420  
 Telephone number  
(989) 731-6181  
 Fax number  
Berndtj1@michigan.gov  
 E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**FOR THE GRANTEE:**

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Name/Title

\_\_\_\_\_  
 Date

**FOR THE STATE:**

\_\_\_\_\_  
 Signature  
Eric J. Oswald, Director, Drinking Water and Environmental Health Division  
 Name/Title

\_\_\_\_\_  
 Date

**I. PROJECT SCOPE**

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

**II. AGREEMENT PERIOD**

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

**III. CHANGES**

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

**IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and/or progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

<b>Reporting Period</b>	<b>Due Date</b>
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

\*Due to the State’s year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State’s contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee must provide a draft final report 45 days prior to the end date of the agreement. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the

final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) The Grantee must provide copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by Wellhead Protection Program, EGLE, per the guidelines provided by the program.

(E) If 15 percent (15%) or more of the grant amount is expended in a single quarter, payment requests may be submitted once monthly during that quarter.

## **V. GRANTEE RESPONSIBILITIES**

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

## **VI. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

## **VII. ASSIGNABILITY**

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any

subcontractor.

## **VIII. SUBCONTRACTS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

## **IX. NON-DISCRIMINATION**

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

## **X. UNFAIR LABOR PRACTICES**

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

## **XI. LIABILITY**

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

## **XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

## **XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with OMB Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of

Michigan's lobbying statute, MCL 4.415(2). "Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

#### **XIV. DEBARMENT AND SUSPENSION**

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at [www.SAM.gov](http://www.SAM.gov) to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

#### **XV. AUDIT AND ACCESS TO RECORDS**

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of [five] years after the final payment has been issued to the Grantee by the State.

#### **XVI. INSURANCE**

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

#### **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this

Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

#### **XVIII. COMPENSATION**

(A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>).

(F) The Grantee is committed to the match percentage on page 1 of the Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page 1 of the Agreement.

#### **XIX. CLOSEOUT**

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

#### **XX. CANCELLATION**

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

#### **XXI. TERMINATION**

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

## **XXII. IRAN SANCTIONS ACT**

By signing this Agreement the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

## **XXII. QUALITY ASSURANCE/QUALITY CONTROL**

A project-specific Quality Assurance Project Plan (QAPP) must be submitted to the State in accordance with guidance provided by the EGLE project administrator. Monitoring conducted prior to final EGLE approval of the QAPP will not be reimbursed.]]

## **XXIII. FEDERAL FUNDING REQUIREMENTS**

A maximum of 100 % of total disbursements is funded with Federal Funding. The Catalog of Federal Domestic Assistance (CFDA) title is Capitalization Grants for Safe Drinking Water Revolving Fund and the CFDA number is 66.468. The federal grant number is FS-975487-18, and this grant is funded with Federal funds from the U.S. Environmental Protection Agency. By accepting this contract, the grantee agrees to comply with all applicable Federal statutes and regulations in effect with respect to the period during which it receives grant funding. These regulations include, but are not limited to the following:

- (A) Grantees expending \$750,000 or more in federal funds in their fiscal year shall have a single audit performed in compliance with 2 CFR 200.501(a). This audit must be performed and copies provided to the appropriate agencies within nine months from the end of the grantee's fiscal year. The Grantee must submit a copy of the Audit Report to the Michigan Department of Environment, Great Lakes and Energy, at the following address:

Michigan Department of Environment, Great Lakes and Energy  
Administration Division-Federal Aid Section  
525 W. Allegan Street  
Constitution Hall 6<sup>th</sup> Floor South Tower  
Lansing, MI 48909

Or, the grantee may also submit the single audit report electronically to the Michigan Department of Treasury website ([http://www.michigan.gov/treasury/0,1607,7-121-1751\\_31038---,00.html](http://www.michigan.gov/treasury/0,1607,7-121-1751_31038---,00.html).)

It is the responsibility of the Grantee to report the expenditures related to this grant on the Grantee's annual Schedule of Expenditures of Federal Awards.

- (B) The Grantee will comply with the Hatch Political Activity Act, as amended, 5 USC §§ 1501-1508, and the Intergovernmental Personnel Act of 1970 as amended by Title (6) of the Civil Service Reform Act, 42 USC § 4728, which states that employees working in programs financed with federal grants may not be a candidate for elective public office in a partisan election, use official authority or influence to affect the result of an election, or influence a state or local officer to provide financial support for a political purpose.

(C) **Consultant Cap/Payment to Consultants.** EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. available at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>, to be adjusted annually. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Subagreements with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.9.

- (D) **Establishing and Managing Subawards** – The recipient agrees to:

1. Establish all subaward agreements in writing;
2. Ensure that any subawards comply with the standards in Subpart D of 2 CFR 200 and are not used to acquire commercial goods or services for the recipient;
3. Ensure that any subawards are awarded to eligible subrecipients and that proposed subaward costs are necessary, reasonable, and allocable;
4. Ensure that any subawards to 501(c)(4) organizations do not involve lobbying activities;
5. Monitor the performance of their recipients and ensure that they comply with all applicable regulations, statutes, and terms and conditions which flow down in the subaward;
6. Obtain EGLE's consent before making a subaward to a foreign or international organization, or a subaward to be performed in a foreign country; and
7. Obtain approval from EGLE for any new subaward work that is not outlined in the approved work plan

(E) **Copyrighted Material.** In accordance with 2 CFR 200.315, the EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Governmental purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA’s authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

1. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
2. termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

(F) **Acknowledgement Requirements for Non-Office of Research Development Assistance Agreements.** The recipient agrees that any reports, documents, publications or other materials developed for public distribution supported by this assistance agreement shall contain the following statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement FS975487-18 to EGLE. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document."

(G) **Electronic and Information Technology Accessibility.** Grantees developing electronic and information technology products, which includes but is not limited to information kiosks and World Wide Websites, must meet accommodation standards in Section 508 of the Rehabilitation Act, 36 CFR Part 1194.

(H) **Civil Rights Obligations.** The Recipient agrees to follow all civil rights statues.

(I) **Drug-Free Workplace Certification for all EPA Recipients.** The recipient must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1536 Subpart B. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provision set forth in Title 2 CFR 1536 Subpart C.

The consequences for violating this condition are detailed under Title 2 CFR Part 1536 Subpart E, which recipients can access at <http://ecfr.gpoaccess.gov/>

(J) **Hotel-Motel Fire Safety.** Pursuant to 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act.

(K) **Recycled Paper.** When directed to provide paper documents, the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of the agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA.

(L) **Resource Conservation and Recovery Act (a.k.a. Recycled Products).** Consistent with the goals of section 6002 of RCRA (42 U.S. C. 6962), State and local institutions of higher education, hospitals and non-profit organization recipients agree to give preference in procurement programs to the purchase of specific products containing recycled materials, as identified in 40 CFR Part 247.

Consistent with section 6002 of RCRA (42 U.S.C. 6962) and 2 CFR 200.322, State agencies or agencies of a political subdivision of a State and its contractors are required to purchase certain items made from recycled materials, as identified in 40 CFR Part 247, when the purchase price exceeds \$10,000 during the course of a fiscal year or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. Pursuant to 40 CFR 247.2(d), the recipient may decide not to procure such items if they are not reasonably available in a reasonable period of time, fail to meet reasonable performance standards, or are only available at an unreasonable price.

(M) **Trafficking in Persons.** Grantees, contractors, and subcontractors may not engage in severe forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the grant or subcontracts.

(N) **MBE/WBE Requirements. Minority Business Enterprises (MBE)/Women's Business Enterprises (WBE) Requirements and Disadvantage Business Enterprise Rule (DBE).** The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under assistance agreements, contained in 40 CFR, Part 33.

In accordance with the USEPA's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under assistance programs, contained in 40 CFR, Part 33, Subpart C, the Grantee agrees to Accept the applicable "fair share" goals negotiated with USEPA by the Michigan Department of Environmental Quality as follows:

MBE 10% WBE 7.5%

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under this agreement, and to ensure that sub-recipients, loan recipients and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

1. Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, whether the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce in finding DBEs.
6. If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

The recipient agrees to complete and submit EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" beginning with the Federal fiscal year reporting period the recipient receives the award, and continuing until the project is completed. The reports must be submitted annually for the period ending September 30 for 40 CFR Part 30 Recipients (Non-profits and Institutions of Higher Education); and 40 CFR Part 35 Subpart A and Subpart B Recipients.

Final MBE/WBE reports must be submitted within 90 days after the project period of the grant ends. EPA Form 5700-52A may be obtained on the Internet at [www.epa.gov/osbp](http://www.epa.gov/osbp).

The recipient agrees to comply with the contract administrations provisions of 40 CRF, Section 33.302, which establishes that a prime contractor must pay its subcontractor by 30 days after the grant recipient has made payment.

## PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

### Responsibilities – Grantee

The Grantee, in accordance with the general purposes and objectives of this agreement, will:

- A. Provide for oversight of the project.
- B. Meet with the Wellhead Protection (WHP) Team quarterly as a minimum team requirement.
- C. Submit a signed copy of the Quarterly Grant Team Progress Report after each quarterly WHP team meeting. Quarterly reports shall be sent to the EGLE, Drinking Water and Environmental Health Division, Source Water Unit, Gaylord Field Office, 2100 W. M-32, Gaylord, MI 49735-9282. The contact person is the Wellhead Protection Program Coordinator, Jason Berndt, who can be reached at 989-705-3420 or by e-mail at [berndtj1@michigan.gov](mailto:berndtj1@michigan.gov). If a Financial Status Report form is not submitted, the quarterly report shall include a statement that the request for payment is not being made as part of the Quarterly Grant Team Progress Report.
- D. Utilize all report forms and reporting formats required by the State.
- E. Complete for State approval the items listed in “Table 2: Grant Tabulation 2020.”



**Project Specific Requirements – Appendix A Continued**

Michigan Department of Environment, Great Lakes and Energy  
 Drinking Water and Environmental Health Division  
 Environmental Health Section  
 Source Water Unit

**WELLHEAD PROTECTION GRANT PROGRAM  
 PROGRAM BUDGET – COST DETAIL SCHEDULE**

<b>Program</b>  Wellhead Protection Grant Assistance	<b>Budget Period</b>  October 1, 2019 to September 30, 2020		<b>Date Prepared</b>  10/30/2019
<b>Local Agency</b> City of Portland			
<b>Description</b>	<b>Grant Assistance</b>	<b>Local Funds</b>	<b>Previous Expenditures</b>
See attached "Table 2: Grant Tabulation 2020" for City of Portland	<u>\$9,000.00</u>	<u>\$9,000.00</u>	<u>\$0.00</u>

Completion is a Condition of Funding  
 Authority: 1976 PA 399



**Project Specific Requirements – Appendix A Continued**

Michigan Department of Environment, Great Lakes and Energy  
 Drinking Water and Environmental Health Division  
 Environmental Health Section  
 Source Water Unit

**WELLHEAD PROTECTION GRANT PROGRAM  
 PROGRAM BUDGET SUMMARY**

<b>Program</b>		<b>Budget Period</b>			<b>Date Prepared</b>
Wellhead Protection Grant Assistance		October 1, 2019 to September 30, 2020			10/30/2019
Local Agency City of Portland					
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Federal Identification No.</b>
259 Kent Street		Portland	Michigan	48875	
	SOURCE OF FUNDS			TOTAL BUDGET	
1.	State Agreement			<u>\$9,000.00</u>	
2.	Local Match			<u>\$9,000.00</u>	

# TABLE 2: Grant Assistance Tabulation 2020

Contract Period October 1, 2019 to September 30, 2020

## City of Portland

Water Supply Name

### EGLE USE ONLY

Previous Expenditures: \$

Previous Expenditures to be used this contract period: \$

Remaining Previous Expenditures for use as future local match: \$

(A) Grant Eligible Activities	(B) Deliverable	(C) Activity Cost	(D) Requested Grant Assistance	(E) Local Match	
				Local Funds	Previous Expend.
<b>PREVIOUS EXPENDITURES TO BE USED THIS CONTRACT PERIOD:</b>	<b>EGLE approved previous expenditures</b>		<b>\$0</b>	<b>\$0</b>	
Wellhead Protection Plan Update	Progress Reports, Meeting Minutes and Updated Plan	\$8,000	\$4,000	\$4,000	<b>\$0</b>
New Well Evaluation	New Well Evaluation Report	\$10,000	\$5,000	\$5,000	<b>\$0</b>
					<b>\$0</b>
<b>Total</b>		\$18,000	\$9,000	\$9,000	\$0.00

**Attention: Amendments to this table must be requested in writing at least 2 months prior to contract expiration and cannot increase the total contract amount.**

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 19-72**

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

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

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

Board of Review

-Mike Judd to a term expiring December 31, 2022

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

1. The Portland City Council confirms the Mayor's appointments as set forth above.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** December 16, 2019

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

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, December 2, 2019

In Council Chambers at City Hall

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

Guests: Steve Kirinovic, CPA with Maner Costerisan

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

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman thanked City Treasurer Tolan and staff for all of their work in providing information to the auditors for the annual audit.

City Manager Gorman informed the Council that the City did not receive funding this year through MDOT's Local Bridge Program for the replacement of the Divine Hwy. Bridge. The City will reapply in 2020.

The Zoning Board of Appeals granted the requested 3 variances for the Sparrow Health development. The Planning Commission will review and consider the formal site plan at their meeting on December 11, 2019. It is anticipated that construction on the project will begin Spring/Summer 2020.

Construction on The Brook continues.

The DDA and Parks & Recreation Board are working on design of the Splash Pad for Toan Park.

The development of the Executable Project Plan (EPP) is underway with Pulse Broadband for the Fiber/Broadband Initiative.

City Manager Gorman noted that the Wellhead Protection Program will be renewed this year. Evaluating the location for a potential new well will be part of this program.

Under Presentations, Steve Kirinovic, CPA with Maner Costerisan presented the Fiscal Year 2018/2019 Audit.

Under New Business, the Council considered the acceptance of the Fiscal Year 2018-2019 Audit.

Motion by VanSlambrouck, supported by Fitzsimmons, to accept the Fiscal Year 2018-2019 audit as presented by Maner Costerisan.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 19-68 to approve a capacity purchase for the Board of Light & Power through the Michigan Public Power Agency to meet a portion of its future load requirements for June 1, 2025 through May 31, 2040, by purchasing capacity not to exceed \$22,000.00 annually or \$333,000.00 for the entire term.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 19-68 approving a capacity purchase for the Board of Light & Power through the Michigan Public Power Agency.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 19-69 to approve the City Council meeting dates for 2020.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 19-69 approving 2020 City Council meeting dates.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on November 18, 2019, payment of invoices in the amount of \$118,114.60 and payroll in the amount of \$120,804.62 for a total of \$238,919.22. A purchase order to Timothy Fuller in the amount of \$10,000.00 for the Façade Improvement Agreement between the City of Portland and the Downtown Development Authority was also included.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted that the winter parking ban went into effect on November 1, 2019 and will be in place through April 1, 2020. No parking is allowed on City streets between 2:00 A.M. and 6:00 A.M. He also reminded all residents and business owners that City Ordinances require the removal of snow from all sidewalks within 10 hours of a snow event.

City Manager Gorman noted that Small Business Saturday was this past weekend on November 30, 2019. There were some very good vendors, it as a great event.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck noted the American Legion donated \$500 to Toys for Tots.

Council Member Johnston stated the Christmas Cabaret hosted by the Portland Civic Players, the Holiday Home Tours, the Christmas Market, and Holidayfest will be held December 13<sup>th</sup> and 14<sup>th</sup>.

City Manager Gorman noted that Breakfast with Santa will be held this Saturday, December 7<sup>th</sup> at the VFW.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:43 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the December 2, 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, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Finance Officer/Treasurer Tolan; Police Chief Thomas

**Presentation** - Steve Kirinovic, CPA with Maner Costerisan presented the Fiscal Year 2018/2019 Audit.

**Motion to accept the FY 2018/2019 Audit.**

All in favor. Adopted.

**Approval of Resolution 19-68** approving a capacity purchase for the Board of Light & Power through the Michigan Public Power Agency.

All in favor. Adopted.

**Approval of Resolution 19-69** approving 2020 City Council meeting dates.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:43 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
NYE UNIFORM CO.	00338	UNIFORMS - POLICE	79.99
NYE UNIFORM CO.	00338	UNIFORMS - POLICE	159.98
PORTLAND PUBLIC SCHOOLS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	377.18
PORTLAND PUBLIC SCHOOLS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	475.04
HYDROCORP	02340	INSPECTION & REPORTING SVCS - WATER	499.00
MUNICIPAL SUPPLY CO.	00324	2" ELIPTICAL FLANGE SET, CK VALVE - WATER	115.55
CITY OF IONIA	00204	LAB TESTING - WATER	44.00
MICHIGAN ASSESSOR ASSOCIATION	00263	MEMBERSHIP APP - ASSESSING	100.00
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	484.50
VERIZON WIRELESS	00470	PHONE/DATA SERVICE - VAR DEPTS	607.38
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES - VAR DEPTS	1,411.07
PLEUNE SERVICE COMPANY INC.	00741	BOILER REPAIR - ELECTRIC	139.00
USA BLUEBOOK	01850	GLOVES - WW	133.26
PREMIER SAFETY	02465	SEMI ANNUAL CALIBRATION OF GAS METER - WW	232.28
NORTH CENTRAL LABORATORIES	00959	LAB SUPPLIES - WW	1,331.00
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	762.50
HYDRO DYNAMICS	02203	PUMP FOR CANAL ST LIFT STATION, RES APP 19-63 -	5,065.00
HYDRO DYNAMICS	02203	UNSTALLATION OF NEW PUMP CANAL ST - WW	1,300.00
AMERIGAS -5248	00398	PROPANE CUTLER RD LIFT STATION - WW	730.90
F&V OPERATIONS & RESOURCE MANAGMNT	02564	DEC SERVICES 2019 - WW	9,473.33
TOM'S FOOD CENTER	00452	VAR SUPPLIES - VAR DEPTS	228.64
PURITY CYLINDER GASES, INC.	00380	OXYG, GAS, HASMAT FEE - AMB	95.95
MANER COSTERISAN	02588	CONSULTING SERVICES - GEN	733.20
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
STAPLES BUSINESS CREDIT	00426	SUPPLIES - VAR DEPTS	332.90
PETERSEN OIL & PROPANE	02534	DIESEL FUEL - MP	239.68
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	499.58
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - AMB	25.00
WEST MICHIGAN INTERNATIONAL LLC	02546	TRUCK MIRROR - ELECTRIC	62.16
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	71.51
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	19.46

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	438.40
GRANGER	00175	REFUSE - REFUSE	12,463.84
LITES PLUS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	94.97
DANNY ARENS	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	50.00
JENNIFER VROMAN	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	25.00
FORTE PAYMENT SYSTEMS	02522	NOV CC CHARGES - REC	309.00
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	24.95
GRANGER	00175	REFUSE - MP, PARKS, CEM	374.26
GRANGER	00175	REFUSE - MP, PARKS, CEM	374.26
MUNICIPAL SUPPLY CO.	00324	2" ELIPTICAL FLANGE SET - WATER	95.00
CITY OF PORTLAND - PETTY CASH	00701	VAR EXPENSES - VAR DEPTS	919.36
STATE OF MICHIGAN	00428	NPDES ANNUAL PERMIT FEE - WWTR	400.00
RESCO	00392	SECURITY LIGHTS - ELECTRIC	957.00
BRD PRINTING INC.	02315	TAX FORMS - INCOME TAX	48.70
BRD PRINTING INC.	02315	TAX BOOKLETS - INCOME TAX	725.60
GRANGER	00175	REFUSE - ELECT, POL, COMM PROMO	152.58
GRANGER	00175	REFUSE - WWTR	152.58
CULLIGAN	02130	WATER - CITY HALL	20.50
KENDALL ELECTRIC	00225	PULLING LUBE - ELECTRIC	183.66
SPARROW IONIA OCCUPATIONAL HEALTH	MISC	PHYSICAL - ELECTRIC	100.00
CENTURYLINK	01567	PHONE SERVICES - GEN, WATER, WW, MP, ELECT	2.27
CINTAS	00083	UNIFORM CLEANING, BLDG, SUPPLIES - VAR DEPTS	1,189.36
KENDALL ELECTRIC	00225	PULLING LUBE - ELECTRIC	642.81
VILLAGE LAUNDRY	01490	LAUNDRY SERVICE - POLICE	79.75
NICK MARTIN	MISC	FIRST AID TRAINING - POLICE	400.00
MICHIGAN STATE POLICE	00275	TOKEN FEE - POLICE	66.00
MHR BILLING	01780	BILLING FOR NOV - AMB	1,276.00
HERB MOSSER	02434	BOARD OF REVIEW - ASSESSING	30.00
DOUG LOGEL SR.	02451	BOARD OF REVIEW - ASSESSING	30.00
MIKE JUDD	02450	BOARD OF REVIEW - ASSESSING	30.00
MISS DIG SYSTEM	00312	ANNUAL FEE 2020 - ELECT, WTR, WWTR	1,789.46

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
I.T. RIGHT	02440	ANNUAL SERVICE FEE - POLICE	3,000.00
BRIAN RUSSELL	00593	OFFICIAL - REC	108.00
LORIN FELDPAUSCH	02010	OFFICIAL - REC	81.00
BRYAN SCHEURER	00600	OFFICIAL - REC	108.00
MARK SCHEURER	00601	OFFICIAL - REC	108.00
TIM STOPZYNSKI	02438	OFFICIAL - REC	81.00
MARCO WILLIAMS	02393	OFFICIAL - REC	270.00
MIKE FULLER	01801	OFFICIAL - REC	108.00
MARCEL MILLER	02245	OFFICIAL - REC	81.00
TYON HARRIS	02083	OFFICIAL - REC	81.00
MARK ROBERTS	02575	OFFICIAL -REC	270.00
NEIL BROWN	01796	OFFICIAL - REC	216.00
KATELYN RUSSELL	02457	OFFICIAL - REC	90.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	90.00
ISSAC HONSOWITZ	02573	OFFICIAL - REC	90.00
FLEIS & VANDENBRINK	00153	SAW GRANT DRAW #3 - WWTR	126,280.00
DURRANT BROTHERS CONSTRUCTION LLC	02612	TOAN PARK BATHROOM REMOD - PARKS, RES APPRV 19	8,712.00
FAMILY FARM & HOME	01972	EXTENSION CORD/PLUG - WW	36.98
Total:			\$189,310.33

**BI-WEEKLY  
WAGE REPORT  
December 16, 2019**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	9,714.32	118,445.89	2,086.45	30,102.28	11,800.77	148,548.17
ASSESSOR	969.32	12,000.94	74.15	918.08	1,043.47	12,919.02
CEMETERY	2,537.35	48,320.38	281.23	11,859.49	2,818.58	60,179.87
POLICE	15,238.98	172,949.29	3,182.09	39,532.28	18,421.07	212,481.57
CODE ENFORCEMENT	653.48	8,837.53	91.46	1,845.06	744.94	10,682.59
PARKS	1,574.41	38,690.58	195.62	5,451.30	1,770.03	44,141.88
INCOME TAX	2,047.10	24,391.06	676.23	8,418.62	2,723.33	32,809.68
MAJOR STREETS	3,613.05	43,161.17	669.90	18,115.98	4,282.95	61,277.15
LOCAL STREETS	4,005.04	39,000.43	823.76	16,390.82	4,828.80	55,391.25
RECREATION	281.96	13,479.15	36.00	2,321.34	317.96	15,800.49
AMBULANCE	11,426.46	151,716.98	1,973.54	29,438.42	13,400.00	181,155.40
DDA	2,386.03	30,440.73	344.05	5,118.13	2,730.08	35,558.86
ELECTRIC	17,753.24	217,495.52	3,342.27	57,514.64	21,095.51	275,010.16
WASTEWATER	7,062.98	81,341.26	1,116.47	22,510.05	8,179.45	103,851.31
WATER	5,340.90	65,570.89	1,373.87	21,635.26	6,714.77	87,206.15
MOTOR POOL	1,725.28	19,105.97	131.99	5,899.48	1,857.27	25,005.45
<b>TOTALS:</b>	<b>86,329.90</b>	<b>1,084,947.77</b>	<b>16,399.08</b>	<b>277,071.23</b>	<b>102,728.98</b>	<b>1,362,019.00</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 12/12/2019**  
**MEETING DATE 12/16/2019**

Fund	Description	Beginning Balance 11/27/2019	Total Cash in	Total Cash out	Cash Balance 12/12/2019	Time Certificates	Ending Balance 12/12/2019
101	GENERAL FUND	1,823,321.59	76,256.00	(177,634.11)	1,721,943.48	235,000.00	1,956,943.48
105	INCOME TAX FUND	89,277.33	18,370.80	(22,122.99)	85,525.14	10,000.00	95,525.14
150	CEMETERY PERPETUAL CARE FUND	55,447.51	686.41	(36.41)	56,097.51		56,097.51
202	MAJOR STREETS FUND	297,800.29	40,417.60	(25,152.15)	313,065.74		313,065.74
203	LOCAL STREETS FUND	235,971.55	22,785.36	(31,027.58)	227,729.33		227,729.33
208	RECREATION FUND	24,536.83	6,091.86	(2,710.87)	27,917.82		27,917.82
210	AMBULANCE FUND	17,123.22	37,005.08	(31,451.06)	22,677.24		22,677.24
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	569,215.53	5,991.67	(7,145.68)	568,061.52		568,061.52
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	248,597.94	-	-	248,597.94		248,597.94
520	REFUSE SERVICE FUND	22,851.19	5,257.63	(13,534.66)	14,574.16		14,574.16
582	ELECTRIC FUND	1,095,041.95	151,146.55	(175,101.86)	1,071,086.64	530,000.00	1,601,086.64
590	WASTEWATER FUND	(2,184.20)	31,329.82	(29,000.47)	145.15		145.15
591	WATER FUND	77,799.14	22,570.16	(25,153.22)	75,216.08	420,000.00	475,221.35
661	MOTOR POOL FUND	73,814.99	21,313.99	(14,474.85)	80,654.13		80,654.13
703	CURRENT TAX FUND	7,693.55	95,333.88	(1,426.89)	101,600.54		101,600.54
	<b>TOTAL - ALL FUNDS</b>	<b>4,639,670.66</b>	<b>534,556.81</b>	<b>(555,972.80)</b>	<b>4,618,254.67</b>	<b>1,195,000.00</b>	<b>5,793,259.94</b>
					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	1,009,141.77	1,009,141.77
					ELECTRIC-PRIN & INT ESCROW	167,421.36	167,421.36
					WASTEWATER DEBT ESCROW	223,727.66	223,727.66
					WASTEWATER REPAIR ESCROW	122,670.92	122,670.92
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	20,000.64	20,000.64
							<b>8,196,707.07</b>

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



# PURCHASE ORDER

INV.# S103334670.001

P.O. 4863

## City of Portland

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

VENDOR City Services Incorporated.  
P.O. Box 897  
Grand Rapids mi 49548

DATE: 12-2-19

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
6" Valve purchase and Installation.	591-441-931		
Hill 3 Danby.			
DEPARTMENT HEAD (UP TO \$500) <u>Reedy D Saks.</u>			TOTAL \$5180.00

MT  
Treasurer Initials

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

**CITY**

SERVICES Inc.

CITY SERVICES INCORPORATED  
4901 Clay Avenue SW PO BOX 897  
4901 Clay Avenue SW  
GRAND RAPIDS, MI 49548-2392  
616 241 4858  
Fax 616 475 9128



**Invoice**

INVOICE DATE	INVOICE NUMBER	PAGE NO.
11/25/2019	S103334670.001	
REMIT TO: CITY SERVICES INCORPORATED 4901 Clay Avenue SW PO BOX 897 GRAND RAPIDS, MI 49548-2392 P-616 241 4858 F-616 475 9128		<b>1 of 1</b>

BILL TO:

SHIP TO:

CITY OF PORTLAND  
259 KENT STREET  
PORTLAND, MI 48875-1495

CITY OF PORTLAND  
451 MORSE DR  
PORTLAND, MI 48875

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON		
120736	JASON	11/7/19	House CSI		
WRITER		SHIP VIA	TERMS	SHIP DATE	ORDER DATE
Becki Lobbezoo		ACCOUNTING	NET 25TH	11/25/2019	
ORDER QTY	SHIP QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
1ea	1ea	Labor: CSI Billing New Pn: 351073 1 - 6" VALVE INSERTION JOB LOCATION: PORTLAND		5180.000/ea	5180.00

Invoice is due by 12/25/2019

All past due balances are subject to a Time Price Differentials of 1.70% per month.

All sales are subject to our Terms and Conditions, which are incorporated herein and can be found at [www.etnasupply.com/tcsale](http://www.etnasupply.com/tcsale)

Subtotal	5180.00
S&H Charges	0.00
Tax	0.00
Payments	0.00
Amount Due	5180.00





**MECA**

7973 E. Grand River Ave.  
Portland, MI 48875

**INVOICE: 4120407**

Invoice Date: 09/18/2019  
Terms: Net 10  
Due Date: 12/15/2019  
Amount Due: \$ 13,643.00

CITY OF PORTLAND  
ATTN: MIKE HYLAND  
259 KENT ST  
PORTLAND MI 48875

Account: 200923  
Description: 2020 SAFETY DUES  
Page 1 of 1

DESCRIPTION	QUANTITY	UOM	UNIT PRICE	AMOUNT	TAX
SAFETY DUES	1.000	EACH	13,643.0000	13,643.00	

MESSAGES		
	Subtotal:	\$ 13,643.00
	Tax:	\$ 0.00
	Total:	\$ 13,643.00
	Amount Paid:	\$ 0.00
	Amount Due:	\$ 13,643.00

RETURN BOTTOM PORTION WITH PAYMENT



**MECA**

7973 E. Grand River Ave.  
Portland, MI 48875

Account:	200923
Invoice:	4120407
Due Date:	12/15/2019
Amount Due:	\$ 13,643.00
Amount Of Payment:	_____

Remit To:

CITY OF PORTLAND  
ATTN: MIKE HYLAND  
259 KENT ST  
PORTLAND MI 48875

MICHIGAN ELECTRIC COOPERATIVE ASSOC  
7973 E GRAND RIVER AVE  
PORTLAND MI 48875



# PURCHASE ORDER

## City of Portland

P.O. 5138

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

VENDOR Gary's Heating Service

DATE: 12/12/19

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Furnaces at RAMA Building	101-101-969001		\$27,300. <sup>00</sup>
	City's Share		\$11,788
	Townships (Reimbursements)		\$15,512. <sup>00</sup>
DEPARTMENT HEAD (UP TO \$500)		TOTAL	\$27,300. <sup>00</sup>

\* Getting Reimb - 60%

MT  
Treasurer Initials.

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

Gary's Heating Service, Inc

9758 E Grand River Ave  
 Portland, MI 48875

# Invoice

Date	Invoice #
11/21/2019	18314

<b>Bill To</b>
City of Portland - Attn: Doug Logel 773 E Grand River Ave Portland, MI 48875

P.O. No.	Terms
	Due on receipt

Item	Description	Qty	Rate	Amount
Furnace	59SC5B100E21-20 (Serial #4619A58213) 59SC5B100E21-20 (Serial #)	2	4,200.00	8,400.00
Misc	Includes: Sheet Metal, Ductwork, Labor, Gas Piping, Drain, Venting, Thermostat, Electrical and Remove Old Furnace. HD125A00111 Modine Unit Heater with 125,000 BTU  Serial #43010017092519-8123 Serial #43010017092519-8121 Serial #430017092919-4402 Serial #43010017092919-4403 Serial #43010017092919-4405 Serial #43010017092919-4406 Serial #43010017092919-4407  Includes: Venting, Gas Piping, Electrical, Thermostats and Labor	1	19,600.00	19,600.00
Misc	Discount - Minus 5 Thermostats		-700.00	-700.00

Thank you for your business.	<b>Total</b>	\$27,300.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$27,300.00

<b>Phone #</b>
(517) 647-4955

<b>E-mail</b>
garysheatingservice@yahoo.com

User: ABAUM

DB: Portland

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,063,204.00	1,016,400.10	1,400.77	46,803.90	95.60
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	452.04	176.06	4,547.96	9.04
101-000-447.000	TAX COLLECTION FEES	41,000.00	33,564.42	53.87	7,435.58	81.86
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	6.16	0.00	(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	10,727.70	5,282.17	13,272.30	44.70
101-000-455.000	TRAILER FEES	350.00	213.00	39.00	137.00	60.86
101-000-476.000	NON-BUSINESS PERMITS	66,000.00	48,747.00	2,758.00	17,253.00	73.86
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	1,932.48	0.00	3,983.52	32.67
101-000-575.000	REVENUE SHARING-CONST SALES	349,393.00	118,782.00	0.00	230,611.00	34.00
101-000-576.000	REVENUE SHARING-STAT SALES	112,685.00	36,891.00	0.00	75,794.00	32.74
101-000-620.000	PBT TESTING FEES	3,000.00	430.00	25.00	2,570.00	14.33
101-000-623.000	TRANSCRIPT FEES	0.00	662.12	29.00	(662.12)	100.00
101-000-624.000	MISCELLANEOUS FEES	0.00	140.00	70.00	(140.00)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	319,044.00	132,935.00	26,587.00	186,109.00	41.67
101-000-630.000	CEMETERY LOT SALES	3,500.00	3,137.50	162.50	362.50	89.64
101-000-633.000	CEMETERY CARE FEES	2,500.00	2,325.00	(75.00)	175.00	93.00
101-000-634.000	GRAVE OPENING FEES	8,000.00	5,525.00	1,225.00	2,475.00	69.06
101-000-656.000	DISTRICT COURT FINES	9,500.00	3,710.01	848.02	5,789.99	39.05
101-000-661.000	PARKING FINES	2,500.00	800.00	150.00	1,700.00	32.00
101-000-663.000	MISCELLANEOUS FINES	2,000.00	1,130.00	178.00	870.00	56.50
101-000-665.000	INTEREST INCOME	0.00	1,892.03	481.47	(1,892.03)	100.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	0.00	436.54	85.71	(436.54)	100.00
101-000-667.000	RENTAL INCOME	1,500.00	800.00	50.00	700.00	53.33
101-000-676.004	DONATION-RED MILL BUILDING	2,500.00	0.00	0.00	2,500.00	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	0.00	5,783.55	42.16
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	30,000.00	15,845.01	82.00	14,154.99	52.82
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	147.31	37.52	(147.31)	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		2,181,502.00	1,447,232.78	39,646.09	734,269.22	66.34
Expenditures						
100	COUNCIL	88,555.00	22,126.56	772.81	66,428.44	24.99
101	COMMUNITY PROMOTIONS	304,396.00	144,848.87	7,239.67	159,547.13	47.59
172	CITY MANAGER	170,530.00	62,643.72	13,476.05	107,886.28	36.73
191	ELECTIONS	5,050.00	2,049.51	1,013.83	3,000.49	40.58
201	GENERAL ADMINISTRATION	416,714.00	192,285.17	27,213.37	224,428.83	46.14
209	ASSESSING	53,485.00	18,340.11	3,400.16	35,144.89	34.29
265	CITY HALL	60,763.00	31,043.75	3,862.97	29,719.25	51.09
276	CEMETERY	155,663.00	65,830.11	12,873.60	89,832.89	42.29
301	POLICE	772,378.43	228,958.04	56,570.27	543,420.39	29.64
371	CODE ENFORCEMENT	55,574.00	18,103.03	3,591.92	37,470.97	32.57
728	ECONOMIC DEVELOPMENT	19,460.00	15,959.71	3,062.42	3,500.29	82.01
751	PARKS	161,213.00	59,767.73	10,513.67	101,445.27	37.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		2,263,781.43	861,956.31	143,590.74	1,401,825.12	38.08
<hr/>						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,181,502.00	1,447,232.78	39,646.09	734,269.22	66.34
TOTAL EXPENDITURES		2,263,781.43	861,956.31	143,590.74	1,401,825.12	38.08
NET OF REVENUES & EXPENDITURES		(82,279.43)	585,276.47	(103,944.65)	(667,555.90)	711.33

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	724,400.00	194,637.78	50,199.34	529,762.22	26.87
	TOTAL EXPENDITURES	1,119,219.00	97,371.50	10,205.56	1,021,847.50	8.70
	NET OF REVENUES & EXPENDITURES	(394,819.00)	97,266.28	39,993.78	(492,085.28)	24.64
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	12,800.00	2,133.72	236.41	10,666.28	16.67
	TOTAL EXPENDITURES	300.00	147.31	37.52	152.69	49.10
	NET OF REVENUES & EXPENDITURES	12,500.00	1,986.41	198.89	10,513.59	15.89
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	914,862.00	227,640.32	32,625.28	687,221.68	24.88
	TOTAL EXPENDITURES	935,084.00	252,087.17	32,689.25	682,996.83	26.96
	NET OF REVENUES & EXPENDITURES	(20,222.00)	(24,446.85)	(63.97)	4,224.85	120.89
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	338,001.00	210,669.36	10,845.73	127,331.64	62.33
	TOTAL EXPENDITURES	384,178.00	188,102.23	24,463.91	196,075.77	48.96
	NET OF REVENUES & EXPENDITURES	(46,177.00)	22,567.13	(13,618.18)	(68,744.13)	48.87
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	129,500.00	41,931.72	17,137.02	87,568.28	32.38
	TOTAL EXPENDITURES	129,497.00	37,091.59	4,331.83	92,405.41	28.64
	NET OF REVENUES & EXPENDITURES	3.00	4,840.13	12,805.19	(4,837.13)	1,337.67
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	597,432.00	250,340.13	20,000.05	347,091.87	41.90
	TOTAL EXPENDITURES	646,971.00	258,295.08	44,462.28	388,675.92	39.92
	NET OF REVENUES & EXPENDITURES	(49,539.00)	(7,954.95)	(24,462.23)	(41,584.05)	16.06
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	344,510.00	338,670.93	293.87	5,839.07	98.31
	TOTAL EXPENDITURES	568,196.00	115,710.15	20,239.59	452,485.85	20.36
	NET OF REVENUES & EXPENDITURES	(223,686.00)	222,960.78	(19,945.72)	(446,646.78)	99.68
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	329,600.00	149,492.68	0.00	180,107.32	45.36
	NET OF REVENUES & EXPENDITURES	(329,600.00)	(149,492.68)	0.00	(180,107.32)	45.36

## PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		152,000.00	50,715.27	12,597.02	101,284.73	33.37
TOTAL EXPENDITURES		150,900.00	50,227.74	0.00	100,672.26	33.29
NET OF REVENUES & EXPENDITURES		1,100.00	487.53	12,597.02	612.47	44.32
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,993,725.00	1,390,580.62	300,171.64	2,603,144.38	34.82
TOTAL EXPENDITURES		4,604,176.00	1,400,704.99	259,724.47	3,203,471.01	30.42
NET OF REVENUES & EXPENDITURES		(610,451.00)	(10,124.37)	40,447.17	(600,326.63)	1.66
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		938,500.00	507,387.34	204,194.61	431,112.66	54.06
TOTAL EXPENDITURES		1,138,958.00	283,535.84	47,727.73	855,422.16	24.89
NET OF REVENUES & EXPENDITURES		(200,458.00)	223,851.50	156,466.88	(424,309.50)	111.67
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		674,669.00	268,267.01	53,559.83	406,401.99	39.76
TOTAL EXPENDITURES		876,017.00	212,524.82	37,698.47	663,492.18	24.26
NET OF REVENUES & EXPENDITURES		(201,348.00)	55,742.19	15,861.36	(257,090.19)	27.68
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		381,552.00	107,743.77	18,797.92	273,808.23	28.24
TOTAL EXPENDITURES		483,913.00	76,991.25	13,216.67	406,921.75	15.91
NET OF REVENUES & EXPENDITURES		(102,361.00)	30,752.52	5,581.25	(133,113.52)	30.04
TOTAL REVENUES - ALL FUNDS		9,210,951.00	3,590,717.97	720,658.72	5,620,233.03	38.98
TOTAL EXPENDITURES - ALL FUNDS		11,376,009.00	3,122,282.35	494,797.28	8,253,726.65	27.45
NET OF REVENUES & EXPENDITURES		(2,165,058.00)	468,435.62	225,861.44	(2,633,493.62)	21.64

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

Held on Wednesday, October 9, 2019 at 7:00 P.M.  
In Council Chambers at City Hall

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

Absent: Culp

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

Guests: Ryan Johnson of Progressive AE; Bob Lathers of The Beacon; Nick Grifhorst of the Ionia Sentinel-Standard

City Clerk Miller called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

City Clerk Miller opened the floor for nominations for Chair.

Motion by Fitzsimmons, supported by Kmetz, to nominate Grapentien as Chair.

There were no other nominations.

City Clerk Miller held the vote for Grapentien as Chair.  
All in favor. Member Grapentien was named Chair.

Chair Grapentien opened the floor for nominations for Vice Chair.

Motion by Williamson, supported by Kmetz, to nominate Fitzsimmons as Vice Chair.

There were no other nominations.

City Clerk Miller held the vote for Member Fitzsimmons as Vice Chair.  
All in favor. Member Fitzsimmons was named Vice Chair.

Chair Grapentien opened the floor for nominations as Secretary.

Motion by Fitzsimmons, supported by Kmetz, to nominate Williamson as Secretary.

There were no other nominations.

City Clerk Miller held the vote for Member Williamson as Secretary.  
All in favor. Member Williamson was named Secretary.

There was no public comment.

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

Planning Commission Minutes  
October 9, 2019

All in favor. Approved.

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

Motion by Williamson, supported by Fitzsimmons, to approve the minutes of the June 12, 2019 meeting as presented.  
All in favor. Approved.

Under New Business, 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. Sparrow Health is planning to make drastic improvements in Portland through construction of a new, 11,500 sq. foot, advanced facility to expand services to the community.

Ryan Johnson, Landscape Architect at Progressive AE, presented the concept site plan for the Sparrow Health building on Cutler Rd. The new facility will be a single story, steel frame structure with a flat roof. The exterior of the building will consist primarily of masonry veneer over metal stud framing and backup with punched window openings. The building will include some full height storefront window framing expanses. The final site plan will fulfill all landscaping requirements. The entrance to the building will be located off from Hyland Dr.

City Manager Gorman provided a brief history of the property and outlined the purchase agreement with Sparrow Health which required the City to construct an access road to the property off from Cutler Rd.

Mr. LeBlanc presented his review of the Sparrow Health Preliminary Site Plan. The project is within the Cutler Road Character Area as described in the Master Plan and subject to the form-based requirements of Division 8, O-R Office/Research Form-Based District. As most of the district requirements focus on building design, the preliminary plan can't be evaluated relative to conformance with those standards. However, Sec. 482-283(b) specifies building placement requirements (setbacks) which can be evaluated. The ordinance establishes Required Building Lines (not minimum setbacks) along abutting streets (30 to 40 ft.). The proposed building location does not meet this RBL on either the Cutler Road or Hyland Drive frontage. In addition, parking is not permitted in front of the building. The plan also does not conform to this requirement.

Mr. LeBlanc noted that one of the advantages of form-based regulations is that plans that fully comply with the requirements can be reviewed and approved administratively by the City Manager. However, if variances are needed the site plan is subject to Planning Commission review. In this case, multiple variances are needed to allow the proposed plan to move forward. Therefore, pending Planning Commission comments and/or subsequent changes to the plan, if variances are still required, the applicant will have to go before the Zoning Board of Appeals prior to submitting a final site plan for further review. Additional information should also be provided regarding lot coverage. The ordinance limits building coverage to 40 percent of the site and total impervious surface to 60 percent. Allowance is made for green infrastructure that

Planning Commission Minutes  
October 9, 2019

reduces stormwater runoff. The applicant should provide calculations to determine compliance with the coverage requirements, assuming full development as shown on the plan.

There was discussion about the approval process with the Zoning Board of Appeals. The next meeting of the Zoning Board of Appeals will be Tuesday, November 12, 2019 due to the Veteran's Day Holiday. The Planning Commission will meet next on Wednesday, November 13, 2019.

City Manager Gorman noted that the proposed development by Sparrow Health illustrates some of the issues with the current zoning.

City Manager Gorman provided development updates.

There were no Planning Commission Member Comments.

Motion by Kmetz, supported by Fitzsimmons, to adjourn the meeting at 8:06 P.M.  
All in favor. Approved.

Respectfully submitted,

---

Jason Williamson, Secretary

City Of Portland  
Water Department  
Monthly Water Report  
November 2019

Monthly Water Production

Well #4	4,219,000 Gallons
Well #5	0 Gallons
Well #6	5,133,000 Gallons
Well #7	2000 Gallons

Daily Water Production

Well #4	140,634 Gallons
Well #5	0 Gallons
Well #6	171,100 Gallons
Well #7	67 Gallons

Daily Average Water Production for All Wells

311,801 Gallons

Total Water Production for the Month

9,354,000 Gallons

Total Water Production for the Previous Month

9,378,000 Gallons

Total Production decreased by

24,000 Gallons

Total Production for This Month from the Previous Year

11,158,000 Gallons

Total Production decreased by

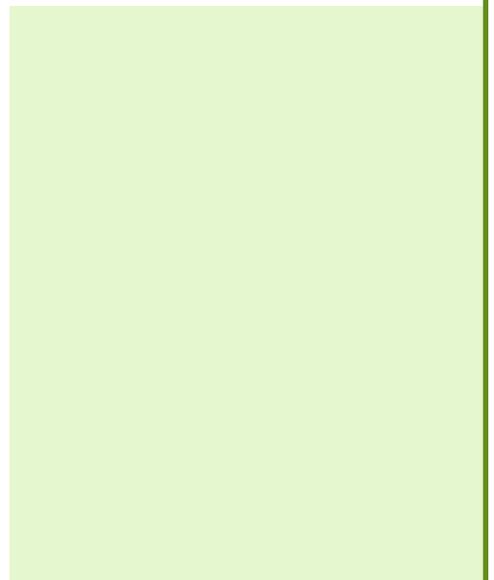
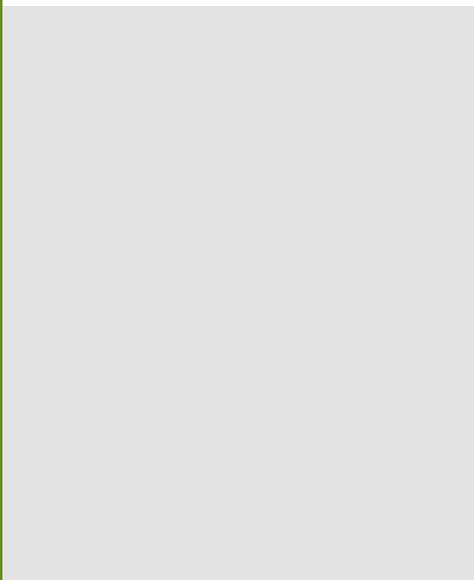
1,804,000 Gallons

Rodney D. Smith Jr.  
Water Technician



# The City of Portland Operations & Maintenance Report

October 2019





November 25, 2019

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

**RE: October 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 October 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” OCTOBER 2019 Completed Work orders**

## **APPENDIX “C” BEFORE & AFTER PICTURES OF THE PROCESS TANKS**



## ADMINISTRATIVE REPORT

### ADMINISTRATIVE

The October 2019 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on November 6, 2019. The average influent flow was 367,000 gallons per day. The daily maximum influent flow was 437,000 gallons, which occurred on October 31, 2019. The Monthly Operating Report (MOR) is located in [Appendix A](#).

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, which could lead to the biosolids being required to be landfilled instead of being land applied. The thickening and landfilling of biosolids is substantially more costly than land application. These are the same pumps for which EGLE required submittal of a corrective action plan in case either pump was rendered inoperable.

FVOP recommends that the Residual Management Plan (RMP) for biosolids be updated to include other means of meeting the Class B biosolids requirements instead of the minimum thirty-eight (38) percent volatile reduction. FVOP is currently writing a proposal for the City to review and approve for updating the RMP.

### 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. EGLE requires a 180-day minimum bio solids storage capacity for compliance. Also, 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. A biosolids storage capacity study needs to be performed to develop the most cost-effective method to expand the biosolids storage capacity of WWTP.
- 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 identifying issues early.

### WASTEWATER MAINTENANCE

Maintenance was completed during the month of October 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 September 2019 FVOP work orders can be viewed in [Appendix B](#).

- During October 2019 FVOP and City Staff were able to perform annual maintenance on the anoxic tank and aeration tank #3. They drained, cleaned, and inspected each tank and approximately six (6) yards of grit and other debris were removed from the tanks. Please see [Appendix C](#) for before and after pictures of the tanks that were cleaned. During the inspection we also pulled the anoxic mixer and inspected it for wear and removed the rags and other debris from it.
- On October 5, 2019 FVOP and City Staff troubleshot the BOD Incubator and found that the evaporation fan was inoperable. They then proceeded to order a new fan and replaced it.

- On October 7, 2019, Cook Brothers Excavating was on-site to remove and dispose of approximately fifty-two (52) yard of dried biosolids in the drying bed.
- On October 8, 2019, FVOP and City Staff replaced the upper squeegees on both clarifiers because the existing squeegees were tearing apart affecting the fat, oil, and grease (FOG) removal on the surface of the clarifiers.
- On October 9, 2019, HydroDynamics was on site to reinstall and perform start up diagnostics on Raw Sewage Pump #2.
- On October 15, 2019, FVOP and City Staff replaced influent pump #3 because it had a seal failure. We swapped it with one of the spare pumps that were still on-site from the upgrade in 2011. This will allow us to plan for pump replacement in the 2020- 2021 fiscal year.
- On October 23, 2019, Jack Doheny Company was on-site to give City Staff a demonstration of their new series of vactor truck. Doheny's cleaned the grease from the Canal Street Lift Station free of charge. Saving the city calling in an outside service provider, to reach the depths required to clean this station effectively.
- On October 24, 2019, Oudbier Instruments was on-site to perform annual calibrations of the five (5) flow meters that are located throughout the WWTP.
- On October 25, 2019, Deshazo Crane Service was on-site to inspect and certify the overhead hoist and both of the chain-falls at the WWTP.
- On October 31, 2019, S & W Controls was on-site to assist with the installation of the new Roots Dresser methane gas meter.

## OPERATIONS

- FVOP and City Staff performed the sampling at strategic locations throughout the collection system and the WWTP so the Maximum Allowable Headworks Loading (MAHL) study. This study is part of the SAW Grant that the City received.

## SAFETY TRAINING

The following safety training was completed during October 2019:

- Safe Lifting Basics
- Working In The Heat
- Employees Roles In Confined Spaces
- City Staff- Fire Safety through Tri-County

## WORK PERFORMED ON THE COLLECTION SYSTEM

The following collection system tasks were completed during October 2019:

- On October 21, 2019, City Staff inspected the installation of a double "Y" cleanout for a resident on Knox Avenue.
- On October 28, 2019, we received a sewer complaint call from a resident on East Grand River who reported sewage backing up in their floor drains. Staff inspected the sewer main between Manhole C-10 and Manhole C-9; the sewage was flowing normally and was not backed up in the manholes. Staff then attempted to use the push camera to inspect the lateral, but the camera wouldn't go beyond thirty (30) feet because of an obstruction. Staff recommend the resident have the lateral cleaned from inside the residence to the City main, by a qualified plumbing contractor.

- On October 31, 2019, City Staff inspected the installation of a new four (4) inch sewer lateral for a resident on Cliff Avenue.
- On October 31, 2019, we received a sewer complaint call from a resident on Quarterline Avenue who reported that a plumbing contractor they hired was on-site to clean the lateral and noticed that Manhole A-27 was beginning to back up. Staff inspected Manhole A-27 and found that there was back up in that manhole. Staff proceeded to clean the sewer main between Manhole A-27 and Manhole A-28 as a precaution. It should be noted that Manhole A-27 has severe root intrusion in the blocks of the structure.
- Forty-nine (49) Miss Digs were completed during the period.

## EMERGENCY ALARM CALL- OUTS

We received zero emergency call outs during October 2019.

## OPERATIONAL AND MAINTENANCE EXPENSES

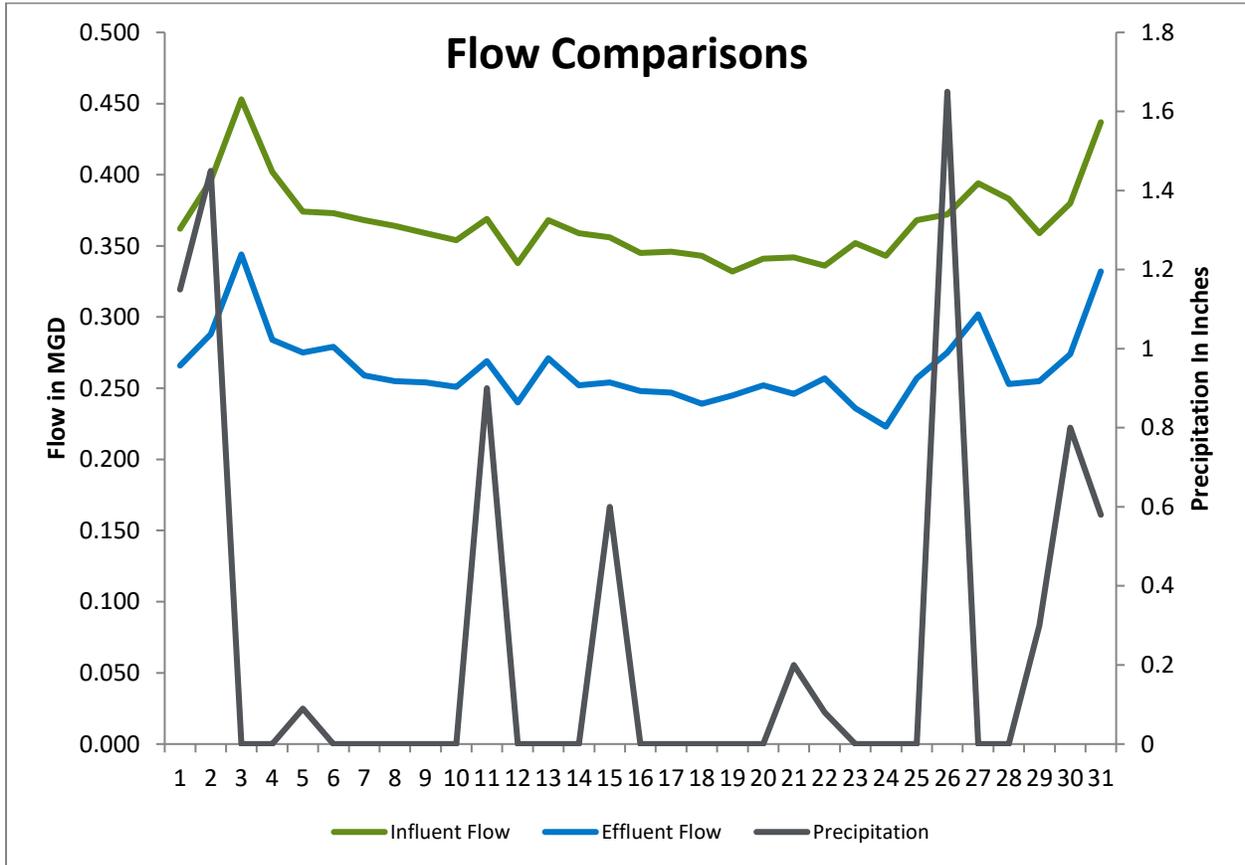
The following expenses were incurred during the month of October 2019:

Operational & Maintenance Expenses for 2019-2020 Fiscal Year			
10/3/2019	Tom's Food Center	Paint & Paint Supplies For Laboratory	\$53.96
10/4/2019	Menards	Lumber & Painting Supplies	\$207.33
10/4/2019	Tom's Food Center	Paint & Paint Supplies For Laboratory	\$57.06
10/7/2019	Horizon Scientific	Evaporation Fan for BOD Incubator	\$104.05
10/11/2019	NCL	Ascorbic Acid	\$50.28
10/16/2019	NCL	BOD LDO Cap & Sulfuric Acid	\$382.20
10/16/2019	HydroDynamicsInc.	Replace Pump at Canal Street Lift Station	\$6,365.00
10/16/2019	HydroDynamics Inc.	Rebuild of Raw Pump #2	\$3,396.34
10/21/2019	Family Farm & Home	Duplex Outlet	\$3.99
10/22/2019	Cook Brothers	Removal of 52 yards of material from drying beds	\$720.00
10/22/2019	Granger Landfill	Landfilling of 52 yards of material from drying beds	\$1,172.60
10/22/2019	Grainger	Nema Outlet	\$3.41
10/22/2019	Dubois Cooper	New Booster Pump for Thickener	\$3,283.80
10/24/2019	Oudbier Instruments	Annual Calibration of Flow Meters	\$850.00
10/25/2019	Menards	LED Light Fixtures & Heater for the Lab	\$241.96
10/29/2019	NCL	BOD Meter Stirrer	\$78.71
10/29/2019	Etna Supply	Jersey Gloves- PPE	\$15.48
10/29/2019	Municipal Supply	PPE- Knee & Hip Waders	\$45.50
10/29/2019	Etna Supply	SCH 80 PVC Parts	\$211.70
10/29/2019	Deshazo Crane	Inspect & Certify Chain Falls & Hoist	\$250.00
10/30/2019	Family Farm & Home	HI-VISABILITY Safety Jacket	\$69.99
10/30/2019	Toms Food Center	Distilled Water for Laboratory	\$25.74
10/31/2019	Office Max	Black & Color Ink for Printer	\$66.88
10/31/2019	NCL	Lab Supplies	\$155.88

10/31/2019	Tom's Food Center	Trap for the slop sink repair	\$4.14
10/31/2019	Windemuller	Troubleshoot PLC Issue	\$370.00
<b>Total Monthly Expenses</b>			<b>\$18,186.00</b>
<b>Year to Date Expenses</b>			<b>\$57,569.52</b>

## DAILY FLOW SUMMARY

The wastewater flow was monitored using the facility's influent and effluent flow meters. The chart below shows the flow readings for the month of October 2019. The average influent flow during the period was 367,000 gallons per day and the average effluent flow during the period was 264,000 gallons per day. We had ten (10) days of precipitation which totaled 7.80 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



# APPENDIX "A"



City of Portland, Michigan

October 2019

**FINAL EFFLUENT**

DAY	CBOD -5					T.S.S					v.s.s	TOTAL PHOSPHORUS			pH	DO	FECAL				
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%		mg/l	mg/l	lbs/day			%	su	mg/l	COLIFORM	
		7-day		7-day	Rem.	7-day		7-day		7-day		Rem.								cts/100 ml	7-day
		Avg		Avg			Avg		Avg								Rem.				GEO
1	2.2		4.9		99	12.8		28.4		89	4	1.080	2.4	76	7.1	5.5	93				
2	2.3		5.5		98	4.0		9.6		94	2	0.970	2.3	79	7.1	5.2	168				
3	2.4		6.9		98	6.0		17.2		95	2.8	0.860	2.5	81	7.1	5.6	100				
4																					
5																					
6																					
7		2.3		5.8			7.6		18.4									116			
8	3.8	2.8	8.1	6.8	99	8.4	6.1	17.9	14.9	97	7.2	0.980	2.1	84	7.2	5.4	84	112			
9	3.1	3.1	6.6	7.2	99	6.8	7.1	14.4	16.5	97	4.4	0.810	1.7	86	7.2	5.4	204	120			
10	2.7	3.2	5.7	6.8	99	5.6	6.9	11.7	14.7	97	4.8	0.970	2.0	84	7.1	5.1	60	101			
11		3.2		6.8			6.9		14.7									101			
12		3.2		6.8			6.9		14.7									101			
13		3.2		6.8			6.9		14.7									101			
14		3.2		6.8			6.9		14.7									101			
15	4.6	3.5	9.7	7.3	98	10.8	7.7	22.9	16.3	94	9.6	0.950	2.0	75	7.2	5.1	119	113			
16	4.9	4.1	10.1	8.5	98	1.0	5.8	2.1	12.2	99	0.4	0.975	2.0	76	7.1	5.0	70	79			
17	4.8	4.8	9.9	9.9	99	3.2	5.0	6.6	10.5	98	1.6	1.048	2.2	83	7.1	5.4	95	92			
18		4.8		9.9			5.0		10.5									92			
19		4.8		9.9			5.0		10.5									92			
20		4.8		9.9			5.0		10.5									92			
21		4.8		9.9			5.0		10.5									92			
22	2.8	4.2	6.0	8.7	99	2.4	2.2	5.1	4.6	99	1.2	0.463	1.0	94	7.2	5.3	160	102			
23	2.6	3.4	5.1	7.0	99	8.4	4.7	16.5	9.4	97	4.4	0.408	0.8	95	7.0	6.2	212	148			
24	4.2	3.2	7.8	6.3	99	7.2	6.0	13.4	11.7	97	4.4	0.748	1.4	88	7.4	6.7	120	160			
25		3.2		6.3			6.0		11.7									160			
26		3.2		6.3			6.0		11.7									160			
27		3.2		6.3			6.0		11.7									160			
28		3.2		6.3			6.0		11.7									160			
29	3.5	3.4	7.4	6.8	99	9.2	8.3	19.6	16.5	97	4.4	1.150	2.4	85	7.1	6	180	166			
30	3.7	3.8	8.5	7.9	99	8.8	8.4	20.1	17.7	98	1.2	0.770	1.8	88	7.1	6.2	200	163			
31	5.5	4.2	15.2	10.4	98	3.6	7.2	10.0	16.5	82	2.8	0.975	2.7	73	7.4	6.6	164	181			
M/M																					
TL																					
GA																					
ME	3.5		7.8		99	6.5		14.4		95	3.6	0.88	2.0	83		5.6	125.6				
WGA																					
WA																					
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighe																					
REMARKS:																					

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



City of Portland, MI

October 2019

**ACTIVATED SLUDGE**

DAY	Aeration Volume	Detent. Time	CRT Days	Organic Loading	MLSS	MLVSS	SETT.	SVI	DO	AIR SUPPLY	RASS	RASVS	WAS	WAS	Return Flow
	KCF	Hours		F/M	mg/l	mg/l	%		mg/l	CuFt./D	g/100 ml	g/100 ml	gal	lbs	(RAS)
1	24	6.1	6.4	0.17	2548	1957	20	78	2.0	1.44	0.4299	0.3230	16.49	591	0.347
2	24	5.8	6.4	0.14	2715	2089	18	66	2.4	1.44	0.4193	0.3174	18.08	632	0.347
3	24	5.3	4.5	0.19	2595	2021	16	62	2.1	1.44	0.6034	0.4594	17.10	861	0.363
4	24	5.4	6.9		2506		16	64	2.1	1.44	0.3520		18.39	540	0.388
5	24	5.8	13.5		2096		15	72	2.9	1.44	0.3318		8.40	232	0.368
6	24	5.9	5.9		2438		15	62	2.4	1.44	0.8849		8.40	620	0.355
7	24	6.0	6.8		2586		17	66	1.7	1.44	0.4229		16.00	564	0.351
8	24	6.0	6.6	0.36	2697	2029	15	56	2.0	1.44	0.4425	0.3099	16.60	613	0.348
9	24	6.1	5.0	0.28	2379	1805	15	63	2.2	1.44	0.6004	0.4584	14.33	717	0.346
10	24	6.3	5.7	0.34	2589	1822	15	58	2.8	1.44	0.4712	0.3514	17.31	680	0.329
11	24	6.2	7.9		2335		14	60	1.9	1.44	0.3773		14.00	441	0.324
12	24	6.3	11.1		2317		15	65	1.9	1.44	0.4461		8.40	313	0.344
13	24	6.2	11.7		2111		16	76	2.2	1.44	0.3841		8.41	269	0.326
14	24	6.1	7.5		2602		15	58	2.3	1.44	0.4424		14.00	517	0.343
15	24	6.2	6.8	0.25	2740	2068	15	55	2.5	1.44	0.4238	0.3215	17.04	602	0.342
16	24	6.3	7.0	0.25	2392	1720	13	54	2.6	1.44	0.4820	0.3611	12.72	511	0.338
17	24	6.6	6.9	0.32	2684	1957	13	48	2.0	1.44	0.4325	0.2847	16.13	582	0.306
18	24	7.0	6.8		2437		13	53	2.4	1.44	0.4562		14.00	533	0.272
19	24	7.1	14.3		2441		13	53	1.7	1.44	0.3634		8.40	255	0.270
20	24	7.1	13.0		2712		14	52	1.8	1.44	0.4436		8.40	311	0.263
21	24	7.0	5.2		2495		14	56	2.0	1.44	0.5006		17.00	710	0.270
22	24	7.1	4.2	0.57	2382	1816	12	50	2.2	1.44	0.5613	0.4217	18.01	843	0.270
23	24	7.0	4.3	0.42	2703	2033	15	56	1.7	1.44	0.6810	0.5122	16.50	937	0.266
24	24	7.1	3.7	0.26	2743	2033	12	44	0.6	1.44	0.8144	0.5719	16.20	1100	0.266
25	24	6.9	5.5		1883		10	53	2.0	1.44	0.4232		14.50	512	0.257
26	24	6.4	8.2		2984		13	44	2.5	1.44	0.7755		8.40	543	0.301
27	24	5.9	8.4		2766		15	54	2.6	1.44	0.6977		8.40	489	0.330
28	24	5.7	6.5		2820		14	50	3.2	1.44	0.4312		18.00	647	0.365
29	24	6.2	6.3	0.64	2207	1694	12	54	2.2	1.44	0.3489	0.2632	18.03	525	0.333
30	24	6.1	6.2	0.52	2038	1565	11	54	2.4	1.44	0.4481	0.3341	13.20	493	0.327
31	24	5.6	6.8	0.39	2193	1674	11	50	2.9	1.44	0.4440	0.3364	13.03	483	0.335
TL													433.86	17665	9.988
ME	24	6.3	7.3	0.34	2488	1886	14	58	2.2	1.44	0.4947	0.3751	14.00	570	0.322
	REMARKS:														

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

October 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		6	128				26	10.0
2	yes		7	128	71	35	92	26	16.0
3	yes		7	136				17	13.0
4			6	112				27	17.0
5			8	136				20	8.0
6			6	128				20	7.0
7			9	128				20	12.0
8	yes		9	128				20	13.0
9	yes	54.0	12	168	55	26	69	29	12.0
10	yes		9	136				29	14.0
11			7	112				29	13.0
12			8	128				20	3.0
13			13	144				20	4.0
14			9	128	21	9		20	14.0
15	yes		8	128				29	16.0
16	yes		9	120				29	11.0
17	yes		10	128				29	11.0
18			7	120				20	11.0
19			8	120				20	5.0
20		54.0	9	144				20	6.0
21			7	128	57	26	97	20	12.0
22	yes		6	152				20	16.0
23	yes		7	144	24	10	18	54	11.0
24	yes		7	152				29	15.0
25			7	120				29	15.0
26			8	128				20	13.0
27			9	136				20	8.0
28			6	128	58	26	77	20	13.0
29	yes		6	136		6		20	10.0
30	yes		12	120	21	5		20	10.0
31	yes	54.0	14	120				20	8.0
<b>TL</b>		162.0	256.0	4064	307	143	353	742	347.0
<b>ME</b>		54.0	8	131	44	18	71	24	11.2
	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

October 2019

**DIGESTER BIOSOLIDS**

	RAW SLUDGE						BIOSOLIDS							
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE	GAS	
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS	Produced	
	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION	CuFt X 100	
SF														
DAY														
1	1112												22	
2	1203												21	
3	1313	7.4	73	0.04	6.6	19.2	29.3	7.0	1.2	61	0.11	42	23	
4	1258												26	
5	419												22	
6	365												20	
7	1568	5.4	73	0.03	6.9	19.4	29.2	6.9	1.6	62	0.1	40	25	
8	1222												26	
9	1039												10	
10	1222	7.1	73	0.03	6.9	23.8	29.3	6.9	1.4	62	0.03	40	22	
11	1076												19	
12	237												16	
13	346												9	
14	1386												15	
15	1532												18	
16	893												18	
17	1167	6.9	74	0.03	6.9	19.7	29.6	6.9	1.8	62	0.08	43	21	
18	1313												19	
19	456												17	
20	474												18	
21	1295	6.6	76	0.03	6.9	20.7	29.8	6.9	1.6	64	0.1	44	22	
22	1477												25	
23	1878												27	
24	1386												25	
25	784												24	
26	729												23	
27	547												21	
28	1623	6.8	67	0.04	6.9	18.7	29.9	7.0	1.3	62	0.2	20	27	
29	875												26	
30	766												26	
31	565												21	
<b>TL</b>	31524												654	
<b>ME</b>	1047	6.7	73	0.04	6.9	20.3	29.5	6.9	1.5	62		38	21	
<b>REMARKS:</b>	Loading Rate = .02 -.10 lb/cu. ft.													

Digester Volume:  
 Primary: 14700  
 Secondary: 14700

Process Pattern:  
 Primary, Secondary, Land Application

City of Portland, MI

October 2019

**SOLIDS DISPOSAL**

DAY	SUPERNATANT							BIOSOLIDS DISPOSAL				SITE #	DRY TONS APPLIED.
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL	VOL.		
			SOLIDS	SOLIDS	SOLIDS			TO BED	HAULED	SOLIDS	SOLIDS		
	gal.		%	%	mg/l	mg/l	lbs	lbs	gal	%	%		
1	0							0.0					
2	0							0.0					
3	0							0.0					
4	0							0.0					
5	0							0.0					
6	0							0.0					
7	0							0.0					
8	0							0.0					
9	0							0.0					
10	0							0.0					
11	0							0.0					
12	0							0.0					
13	0							0.0					
14	0							0.0					
15	0							0.0					
16	0							0.0					
17	0							0.0					
18	0							0.0					
19	0							0.0					
20	0							0.0					
21	0							0.0					
22	0							0.0					
23	0							0.0					
24	0							0.0					
25	0							0.0					
26	0							0.0					
27	0							0.0					
28	0							0.0					
29	0							0.0					
30	0							0.0					
31	0							0.0					
<b>TL</b>	0							0.0	0				
<b>ME</b>													

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

# APPENDIX “B”



Completed	Equipment Number	Task	WO #	Type
10/1/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	501.01	Scheduled
<b>Note</b>	<b>Oil level OK; drained condensation; catwalk clear, no unusual noise. TS</b>			
10/1/2019	SB-201	Weekly Composite Sampler Maintenance	510.01	Scheduled
<b>Note</b>	<b>Cleaned but task not complete; did not and have not replaced suction hose since installed. TK</b>			
10/1/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	513.01	Scheduled
<b>Note</b>	<b>Waiting for Pump #2 to clean thoroughly - TK</b>			
10/1/2019	TB-104	Weekly Charter Thckener Maintenance	515.01	Scheduled
<b>Note</b>	<b>Excessive watter on floor - squeegee floor to remove water; grease sieves; TK</b>			
10/1/2019	GB-104	Weekly Grit Classifier Maintenance	504.01	Scheduled
<b>Note</b>	<b>Remove scum, cover in place, no noticeable leak, greased lower bearing, no unusual noise or vibrations- checked daily - completed tasks more often if noticed it needed. TK.</b>			
10/2/2019	Boiler Room	Boiler Room Housekeeping	505.01	Scheduled
<b>Note</b>	<b>Room in good condition - cleaned, checked lights &amp; wipe down piping. TK</b>			
10/2/2019	GB-101	Weekly Fine Maintenance	509.01	Scheduled
<b>Note</b>	<b>Rake &amp; support bar in need of repairs; removed rags from screen. TK</b>			
10/3/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	506.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibrations; no visual leaks; pumps greased on Monday - safety screens in place. TS</b>			
10/3/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	508.01	Scheduled
<b>Note</b>	<b>PH dups &amp; fecal QAQC logged 3X; weekly QAQC completed. TS</b>			
10/3/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	511.01	Scheduled
<b>Note</b>	<b>Swept floor - no burned out bulbs; dusted all units; no tools or equipment on floor; cleaned windows; RKM</b>			
10/3/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	512.01	Scheduled
<b>Note</b>	<b>Swept floor &amp; stairs; cleaned all cobwebs, one burned out bulb replaced but still not working. RKM</b>			
10/3/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	517.01	Scheduled
<b>Note</b>	<b>Pumped wet well down to lower level which created an alarm; called out as programmed; Alarms working OK; RKM</b>			
10/3/2019	GB-104	Monthly Grit Auger & Classifier Maintenance	490.01	Scheduled
<b>Note</b>	<b>Bearing greased; no unusual noises or vibrations; Auger wear looks normal; unit working good; cleaned stagnant debris from inside grit area; L1 - 1.1 AMPs; L2 - 1.2 AMPs; L3 - 1.1 AMPs RKM</b>			
10/4/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	499.01	Scheduled
<b>Note</b>	<b>Hosed weirs, baffles, launders, and inner ring. CSM</b>			
10/7/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	525.01	Scheduled
<b>Note</b>	<b>Drain condensate &amp; bumped diffusers; working as they should. TS</b>			
10/7/2019	TB-104	Weekly Charter Thckener Maintenance	548.01	Scheduled
<b>Note</b>	<b>Greased as required. TS</b>			
10/7/2019	UV-100	Weekly UV Maintenance	551.01	Scheduled
<b>Note</b>	<b>Washed down bulbs &amp; trough. TK</b>			
10/8/2019	Headworks Building	Weekly Headworks Housekeeping	519.01	Scheduled
<b>Note</b>	<b>Lighting OK; ventilation &amp; grating ok; sprayed down floor &amp; walls; TS</b>			
10/8/2019	Digester Building Basement	Weekly Digester Building Housekeeping	520.01	Scheduled
<b>Note</b>	<b>Lighting OK; floors swept &amp; de-webbed; tools in order; TS</b>			
10/8/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	521.01	Scheduled
<b>Note</b>	<b>Lighting OK; ferrous pumping as it should; no visible leaks or unusual noises; swept floor; TS</b>			
10/8/2019	SA-102	Portland Monthly Emergency Lighting Checks	523.01	Scheduled
<b>Note</b>	<b>Task completed - Light in lab not working; TK</b>			
10/8/2019	SB-103	Weekly Blower #3 Maintenance	526.01	Scheduled
<b>Note</b>	<b>No unusual noises; oil, filters &amp; belts checked and in working order; cabinets cleaned. TS</b>			
10/8/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	527.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibrations; oil, filters &amp; belts checked. TS</b>			
10/8/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	528.01	Scheduled
<b>Note</b>	<b>Cables secure; no visual damage to power cords; no unusual noise or vibration; TS</b>			
10/8/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	529.01	Scheduled
<b>Note</b>	<b>Painted walls; swept floors, cleaned toilet &amp; sink; TK</b>			

Completed	Equipment Number	Task	WO #	Type
10/8/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	530.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibration; oil, belts, &amp; filters checked - cabinets cleaned. TS</b>			
10/8/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	531.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibration; oil, belts, &amp; filters checked - cabinet cleaned. TS</b>			
10/8/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	532.01	Scheduled
<b>Note</b>	<b>Unable to complete this week due to weather (heavy rain) rescheduled for Monday 10.14.19 CSM</b>			
10/8/2019	AT-105	Weekly D.O Sensor Maintenance	533.01	Scheduled
<b>Note</b>	<b>Task completed; TK</b>			
10/8/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	534.01	Scheduled
<b>Note</b>	<b>Oil levels OK; drained condensate; catwalk clear; no unusual noise or vibration; *changed squeegee on west clarifier LOTO &amp; return to service. DSM/TK/TS</b>			
10/8/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	536.01	Scheduled
<b>Note</b>	<b>Floor &amp; walls cleaned; lighting sufficient; sediment traps drained. TS</b>			
10/8/2019	Boiler Room	Boiler Room Housekeeping	538.01	Scheduled
<b>Note</b>	<b>Floor cleaned; lighting ok; piping clean. TS</b>			
10/8/2019	SB-201	Weekly Composite Sampler Maintenance	543.01	Scheduled
<b>Note</b>	<b>Clean sampler prior to sample start up; temps OK - in working order; TS</b>			
10/8/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	550.01	Scheduled
<b>Note</b>	<b>Tested alarm on west clarifier - in working order. TK/TS</b>			
10/8/2019	GB-104	Weekly Grit Classifier Maintenance	537.01	Scheduled
<b>Note</b>	<b>Remove scum from clarifier; no visual oil leaks; no unusual noise or vibration. TS</b>			
10/9/2019	LB-125	Weekly Eyewash & Shower Exercise	535.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
10/9/2019	Laboratory/ Office	Laboratory Housekeeping	540.01	Scheduled
<b>Note</b>	<b>Task Complete. TK</b>			
10/9/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	544.01	Scheduled
<b>Note</b>	<b>Swept the floor; organized spare parts &amp; moved extra UV racks to the tool room. CSM</b>			
10/9/2019	TB-100	Weekly Thickener Building Housekeeping	547.01	Scheduled
<b>Note</b>	<b>Swept the floor &amp; used shop vac to vacuum the cobwebs - then proceeded to hose the floor down. CSM</b>			
10/9/2019	Tool Room	Weekly Storage Room.	549.01	Scheduled
<b>Note</b>	<b>Swept the floor &amp; organized spare parts. CSM</b>			
10/10/2019	GB-101	Weekly Fine Maintenance	542.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
10/11/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	539.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibrations; packings are ok &amp; safety screens are in place; pumps continue to lose prime; CSM</b>			
10/11/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	541.01	Scheduled
<b>Note</b>	<b>Perform duplicates &amp; spikes on total Phosphorous. CSM</b>			
10/11/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	545.01	Scheduled
<b>Note</b>	<b>Swpt floor; CSM</b>			
10/11/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	546.01	Scheduled
<b>Note</b>	<b>Hosed floor. CSM</b>			
10/14/2019	Aeration Tanks	Monthly Hosing of the Aeration Tanks	522.01	Scheduled
<b>Note</b>	<b>Hosed tanks &amp; channels; TS</b>			
10/14/2019	Headworks Building	Weekly Headworks Housekeeping	552.01	Scheduled
<b>Note</b>	<b>Hosed down floor; cleaned rags out of rake, lighting OK; TS</b>			
10/14/2019	Digester Building Basement	Weekly Digester Building Housekeeping	553.01	Scheduled
<b>Note</b>	<b>Lighting OK - Hosed down floor; tools put away. TS</b>			
10/14/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	554.01	Scheduled
<b>Note</b>	<b>Lighting ok; ferrous pumping; no visible leaks, floors hosed. TS</b>			
10/14/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	556.01	Scheduled
<b>Note</b>	<b>Bumped diffusers; drained condensation; in working ordger. TS</b>			

Completed	Equipment Number	Task	WO #	Type
10/14/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	563.01	Scheduled
<b>Note</b>	<b>Cleaned &amp; sprayed down Mon. TS</b>			
10/14/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	565.01	Scheduled
<b>Note</b>	<b>Walkway clear; oil in range; drain condensate; skimmer operating as it should; no unusual noise or vibration. TS</b>			
10/14/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	567.01	Scheduled
<b>Note</b>	<b>Swept; lighting ok; sediment traps drained. TS</b>			
10/14/2019	Boiler Room	Boiler Room Housekeeping	569.01	Scheduled
<b>Note</b>	<b>Lighting OK - Floors clean &amp; dewebbed. TS</b>			
10/14/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	570.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibrations; grease in place, packing oK. TS</b>			
10/14/2019	GB-101	Weekly Fine Maintenance	573.01	Scheduled
<b>Note</b>	<b>Solenoids all working; removed debris; chute clear, no unusual noise or vibration. TS</b>			
10/14/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	581.01	Scheduled
<b>Note</b>	<b>Tested; RAW pump #3 works!!! seal fail - worked; TS/CSM</b>			
10/14/2019	GB-104	Weekly Grit Classifier Maintenance	568.01	Scheduled
<b>Note</b>	<b>removed scum; no visible leaks, unusual noise or vibrations.</b>			
10/15/2019	SB-103	Weekly Blower #3 Maintenance	557.01	Scheduled
<b>Note</b>	<b>Task complete, oil changed due next month. TS/TK</b>			
10/15/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	558.01	Scheduled
<b>Note</b>	<b>Task complete, oil change due next month. TK/TS</b>			
10/15/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	561.01	Scheduled
<b>Note</b>	<b>Task complete, oil change due next month. TK/TS</b>			
10/15/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	562.01	Scheduled
<b>Note</b>	<b>Task complete, oil change due next month. TK/TS</b>			
10/15/2019	AT-105	Weekly D.O Sensor Maintenance	564.01	Scheduled
<b>Note</b>	<b>Task completed; not dirty; TK</b>			
10/15/2019	LB-125	Weekly Eyewash & Shower Exercise	566.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
10/15/2019	SB-201	Weekly Composite Sampler Maintenance	574.01	Scheduled
<b>Note</b>	<b>Temps in range; cleaned before start up; in working order. TS</b>			
10/15/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	575.01	Scheduled
<b>Note</b>	<b>!st floor - everything back in order since mainenanced; floor swept, lighting ok. TS</b>			
10/15/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	576.01	Scheduled
<b>Note</b>	<b>floor washed down; steps swept; lightining ok; TS</b>			
10/15/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	577.01	Scheduled
<b>Note</b>	<b>Lighting oK; hosed dow w effluent filtered water in main buidling. TS</b>			
10/15/2019	TB-100	Weekly Thickener Building Housekeeping	578.01	Scheduled
<b>Note</b>	<b>Emptied into barrel; lighting OK; swprt &amp; squeegeed floor; dewebbed. TS</b>			
10/15/2019	TB-104	Weekly Charter Thckener Maintenance	579.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibration; oil in range; opened heads to clean spray nozzels; polymer media needs attention; noted multiple times that manufacturer recommends using potable water for use in thickener system. TS</b>			
10/15/2019	UV-100	Weekly UV Maintenance	582.01	Scheduled
<b>Note</b>	<b>All lamps are working; bulbs hosed down &amp; ends brushed; trough scrubbed &amp; clean. TS</b>			
10/15/2019	AT-101	Monthly Anoxic Surface Mixer Maintenance	555.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibrations; cables in working order; amp normal. TS</b>			
10/16/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	559.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibration; no visible leaks; cables secure. TS</b>			
10/16/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	560.01	Scheduled
<b>Note</b>	<b>Still working on painting as time allows; cleaned sink &amp; toilet; uniforms all hung up. TK/TS</b>			
10/16/2019	Laboratory/ Office	Laboratory Housekeeping	571.01	Scheduled
<b>Note</b>	<b>Completed daily as needed; organized &amp; cleaned counters &amp; floors; TK/TS</b>			

Completed	Equipment Number	Task	WO #	Type
10/17/2019	GB-101	Monthly Fine Screen Maintenance	524.01	Scheduled
<b>Note</b>	<b>Found broken basket bar, needs welding; no leaks or unusual noise; clean water filter, checked floats, workink OK; solenoid valves working; lights working; AMps were L1=2.3, I2 = 2.3, L3 = 2.2, unit back in service. RKM</b>			
10/17/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	572.01	Scheduled
<b>Note</b>	<b>Task Complete. TK</b>			
10/18/2019	LB-130	Total Phosphorus Calibration Curve	487.01	Scheduled
<b>Note</b>	<b>Made 50 mg/l phos 5m/L phos STD's; made all new reports required to run absorbic acit TP reflow; entered data into excel program, printed &amp; put in binder. TS</b>			
10/18/2019	Tool Room	Weekly Storage Room.	580.01	Scheduled
<b>Note</b>	<b>Floor swept; storing new computers at the moment; everything else in its place. TS</b>			
10/21/2019	GB-101	Weekly Fine Maintenance	608.01	Scheduled
<b>Note</b>	<b>Solenoids all working; removed debris; chute clear, no unusual noise or vibration. TS</b>			
10/21/2019	Digester Building Basement	Weekly Digester Building Housekeeping	586.01	Scheduled
<b>Note</b>	<b>Swept and hosed the floor. CM</b>			
10/21/2019	Boiler Room	Boiler Room Housekeeping	604.01	Scheduled
<b>Note</b>	<b>Lighting OK - Floors clean &amp; dewebbed. CM</b>			
10/21/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	587.01	Scheduled
<b>Note</b>	<b>Lighting ok; ferrous pumping; no visible leaks, floors hosed. TS</b>			
10/21/2019	LB-125	Weekly Eyewash & Shower Exercise	601.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
10/21/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	602.01	Scheduled
<b>Note</b>	<b>Swept; lighting ok; sediment traps drained. TS</b>			
10/22/2019	AT-101	Annual Anoxic Tank & Surface Mixer Maintenance	95.01	Scheduled
<b>Note</b>	<b>Took tank out of service and drained it down. We then used the Vactor Truck to clean out the sludge and inorganic materials before placing it back in service. Note: For not being cleaned in the 8 yrs since the upgrade there was very little debri build up in the tank. TS/TK/CM</b>			
10/22/2019	AT-101	Semi- Annual Surface Mixer Maintenance	457.01	Scheduled
<b>Note</b>	<b>Removed the mixer from the tank and greased the bearings as well as inspected the impellar and removed debris from the unit. TK/TS/CM</b>			
10/22/2019	Tool Room	Weekly Storage Room.	615.01	Scheduled
<b>Note</b>	<b>Floor swept; storing new computers at the moment; everything else in its place. TS</b>			
10/22/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	612.01	Scheduled
<b>Note</b>	<b>Lighting oK; hosed dow w effluent filtered water in main buidling. TS</b>			
10/22/2019	SB-201	Weekly Composite Sampler Maintenance	609.01	Scheduled
<b>Note</b>	<b>Temps in range; cleaned before start up; in working order. TS</b>			
10/22/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	605.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibrations; grease in place, packing oK. TS</b>			
10/23/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	616.01	Scheduled
<b>Note</b>	<b>Tested with a Canal Street LS low level alarm and it called in order properly. TS/TK/CM</b>			
10/23/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	591.01	Scheduled
<b>Note</b>	<b>Bumped diffusers; drained condensation; in working ordger. TS</b>			
10/24/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	597.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. CM/TS/TK</b>			
10/24/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	596.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. CM/TS/TK</b>			
10/24/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	595.01	Scheduled
<b>Note</b>	<b>Swept, mopped, cleaned toilet and sink.</b>			
10/24/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	594.01	Scheduled
<b>Note</b>	<b>Removed the mixer from the tank and greased the bearing, removed debris from impellar and support cables. TK/CM/TS</b>			
10/24/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	593.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. CM/TS/TK</b>			

Completed	Equipment Number	Task	WO #	Type
10/24/2019	SB-103	Weekly Blower #3 Maintenance	592.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. CM/TS/TK</b>			
10/24/2019	TB-100	Weekly Thickener Building Housekeeping	613.01	Scheduled
<b>Note</b>				
10/24/2019	TB-104	Weekly Charter Thckener Maintenance	614.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibration; oil in range; opened heads to clean spray nozzels; polymer media needs cleaned, pressure washed the seive drum; noted multiple times that manufacturer recommends using potable water for use in thickener system. TS/KM</b>			
10/24/2019	UV-100	Weekly UV Maintenance	617.01	Scheduled
<b>Note</b>	<b>All lamps are working; bulbs hosed down &amp; ends brushed; trough scrubbed &amp; clean. KM/TS</b>			
10/24/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	610.01	Scheduled
<b>Note</b>	<b>Swept and organized. Lighting ok.</b>			
10/24/2019	GB-104	Weekly Grit Classifier Maintenance	603.01	Scheduled
<b>Note</b>	<b>removed scum; no visible leaks, unusual noise or vibrations.</b>			
10/24/2019	DB-301	Monthly Greasing of the Sludge Recirculation Pumps	589.01	Scheduled
<b>Note</b>	<b>Greased the zerks, no unusual noise or vibrations. Amp draw not completed bc of lack of PPE in case of arc flash. TS</b>			
10/25/2019	CR-107	Annual Hoist Inspection & Maintenance	452.01	Scheduled
<b>Note</b>	<b>Deshazo in site to inspect the overhead hoist and the chain falls.</b>			
10/25/2019	SB-300	Monthly Influent Pump Maintenance	451.01	Scheduled
<b>Note</b>	<b>Unclogged and deragged the pump and valve.</b>			
10/25/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	607.01	Scheduled
<b>Note</b>	<b>No QAQC performed this week per CM.</b>			
10/25/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	600.01	Scheduled
<b>Note</b>	<b>Walkway clear; oil in range; drain condensate; skimmer operating as it should; no unusual noise or vibration. TS</b>			
10/25/2019	Headworks Building	Weekly Headworks Housekeeping	583.01	Scheduled
<b>Note</b>	<b>Hosed down everything; lighting, grates &amp; ventillation OK; TS</b>			
10/25/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	611.01	Scheduled
<b>Note</b>	<b>Replaced two lighting fixtures that were inoperable and replaced them with energy efficient LED units. Swept the floor. TS/TK</b>			
10/25/2019	Laboratory/ Office	Laboratory Housekeeping	606.01	Scheduled
<b>Note</b>	<b>Swept and mopped. TK</b>			
10/25/2019	AT-105	Weekly D.O Sensor Maintenance	599.01	Scheduled
<b>Note</b>	<b>Task completed; not dirty; TK</b>			
10/25/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	598.01	Scheduled
<b>Note</b>	<b>Cleaned &amp; sprayed down. TS</b>			
10/25/2019	SB-301	Monthly Influent Pump Maintenance	584.01	Scheduled
<b>Note</b>	<b>Minimal rags removed from the pumps. Pump 3 had a seal failure so it was swapped up with one of the back up pumps. Pumps 1 &amp; 2 have been rebuilt due to the ice jam. Amps are ok. TS/TK</b>			
10/25/2019	SB-302	Monthly Influent Pump Maintenance	584.02	Scheduled
<b>Note</b>	<b>Removed rags and debris from pump and check valve. TS/TK/CM</b>			
10/25/2019	Laboratory QA/QC Program	Monthly QAQC Data & Analysis Checks	590.01	Scheduled
<b>Note</b>	<b>No QAQC performed this week per CM.</b>			
10/25/2019	FC-100	Monthly East & West Secondary Clarifier Maintenance	588.01	Scheduled
<b>Note</b>	<b>Greased zerks, lubricated the drive chain on each clarifier. Overload switches are operating properly. TS</b>			
10/28/2019	AT 100-3	Annual Aeration Tanks 1,2 & 3 & Diffuser Maintenance	58.01	Scheduled
<b>Note</b>	<b>Took tank out of service and inpected and cleaned it. We removed about 5 yards of grit and rags. TK/CM/TS</b>			
10/28/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	652.01	Scheduled
<b>Note</b>	<b>Tested with the low level alarm at Canal street Lift station. TK/TS/CM</b>			
10/28/2019	Tool Room	Weekly Storage Room.	651.01	Scheduled
<b>Note</b>	<b>Floor swept; organized tools TS/TK</b>			

Completed	Equipment Number	Task	WO #	Type
10/28/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	630.01	Scheduled
<b>Note</b>	<b>Reattached the power cable to motor. No unusual noise or vibration. TK</b>			
10/28/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	631.01	Scheduled
<b>Note</b>	<b>Swept, cleaned the toilet and sink. TK/CM</b>			
10/28/2019	LB-125	Weekly Eyewash & Shower Exercise	637.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
10/28/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	638.01	Scheduled
<b>Note</b>	<b>Swept; lighting ok; sediment traps drained. TK</b>			
10/28/2019	Boiler Room	Boiler Room Housekeeping	640.01	Scheduled
<b>Note</b>	<b>Lighting OK - Looks good. TK</b>			
10/28/2019	Laboratory/ Office	Laboratory Housekeeping	642.01	Scheduled
<b>Note</b>	<b>Swept and mopped. Cleaned toilet and sink. TK</b>			
10/28/2019	SB-201	Weekly Composite Sampler Maintenance	645.01	Scheduled
<b>Note</b>	<b>Temps in range; cleaned before start up; in working order. TK</b>			
10/28/2019	AT-105	Weekly D.O Sensor Maintenance	635.01	Scheduled
<b>Note</b>	<b>Task completed; not dirty; TK</b>			
10/29/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	620.01	Scheduled
<b>Note</b>	<b>All task complete-TK</b>			
10/29/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	627.01	Scheduled
<b>Note</b>	<b>Bumped diffusers; drained condensation; in working order. TK</b>			
10/29/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	641.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibrations; grease in place, packing ok. Touched motors with back of hand and its warm not hot. TK</b>			
10/29/2019	SB-103	Weekly Blower #3 Maintenance	628.01	Scheduled
<b>Note</b>	<b>Unit in stand-by. Oil level and V-belts are ok. TS</b>			
10/29/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	636.01	Scheduled
<b>Note</b>	<b>Walkway clear; oil in range; drain condensate; skimmer operating as it should; no unusual noise or vibration. TS/TK/CM</b>			
10/30/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	632.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. Cleaned off the units. TS</b>			
10/30/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	633.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. Cleaned off the unit. TS</b>			
10/30/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	629.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. CM/TS/TK</b>			
10/30/2019	GB-101	Weekly Fine Maintenance	644.01	Scheduled
<b>Note</b>	<b>Solenoids ok, removed debris from the rake and chute, no unusual noise or vibrations, unit need to be checked over by a factory rep bc of ice jam. TS</b>			
10/30/2019	UV-100	Weekly UV Maintenance	653.01	Scheduled
<b>Note</b>	<b>All lamps are working; fecal within range. TK</b>			
10/30/2019	TB-104	Weekly Charter Thckener Maintenance	650.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibration; oil in range; opened heads to clean spray nozzels; noted multiple times that manufacturer recommends using potable water for use in thickener system. greased the sieve drum. TS</b>			
10/30/2019	TB-100	Weekly Thickener Building Housekeeping	649.01	Scheduled
<b>Note</b>	<b>Powerwashed the floor and the lighting is ok. TK/TS</b>			
10/30/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	648.01	Scheduled
<b>Note</b>	<b>Lighting ok; task complete. TK</b>			
10/30/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	647.01	Scheduled
<b>Note</b>	<b>Sprayed down the floor, lighting ok. TS</b>			
10/30/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	646.01	Scheduled
<b>Note</b>	<b>Swept and organized. Lighting ok.</b>			
10/30/2019	GB-104	Weekly Grit Classifier Maintenance	639.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibrations, covers are in place, no leaks. TK</b>			

Completed	Equipment Number	Task	WO #	Type
10/31/2019	Digester Building Basement	Weekly Digester Building Housekeeping	619.01	Scheduled
<b>Note</b>	<b>Swept and hosed the floor., cleaned the slop sink, removed lots of cob webs.RM</b>			
10/31/2019	Headworks Building	Weekly Headworks Housekeeping	618.01	Scheduled
<b>Note</b>	<b>Hosed down everything; lighting, grates &amp; ventillation OK; RM</b>			

# APPENDIX “C”





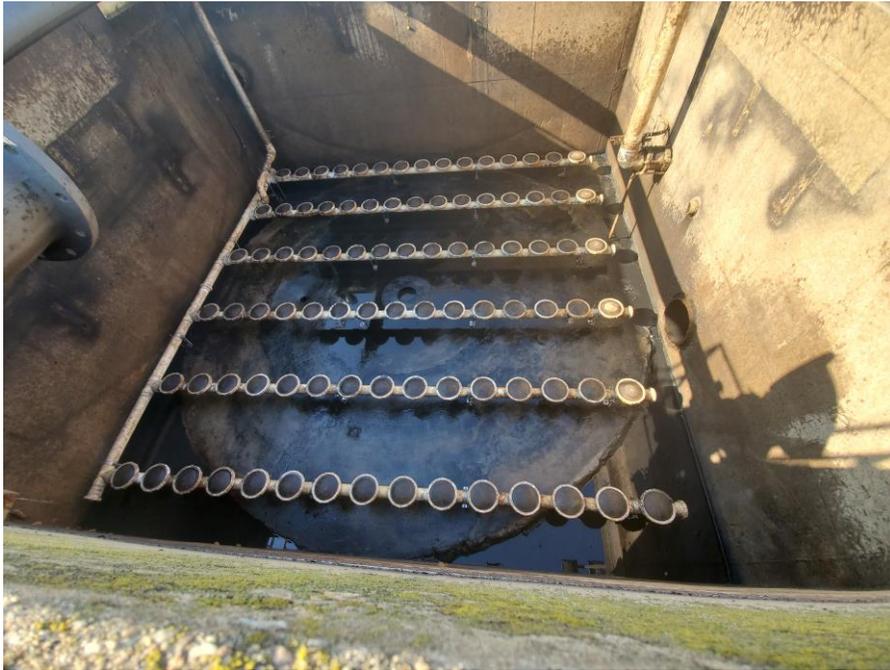
*Aeration Tank #3 Before Cleaning and Inspection*



*Aeration Tank #3 Before Cleaning and Inspection*



*Aeration Tank #3 After Cleaning and Inspection*



*Aeration Tank #3 After Cleaning and Inspection*



*The Anoxic Tank before it was cleaned and inspected.*



*The Anoxic Tank after cleaning and inspection.*

## Portland EO Report



**District:** Portland

Portland Summary							
Program	Applications Count	kWh Goal	kWh Savings	% to Goal	Incentive Budget	Incentives	% to Budget
<b>C&amp;I</b>	<b>12</b>	107,552	<b>126,969</b>	<b>118.05%</b>	<b>\$15,838</b>	<b>\$9,335</b>	<b>58.94%</b>
MPPA - Custom Program - 2019	2	36,832	1,224	3.32%	\$5,533	\$95	1.72%
MPPA - Prescriptive Program - 2019	10	70,720	125,745	177.81%	\$10,305	\$9,240	89.67%
<b>Residential</b>	<b>37</b>	99,664	<b>48,650</b>	<b>48.81%</b>	<b>\$15,960</b>	<b>\$8,039</b>	<b>50.37%</b>
MPPA - Appliance Recycling - 2019	5	2,424	5,484	226.24%	\$563	\$250	44.40%
MPPA - High Efficiency Products and HVAC - 2019	28	5,627	23,691	421.03%	\$2,479	\$4,655	187.78%
MPPA - Residential Lighting - 2019	4	91,613	19,475	21.26%	\$12,918	\$3,134	24.26%

### Program Summary

Customer	Status Date	kWh Savings	Incentive
<b>C&amp;I</b>		<b>126,969.44</b>	<b>\$9,335.36</b>

#### Batched

City Of Portland - 773 E. Grand River Ave. (Custom PLaceholder)		0.00	\$0.00
Bootu Partners - 220 Kent St.	03/21/2019	3,349.00	\$258.68
Arby's Restaurant - 1651 E Grand River	08/23/2019	59,261.62	\$4,453.24
Keusch Brothers - 1600 American Way (4)	11/15/2019	12,152.36	\$972.19
Portland Public Schools - 1100 Ionia Rd. (High School Ltg)	11/15/2019	1,064.89	\$79.06
Portland Public Schools - 745 Storz Ave. (Lighting)	11/27/2019	4,868.76	\$377.18
Portland Public Schools - 883 Cross St (Lighting)	11/27/2019	6,436.22	\$475.04

#### Work Complete

Encompass - 180 Kent St.	11/25/2019	1,224.00	\$94.97
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#### Work In Progress

Portland Public Schools Middle Sch (Ht Pmp) - 745 Storz		1,110.84	\$562.50
City Of Portland - Fire Department - 773 E. Grand River Ave (2)	11/04/2019	37,378.32	\$2,000.00

#### Application Submitted

Portland Public Schools - 883 Cross St (Heat Pump)	123.43	\$62.50
Portland Public Schools Oakwood Elem - 500 Oak St (2)	0.00	\$0.00

<b>Residential</b>	<b>48,649.79</b>	<b>\$8,038.67</b>
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**Batched**

DENNIS GOFF - 1007 JAMES ST	02/01/2019	1,254.10	\$265.00
Diane Huhn - 100 Blossom Dr-2	02/01/2019	122.10	\$65.00
Glen Simon - 9697 Barnes Rd	02/15/2019	730.00	\$150.00
Jayne Graham - 625 Kent Street	02/15/2019	1,026.09	\$225.00
Joan Trumble - 818 Marshall Street	02/15/2019	836.41	\$165.00
JOHN BLASCHKA - 812 DETROIT STREET	02/15/2019	730.00	\$150.00
Richard Clark - 920 Green St	02/15/2019	1,254.10	\$260.00
RYAN JOHNSTON - 410 JAMES ST	02/15/2019	592.50	\$32.11
Joel Bigelow - 9304 Marsalle	02/22/2019	106.41	\$10.00
RICHARD THOLE - 214 JAMES ST (2)	02/22/2019	456.00	\$10.56
Claud Huhn - 7548 Friend Rd (3)	03/08/2019	730.00	\$150.00
Daryl B Johnson - 815 Maynard Road (#03898083)	03/08/2019	836.41	\$160.00
Linda Vanderstow - 221 S Virginia Ave	03/08/2019	836.41	\$160.00
Susie A Smith - 416 Canal St	03/21/2019	836.41	\$160.00
TAYLOR PRATT - 358 QUARTERLINE ST	04/19/2019	1,254.10	\$260.00
Nick Bengel - 9078 Briar Ridge Ct-2	04/26/2019	467.39	\$150.00
Sue VanLente - 8151 Diane Dr-2	04/26/2019	126.20	\$16.00
CONNIE MALLEK - 104 BLOSSOM DR-2	05/10/2019	84.90	\$40.00
Luke Simon - 252 Elm St	05/10/2019	944.00	\$50.00
HAILEY TENHARMSSEL - 916 RIVERSIDE DR	05/17/2019	1,132.50	\$235.00
Jim Lakin - 120 Blossom Dr	05/17/2019	1,135.00	\$50.00
Herb Mosser - 300 Donna Drive	05/31/2019	16.30	\$15.00
Tom Manting - 1037 Marshall St - 2	05/31/2019	1,132.50	\$235.00
NICKOLAS PUNG - 9069 SILVERLEAF COURT	07/12/2019	836.41	\$160.00
Monica Hatt - 275 Grape St	07/19/2019	730.00	\$150.00
Brian & Kayla Powell - 822 Kent St	08/09/2019	417.69	\$100.00
Marie Cook - 8016 Lyons Rd	08/09/2019	730.00	\$150.00
MERIKAY COCHRAN - 312 WEST STREET	08/09/2019	730.00	\$150.00
MICHAEL OUENDAG - 9293 BARNES ROAD	08/09/2019	730.00	\$150.00
Portland Light Kits May	08/14/2019	18,300.00	\$3,075.00
Larry Pohl - 6733 Riverview Lane	08/16/2019	1,026.09	\$225.00
Paul Tate - 7390 Juniper Lane	08/16/2019	1,147.69	\$250.00

JOSHUA MORGAN - 607 LYONS RD	09/06/2019	3,940.83	\$450.00
Portland August	09/10/2019	1,135.00	\$50.00
Alice Zimmerman - 321 S Grant St	09/27/2019	1,135.00	\$50.00
Kenneth Schrauben - 309 N Virginia St-2	09/27/2019	16.30	\$15.00

**Incentive Authorized**

Danny Arens - 6873 Divine Hwy	12/02/2019	1,135.00	\$50.00
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**Component Detail**

**C&I**

**Account No. Component**

	Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive
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**Batched**

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

**Total Project Cost:**

**Install Complete: 8/5/2019**

<i>Cooler Strip Curtains - MPPA 2019</i>	21	85.00	1,785.00	5	105.00
<i>ECM Walk-In Cooler/Freezer - MPPA 2019</i>	2	1,365.00	2,730.00	100	200.00
<i>Exterior HID to LED - MPPA 2019</i>	3,101	4.32	13,391.00	0.35	1,085.18
<i>Freezer Strip Curtains - MPPA 2019</i>	21	454.00	9,534.00	25	525.00
<i>Garage/24 Hour HID to LED - MPPA 2019</i>	76	8.76	666.00	0.6	45.60
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	540	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	312	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	158	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	3,679	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	4,730	1.00	4,730.00	0.08	378.43
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	1,987	1.00	1,987.00	0.08	159.00
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	1,004	1.00	1,004.00	0.08	80.31
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	23,434	1.00	23,434.00	0.08	1,874.72

01-01100-5 **Bootu Partners - 220 Kent St.**

**Total Project Cost: \$2,495.00**

**Install Complete: 2/11/2019**

<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	1,320	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	2,746	1.00	2,746.00	0.08	219.68
<i>LED Exit Sign - MPPA 2019</i>	3	201.00	603.00	13	39.00

10-06900-3	<b>Keusch Brothers - 1600 American Way (4)</b>					
	<b>Total Project Cost: \$2,347.76</b>					
	<b>Install Complete: 8/19/2019</b>					
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	1,728	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	2,130	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	19	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	5,391	1.00	5,391.00	0.08	431.31
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	6,646	1.00	6,646.00	0.08	531.65
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	115	1.00	115.00	0.08	9.23
17-03300-1	<b>Portland Public Schools - 1100 Ionia Rd. (High School Ltg)</b>					
	<b>Total Project Cost: \$401.39</b>					
	<b>Install Complete: 8/19/2019</b>					
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	111	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	111	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	288	1.00	288.00	0.08	23.03
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	288	1.00	288.00	0.08	23.03
	<i>LED Exit Sign - MPPA 2019</i>	1	201.00	201.00	13	13.00
	<i>Occupancy Sensor &lt;=500W - MPPA 2019</i>	1	288.25	288.00	20	20.00
17-01700-1	<b>Portland Public Schools - 745 Storz Ave. (Lighting)</b>					
	<b>Total Project Cost: \$4,147.09</b>					
	<b>Install Complete: 8/19/2019</b>					
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	445	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	389	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	178	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	165	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	55	0.00	0.00	0	0.00
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	543	1.00	543.00	0.08	43.44
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	1,468	1.00	1,468.00	0.08	117.43
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	1,284	1.00	1,284.00	0.08	102.75
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	589	1.00	589.00	0.08	47.08
	<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	181	1.00	181.00	0.08	14.48
	<i>LED Exit Sign - MPPA 2019</i>	4	201.00	804.00	13	52.00

17-032000-1 **Portland Public Schools - 883 Cross St (Lighting)**

**Total Project Cost: \$4,061.22**

**Install Complete: 8/19/2019**

<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	303	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	151	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	357	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	110	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	999	1.00	999.00	0.08	79.94
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	500	1.00	500.00	0.08	39.97
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	1,177	1.00	1,177.00	0.08	94.17
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	362	1.00	362.00	0.08	28.96
<i>LED Exit Sign - MPPA 2019</i>	4	201.00	804.00	13	52.00
<i>Occupancy Sensor &lt;=500W - MPPA 2019</i>	9	288.25	2,594.00	20	180.00

**Work Complete**

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

**Total Project Cost: \$278.57**

**Install Complete: 4/1/2019**

<i>Lighting</i>			1,224.00		94.97
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**Work In Progress**

19-00060-1 **City Of Portland - Fire Department - 773 E. Grand River Ave (2)**

**Total Project Cost:**

**Install Complete: 1/1/0001**

<i>Interior HID to High Bay LED - MPPA 2019</i>	4,671	4.16	19,431.00	0.3	1,401.30
<i>Interior HID to High Bay LED - MPPA 2019</i>	528	4.16	2,196.00	0.3	158.40
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	346	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	1,276	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	44	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	44	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent - Demand Only - MPPA 2019</i>	88	0.00	0.00	0	0.00
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	11,178	1.00	11,178.00	0.08	894.22
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	3,031	1.00	3,031.00	0.08	242.48
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	385	1.00	385.00	0.08	30.84
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	385	1.00	385.00	0.08	30.84
<i>Interior Linear Fluorescent to LED - MPPA 2019</i>	771	1.00	771.00	0.08	61.67

17-01700-1	<b>Portland Public Schools Middle Sch (Ht Pmp) - 745 Storz</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 8/19/2019</b>					
	<i>A/C &lt; 5.4 Tons - MPPA 2019</i>	5	246.85	1,111.00	125	562.50

**Application Submitted**

17-032000-1	<b>Portland Public Schools - 883 Cross St (Heat Pump)</b>					
	<b>Total Project Cost: \$1,576.00</b>					
	<b>Install Complete: 8/19/2019</b>					
	<i>A/C &lt; 5.4 Tons - MPPA 2019</i>	1	246.85	123.00	125	62.50

**Residential**

**Account No. Component**

		<b>Total Qty</b>	<b>kWh/Unit</b>	<b>kWh Savings</b>	<b>Incentive/Unit</b>	<b>Incentive</b>
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**Batched**

05-05800-1	<b>Alice Zimmerman - 321 S Grant St</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 8/29/2019</b>					
	<i>Refrigerator Recycling - MPPA 2019</i>	1	1,135.00	1,135.00	50	50.00
07-06150-4	<b>Brian &amp; Kayla Powell - 822 Kent St</b>					
	<b>Total Project Cost: \$10,402.95</b>					
	<b>Install Complete: 6/21/2019</b>					
	<i>Central Air Conditioner - 16 SEER - MPPA 2019</i>	1	417.69	418.00	100	100.00
13-05000-1	<b>Claud Huhn - 7548 Friend Rd (3)</b>					
	<b>Total Project Cost: \$5,097.00</b>					
	<b>Install Complete: 1/22/2019</b>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
13-15700-1	<b>CONNIE MALLEK - 104 BLOSSOM DR-2</b>					
	<b>Total Project Cost: \$2,614.48</b>					
	<b>Install Complete: 4/25/2019</b>					
	<i>ENERGY STAR Dishwasher - Elec Water Heater - MPPA 2019</i>	1	25.00	25.00	15	15.00
	<i>ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2019</i>	1	59.90	60.00	25	25.00
11-00500-1	<b>Daryl B Johnson - 815 Maynard Road (#03898083)</b>					
	<b>Total Project Cost: \$5,188.23</b>					
	<b>Install Complete: 2/11/2019</b>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
04-02100-2	<b>DENNIS GOFF - 1007 JAMES ST</b>					
	<b>Total Project Cost: \$7,900.00</b>					
	<b>Install Complete: 12/3/2018</b>					
	<i>Central Air Conditioner - 16 SEER - MPPA 2019</i>	1	417.69	418.00	100	100.00

	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
	<i>Programmable Thermostat Difference</i>	1		0.00		5.00
13-15500-3	<b>Diane Huhn - 100 Blossom Dr-2</b>					
	<b>Total Project Cost: \$2,229.30</b>					
	<b>Install Complete: 11/25/2018</b>					
	<i>ENERGY STAR Dishwasher - Elec Water Heater - MPPA 2019</i>	1	25.00	25.00	15	15.00
	<i>ENERGY STAR Electric Clothes Dryer - MPPA 2019</i>	1	37.20	37.00	25	25.00
	<i>ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2019</i>	1	59.90	60.00	25	25.00
18867100	<b>Glen Simon - 9697 Barnes Rd</b>					
	<b>Total Project Cost: \$5,965.00</b>					
	<b>Install Complete: 1/18/2019</b>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
10-02600-3	<b>HAILEY TENHARMSSEL - 916 RIVERSIDE DR</b>					
	<b>Total Project Cost: \$9,595.00</b>					
	<b>Install Complete: 5/8/2019</b>					
	<i>Central Air Conditioner - 15 SEER - MPPA 2019</i>	1	296.09	296.00	75	75.00
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
08-05100-1	<b>Herb Mosser - 300 Donna Drive</b>					
	<b>Total Project Cost: \$629.99</b>					
	<b>Install Complete: 5/10/2019</b>					
	<i>ENERGY STAR Dishwasher - Gas Water Heater - MPPA 2019</i>	1	16.30	16.00	15	15.00
07-12300-1	<b>Jayne Graham - 625 Kent Street</b>					
	<b>Total Project Cost: \$10,798.00</b>					
	<b>Install Complete: 12/21/2018</b>					
	<i>Central Air Conditioner - 15 SEER - MPPA 2019</i>	1	296.09	296.00	75	75.00
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
13-16600-3	<b>Jim Lakin - 120 Blossom Dr</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 4/24/2019</b>					
	<i>Refrigerator Recycling - MPPA 2019</i>	1	1,135.00	1,135.00	50	50.00
11-16600-2	<b>Joan Trumble - 818 Marshall Street</b>					
	<b>Total Project Cost: \$6,084.00</b>					
	<b>Install Complete: 11/28/2018</b>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
	<i>Thermostat difference</i>	1		0.00		5.00

12-08400-2	<b>Joel Bigelow - 9304 Marsalle</b> <b>Total Project Cost: \$450.00</b> <b>Install Complete: 1/25/2019</b> <i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
08-09300-2	<b>JOHN BLASCHKA - 812 DETROIT STREET</b> <b>Total Project Cost: \$9,187.00</b> <b>Install Complete: 11/20/2018</b> <i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
09-11200-3	<b>JOSHUA MORGAN - 607 LYONS RD</b> <b>Total Project Cost: \$21,511.00</b> <b>Install Complete: 8/9/2019</b> <i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i> <i>Mini-Split Heat Pump - 18 SEER - MPPA 2019</i>	1	730.00	730.00	150	150.00
		1	3,210.83	3,211.00	300	300.00
07-07600-1	<b>Kenneth Schrauben - 309 N Virginia St-2</b> <b>Total Project Cost: \$381.56</b> <b>Install Complete: 9/6/2019</b> <i>ENERGY STAR Dishwasher - Gas Water Heater - MPPA 2019</i>	1	16.30	16.00	15	15.00
12-20700-1	<b>Larry Pohl - 6733 Riverview Lane</b> <b>Total Project Cost: \$11,327.00</b> <b>Install Complete: 7/15/2019</b> <i>Central Air Conditioner - 15 SEER - MPPA 2019</i> <i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	296.09	296.00	75	75.00
		1	730.00	730.00	150	150.00
07-073200-2	<b>Linda Vanderstow - 221 S Virginia Ave</b> <b>Total Project Cost: \$5,369.00</b> <b>Install Complete: 2/4/2019</b> <i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i> <i>Programmable Thermostat - MPPA 2019</i>	1	730.00	730.00	150	150.00
		1	106.41	106.00	10	10.00
06-02400-8	<b>Luke Simon - 252 Elm St</b> <b>Total Project Cost:</b> <b>Install Complete: 4/24/2019</b> <i>Freezer Recycling - MPPA 2019</i>	1	944.00	944.00	50	50.00
12-20200-1	<b>Marie Cook - 8016 Lyons Rd</b> <b>Total Project Cost: \$9,947.00</b> <b>Install Complete: 4/30/2019</b> <i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
08-1140-1	<b>MERIKAY COCHRAN - 312 WEST STREET</b> <b>Total Project Cost: \$6,700.00</b> <b>Install Complete: 7/10/2019</b> <i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00

12-00720-1	<b>MICHAEL OUENDAG - 9293 BARNES ROAD</b>					
	<b>Total Project Cost: \$8,450.00</b>					
	<b>Install Complete: 7/10/2019</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
08-07800-1	<b>Monica Hatt - 275 Grape St</b>					
	<b>Total Project Cost: \$2,800.00</b>					
	<b>Install Complete: 6/28/2019</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
12-01200-1	<b>Nick Bengel - 9078 Briar Ridge Ct-2</b>					
	<b>Total Project Cost: \$9,800.00</b>					
	<b>Install Complete: 4/12/2019</b>					
	Central Air Conditioner - 17 SEER - MPPA 2019	1	467.39	467.00	150	150.00
12-02060-1	<b>NICKOLAS PUNG - 9069 SILVERLEAF COURT</b>					
	<b>Total Project Cost: \$15,724.00</b>					
	<b>Install Complete: 5/3/2019</b>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2019	1	106.41	106.00	10	10.00
13-02770-1	<b>Paul Tate - 7390 Juniper Lane</b>					
	<b>Total Project Cost: \$11,527.00</b>					
	<b>Install Complete: 7/15/2019</b>					
	Central Air Conditioner - 16 SEER - MPPA 2019	1	417.69	418.00	100	100.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
	<b>Portland Light Kits May</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 1/1/0001</b>					
	Lighting	1		18,300.00		3,075.00
	Refrigerator Recycling - MPPA 2019	1	1,135.00	1,135.00	50	50.00
08-01001-1	<b>Richard Clark - 920 Green St</b>					
	<b>Total Project Cost: \$9,660.00</b>					
	<b>Install Complete: 1/10/2019</b>					
	Central Air Conditioner - 16 SEER - MPPA 2019	1	417.69	418.00	100	100.00
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	1	730.00	730.00	150	150.00
	Programmable Thermostat - MPPA 2019	1	106.41	106.00	10	10.00
03-09000-1	<b>RICHARD THOLE - 214 JAMES ST (2)</b>					
	<b>Total Project Cost: \$10.56</b>					
	<b>Install Complete: 2/11/2019</b>					
	LED A-line 800-1099 Lumen output replacing Inc/Hal - MPPA Res Ltg 2019	16	28.50	456.00	4	64.00

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

#### Incentive Authorized

12-00850-4	<b>Danny Arens - 6873 Divine Hwy</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 10/7/2019</b>					
	<i>Refrigerator Recycling - MPPA 2019</i>	1	1,135.00	1,135.00	50	50.00

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Unit Name	City of Portland	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
Enter Six-Digit Municode	342030	
Unit Type	City	
Fiscal Year End Month	June	
Fiscal Year (four-digit year only, e.g. 2019)	2019	
Contact Name (Chief Administrative Officer)	Melinda Tolan	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Director	
CAO (or designee) Email Address	<a href="mailto:mtolan@portland-michigan.org">mtolan@portland-michigan.org</a>	
Contact Telephone Number	517-647-2933	
Pension System Name (not division) 1	MERS Defined Benefit	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated	YES	YES	YES	YES	YES
2	Provide the name of your retirement pension system	Calculated from above	MERS Defined Benefit				
<b>3 Financial Information</b>							
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	8,403,536				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	14,232,184				
6	Funded ratio	Calculated	59.0%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	544,766				
8	Governmental Fund Revenues	Most Recent Audit Report	4,395,002				
9	All systems combined ADC/Governmental fund revenues	Calculated	12.4%				
<b>10 Membership</b>							
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	32				
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	12				
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	40				
<b>14 Investment Performance</b>							
15	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	-3.64%				
16	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	4.94%				
17	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	8.25%				
<b>18 Actuarial Assumptions</b>							
19	Actuarial assumed rate of investment return	Most Recent Actuarial Funding Valuation	7.75%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	20				
22	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	No				
<b>23 Uniform Assumptions</b>							
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	9,204,747				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	15,806,427				
26	Funded ratio using uniform assumptions	Calculated	58.2%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	626,052				
28	All systems combined ADC/Governmental fund revenues	Calculated	14.2%				
<b>29 Pension Trigger Summary</b>							
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary unit triggers:</b> Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. <b>Non-Primary unit triggers:</b> Less than 60% funded	YES	NO	NO	NO	NO

**Requirements (For your information, the following are requirements of P.A. 202 of 2017)**  
 Local units must post the current year report on their website or in a public place.  
 The local unit of government must electronically submit the form to its governing body.  
 Local units must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.  
 Local units must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that this report is complete and accurate in all known respects.

**IONIA COUNTY BOARD OF COMMISSIONERS**

**December 9, 2019 -9:00 a.m.**

**Ionia County Board of Commissioners Board Room  
101 West Main Street, 3<sup>rd</sup> Floor, Ionia MI**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment**  
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business**
  - A.
- VII. New Business**
  - A. By-Laws for the Road Advisory Board
- VIII. Public Comment (3-minute time limit per speaker)**
- IX. Closed Session**
- X. Adjournment**

# IONIA COUNTY BOARD OF COMMISSIONERS

December 10, 2019 -3:00 p.m.

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

## AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment**  
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
  - B.
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. Discussion with COA regarding Senior Day Center
  - B. Request approval of Contract Renewal with Michigan Department of Environment, Great Lakes and Energy with Health Department
  - C. Request approval of Health Department Budget Amendment
  - D. Request approval for 2019 & 2020 Contract with Maner Costerisan.
  - E. Acknowledgment of Appointment:
    - 1. Central Dispatch Board of Director (City of Portland, City of Ionia Citizen Representation).
    - 2. Substance Abuse Advisory Board (Five appointments)
    - 3. West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee (One appointment).

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

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

**X. Reports of Special or Ad Hoc Committees**

**XI. Public Comment (3-minute time limit per speaker)**

**XII. Closed Session**

- A. Union Negotiations Central Dispatch
- B. Union Negotiations District Court

**XIII. Adjournment**

**Board and/or Commission Vacancies**

- Board of Public Works – One three-year term expiring January 2021.
- Construction Board of Appeals – One two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year term expiring April 2020.
- Parks Advisory Board – One two-year term, serving as a Member-at-Large from the Lyons Area. One two-year term serving from Ionia County Road Commission.
- West Michigan Regional Planning Commission – Two one-year terms, expired December 2019.
- Tax Advisory Board – One –one year term expiring 2020
- Commission on Aging Board – one – three year term expiring September 2020
- Central Dispatch Board – one – three year term, expired January 2019
- Facilities Committee – one – three year term, expires January 2020

**Appointments for consideration in the month of December 2019:**

- **Central Dispatch Board of Directors** – Four - two-year terms
- **Substance Abuse Initiative** – Four - two-year terms
- **West Michigan Regional Planning Commission** – One - one –year term
- **WMRPC Comprehensive Economic Development Strategy Committee** – One – one-year term

**Appointments for consideration in the month of January 2020:**

# **IONIA COUNTY BOARD OF COMMISSIONERS**

**December 17, 2019 3:00 p.m.**

**Board of Commissioners Room  
Ionia County Administrative Building**

## **AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment**  
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
  - B. Approve per diem and mileage
  - C. Closed Session Minutes
  - D. Approve Health Department Payroll and Accounts Payable
  - E. General Fund
- VII. Unfinished Business**
  - A. Appointment of:
    - 1. Central Dispatch Board of Director (City of Portland, City of Ionia Citizen Representation).
    - 2. Substance Abuse Advisory Board (Five Appointments)
    - 3. West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee (One Appointment)
  - B. Road Department Advisory Board By-Laws
  - C. Request approval for 2019 & 2020 Contract with Maner Costerisan
- VIII. New Business**
  - A. Public Hearing for Brownfield Amendment
  - B. Resolution for Brownfield Amendment
  - C. Public Hearing for Road Commission 2020 Budget
  - D. Resolution for Deborah Coon
  - E. Request to fill Soil Erosion Inspector/Drain Maintenance Supervisor

- F. Request to approve Jail Doctor Contract
- G. Request to approve Sheriff Department Dry Cleaning Contract
- H. Request to approve Tyler Maintenance Agreement
- I. Discussion on Road Advisory Board Per Diem
- J. Road Commission Budget Amendment for 2019
- K. Year-end Budget Amendment
- L. Request Approval to transfer Fund Balances

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

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

**X. Reports of Special or Ad Hoc Committees**

**XI. Public Comment (3-minute time limit per speaker)**

**XII. Closed Session**

- A.

**XIII. Adjournment**

**Board and/or Commission Vacancies**

- Board of Public Works – One three-year term expiring January 2021.
- Construction Board of Appeals – One two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year term expiring April 2020.
- Parks Advisory Board – One two-year term, serving as a Member-at-Large from the Lyons Area. One two-year term serving from Ionia County Road Commission.
- West Michigan Regional Planning Commission – Two one-year terms, expired December 2019.
- Tax Advisory Board – One –one year term expiring 2020
- Commission on Aging Board – one – three year term expiring September 2020
- Central Dispatch Board – one – three year term, expired January 2019
- Facilities Committee – one – three year term, expires January 2020

**Appointments for consideration in the month of December 2019:**

- Central Dispatch Board of Director (City of Portland, City of Ionia Citizen Representation).
- Substance Abuse Advisory Board (Five Appointments)
- West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee (One Appointment)

**Appointments for consideration in the month of January 2020:**

- **Central Dispatch Board of Directors** – Four - two-year terms
- **Substance Abuse Initiative** – Four - two-year terms
- **West Michigan Regional Planning Commission** – One - one –year term
- **WMRPC Comprehensive Economic Development Strategy Committee** – One – one-year term
- **Area Agency on Aging of Western Michigan (AAAWM)** - One-two-year term

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-20525**

- Consumers Energy Company requests Michigan Public Service Commission's approval to implement a power supply cost recovery plan for the twelve months, January 1, 2020 through December 31, 2020.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

**DATE/TIME:** Tuesday, December 10, 2019 at 9:30 AM

**BEFORE:** Administrative Law Judge Sally Wallace

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

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

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's September 30, 2019 application for approval of a Power Supply Cost Recovery (PSCR) plan for the twelve months, January 1, 2020 through December 31, 2020, and a PSCR factor of up to \$0.00008 per kilowatt-hour (kWh) for all classes of customers.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by December 3, 2019. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

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

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

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

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, and R 792.10401 through R 792.10448.

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

**1911-E**