



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

7:00 P.M. Monday, January 20, 2020

City Council Chambers

City Hall, 259 Kent St., Portland, Michigan

<b>Estimated Time</b>		<b>Desired Outcome</b>
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> - None	
	<b>VII. <u>Public Hearing(s)</u></b> – None	
	<b>VIII. <u>Old Business</u></b> - None	
	<b>IX. <u>New Business</u></b>	
7:20 PM	<b>A.</b> Proposed Resolution 20-04 Approving Supplemental Employment for City Employees to Work for the Portland Area Fire Authority	Decision
7:23 PM	<b>B.</b> Proposed Resolution 20-05 to Amend Council Policy 99-1 to Authorize the City Manager to Approve Secondary Employment of City Employees	Decision
7:25 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A.</b> Minutes & Synopsis from the Regular City Council Meeting and the Closed Session held on January 6, 2020	
	<b>B.</b> Payment of Invoices in the Amount of \$195,594.60 and Payroll in the Amount of \$165,571.56 for a Total of \$361,166.16	
	<b>C.</b> Purchase Orders over \$5,000.00 1. Michigan Municipal Electric Association in the Amount of \$5,346.00 for 2020 Dues	
	<b>XI. <u>Communications</u></b>	
	<b>A.</b> Utility Billing Reports for December 2019	
	<b>B.</b> Wastewater Treatment Plant Report for November 2019	
	<b>C.</b> Franklin Energy - EO Report for December 2019	
	<b>D.</b> Ionia County Board of Commissioners Agenda for January 14, 2020	
	<b>E.</b> Ionia County Board of Commissioners Agenda for January 21, 2020	

<b><u>Estimated Time</u></b>
7:30 PM
7:35 PM
7:40 PM
7:45PM

**XII. Other Business - None**

**XIII. City Manager Comments**

**XIV. Council Comments**

**XV. Adjournment**

<b><u>Desired Outcome</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. 20-04**

**A RESOLUTION APPROVING SUPPLEMENTAL EMPLOYMENT  
FOR CITY EMPLOYEES TO WORK FOR THE  
PORTLAND AREA FIRE AUTHORITY**

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

**WHEREAS**, Ken Gensterblum, the full-time DPW Foreman is requesting approval for secondary employment to work for the Portland Area Fire Authority (PAFA); and

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

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

1. The Portland City Council approves the secondary employment request from Ken Gensterblum to work for the PAFA and directs the parties to sign Appendix B of Council Policy 99-1, attached as Exhibit A and the Dual Employment Agreement, attached as Exhibit B.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** January 20, 2020

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

# City of Portland, Michigan

**Subject** Ethics Policy

**Policy No:** 99-1

**Date Approved:** August 23, 1999

**Effective Date:** August 23, 1999

**Dates Amended:** October, 30, 2000

**Cancellation Date:** \_\_\_\_\_

**Motion made by:** Duff

**Supported by:** Barnes

**Adopted:** November 13, 2000

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**PURPOSE:** Public office and employment are public trust. Trust comes from requiring and maintaining integrity of the highest standards on the part of elected and appointed officers and employees. Whenever conduct undermines that integrity and trust, either actual or perceived, confidence is jeopardized. Any attempt to realize personal gain through public office or public employment is a violation of that trust. The purpose of this policy is to set standards of ethical conduct that are clearly established and uniformly applied and to provide for penalties where appropriate.

**POLICY:** It shall be the policy of the City that all public officials and employees must avoid both conflicts and the appearance of conflicts between their private interests and those of the general public whom they serve. To nurture and promote the faith of the public in its government, it is necessary to establish rules for separating their roles as private citizens from their roles as public servants. Where government is based upon the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his or her government. Every official, employee, or advisor of government must help to earn and must honor that trust by his or her own integrity and conduct in all official duties and actions.

**Definitions:** Whenever used herein, the following terms shall have the following meanings:

**Agreement-** an understanding between two or more persons or entities; a contract.

**Appointed-** selected and installed in an office or position

**Benefit-** advantage; any improvement in position, finances, power, or influence

**Business-** commercial, residential, or industrial enterprise, establishment, store, etc.; work

Employment or profession of an individual or group; commerce

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

City- the City of Portland

City employee- an employee of the City of Portland

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

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

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

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

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

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

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

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

#### RULES:

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

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

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

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

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

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

## **APPENDIX A**

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

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

**APPENDIX B.**

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

Employer or Business Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

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

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Current City of Portland Job \_\_\_\_\_ Department \_\_\_\_\_

What family interest in involved? \_\_\_\_\_

What employer or business interest is involved? \_\_\_\_\_

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

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of City Manager \_\_\_\_\_ Date \_\_\_\_\_

Approved ( ) Disapproved ( ) Comments:

APPENDIX B.

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

Employer or Business Relationship Portland Area Fire Authority  
Address 773 E Col River Ave City Portland St MI Zip 48875

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

Current City of Portland Job Public Works Foreman Department Public Works

What family interest in involved? -

What employer or business interest is involved? -

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

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

Employee Signature [Signature] Date 1-8-2020

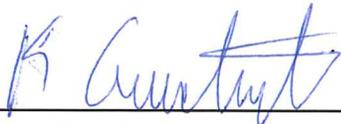
Signature of immediate supervisor [Signature] Date 1-10-2020

Signature of City Manager \_\_\_\_\_ Date \_\_\_\_\_

Approved ( ) Disapproved ( ) Comments:

## DUAL EMPLOYMENT AGREEMENT

1. Pursuant to City Council Policy 99-1, City employees recognize and understand that their position with the City of Portland is to be considered their primary employment for issues related to scheduling, on-call status, seniority, compensation and workers' compensation insurance.
2. Employees covered under this agreement understand that they are not to respond to calls related to any secondary employment during regularly scheduled work hours without the express approval of their department supervisor. These calls are to be limited to major structural fires and critical emergencies of a unique nature requiring additional manpower.
3. When scheduled for paid on call weekends for their primary employment, employees covered by this agreement understand that they are to be considered unavailable to respond to calls related to their secondary employment.
4. Employees covered under this agreement agree that their secondary employment is voluntary and they are required to use personal time for the secondary employment position.
5. Employees covered under this agreement understand that from the time they acknowledge response to a call related to their secondary employment they will be under the jurisdiction of that employer.
6. The City of Portland reserves the right to modify or terminate this Agreement at any time.
7. The City of Portland reserves the right to prohibit all employees current and future from obtaining or maintaining dual employment. If such prohibition is enacted current employees will be given 14 days in which to determine which position they would like to retain as their primary employment.



City of Portland, Employee

Portland City Manager



Date

Date

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 20-05**

**A RESOLUTION TO AMEND COUNCIL POLICY 99-1 TO AUTHORIZE  
THE CITY MANAGER TO APPROVE SECONDARY EMPLOYMENT  
OF CITY EMPLOYEES**

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

**WHEREAS**, the secondary/dual employment section of the policy, specifically Appendix B., currently requires approval from City Council; and

**WHEREAS**, the City Manager recommends that the policy be amended to only require approval from the City Manager.

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

1. The Portland City Council approves amending Council Policy 99-1 to only require approval from the City Manager for secondary employment.
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:** January 20, 2020

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

# City of Portland, Michigan

**Subject** Ethics Policy

**Policy No:** 99-1

**Date Approved:** August 23, 1999

**Effective Date:** August 23, 1999

**Dates Amended:** October, 30, 2000

**Cancellation Date:** \_\_\_\_\_

**Motion made by:** Duff

**Supported by:** Barnes

**Adopted:** November 13, 2000

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**PURPOSE:** Public office and employment are public trust. Trust comes from requiring and maintaining integrity of the highest standards on the part of elected and appointed officers and employees. Whenever conduct undermines that integrity and trust, either actual or perceived, confidence is jeopardized. Any attempt to realize personal gain through public office or public employment is a violation of that trust. The purpose of this policy is to set standards of ethical conduct that are clearly established and uniformly applied and to provide for penalties where appropriate.

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#### RULES:

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2. Preferential treatment. No official or employee of the City shall use or attempt to use his or her position to secure, request, or grant any privileges, exemption, advantages, contracts, or preferential treatment for himself or herself or any other person. All officials and employees of the City shall treat all citizens of the city with courtesy, impartiality, fairness, and equality under the law.

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

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

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

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

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

## **APPENDIX A**

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

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

**APPENDIX B.**

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

Employer or Business Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

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

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Current City of Portland Job \_\_\_\_\_ Department \_\_\_\_\_

What family interest in involved? \_\_\_\_\_

What employer or business interest is involved? \_\_\_\_\_

---

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

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of City Manager \_\_\_\_\_ Date \_\_\_\_\_

Approved ( ) Disapproved ( ) Comments:

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, January 6, 2020

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; Police Chief Thomas

Guests: Tom Derderian of Michael R. Kluck & Associates, Kathy Parsons, Bob Lathers of The Portland Beacon

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

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

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Gorman commented on the warmer than normal weather over the holidays which allowed DPW staff to come in and pick up leaves that residents were finally able to get raked.

City Manager Gorman stated that Sparrow has submitted for the building permit for the development of their new facility on Hyland Dr. The building permit has been issued and is ready for them to pick up. Their tentative plan is to break ground on the project in Spring 2020 with a Fall 2020 opening.

City Manager Gorman, staff and City Engineers continue to work with Taco Bell. They are working on a draft site plan with plans to submit it to the Planning Commission in the near future.

Mayberry Homes is interested in constructing 13 more family homes on their property in Rindlehaven, further along the river. This plan would be a deviation from the approved TND PUD which will require them to present a plan to the Planning Commission for amendment.

The Fiber Project Executable Project Plan (EPP) continues to move forward. City Manager Gorman stated that he recently toured Homeworks Tri Counties facilities. He and City staff will visit Marshall this week to look at their facilities and gather information.

The City is in the process of obtaining the required grading permits and sidewalk easements for the Safe Routes to School project. City Manager Gorman encouraged residents to contact City

Engineer Jon Moxey, with Fleis & VandenBrink, with any questions. He further noted that part of this project will include the alignment of W. Bridge St. and Quarterline St. at Grand River Ave. in order to improve safety.

The Small Urban Project for improvements to Grand River Ave. from the city limits to Rowe Ave. was recently let for bids but came back approximately \$200,000 over the estimated cost. All bids were rejected. The scope of the project will be reevaluated and let for rebidding.

City Manager Gorman noted that he and City staff are working on Capital Improvement Planning (CIP) and goals for the upcoming City Council Goal Session on January 21, 2020.

City Manager Gorman noted that he will meet with the State of Michigan advisory committee to discuss comments and to consider state of emergency funding at the Michigan State Police facilities on January 14, 2020.

There were no presentations.

Under New Business, the Council considered Resolution 20-01 to approve setting the mileage charge for ambulance service at \$14.00 per mile.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 20-01 approving setting the mileage charge for ambulance service.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 20-02 to amend the Budget for Fiscal Year 2019-2020.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 20-02 to amend the Budget for Fiscal Year 2019-2020.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Johnston, to go into Closed Session to discuss a legal memorandum regarding a proposed settlement agreement as permitted under Section 8(h) of the Michigan Open Meetings Act and Section 13(1)(g) of the Freedom of Information Act which exempts from public disclosure information or records subject to attorney-client privilege.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

The Council adjourned to Closed Session at 7:25 P.M.

The Council returned from Closed Session at 7:52 P.M.

Mayor Barnes stated that Resolution 20-03 is for the Council to approve a settlement and release agreement for an employee of the Police Department who was terminated. The employee and Police Union contested the termination through an arbitration process. An agreement was reached to terminate all legal activity and reach a settlement.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 20-03 approving a Settlement and Release Agreement.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Mr. Derderian thanked Chief Thomas and City Manager Gorman for their efforts during this process.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on December 16, 2019, payment of invoices in the amount of \$163,937.26 and payroll in the amount of \$91,218.46 for a total of \$255,155.72. There were no purchase orders over \$5,000.00.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents to keep their vehicles locked as there have been a handful of break-ins due to unlocked vehicles.

City Manager Gorman had no further comments.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck noted that Bill Roeser, CEO of Sparrow Ionia, is retiring. He congratulated him on his retirement and thanked him for his efforts in facilitating the Sparrow development project in Portland.

Mayor Pro-Tem VanSlambrouck further noted that the VFW will host a Burger Night on Friday, January 10, 2020.

Mayor Barnes reminded pool owners that with the unseasonably warm temperatures and rain we are experiencing if the water in their pool gets high to be sure to syphon some of it off. If pools overflow, there can be damage when there is a freeze.

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

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:58 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the January 6, 2020 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; Police Chief Thomas

**Approval of Resolution 20-01** approving setting the mileage charge for ambulance service.

All in favor. Adopted.

**Approval of Resolution 20-02** to amend the Budget for Fiscal Year 2019-2020.

All in favor. Adopted.

**Motion to go into Closed Session** to discuss a legal memorandum regarding a proposed settlement agreement as permitted under Section 8(h) of the Michigan Open Meetings Act and Section 13(1)(g) of the Freedom of Information Act which exempts from public disclosure information or records subject to attorney-client privilege.

All in favor. Adopted.

The Council adjourned to Closed Session at 7:25 P.M.

The Council returned from Closed Session at 7:52 P.M

**Approval of Resolution 20-03** approving a Settlement and Release Agreement.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:58 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
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	314.15
CULLIGAN	02130	WATER - CITY HALL	14.00
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENTAL - MP	254.78
CENTURYLINK	01567	PHONE SERVICES - GEN, WATER, WW, MP, ELECT	7.16
USA BLUEBOOK	01850	COREPRO 15' SAMPLE - WW	168.67
PAMA	01370	LIGHTS BALANCE - COMM PROMO	258.97
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	350.00
INTERNATIONAL CODE COUNCIL	01098	2020 MEMBERSHIP DUES - CODE	135.00
CULLIGAN	02130	COOLER RENTAL FEE - CITY HALL	136.80
CHERRY HILL ESTATES	02081	1ST QUARTER ASSOC FEE - ECON DEV	79.95
PAMA	01370	PLUMBING BALANCE - COMM PROMO	287.21
INSOURCE SOLUTIONS GROUP INC.	01813	E-FILING MAINTENANCE - INCOME TAX	1,500.00
UPTOWN LAUNDRY & MORE	02614	LAUNDRY - POLICE	12.00
STAR THOMAS	01654	POSTAGE, SUPPLIES - POLICE	41.46
DETROIT SALT COMPANY	01497	ROCK SALT MIDEAL - LOC, MAJ	3,415.85
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
TOM'S FOOD CENTER	00452	VAR SUPPLIES - VAR DEPTS	260.55
STAPLES BUSINESS CREDIT	00426	SUPPLIES - VAR DEPTS	228.98
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	30.09
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	72.13
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	20.70
UTILITY SERVICE CO. INC.	02133	QRTLY S TOWER - WATER	8,292.73
UTILITY SERVICE CO. INC.	02133	QRTLY HILL ST TOWER - WATER	4,868.54
FORTE PAYMENT SYSTEMS	02522	DEC CC CHARGES - REC	88.05
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	556.50
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	428.48
FAMILY FARM & HOME	01972	CONCRETE MIX - MAJ STS	37.90
GRANGER	00175	REFUSE - REFUSE	12,450.99
GRANGER	00175	REFUSE - MP, PARKS, CEM	374.26
POLYDYNE INC.	02196	3 DRUMS CLARIFLOC - WASTE WATER	1,257.57
POLYDYNE INC.	02196	1 DRUM CLARIFLOC - WW	628.79

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CINTAS	00083	UNIFORM CLEANING & BLDG. SUPPLIES - VAR DEPTS	1,256.52
WAGON WHEEL	00794	2019 WINTER SAFETY MEETING - VAR DEPTS	382.32
KEUSCH SUPER SERVICE	00228	TIRES FOR VAC TRUCK - MP	3,797.92
GRANGER	00175	REFUSE - WASTE WATER	152.58
GRANGER	00175	REFUSE - ELECTRIC, COMM PROMO, POLICE	152.58
KIM HEINICKE	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	65.00
SANDRA NEWBY	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	165.00
CULLIGAN	02130	WATER COOLER RENTAL - POLICE	136.80
VANCE OUTDOORS	02611	AMMO - POLICE	328.60
MHR BILLING	01780	DEC 2019 MONTHLY BILLING FEE - AMB	946.00
DETROIT SALT COMPANY	01497	ROAD SALT - MAJ, LOC STS	3,390.03
WEST MICHIGAN INTERNATIONAL LLC	02546	ALTERNATOR, 150 AMP - MP	185.35
BANDIT INDUSTRIES INC.	02347	KNIVES, WOOD CHIPPER - MP	144.75
GRAINGER, INC.	00172	GLOVES - LOCAL STS	9.16
MICHIGAN STEEL AND TRIM	02613	NEW ROOF DPW BLDG - MP, CONC CONS AGENDA 08-19-	1,378.15
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,005.64
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,126.65
WOW! INTERNET-CABLE PHONE	02132	INTERNET - MP	25.00
AT&T	00686	PHONE SERVICE - GENERAL	156.97
AT&T	00686	PHONE SERVICE - ELECTRIC	238.68
AT&T	00686	PHONE SERVICE - WATER, MOTOR POOL	313.94
AT&T	00686	PHONE SVC - WASTE WATER	70.76
AT&T	00686	PHONE LINE HYDRO DAM - ELECTRIC	78.46
AT&T	00686	PHONE SERVICE - GENERAL	224.61
USA TODAY NETWORK	02501	DEC COUNCIL MTG SYNOPSIS - GEN	92.90
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	2,738.00
FAMILY FARM & HOME	01972	GORILLA TAPE - WATER	10.99
FLEIS & VANDENBRINK	00153	SAW GRANT PROJ #4 - WW	104,930.00
FLEIS & VANDENBRINK	00153	GR RIVER AVE SMAIL URBAN - MAJ STS	887.52
FLEIS & VANDENBRINK	00153	CAPITAL IMPROV PLAN - GEN	500.00
FLEIS & VANDENBRINK	00153	GENERAL ENGINEERING- GEN	495.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PORTLAND AREA FIRE AUTHORITY	02128	3RD QRT FIRE SERVICES, JAN-MAR - COMM PROMO	29,960.00
BRYAN SCHEURER	00600	OFFICIAL - REC	162.00
FRED KRAMER	00564	OFFICIAL - REC	270.00
MARK SCHEURER	00601	OFFICIAL - REC	108.00
TIM STOPZYNSKI	02438	OFFICIAL - REC	216.00
MARCO WILLIAMS	02393	OFFICIAL - REC	270.00
MIKE FULLER	01801	OFFICIAL - REC	216.00
MARK ROBERTS	02575	OFFICIAL - REC	270.00
RENEE LEIK	01945	OFFICIAL - REC	144.00
JODI WOODMAN	02006	OFFICIAL - REC	72.00
MANDY SPERRY	02084	OFFICIAL - REC	72.00
KATELYN RUSSELL	02457	OFFICIAL - REC	72.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	90.00
ISSAC HONSOWITZ	02573	OFFICIAL - REC	90.00
WINDEMULLER	02229	TROUBLE SHOOT #3 INFLUENT STBY PUMP - WW	1,000.00
BASIC	01983	ANNUAL RENEWAL - GEN	250.00
MENARDS	00260	DOOR MATS - AMB	149.46
Total:			\$195,594.60

**BI-WEEKLY  
WAGE REPORT  
January 13, 2020**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,988.43	136,525.23	8,521.01	39,601.86	17,509.44	176,127.09
ASSESSOR	985.26	14,043.90	75.97	1,074.97	1,061.23	15,118.87
CEMETERY	3,802.97	53,781.59	1,883.33	13,869.69	5,686.30	67,651.28
POLICE	15,138.30	202,098.61	13,182.35	54,411.82	28,320.65	256,510.43
CODE ENFORCEMENT	653.47	10,144.50	457.91	2,352.97	1,111.38	12,497.47
PARKS	2,419.85	42,557.47	1,130.39	6,692.39	3,550.24	49,249.86
INCOME TAX	2,047.11	28,485.27	3,398.71	12,086.40	5,445.82	40,571.67
MAJOR STREETS	4,126.12	50,912.06	5,880.69	24,273.96	10,006.81	75,186.02
LOCAL STREETS	3,208.00	45,997.88	3,508.29	20,189.01	6,716.29	66,186.89
RECREATION	512.27	14,273.37	236.94	2,579.85	749.21	16,853.22
AMBULANCE	12,270.24	174,569.94	8,315.53	38,772.64	20,585.77	213,342.58
DDA	2,284.15	35,289.19	430.95	5,896.44	2,715.10	41,185.63
ELECTRIC	18,323.09	253,213.46	15,528.34	74,647.84	33,851.43	327,861.30
WASTEWATER	7,310.84	95,121.32	5,353.18	28,437.82	12,664.02	123,559.14
WATER	5,334.46	77,394.15	6,965.98	29,243.59	12,300.44	106,637.74
MOTOR POOL	2,132.78	23,065.92	1,164.65	7,203.91	3,297.43	30,269.83
<b>TOTALS:</b>	<b>89,537.34</b>	<b>1,257,473.86</b>	<b>76,034.22</b>	<b>361,335.16</b>	<b>165,571.56</b>	<b>1,618,809.02</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 01/14/2020**  
**MEETING DATE 01/20/2020**

Fund	Description	Beginning Balance 01/02/2020	Total Cash in	Total Cash out	Cash Balance 01/14/2020	Time Certificates	Ending Balance 01/14/2020
101	GENERAL FUND	1,758,650.07	156,456.33	(244,650.18)	1,670,456.22	235,000.00	1,905,456.22
105	INCOME TAX FUND	70,558.37	207,675.34	(113,921.27)	164,312.44	10,000.00	174,312.44
150	CEMETERY PERPETUAL CARE FUND	56,135.58	-	(38.07)	56,097.51		56,097.51
202	MAJOR STREETS FUND	296,565.99	39,254.85	(24,767.69)	311,053.15		311,053.15
203	LOCAL STREETS FUND	212,233.67	17,064.01	(16,947.72)	212,349.96		212,349.96
208	RECREATION FUND	24,289.28	1,486.93	(2,459.43)	23,316.78		23,316.78
210	AMBULANCE FUND	26,704.66	35,120.45	(44,738.05)	17,087.06		17,087.06
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	564,693.13	19,810.81	(5,455.42)	579,048.52		579,048.52
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	10,804.60	3,747.29	(441.11)	14,110.78		14,110.78
582	ELECTRIC FUND	1,105,392.73	123,452.01	(166,396.34)	1,062,448.40	530,000.00	1,592,448.40
590	WASTEWATER FUND	(130,736.94)	31,828.21	(34,498.69)	(133,407.42)		(133,407.42)
591	WATER FUND	88,043.79	26,068.66	(40,020.33)	74,092.12	420,000.00	466,891.48
661	MOTOR POOL FUND	97,861.38	8,945.65	(35,543.51)	71,263.52		71,263.52
703	CURRENT TAX FUND	7,781.34	132,816.91	-	140,598.25		140,598.25
	<b>TOTAL - ALL FUNDS</b>	<b>4,440,937.84</b>	<b>803,727.45</b>	<b>(729,877.81)</b>	<b>4,514,787.48</b>	<b>1,195,000.00</b>	<b>5,682,586.84</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	964,021.48	964,021.48
					ELECTRIC-PRIN & INT ESCROW	176,297.36	176,297.36
					WASTEWATER DEBT ESCROW	239,321.79	239,321.79
					WASTEWATER REPAIR ESCROW	126,437.92	126,437.92
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	27,208.64	27,208.64
							<b>8,076,358.81</b>

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

User: ABAUM

DB: Portland

PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2019	MONTH 12/31/2019	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	REAL PROPERTY TAXES	1,063,204.00	1,016,970.59		570.49	46,233.41	95.65
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	498.52		46.48	4,501.48	9.97
101-000-447.000	TAX COLLECTION FEES	41,000.00	34,581.66		1,017.24	6,418.34	84.35
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		0.00	13,272.30	44.70
101-000-455.000	TRAILER FEES	350.00	252.00		39.00	98.00	72.00
101-000-476.000	NON-BUSINESS PERMITS	66,000.00	50,474.00		1,727.00	15,526.00	76.48
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	536.70		0.00	(36.70)	107.34
101-000-570.000	LIQUOR FEES	3,500.00	3,784.00		41.25	(284.00)	108.11
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	181,874.00		63,092.00	167,519.00	52.05
101-000-576.000	REVENUE SHARING-STAT SALES	112,685.00	55,544.00		18,653.00	57,141.00	49.29
101-000-620.000	PBT TESTING FEES	3,000.00	504.00		74.00	2,496.00	16.80
101-000-623.000	TRANSCRIPT FEES	0.00	662.12		0.00	(662.12)	100.00
101-000-624.000	MISCELLANEOUS FEES	0.00	140.00		0.00	(140.00)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	319,044.00	159,522.00		26,587.00	159,522.00	50.00
101-000-630.000	CEMETERY LOT SALES	3,500.00	4,262.50		1,125.00	(762.50)	121.79
101-000-633.000	CEMETERY CARE FEES	2,500.00	2,325.00		0.00	175.00	93.00
101-000-634.000	GRAVE OPENING FEES	8,000.00	6,400.00		875.00	1,600.00	80.00
101-000-656.000	DISTRICT COURT FINES	9,500.00	4,305.33		595.32	5,194.67	45.32
101-000-661.000	PARKING FINES	2,500.00	1,180.00		380.00	1,320.00	47.20
101-000-663.000	MISCELLANEOUS FINES	2,000.00	1,315.00		185.00	685.00	65.75
101-000-665.000	INTEREST INCOME	0.00	2,343.10		451.07	(2,343.10)	100.00
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	0.00	525.17		88.63	(525.17)	100.00
101-000-667.000	RENTAL INCOME	1,500.00	1,000.00		200.00	500.00	66.67
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	26,019.00	4,216.45		0.00	21,802.55	16.21
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	30,000.00	21,218.18		5,373.17	8,781.82	70.73
101-000-678.007	REIMBURSEMENTS-PAMA	17,682.00	13,351.00		11,788.00	4,331.00	75.51
101-000-699.150	TRANSFER FROM PERP CARE	0.00	183.72		36.41	(183.72)	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		2,215,203.00	1,580,714.54		132,945.06	634,488.46	71.36
Expenditures							
100	COUNCIL	88,555.00	35,395.34		13,226.62	53,159.66	39.97
101	COMMUNITY PROMOTIONS	337,631.00	180,359.76		8,185.89	157,271.24	53.42
172	CITY MANAGER	170,530.00	82,872.50		20,228.78	87,657.50	48.60
191	ELECTIONS	5,050.00	2,566.60		517.09	2,483.40	50.82
201	GENERAL ADMINISTRATION	416,714.00	218,017.24		22,042.58	198,696.76	52.32
209	ASSESSING	53,485.00	23,744.45		4,416.34	29,740.55	44.39
265	CITY HALL	60,763.00	36,360.69		5,251.24	24,402.31	59.84
276	CEMETERY	155,663.00	74,813.63		8,777.00	80,849.37	48.06
301	POLICE	789,703.00	331,847.88		102,328.61	457,855.12	42.02
371	CODE ENFORCEMENT	55,574.00	20,948.26		2,837.48	34,625.74	37.69
728	ECONOMIC DEVELOPMENT	19,460.00	17,712.67		1,714.19	1,747.33	91.02
751	PARKS	161,213.00	75,326.89		15,352.63	85,886.11	46.73

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2019 NORMAL (ABNORMAL)	MONTH 12/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
	TOTAL EXPENDITURES	2,314,341.00	1,099,965.91	204,878.45	1,214,375.09	47.53
<hr/>						
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	2,215,203.00	1,580,714.54	132,945.06	634,488.46	71.36
	TOTAL EXPENDITURES	2,314,341.00	1,099,965.91	204,878.45	1,214,375.09	47.53
	NET OF REVENUES & EXPENDITURES	(99,138.00)	480,748.63	(71,933.39)	(579,886.63)	484.93

User: ABAUM

DB: Portland

PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2019 NORMAL (ABNORMAL)	MONTH 12/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	724,400.00	229,737.38	35,099.60	494,662.62	31.71
	TOTAL EXPENDITURES	1,185,156.00	115,511.99	17,995.79	1,069,644.01	9.75
	NET OF REVENUES & EXPENDITURES	(460,756.00)	114,225.39	17,103.81	(574,981.39)	24.79
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	12,800.00	2,821.79	688.07	9,978.21	22.05
	TOTAL EXPENDITURES	300.00	183.72	36.41	116.28	61.24
	NET OF REVENUES & EXPENDITURES	12,500.00	2,638.07	651.66	9,861.93	21.10
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	971,208.00	259,221.25	31,580.93	711,986.75	26.69
	TOTAL EXPENDITURES	991,430.00	280,152.03	27,777.82	711,277.97	28.26
	NET OF REVENUES & EXPENDITURES	(20,222.00)	(20,930.78)	3,803.11	708.78	103.50
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	338,001.00	221,159.26	10,489.90	116,841.74	65.43
	TOTAL EXPENDITURES	384,178.00	217,747.06	29,593.35	166,430.94	56.68
	NET OF REVENUES & EXPENDITURES	(46,177.00)	3,412.20	(19,103.45)	(49,589.20)	7.39
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	129,500.00	46,975.94	5,044.22	82,524.06	36.27
	TOTAL EXPENDITURES	129,497.00	42,773.26	5,372.67	86,723.74	33.03
	NET OF REVENUES & EXPENDITURES	3.00	4,202.68	(328.45)	(4,199.68)	0.089.33
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	597,432.00	320,251.95	43,143.52	277,180.05	53.60
	TOTAL EXPENDITURES	646,971.00	308,392.18	48,455.48	338,578.82	47.67
	NET OF REVENUES & EXPENDITURES	(49,539.00)	11,859.77	(5,311.96)	(61,398.77)	23.94
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	344,510.00	343,535.06	4,864.13	974.94	99.72
	TOTAL EXPENDITURES	568,196.00	127,862.47	11,117.82	440,333.53	22.50
	NET OF REVENUES & EXPENDITURES	(223,686.00)	215,672.59	(6,253.69)	(439,358.59)	96.42
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 12/31/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2019 NORMAL (ABNORMAL)	MONTH 12/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		152,000.00	63,301.78	12,586.51	88,698.22	41.65
TOTAL EXPENDITURES		150,900.00	62,691.58	0.00	88,208.42	41.55
NET OF REVENUES & EXPENDITURES		1,100.00	610.20	12,586.51	489.80	55.47
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		3,993,725.00	1,709,620.22	319,039.60	2,284,104.78	42.81
TOTAL EXPENDITURES		4,604,176.00	1,589,366.16	150,753.78	3,014,809.84	34.52
NET OF REVENUES & EXPENDITURES		(610,451.00)	120,254.06	168,285.82	(730,705.06)	19.70
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		938,500.00	586,793.29	79,405.95	351,706.71	62.52
TOTAL EXPENDITURES		1,138,958.00	521,693.05	102,752.08	617,264.95	45.80
NET OF REVENUES & EXPENDITURES		(200,458.00)	65,100.24	(23,346.13)	(265,558.24)	32.48
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		674,669.00	317,372.79	49,105.78	357,296.21	47.04
TOTAL EXPENDITURES		885,017.00	259,046.71	39,529.48	625,970.29	29.27
NET OF REVENUES & EXPENDITURES		(210,348.00)	58,326.08	9,576.30	(268,674.08)	27.73
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		381,552.00	145,590.97	37,847.20	235,961.03	38.16
TOTAL EXPENDITURES		483,913.00	114,868.38	35,396.79	369,044.62	23.74
NET OF REVENUES & EXPENDITURES		(102,361.00)	30,722.59	2,450.41	(133,083.59)	30.01
TOTAL REVENUES - ALL FUNDS		9,267,297.00	4,246,381.68	628,895.41	5,020,915.32	45.82
TOTAL EXPENDITURES - ALL FUNDS		11,507,292.00	3,789,781.27	468,781.47	7,717,510.73	32.93
NET OF REVENUES & EXPENDITURES		(2,239,995.00)	456,600.41	160,113.94	(2,696,595.41)	20.38





**Michigan Municipal Electric Association**  
809 Centennial Way  
Lansing, MI 48917  
(517) 323-8346  
mppa@mpower.org

## Invoice 2714

**BILL TO**

Jon Hyland  
City of Portland  
259 Kent St  
Portland, MI 48875

DATE  
01/07/2020

PLEASE PAY  
**\$5,346.00**

DUE DATE  
01/22/2020

ACTIVITY	DESCRIPTION	AMOUNT
<b>Dues- Membership</b>	2020	5,346.00

Payments may be deductible in part as ordinary and necessary business expenses for federal income tax purposes. Dues and similar payments are not, however, deductible as charitable contributions.

**TOTAL DUE**

**\$5,346.00**

THANK YOU.

**CITY OF PORTLAND**

**REPORT DATE**  
**PERIOD COVERED**

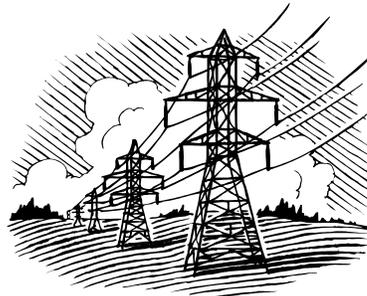
January 1, 2020  
December 1-31, 2019

<b>HYDRO GENERATION</b>	246,152		
<b>DIESEL PRODUCTION</b>	0		
<b>Kwh Purchased</b>	3,102,397	<b>Amount Paid</b>	\$ 182,388.14
<b>Total Kwh Purchased</b>	<b>3,348,549</b>	<b>Total Dollars Paid</b>	<b>\$ 182,388.14</b>

<b>Kwh Billed</b>		<b>Dollars Billed</b>	
Residential	1,326,836	PCA Billed	\$ 39,325.70
Commercial	662,246	Residential	\$ 140,768.03
Large General	669,280	Residential EO Charge	\$ 2,392.12
City St. Lites Metered	36,469	Geothermal Discount	\$ (241.26)
St. Lites Unmetered		Commercial	\$ 71,064.51
Rental Lights		Commercial/LG EO Charge	\$ 2,462.60
Demand	2,079	Large General	\$ 46,479.75
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 3,080.12
		St. Lights Unmetered	\$ 1,543.05
<b>Total Kwh Billed</b>	<b>2,696,910</b>	Rental Lights	\$ 246.89
		Demand	\$ 12,214.42
Arrears after billing	\$ 1,605.60	Tax	\$ 11,885.14
Penalties Added	\$ 1,404.60		
Arrears end of month	\$ 30,480.77	<b>Total Dollars Billed</b>	<b>\$ 331,239.47</b>
Fuel Cost Billed	\$ 30,792.40		
Amount Collected	\$ 301,803.02	Power Cost Adj.	.01479
Total Adjustments	\$ 6,758.24		

Residential Customers	2,238
Commercial Customers	333
Large General	15
<b>Total Customers</b>	<b>2,586</b>

01/06/20



**CITY OF PORTLAND  
January-20**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Dec-19	<b>PERIOD COVERED</b>	Dec. 1-31, 2019
Customers Billed		Penalties Added	\$ 319.40
City	1,845	Dollars Collected	\$ 48,007.29
Rural	25	Arrears at end of Month	\$ 6,355.40
Total Customers	1,870	Adjustments	\$ 209.56
		Gallons Pumped	8,616,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	7,124,141		\$ 45,056.76
Rural	133,178		\$ 1,550.04
Total	<u>7,257,319</u>		<u>\$ 46,606.80</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,801	Dollars Billed	\$77,590.39
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 77,590.39

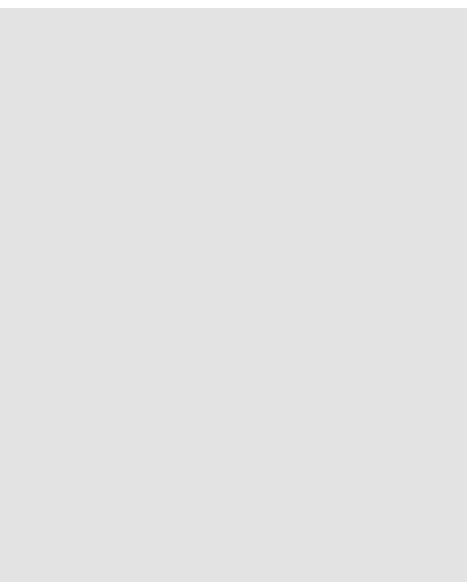
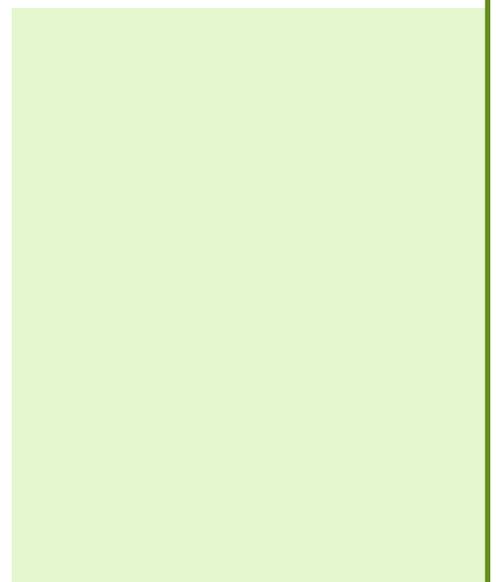
Penalties Added	\$ 534.02
Dollars Collected	\$ 76,707.58
Arrears at end of Month	\$ 10,019.32
Adjustments	\$ 412.93
Gallons Treated per Million	11.493





# The City of Portland Operations & Maintenance Report

November 2019



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## **APPENDIX “A” MONTHLY OPERATING REPORT**

## **APPENDIX “B” NOVEMBER 2019 Completed Work orders**

## ADMINISTRATIVE REPORT

### ADMINISTRATIVE

The November 2019 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on December 2, 2019. The average influent flow was 378,000 gallons per day. The daily maximum influent flow was 444,000 gallons, which occurred on November 1, 2019. The Monthly Operating Report (MOR) is in **Appendix A**.

As part of the Stormwater, Asset Management, and Wastewater (SAW) Program, F & V will be providing the City with a Capital Improvements Plan (CIP) and an Asset Management Plan (AMP) that should include most of the previous O&M Report action items.

### WASTEWATER MAINTENANCE

Maintenance was completed during the month of November 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 November 2019 FVOP work orders can be viewed in **Appendix B**.

- On November 5, 2019 staff changed the oil on both secondary clarifier's worm gears. They also added glycol to each worm gear to help mitigate freezing during the winter months.
- On November 13, 2019 HydroDynamics - Detroit Pump was on-site at the Canal Street lift station to install and start-up a new submersible ABS pump.
- On November 13, 2019 staff changed the oil on the thickener drum drive SEW gear box. It was noted that lack of annual oil changes caused excessive grease built up in the bottom of the oil chamber.
- On November 19, 2019 staff performed the annual maintenance on the four (4) Aerzen Rotary Lobe Blowers.
- On November 21, 2019 Oudbier Instruments was on-site to install the Enable/ Disable switch for the thickener booster pump.

### OPERATIONS

- On November 20, 2019 IT Right was on-site to install two (2) new desk top computers that were purchased by the SAW Program.
- On November 22, 2019 FVOP created and implemented a standard operating procedure for the operation of the Enable/ Disable switch for the thickener booster pump.

### SAFETY TRAINING

The following safety training was completed during November 2019:

- Loading Dock Safety
- Hand Trucks and Dollies
- Special Lifting Situations
- Blood Born Pathogens

### WORK PERFORMED ON THE COLLECTION SYSTEM

The following collection system tasks were completed during November 2019:

- Approximately 3,505 feet of sanitary sewer main was cleaned during the period.
- Eighteen (18) Miss Digs were completed during the period.

### EMERGENCY ALARM CALL- OUTS

We received two (2) after-hours emergency call outs during November 2019.

- On November 6, 2019, staff received an alarm for an ultraviolet disinfection (UV) fault at 4:00 AM. Upon arrival, staff inspected the UV system and found no issues that would have caused an alarm call-out.

- On November 22, 2019 it is worth noting that upon staff arrival, several pieces of equipment were found in the alarm state. The alarm system didn't call anyone for these alarms. This has previously happened and seems to be caused by power interruptions.
- On November 26, 2019 staff received an alarm for a Raw Pump failure at 10:58 PM. Upon arrival, staff determined the pump's VFD was in fault due to high amperage. For safety, another Raw Pump was put into lead until the following morning when there would be additional staff on-site to assist with the unclogging of the Raw Pump.

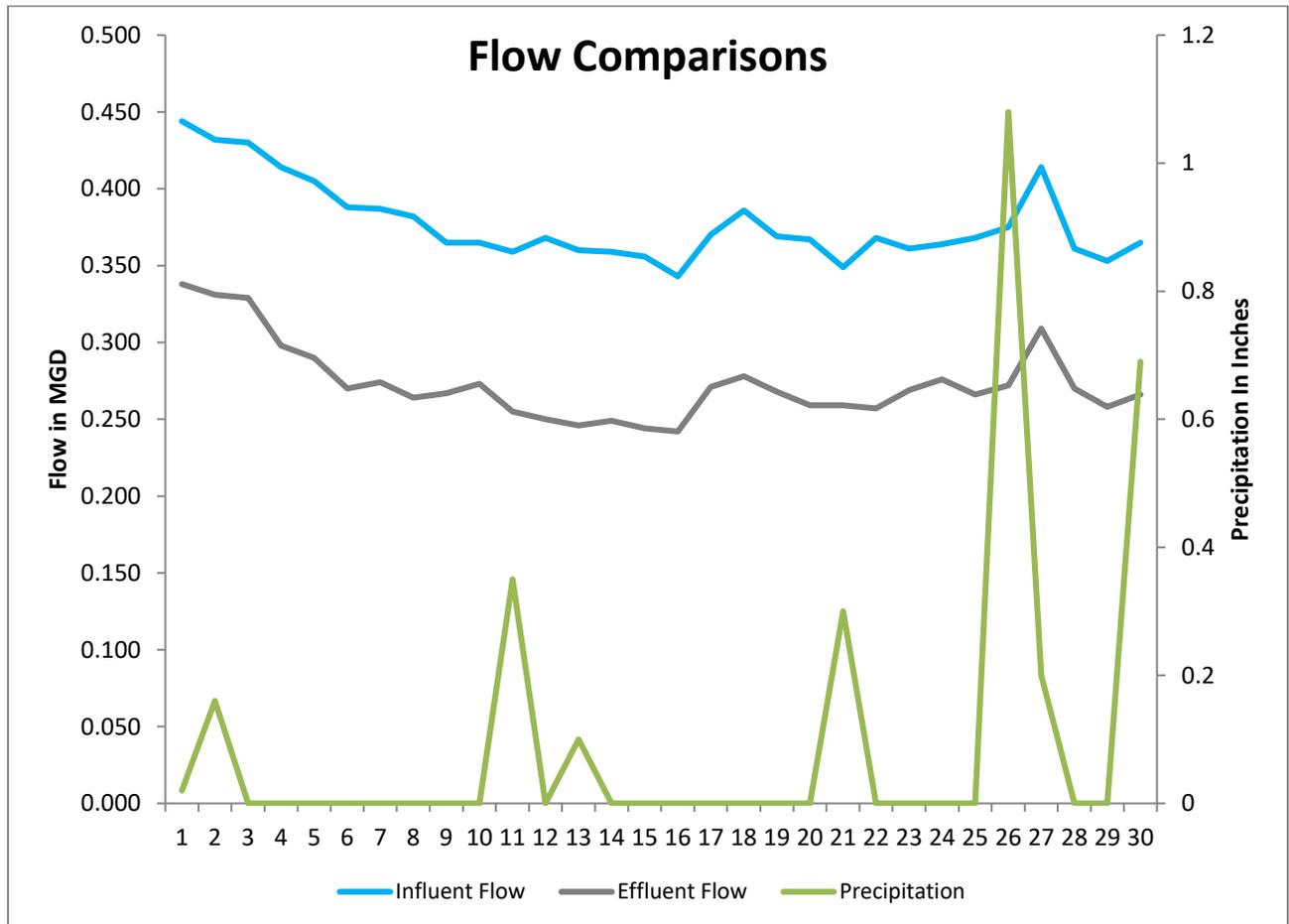
## OPERATIONAL AND MAINTENANCE EXPENSES

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

Operational & Maintenance Expenses for 2019-2020 Fiscal Year			
11/5/2019	Family Farm & Home	Gasket Material	\$ 24.48
11/6/2019	CK Power	Key for Cutler Rd. Generator	\$ 10.65
11/12/2019	Toms Food Center	Cleaning Supplies	\$ 10.28
11/14/2019	Toms Food Center	Cleaning Supplies	\$ 31.53
11/20/2019	NCL	Lab Supplies	\$ 1,331.00
11/20/2019	USA Bluebook	PPE-Gloves	\$ 133.26
11/21/2019	AmeriGas	Propane for Cutler Rd. Lift Station	\$ 730.90
11/22/2019	Oudbier Instruments	Spare fuses for thickener booster pump	\$ 162.00
11/27/2019	Premier Safety	Semi-Annual Gas Monitor Calibration	\$ 232.28
11/27/2019	Tom's Food Center	LOTO Lock & Spare Generator Keys	\$ 14.86
<b>Total Monthly Expenses</b>			<b>\$ 2,681.24</b>
<b>Year to Date Expenses</b>			<b>\$68,612.60</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 November 2019. The average influent flow during the period was 378,000 gallons per day and the average effluent flow during the period was 273,000 gallons per day. We had eight (8) days of precipitation which totaled 2.90 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



## APPENDIX “A”



City of Portland, Michigan

November 2019

**FINAL EFFLUENT**

DAY	CBOD -5					T.S.S					V.S.S			TOTAL PHOSPHORUS			pH	DO	FECAL	
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	%	su	mg/l			COLIFORM	
		7-day		7-day	Rem.		7-day		7-day	Rem.				Rem.			cts/100 ml	7-day		
		Avg		Avg			Avg		Avg									GEO		
1																				
2																				
3																				
4																				
5	3.6		8.7		98	4.8		11.6		93	2.4	0.815	2.0	79	7.2	6.1	111			
6	3.6		8.1		98	6.4		14.4		97	3.2	0.958	2.2	84	7	6.2	97			
7	3.8	3.7	8.7	8.5	99	6.4	5.9	14.6	13.5	97	2.8	0.950	2.2	83	7	6.6	104	104		
8		3.7		8.5			5.9		13.5									104		
9		3.7		8.5			5.9		13.5									104		
10		3.7		8.5			5.9		13.5									104		
11	3.9	3.7	8.3	8.4	99	3.2	5.2	6.8	11.9	99	2.4	0.857	1.8	91	7.1	5.8	78	97		
12	4.0	3.8	8.3	8.4	98	3.2	4.8	6.7	10.6	95	2.0	0.850	1.8	76	7.2	6.3	90	92		
13	3.8	3.9	7.8	8.3	99	3.2	4.0	6.6	8.7	98	1.6	0.967	2.0	80	7.2	6.5	40	74		
14		3.9		8.1			3.2		6.7									65		
15		3.9		8.1			3.2		6.7									65		
16		3.9		8.1			3.2		6.7									65		
17		3.9		8.1			3.2		6.7									65		
18		3.9		8.1			3.2		6.6									60		
19	4.1	4.0	9.2	8.5	99	6.4	4.8	14.3	10.4	96	3.2	1.180	2.6	77	7	5.8	60	49		
20	2.0	3.1	4.3	6.7	99	5.2	5.8	11.2	12.8	97	4.0	0.696	1.5	86	7	6.0	95	75		
21	3.2	3.1	6.9	6.8	99	6.8	6.1	14.7	13.4	97	3.2	0.690	1.5	86	7.0	6.7	42	62		
22		3.1		6.8			6.1		13.4									62		
23		3.1		6.8			6.1		13.4									62		
24	2.8	3.0	6.4	6.7	99	6.0	6.1	13.8	13.5	97	4.0	1.200	2.8	77	7.0	5.7	24	49		
25	2.6	2.9	5.8	6.5	99	2.8	5.4	6.2	12.0	99	1.6	0.995	2.2	82	7.2	6.4	78	54		
26	2.7	2.7	6.1	5.9	99	4.0	5.0	9.1	11.0	97	2.0	1.090	2.5	79	7.2	6.7	46	51		
27		2.8		6.3			4.9		10.9									44		
28		2.7		6.1			4.3		9.7									44		
29		2.7		6.1			4.3		9.7									44		
30		2.7		6.1			4.3		9.7									44		
M/M															7	5.7				
TL																				
GA																				
ME	3.3		7.4		99	4.9		10.8		97	2.7	0.94	2.1	82		6.2	65.7			
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

November 2019

**ACTIVATED SLUDGE**

DAY	Aeration Volume	Detent. Time	CRT Days	Organic Loading	MLSS mg/l	MLVSS mg/l	SETT. %	SVI	DO mg/l	AIR SUPPLY CuFt./D	RASS g/100 ml	RASVS g/100 ml	WAS gal	WAS lbs	Return Flow (RAS)
1	24	5.4	5.3		2275		12	53	2.3	1.44	0.5666		13.68	646	0.351
2	24	5.7	9.4		1973		13	66	2.5	1.44	0.4295		8.77	314	0.328
3	24	5.6	12.6		1908		14	73	2.1	1.44	0.3399		8.00	227	0.331
4	24	5.6	5.9		2361		15	63	1.9	1.44	0.4845		14.75	596	0.347
5	24	5.7	6.8	0.27	1843	1372	14	76	2.2	1.44	0.4831	0.3669	10.10	407	0.347
6	24	6.0	5.4	0.31	2227	1647	15	67	2.9	1.44	0.4775	0.3344	15.44	615	0.333
7	24	6.2	6.7	0.37	2199	1621	15	68	2.7	1.44	0.4036	0.3064	14.50	488	0.303
8	24	6.3	8.2		2335		15	64	2.5	1.44	0.3098		16.37	423	0.304
9	24	6.7	8.2		2207		15	68	2.6	1.44	0.5754		8.40	403	0.274
10	24	6.3	15.8		2428		16	66	2.2	1.44	0.3268		8.40	229	0.314
11	24	6.3	12.9	0.37	2436	1764	17	70	2.2	1.44	0.4024	0.2493	8.40	282	0.324
12	24	6.3	6.7	0.30	2388	1802	18	75	2.9	1.44	0.3873	0.2961	16.50	533	0.317
13	24	7.0	5.7	0.41	2387	1789	17	71	2.6	1.44	0.5012	0.3840	15.00	627	0.253
14	24	7.0	5.2		2525		15	59	2.7	1.44	0.4861		18.00	730	0.258
15	24	6.9	5.4		2476		17	69	3.4	1.44	0.4144		19.74	682	0.263
16	24	7.1	14.0		2283		17	74	3.0	1.44	0.3454		8.48	244	0.262
17	24	6.7	9.9		2308		18	78	2.8	1.44	0.4949		8.40	347	0.272
18	24	6.4	4.6		2482		18	72	2.7	1.44	0.5310		18.04	799	0.282
19	24	6.9	7.7	0.34	2242	1703	18	80	2.9	1.44	0.3398	0.2507	15.25	432	0.252
20	24	6.8	3.3	0.34	2261	1712	18	79	3.2	1.44	0.5825	0.4184	20.87	1014	0.269
21	24	6.9	9.1	0.34	2351	1799	20	85	3.2	1.44	0.4851	0.3684	9.57	387	0.274
22	24	6.6	3.4		2466		20	81	2.7	1.44	0.7094		18.56	1098	0.285
23	24	6.7	12.9		2448		20	82	2.4	1.44	0.4025		8.43	283	0.281
24	24	6.9	11.3	0.32	2319	1721	19	82	3.7	1.44	0.4401	0.3262	8.36	307	0.261
25	24	6.6	4.4	0.24	2945	2170	22	75	2.3	1.44	0.5823	0.4211	20.36	989	0.287
26	24	6.5	5.6	0.26	2690	1961	21	78	2.9	1.44	0.4460	0.2807	19.37	720	0.291
27	24	6.2	4.5		2693		21	78	2.8	1.44	0.5512		19.51	897	0.284
28	24	6.2	13.2		2448		21	86	3.5	1.44	0.3991		8.34	278	0.336
29	24	6.2	11.2		2690		22	82	4.6	1.44	0.4933		8.69	358	0.343
30	24	6.1	7.1		3053		25	82	3.7	1.44	0.5180		14.84	641	0.336
TL													403.12	15995	8.961
ME	24	6.4	8.1	0.32	2388	1755	18	73	2.8	1.44	0.4636	0.3336	13.44	516	0.299
REMARKS:															

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

City of Portland, MI

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**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			14	144				15	10.0
2			29	136				15	7.0
3			7	136	40	34	54	15	4.0
4			15	136				15	13.0
5	yes	54.0	19	128	18	11	37	23	8.0
6	yes		19	144				23	13.0
7	yes		26	128	27	9	16	23	11.0
8			19	136				15	11.0
9			19	128				15	5.0
10			22	144				15	5.0
11	yes		25	152	62	21	96	23	6.0
12	yes		23	136	16	6	22	23	12.0
13	yes		22	144				23	11.0
14			19	128	34	12	51	15	13.0
15			19	144		15		15	15.0
16			22	136				15	6.0
17			24	144	43			15	4.0
18			18	144		9	70	15	18.0
19	yes		18	136	25		36	22	14.0
20	yes		16	136				26	15.0
21	yes		19	144			40	19	10.0
22		54.0	19	128				13	14.0
23			16	160				13	5.0
24	yes		21	152	67	35	63	13	4.0
25	yes		19	128				19	13.0
26	yes		76	128	25		39	19	18.0
27			23	128				13	15.0
28			24	128				13	4.0
29			44	136				13	8.0
30			12	120				13	10.0
<b>TL</b>		108.0	668.0	4112	357	152	524	514	302.0
<b>ME</b>		54.0	22	137	36	17	48	17	10.1
	REMARKS:								

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

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**DIGESTER BIOSOLIDS**

SF DAY	RAW SLUDGE						BIOSOLIDS							
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE	GAS	
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS	Produced	
	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION	CuFt X 100	
1	893	7.8	77	0.03	6.6	18.6	29.2	7.2	1.4	65	0.1	45	21	
2	547												26	
3	419												27	
4	839	7.9	76	0.03	7.1	23.1	29.6	7.0	1.4	63	0.03	46	25	
5	675												27	
6	1222												26	
7	1422	7.2	73	0.04	7.0	16.4	29.3	7.0	1.7	63	0.1	37	29	
8	1039												26	
9	346												27	
10	346												13	
11	547	6.5	77	0.01	6.9	16.6	28.3	7.0	1.5	63	0.04	49	21	
12	1094												21	
13	1094												25	
14	1076	6.9	78	0.03	7.0	17.0	28.6	7.0	1.6	62	0.15	54	19	
15	1130												21	
16	365												26	
17	346												25	
18	1623	7	73	0.04	6.9	16.0	28.4	7.0	1.6	61	0.17	42	24	
19	1167												26	
20	1295												29	
21	565	7.5	74	0.02	7.1	18.8	28.0	7.0	1.5	64	0.03	38	28	
22	1532												29	
23	401												21	
24	365												28	
25	1331	6	74	0.03	7.0	16.0	29.0	7.0	1.6	62	0.11	43	22	
26	1568												20	
27	1659												30	
28	602												27	
29	656												22	
30	1240												12	
<b>TL</b>	27403												723	
<b>ME</b>	911	7.1	75	0.03	7.0	17.8	28.8	7.0	1.5	63		44	24	
	<b>REMARKS:</b>	Loading Rate = .02 -.10 lb/cu. ft.												

Digester Volume:  
 Primary: 14700  
 Secondary: 14700

Process Pattern:  
 Primary, Secondary, Land Application

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**SOLIDS DISPOSAL**

DAY	SUPERNATANT							BIOSOLIDS DISPOSAL				SITE #	DRY TONS APPLIED.
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL	VOL.		
	gal.		%	%	mg/l	mg/l	lbs	lbs	gal	%	%		
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18	3731												
19	5330												
20	1333												
21	3465												
22													
23													
24													
25	533												
26	3731												
27	2932												
28	4797												
29	2132												
30	2665												
<b>TL</b>	30649												
<b>ME</b>	Note: We supernatated with a sump pump to the drying bed. The estimated gallons to the drying bed is 50,000.												

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
11/1/2019	FC-100	Monthly Power Washer of Secondary Clarifiers	356.01	Scheduled
<b>Note</b>	<b>Task complete for the year. TK</b>			
11/1/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	643.01	Scheduled
<b>Note</b>	<b>No QAQC performed this week per CM.</b>			
11/1/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	634.01	Scheduled
<b>Note</b>	<b>Hosed weirs, baffles, inner ring and the launder down in each clarifier. TK</b>			
11/1/2019	GB-104	Monthly Grit Auger & Classifier Maintenance	621.01	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 - 1.1 AMPs; L3 - 1.3 AMPs TK/CM</b>			
11/4/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	665.01	Scheduled
<b>Note</b>	<b>Taks Complete. TK</b>			
11/4/2019	Tool Room	Weekly Storage Room.	685.01	Scheduled
<b>Note</b>	<b>Task complete; room in good condition. TK</b>			
11/4/2019	UV-100	Weekly UV Maintenance	687.01	Scheduled
<b>Note</b>	<b>Task Complete. TK/TS</b>			
11/5/2019	FC-101	Annual Winterizing of the East & West Clarifiers Worm Gears	585.01	Scheduled
<b>Note</b>	<b>Changed oil and added antifreeze to the unit. TS/TS</b>			
11/5/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	657.01	Scheduled
<b>Note</b>	<b>Task complete; TK</b>			
11/5/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	670.01	Scheduled
<b>Note</b>	<b>Changed oil; added anti freeze; task complete. TK/TS</b>			
11/5/2019	LB-125	Weekly Eyewash & Shower Exercise	671.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
11/5/2019	Laboratory/ Office	Laboratory Housekeeping	676.01	Scheduled
<b>Note</b>	<b>Swept floor, cleaned counter tops; TK</b>			
11/5/2019	SB-201	Weekly Composite Sampler Maintenance	679.01	Scheduled
<b>Note</b>	<b>Temps in range; cleaned before start up; in working order. TK/TS</b>			
11/6/2019	Headworks Building	Weekly Headworks Housekeeping	655.01	Scheduled
<b>Note</b>	<b>Hosed down floors; lighting ok; MUA in working order; grating ok; TS</b>			
11/6/2019	Digester Building Basement	Weekly Digester Building Housekeeping	656.01	Scheduled
<b>Note</b>	<b>Swept - Lighting ok. TS/CSM</b>			
11/6/2019	SA-102	Portland Monthly Emergency Lighting Checks	659.01	Scheduled
<b>Note</b>	<b>Light in Lab, headworks building not working. TS</b>			
11/6/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	661.01	Scheduled
<b>Note</b>	<b>Bumped diffusers; drained condensation; in working ordger. TK/TS/CSM</b>			
11/6/2019	SB-103	Weekly Blower #3 Maintenance	662.01	Scheduled
<b>Note</b>	<b>Unit in stand-by. Oil level and V-belts are ok. CSM/TS</b>			
11/6/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	663.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. CM/TS</b>			
11/6/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	664.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibration; no visable oil leaks; cables and hardware are tight. CSM</b>			
11/6/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	666.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. Cleaned off the units. CSM/TS</b>			
11/6/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	667.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. Cleaned off the unit. CSM/TS</b>			
11/6/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	672.01	Scheduled
<b>Note</b>	<b>Swept; lighting ok; sediment traps drained. TS/CSM</b>			
11/6/2019	Boiler Room	Boiler Room Housekeeping	674.01	Scheduled
<b>Note</b>	<b>Swept; lighting ok; CSM/TS</b>			
11/6/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	675.01	Scheduled
<b>Note</b>	<b>Safety screens in place; packing ok; unclogged drain from recirc #2; no visible leaks, motor temps normal. TS</b>			

Completed	Equipment Number	Task	WO #	Type
11/6/2019	GB-101	Weekly Fine Maintenance	678.01	Scheduled
<b>Note</b>	<b>Solenoids OK; chute clear; no unusual noise or vibration; TS</b>			
11/6/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	680.01	Scheduled
<b>Note</b>	<b>Lighting OK; Swept. TS/CSM</b>			
11/6/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	681.01	Scheduled
<b>Note</b>	<b>Swept; lighting OK; CSM/ TS</b>			
11/6/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	682.01	Scheduled
<b>Note</b>	<b>Lighting OK; Swept; CSM/TS</b>			
11/6/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	686.01	Scheduled
<b>Note</b>	<b>Tested with UV alarms; OK. TS</b>			
11/6/2019	LB-131	Monthly LB-131 Water Heater Maintenance	688.01	Scheduled
<b>Note</b>	<b>Drained water from water heater. CSM</b>			
11/6/2019	LB-129	Weekly Vacuum Pump Maintenance	693.01	Scheduled
<b>Note</b>	<b>Changed the oil in the unit; TS/CSM</b>			
11/6/2019	LB-129	Annual Vacuum Pump Maintenance	694.01	Scheduled
<b>Note</b>	<b>Oil was drained &amp; changed in unit. TS/CSM</b>			
11/6/2019	TB-104	Weekly Charter Thckener Maintenance	684.01	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. The oil was changed on the SEW Gear Drive on the sieve drum. TS/TK/KM</b>			
11/6/2019	GB-104	Weekly Grit Classifier Maintenance	673.01	Scheduled
<b>Note</b>	<b>Remove scum on daily basis during plant check; panel lights in working order; no visible leaks; covers in place. TS</b>			
11/7/2019	TB-100	Weekly Thickener Building Housekeeping	683.01	Scheduled
<b>Note</b>	<b>Swept the floor; lighting ok; TS/CSM</b>			
11/8/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	677.01	Scheduled
<b>Note</b>	<b>Duplicates completed on pH, fecal, BOD, TSS, and glucose was done on BOD as well.</b>			
11/11/2019	LB-129	Weekly Vacuum Pump Maintenance	720.01	Scheduled
<b>Note</b>	<b>Drained the water from the oil. TS/TK</b>			
11/11/2019	UV-100	Weekly UV Maintenance	731.01	Scheduled
<b>Note</b>	<b>Task Complete. TK/TS</b>			
11/11/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	703.01	Scheduled
<b>Note</b>	<b>Bumped diffusers; drained condensation; in working ordger. TK/TS/CSM</b>			
11/11/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	717.01	Scheduled
<b>Note</b>	<b>Safety screens in place; packing ok; unclogged drain from recirc #2; no visible leaks, motor temps normal. TS</b>			
11/11/2019	LB-125	Weekly Eyewash & Shower Exercise	713.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
11/11/2019	Boiler Room	Boiler Room Housekeeping	716.01	Scheduled
<b>Note</b>	<b>Swept; lighting ok; TK/TS</b>			
11/11/2019	SB-201	Weekly Composite Sampler Maintenance	723.01	Scheduled
<b>Note</b>	<b>Temps in range; cleaned before start up; in working order. TK/TS</b>			
11/11/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	712.01	Scheduled
<b>Note</b>	<b>Task complete TK/TS</b>			
11/12/2019	SB-104	Semi- Annual Grit Blower Maintenance	626.01	Scheduled
<b>Note</b>	<b>Used shop vac to clean dust and debris on the inside and outside of the unit.. Connection appear to be good and blow off valve is operating properly. KM/TS</b>			
11/12/2019	SB-103	Semi- Annual Blower #3 Maintenance	625.01	Scheduled
<b>Note</b>	<b>Used shop vac to clean dust and debris on the inside and outside of the unit.. Connection appear to be good and blow off valve is operating properly. Had an issue with the blow off valve we cleaned it and it re-seated itself. KM/TS</b>			
11/12/2019	SB-102	Semi- Annual Blower #2 Maintenance	624.01	Scheduled
<b>Note</b>	<b>Used shop vac to clean dust and debris on the inside and outside of the unit.. Connection appear to be good and blow off valve is operating properly. KM/TS</b>			

Completed	Equipment Number	Task	WO #	Type
11/12/2019	SB-101	Semi- Annual Blower #1 Maintenance	623.01	Scheduled
<b>Note</b>	<b>Used shop vac to clean dust and debris on the inside and outside of the unit.. Connection appear to be good and blow off valve is operating properly. KM/TS</b>			
11/12/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	730.01	Scheduled
<b>Note</b>	<b>Tested with B;ower Failure TS/TK</b>			
11/12/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	709.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. TK/TS</b>			
11/12/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	708.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. TK/TS</b>			
11/12/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	707.01	Scheduled
<b>Note</b>	<b>Swept &amp; lighting -ok. TS/TK</b>			
11/12/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	706.01	Scheduled
<b>Note</b>	<b>No unusual noise or vibration; no visable oil leaks; cables and hardware are tight. CSM</b>			
11/12/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	705.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. TK/TS</b>			
11/12/2019	SB-103	Weekly Blower #3 Maintenance	704.01	Scheduled
<b>Note</b>	<b>V-belts and oil level are ok. No unusual noise or vibrations. TK/TS</b>			
11/12/2019	Digester Building Basement	Weekly Digester Building Housekeeping	700.01	Scheduled
<b>Note</b>	<b>Swept TK/TS</b>			
11/12/2019	TB-104	Weekly Charter Thckener Maintenance	728.01	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. The oil was changed on the SEW Gear Drive on the sieve drum. TS/TK/KM</b>			
11/12/2019	AT-105	Weekly D.O Sensor Maintenance	711.01	Scheduled
<b>Note</b>	<b>Task completed; not dirty; TK</b>			
11/13/2019	AT-105	Weekly D.O Sensor Maintenance	669.01	Scheduled
<b>Note</b>	<b>Task completed; not dirty; TK</b>			
11/13/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	701.01	Scheduled
<b>Note</b>	<b>Swept &amp; lighting -ok. TS/TK</b>			
11/13/2019	GB-101	Weekly Fine Maintenance	722.01	Scheduled
<b>Note</b>	<b>Solenoids OK; chute clear; no unusual noise or vibration; TS</b>			
11/14/2019	Aeration Tanks	Monthly Hosing of the Aeration Tanks	658.01	Scheduled
<b>Note</b>	<b>Hosed tanks &amp; channels; TK</b>			
11/14/2019	GB-101	Monthly Fine Screen Maintenance	660.01	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. TS</b>			
11/14/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	726.01	Scheduled
<b>Note</b>	<b>Swept &amp; lighting -ok. TS/TK</b>			
11/14/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	725.01	Scheduled
<b>Note</b>	<b>Swept &amp; lighting -ok. TS/TK</b>			
11/14/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	724.01	Scheduled
<b>Note</b>	<b>Swept &amp; lighting -ok. TS/TK</b>			
11/14/2019	Tool Room	Weekly Storage Room.	729.01	Scheduled
<b>Note</b>	<b>Swept &amp; lighting -ok. TS/TK</b>			
11/14/2019	Laboratory/ Office	Laboratory Housekeeping	718.01	Scheduled
<b>Note</b>	<b>Swept &amp; lighting -ok. TS/TK</b>			
11/14/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	714.01	Scheduled
<b>Note</b>	<b>Swept &amp; lighting -ok. TS/TK</b>			
11/14/2019	TB-100	Weekly Thickener Building Housekeeping	727.01	Scheduled
<b>Note</b>	<b>Swept the floor; lighting ok; TS/TK</b>			
11/14/2019	Headworks Building	Weekly Headworks Housekeeping	695.01	Scheduled
<b>Note</b>	<b>Lighting, grating &amp; ventilation ok; Drained doemestic water line; heat is working; SAB</b>			
11/14/2019	LB-129	Weekly Vacuum Pump Maintenance	756.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			

Completed	Equipment Number	Task	WO #	Type
11/15/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	710.01	Scheduled
<b>Note</b>	<b>Hosed weirs, baffles, inner ring and the launder down in each clarifier. TS/TK</b>			
11/15/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	719.01	Scheduled
<b>Note</b>	<b>Duplicates completed on pH, fecal, BOD, TSS, and glucose was done on BOD as well.</b>			
11/18/2019	AT-100- 2	Annual Aeration Tanks 1,2 & 3 & Diffuser Maintenance	58.03	Scheduled
<b>Note</b>	<b>Ran out of time to complete these tanks. We will complete these next spring.</b>			
11/18/2019	AT-100- 1	Annual Aeration Tanks 1,2 & 3 & Diffuser Maintenance	58.02	Scheduled
<b>Note</b>	<b>Ran out of time to complete these tanks. We will complete these next spring.</b>			
11/18/2019	UV-100	Monthly Trojan 3000 UV Maintenance	622.01	Scheduled
<b>Note</b>	<b>Washed solids from trough. TK\TS</b>			
11/18/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	668.01	Scheduled
<b>Note</b>	<b>Hosed weirs, baffles, inner ring and the launder down in each clarifier. TS/TK</b>			
11/18/2019	SB-104	Annual Aerzen Blower Maintenance	692.01	Scheduled
<b>Note</b>	<b>Oil &amp; air filters changed. TK\TS</b>			
11/18/2019	SB-103	Annual Aerzen Blower Maintenance	691.01	Scheduled
<b>Note</b>	<b>Oil &amp; air filters changed. TK\TS</b>			
11/18/2019	SB-102	Annual Aerzen Blower Maintenance	690.01	Scheduled
<b>Note</b>	<b>Oil &amp; air filters changed. TK\TS</b>			
11/18/2019	SB-101	Annual Aerzen Blower Maintenance	689.01	Scheduled
<b>Note</b>	<b>Oil &amp; air filters changed. TK\TS</b>			
11/18/2019	LB-129	Weekly Vacuum Pump Maintenance	721.01	Scheduled
<b>Note</b>	<b>Drained the water from the oil. TS/TK</b>			
11/18/2019	GB-104	Weekly Grit Classifier Maintenance	715.01	Scheduled
<b>Note</b>	<b>Remove scum on daily basis during plant check; panel lights in working order; no visible leaks; covers in place. TS</b>			
11/18/2019	Headworks Building	Weekly Headworks Housekeeping	732.01	Scheduled
<b>Note</b>	<b>Tasked completed. TK</b>			
11/18/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	743.01	Scheduled
<b>Note</b>	<b>Task completed. TK</b>			
11/18/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	746.01	Scheduled
<b>Note</b>	<b>Task complete. TS</b>			
11/18/2019	UV-100	Weekly UV Maintenance	766.01	Scheduled
<b>Note</b>	<b>Task complete; brushed racks; UV lamps OK; cleaned effluent trough &amp; hosed UV channel. TK/TS</b>			
11/19/2019	SB-103	Weekly Blower #3 Maintenance	740.01	Scheduled
<b>Note</b>	<b>Task completed. TK\TS</b>			
11/19/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	741.01	Scheduled
<b>Note</b>	<b>Oil &amp; filtes changed; TS\TK</b>			
11/19/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	742.01	Scheduled
<b>Note</b>	<b>Removed rags\ task complete. TK</b>			
11/19/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	744.01	Scheduled
<b>Note</b>	<b>Task Completed; TK\TS</b>			
11/19/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	745.01	Scheduled
<b>Note</b>	<b>Task Completed. TK\TS</b>			
11/19/2019	AT-105	Weekly D.O Sensor Maintenance	747.01	Scheduled
<b>Note</b>	<b>Pulled - looks good; task complete. TK</b>			
11/19/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	748.01	Scheduled
<b>Note</b>	<b>Task Complete. TK</b>			
11/19/2019	LB-125	Weekly Eyewash & Shower Exercise	749.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
11/19/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	750.01	Scheduled
<b>Note</b>	<b>Swept. Task complete. TK</b>			

Completed	Equipment Number	Task	WO #	Type
11/19/2019	Boiler Room	Boiler Room Housekeeping	752.01	Scheduled
<b>Note</b>	<b>Swept. Task complete. TK</b>			
11/19/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	753.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
11/19/2019	SB-201	Weekly Composite Sampler Maintenance	758.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
11/19/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	759.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
11/19/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	760.01	Scheduled
<b>Note</b>	<b>Task complete; needs trash can. TK</b>			
11/19/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	761.01	Scheduled
<b>Note</b>	<b>Task complete. TK/TS</b>			
11/19/2019	TB-100	Weekly Thickener Building Housekeeping	762.01	Scheduled
<b>Note</b>	<b>Task complete; floor wet; swept, water off floor. TK</b>			
11/19/2019	Tool Room	Weekly Storage Room.	764.01	Scheduled
<b>Note</b>	<b>Task complete. TK</b>			
11/19/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	765.01	Scheduled
<b>Note</b>	<b>Tested all 3 aeration blowers, in working order. TS\TK</b>			
11/19/2019	Digester Building Basement	Weekly Digester Building Housekeeping	734.01	Scheduled
<b>Note</b>	<b>Task completed; washed down floor near pumps. TK</b>			
11/19/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	735.01	Scheduled
<b>Note</b>	<b>Task completed. TK</b>			
11/19/2019	GB-104	Weekly Grit Classifier Maintenance	751.01	Scheduled
<b>Note</b>	<b>Task completed, as needed. TK</b>			
11/20/2019	Laboratory/ Office	Laboratory Housekeeping	754.01	Scheduled
<b>Note</b>	<b>Swept; counters cleaned; lighting ok; ordered needed lab supplies. TS</b>			
11/20/2019	GB-101	Weekly Fine Maintenance	757.01	Scheduled
<b>Note</b>	<b>Task complete; rack needs repair, it is bent &amp; broken; no need to replace bolts until stop box is rixed. TK</b>			
11/20/2019	DB-301	Monthly Greasing of the Sludge Recirculation Pumps	737.01	Scheduled
<b>Note</b>	<b>Task completed. TK</b>			
11/20/2019	Laboratory QA/QC Program	Monthly QAQC Data & Analysis Checks	738.01	Scheduled
<b>Note</b>	<b>All logged reagents; TK to perform &amp; log phos. on friday; TS\TK</b>			
11/21/2019	SB-104	Annual Aerzen Blower Maintenance	699.01	Scheduled
<b>Note</b>	<b>Oil &amp; air filters changed. TK\TS</b>			
11/21/2019	SB-103	Annual Aerzen Blower Maintenance	698.01	Scheduled
<b>Note</b>	<b>Oil &amp; air filters changed. TK\TS</b>			
11/21/2019	SB-102	Annual Aerzen Blower Maintenance	697.01	Scheduled
<b>Note</b>	<b>Oil &amp; air filters changed. TK\TS</b>			
11/21/2019	SB-101	Annual Aerzen Blower Maintenance	696.01	Scheduled
<b>Note</b>	<b>Oil &amp; air filters changed. TK\TS</b>			
11/21/2019	Mag & Ultrasonic Flow Meters	Annual Calibration of the Flow Meters	654.01	Scheduled
<b>Note</b>	<b>Oudbier calibrated all five of the flow meters. CM</b>			
11/21/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	755.01	Scheduled
<b>Note</b>	<b>Task Complete. TK</b>			
11/21/2019	TB-104	Weekly Charter Thckener Maintenance	763.01	Scheduled
<b>Note</b>	<b>Task complete; changed oil in drum drive gear box; tried on floc mixer; need to disassemble to get drain plug out; Drum gear box was overfilled due to all the grease that has been added. TK</b>			
11/25/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	739.01	Scheduled
<b>Note</b>	<b>Bumped diffusers; drained condensation; in working ordger. TK/TS/CSM</b>			
11/25/2019	UV-100	Weekly UV Maintenance	800.01	Scheduled
<b>Note</b>	<b>Lamps appear to be all operating. Used a hose and scrub brush to clean the ends of the racks, effluent channel, effluent V-botch weir, and effluent weir. CM</b>			

Completed	Equipment Number	Task	WO #	Type
11/25/2019	Tool Room	Weekly Storage Room.	798.01	Scheduled
<b>Note</b>	<b>Swepts, room in order. TS</b>			
11/25/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	793.01	Scheduled
<b>Note</b>	<b>Swept. TS</b>			
11/25/2019	Laboratory/ Office	Laboratory Housekeeping	788.01	Scheduled
<b>Note</b>				
11/25/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	773.01	Scheduled
<b>Note</b>	<b>Bumped diffusers; drained condensation; in working order. TK/TS/CSM</b>			
11/25/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	769.01	Scheduled
<b>Note</b>	<b>Swept, lighting ok. TS</b>			
11/25/2019	Digester Building Basement	Weekly Digester Building Housekeeping	768.01	Scheduled
<b>Note</b>	<b>Swept, lighting ok. TS</b>			
11/25/2019	Headworks Building	Weekly Headworks Housekeeping	767.01	Scheduled
<b>Note</b>	<b>Hosed floor and walls off. Lighting ok. TS/CM</b>			
11/26/2019	TB-104	Weekly Charter Thckener Maintenance	797.01	Scheduled
<b>Note</b>	<b>Oil levels ok, cleaned spray nozzles, will clean polymer media after the holiday. Greased bearings. TS. No unusual noise or vibrations. CM The booster pump is back in working order and has a enable/ disable switch. CM</b>			
11/26/2019	SA-103	Semi- Annual Hand-Held Gas Meter Calibration	772.01	Scheduled
<b>Note</b>	<b>Shipped out for calibration on 11.26.2019. CM</b>			
11/27/2019	SB-302	Monthly Influent Pump Maintenance	733.03	Scheduled
<b>Note</b>	<b>Pulled the pump and inspection cover on the check valve and removed rags and other debris from the pump. TS/CM We performed a LOTO on each pump before servicing.</b>			
11/27/2019	SB-301	Monthly Influent Pump Maintenance	733.02	Scheduled
<b>Note</b>	<b>Pulled the pump and inspection cover on the check valve and removed rags and other debris from the pump. TS/CM We performed a LOTO on each pump before servicing.</b>			
11/27/2019	SB-300	Monthly Influent Pump Maintenance	733.01	Scheduled
<b>Note</b>	<b>Pulled the pump and inspection cover on the check valve and removed rags and other debris from the pump. TS/CM We performed a LOTO on each pump before servicing.</b>			
11/27/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	799.01	Scheduled
<b>Note</b>	<b>Tested with raw pump alarms and it worked properly. TK/CM/TS</b>			
11/27/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	795.01	Scheduled
<b>Note</b>	<b>Hosed floor, walls and equipment after pulling each of the raw pumps. TS/CM</b>			
11/27/2019	TB-100	Weekly Thickener Building Housekeeping	796.01	Scheduled
<b>Note</b>	<b>Sprayed floor off and lighting is ok. TS</b>			
11/27/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	794.01	Scheduled
<b>Note</b>	<b>Sprayed floor off. Lighting ok. TS</b>			
11/27/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	777.01	Scheduled
<b>Note</b>	<b>Swept, clean the toilet and sink. CM</b>			
11/27/2019	Boiler Room	Boiler Room Housekeeping	786.01	Scheduled
<b>Note</b>	<b>Swept, lighting ok. TS</b>			
11/27/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	784.01	Scheduled
<b>Note</b>	<b>Swept, lighting ok. TS</b>			
11/29/2019	SB-103	Weekly Blower #3 Maintenance	774.01	Scheduled
<b>Note</b>	<b>Task Complete - wipe down blower, check oil, check belts; no unusual noises or vibrations; TS</b>			
11/29/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	775.01	Scheduled
<b>Note</b>	<b>Task Complete; check oil; listen for unusual noises or vibrations; check belts; wipe down blower - check for air leaks. TS</b>			
11/29/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	776.01	Scheduled
<b>Note</b>	<b>Cables secure; no unusual noise or vibrations; no visible leaks. TS</b>			
11/29/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	778.01	Scheduled
<b>Note</b>	<b>Task complete; no unusual noise or vibration; no air or oil leaks visible; TS</b>			
11/29/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	779.01	Scheduled
<b>Note</b>	<b>In working order - task complete; TS</b>			

Completed	Equipment Number	Task	WO #	Type
11/29/2019	AT-105	Weekly D.O Sensor Maintenance	781.01	Scheduled
<b>Note</b>	<b>Cleaned and in working order; TS</b>			
11/29/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	782.01	Scheduled
<b>Note</b>	<b>Free of dirt, dust &amp; debris; oil level in range; no unusual noise or vibration. TS</b>			
11/29/2019	LB-125	Weekly Eyewash & Shower Exercise	783.01	Scheduled
<b>Note</b>	<b>In working order. TS</b>			
11/29/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	787.01	Scheduled
<b>Note</b>	<b>Guards in place, no unusual noise or vibrations; no visible leaks. TS</b>			
11/29/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	789.01	Scheduled
<b>Note</b>	<b>Logged readings &amp; checked . TS</b>			
11/29/2019	GB-101	Weekly Fine Maintenance	791.01	Scheduled
<b>Note</b>	<b>Solenoids in working order; chute clear; no unusual nise or vibration; TS</b>			
11/29/2019	SB-201	Weekly Composite Sampler Maintenance	792.01	Scheduled
<b>Note</b>	<b>Cleaned Sunday before starting; temps OK. TK</b>			
11/29/2019	LB-131	Monthly LB-131 Water Heater Maintenance	771.01	Scheduled
<b>Note</b>	<b>Drained 2 gallons from water heater, no sediments visible. TS</b>			
11/29/2019	GB-104	Weekly Grit Classifier Maintenance	785.01	Scheduled
<b>Note</b>	<b>Remove scum from clarifier daily; no leaks, no unusual noise or vibration. TS</b>			
11/29/2019	LB-129	Weekly Vacuum Pump Maintenance	790.01	Scheduled
<b>Note</b>	<b>Oil level good; oil clean - no condensate; TS</b>			

## 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>9</b>	107,552	<b>126,101</b>	<b>117.25%</b>	<b>\$15,838</b>	<b>\$8,710</b>	<b>55.00%</b>
MPPA - Custom Program - 2019	2	36,832	1,224	3.32%	\$5,533	\$95	1.72%
MPPA - Prescriptive Program - 2019	7	70,720	124,877	176.58%	\$10,305	\$8,615	83.60%
<b>Residential</b>	<b>44</b>	114,578	<b>128,527</b>	<b>112.17%</b>	<b>\$21,717</b>	<b>\$23,457</b>	<b>108.01%</b>
MPPA - Appliance Recycling - 2019	5	2,424	5,623	231.97%	\$563	\$265	47.07%
MPPA - High Efficiency Products and HVAC - 2019	32	5,627	25,471	452.66%	\$2,479	\$5,035	203.11%
MPPA - Residential Lighting - 2019	6	91,613	74,960	81.82%	\$12,918	\$12,415	96.10%
MPPA - Residential Low Income - 2019	1	14,914	22,473	150.68%	\$5,757	\$5,742	99.74%

Program Summary			
Customer	Status Date	kWh Savings	Incentive

<b>C&amp;I</b>		<b>126,101.25</b>	<b>\$8,710.36</b>
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**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
Encompass - 180 Kent St.	12/06/2019	1,224.00	\$94.97
City Of Portland - Fire Department - 773 E. Grand River Ave (2)	12/13/2019	37,744.40	\$2,000.00

<b>Residential</b>		<b>128,526.69</b>	<b>\$23,456.67</b>
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**Batched**

DENNIS GOFF - 1007 JAMES ST	02/01/2019	1,254.10	\$265.00
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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
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
Danny Arens - 6873 Divine Hwy	12/06/2019	1,135.00	\$50.00
Jennifer Vroman - 605 Grape St	12/06/2019	59.90	\$25.00

Portland Light Kits October	12/10/2019	54,900.00	\$9,225.00
Portland Low Income October	12/10/2019	22,473.00	\$5,742.00
Patrick J Vashaw - 9670 Looking Glass Ave	12/13/2019	730.00	\$150.00
Nick Lefke - 900 Marshall St-2	12/20/2019	57.10	\$40.00
Nick Lefke - 900 Marshall St-4	12/20/2019	585.00	\$56.00
Kim Heinicke - 116 Rebecca St	01/10/2020	1,274.00	\$65.00
Sandra Newby - 7600 Friend Rd	01/10/2020	932.90	\$165.00

### Component Detail

#### C&I

#### Account No. Component

Account No.	Component	Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive
<b>Batched</b>						
10-07500-1	<b>Arby's Restaurant - 1651 E Grand River</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 8/5/2019</b>					
	<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>	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 - Demand Only - MPPA 2019</i>	540	0.00	0.00	0	0.00
	<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>	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>	23,434	1.00	23,434.00	0.08	1,874.72
01-01100-5	<b>Bootu Partners - 220 Kent St.</b>					
	<b>Total Project Cost: \$2,495.00</b>					
	<b>Install Complete: 2/11/2019</b>					
	<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

19-00060-1	<b>City Of Portland - Fire Department - 773 E. Grand River Ave (2)</b>					
	<b>Total Project Cost: \$4,817.42</b>					
	<b>Install Complete: 11/29/2019</b>					
	<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>	616	4.16	2,563.00	0.3	184.80
	<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>	346	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>	771	1.00	771.00	0.08	61.67
	<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>	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
01-01600-8	<b>Encompass - 180 Kent St.</b>					
	<b>Total Project Cost: \$278.57</b>					
	<b>Install Complete: 4/1/2019</b>					
	<i>Lighting</i>			1,224.00		94.97
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>	19	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 to LED - MPPA 2019</i>	115	1.00	115.00	0.08	9.23
	<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
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

	Occupancy Sensor <=500W - MPPA 2019	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>					
	Interior Linear Fluorescent - Demand Only - MPPA 2019	389	0.00	0.00	0	0.00
	Interior Linear Fluorescent - Demand Only - MPPA 2019	165	0.00	0.00	0	0.00
	Interior Linear Fluorescent - Demand Only - MPPA 2019	55	0.00	0.00	0	0.00
	Interior Linear Fluorescent - Demand Only - MPPA 2019	445	0.00	0.00	0	0.00
	Interior Linear Fluorescent - Demand Only - MPPA 2019	178	0.00	0.00	0	0.00
	Interior Linear Fluorescent to LED - MPPA 2019	543	1.00	543.00	0.08	43.44
	Interior Linear Fluorescent to LED - MPPA 2019	1,468	1.00	1,468.00	0.08	117.43
	Interior Linear Fluorescent to LED - MPPA 2019	1,284	1.00	1,284.00	0.08	102.75
	Interior Linear Fluorescent to LED - MPPA 2019	589	1.00	589.00	0.08	47.08
	Interior Linear Fluorescent to LED - MPPA 2019	181	1.00	181.00	0.08	14.48
	LED Exit Sign - MPPA 2019	4	201.00	804.00	13	52.00
17-032000-1	<b>Portland Public Schools - 883 Cross St (Lighting)</b>					
	<b>Total Project Cost: \$4,061.22</b>					
	<b>Install Complete: 8/19/2019</b>					
	Interior Linear Fluorescent - Demand Only - MPPA 2019	110	0.00	0.00	0	0.00
	Interior Linear Fluorescent - Demand Only - MPPA 2019	303	0.00	0.00	0	0.00
	Interior Linear Fluorescent - Demand Only - MPPA 2019	151	0.00	0.00	0	0.00
	Interior Linear Fluorescent - Demand Only - MPPA 2019	357	0.00	0.00	0	0.00
	Interior Linear Fluorescent to LED - MPPA 2019	999	1.00	999.00	0.08	79.94
	Interior Linear Fluorescent to LED - MPPA 2019	500	1.00	500.00	0.08	39.97
	Interior Linear Fluorescent to LED - MPPA 2019	1,177	1.00	1,177.00	0.08	94.17
	Interior Linear Fluorescent to LED - MPPA 2019	362	1.00	362.00	0.08	28.96
	LED Exit Sign - MPPA 2019	4	201.00	804.00	13	52.00
	Occupancy Sensor <=500W - MPPA 2019	9	288.25	2,594.00	20	180.00

## Residential

### Account No. Component

Batched

Total kWh/Unit kWh Savings Incentive/Unit Incentive Qty

05-05800-1	<b>Alice Zimmerman - 321 S Grant St</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 8/29/2019</b>					
	Refrigerator Recycling - MPPA 2019	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>					
	Central Air Conditioner - 16 SEER - MPPA 2019	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>					
	High Efficiency Furnace >=95% w/ ECM Blower Motor - MPPA 2019	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>					
	ENERGY STAR Dishwasher - Elec Water Heater - MPPA 2019	1	25.00	25.00	15	15.00
	ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2019	1	59.90	60.00	25	25.00
12-00850-4	<b>Danny Arens - 6873 Divine Hwy</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 10/7/2019</b>					
	Refrigerator Recycling - MPPA 2019	1	1,135.00	1,135.00	50	50.00
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>					
	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
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>					
	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
	Programmable Thermostat Difference	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>					
	ENERGY STAR Dishwasher - Elec Water Heater - MPPA 2019	1	25.00	25.00	15	15.00
	ENERGY STAR Electric Clothes Dryer - MPPA 2019	1	37.20	37.00	25	25.00
	ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2019	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
11-10700-2	<b>Jennifer Vroman - 605 Grape St</b>					
	<b>Total Project Cost: \$1,589.99</b>					
	<b>Install Complete: 9/4/2019</b>					
	<i>ENERGY STAR Refrigerators Freezers - Bottom Freezer - MPPA 2019</i>	1	59.90	60.00	25	25.00
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>	1	730.00	730.00	150	150.00
	<i>Mini-Split Heat Pump - 18 SEER - MPPA 2019</i>	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
04-03200-2	<b>Kim Heinicke - 116 Rebecca St</b>					
	<b>Total Project Cost:</b>					
	<b>Install Complete: 11/20/2019</b>					
	<i>Dehumidifier Recycling - MPPA 2019</i>	1	139.00	139.00	15	15.00
	<i>Refrigerator Recycling - MPPA 2019</i>	1	1,135.00	1,135.00	50	50.00
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>	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
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>	1	730.00	730.00	150	150.00
	<i>Programmable Thermostat - MPPA 2019</i>	1	106.41	106.00	10	10.00
06-02400-8	<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>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	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>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	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>					
	<i>Central Air Conditioner - 17 SEER - MPPA 2019</i>	1	467.39	467.00	150	150.00
11-16300-1	<b>Nick Lefke - 900 Marshall St-2</b>					
	<b>Total Project Cost: \$1,961.77</b>					
	<b>Install Complete: 9/23/2019</b>					
	<i>ENERGY STAR Dishwasher - Gas Water Heater - MPPA 2019</i>	1	16.30	16.00	15	15.00
	<i>ENERGY STAR Refrigerators Freezers - Top Freezer - MPPA 2019</i>	1	40.80	41.00	25	25.00
	<i>LED A-line 800-1099 Lumen output replacing Inc/Hal - MPPA Res Ltg 2019</i>	2	28.50	57.00	4	8.00
	<i>LED fixtures downlights - MPPA Res Ltg 2019</i>	12	44.00	528.00	4	48.00
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>					
	<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
10-12600-1	<b>Patrick J Vashaw - 9670 Looking Glass Ave</b>					
	<b>Total Project Cost: \$3,500.00</b>					
	<b>Install Complete: 11/12/2019</b>					
	<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00
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>					
	<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

**Portland Light Kits October**

**Total Project Cost:**

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

<i>Lighting</i>	1		54,900.00		9,225.00
<i>Lighting</i>	1		18,300.00		3,075.00
<i>Lighting</i>	1		22,473.00		5,742.00

08-01001-1 **Richard Clark - 920 Green St**

**Total Project Cost: \$9,660.00**

**Install Complete: 1/10/2019**

<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

03-09000-1 **RICHARD THOLE - 214 JAMES ST (2)**

**Total Project Cost: \$10.56**

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

<i>LED A-line 800-1099 Lumen output replacing Inc/Hal - MPPA Res Ltg 2019</i>	16	28.50	456.00	4	64.00
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03-06900-2 **RYAN JOHNSTON - 410 JAMES ST**

**Total Project Cost: \$32.11**

**Install Complete: 11/3/2018**

<i>LED Candelabra &lt;= 5W - MPPA Res Ltg 2019</i>	25	23.70	593.00	4	100.00
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1305200-1 **Sandra Newby - 7600 Friend Rd**

**Total Project Cost: \$3,711.98**

**Install Complete: 12/17/2019**

<i>ENERGY STAR Dehumidifier - MPPA 2019</i>	1	202.90	203.00	15	15.00
<i>High Efficiency Furnace &gt;=95% w/ ECM Blower Motor - MPPA 2019</i>	1	730.00	730.00	150	150.00

13-07700-1 **Sue VanLente - 8151 Diane Dr-2**

**Total Project Cost: \$27.52**

**Install Complete: 10/22/2018**

<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 **Susie A Smith - 416 Canal St**

**Total Project Cost: \$3,500.00**

**Install Complete: 3/12/2019**

<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 **TAYLOR PRATT - 358 QUARTERLINE ST**

**Total Project Cost: \$13,407.77**

**Install Complete: 4/9/2019**

<i>Central Air Conditioner - 16 SEER - MPPA 2019</i>	1	417.69	418.00	100	100.00
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<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 **Tom Manting - 1037 Marshall St - 2**

**Total Project Cost: \$7,610.00**

**Install Complete: 5/15/2019**

<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

# **IONIA COUNTY BOARD OF COMMISSIONERS**

**January 14, 2020 -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. By-laws Road Advisory Board
    - 1. Structure of Committee
- VIII. New Business**
  - A. Health Department Data Use and Non-Disclosure agreement.
  - B. Appoint Court Administrator/Magistrate Ronald Morseau.
  - C. Acknowledge AAAWM Appointment for Dennis Sitzer (no action required).
  - D. Discussion on Finance Director for Road Department
  - E.
- 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.
- B.

**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 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

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

**Ionia County Board of Commissioners  
Board of Commissioners Meeting/Department Reporting**

**January 21, 2020 - 3:00 p.m.  
Board of Commissioners Room -3<sup>rd</sup> Floor  
Ionia County Administrative Building  
101 W. Main St.**

**AGENDA**

- 1. 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**
  1. Approve minutes of the previous meeting(s)
  2. Approve per diem and mileage
  3. Approve Health Department Payroll and Accounts Payable
  4. Approve Road Department Payroll and Accounts Payable
  5. General Fund-Payroll and Accounts Payable
- VII. Unfinished Business**
  - 1) By-laws Road Advisory Board
    - a) Structure of Committee
  2. Approval of Application Appointments
    - Board of Public Works — Georgia Sharp
    - Parks Advisory Board —
      - Easton Township Representative-Bill Patton
      - General Public Representative-David Hodges

- Lyons Village Representative-(Bernard Russell)
- 3. AAAWM Appointment-- Dennis Sitzer
- 4. Ionia County 911 Board as a Citizen Representative—Jani C. Millard

### **VIII. New Business**

1. Commissioner Interviews for District #3 position.
2. Appointment and Oath of Office of New Commissioner for District #3
3. Resolution of Commissioner James Banks.
4. Resolution for Second Amendment
5. 2020 Ionia County Pension Investment Update from Jaakko Kasko.
6. Request Approval of Household Hazardous Waste Vendor Contract
7. Road Department Items
  1. Request approval of bid extension with Asphalt Restoration.
  2. Request approval of bid extension with Carrick Trucking and Gravel.
  3. Request adopting the MDOT performance resolution.
  4. Request approval of 2020 Dust Control Contract Extension.
  5. Request approval of 2020 Gravel Resurfacing Contract Extension.
  6. Request approval of MDOT Signature Resolution for Borden Road.