



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

7:00 P.M. Monday, February 3, 2020
City Council Chambers
City Hall, 259 Kent St., Portland, Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Motion to Excuse Mayor Barnes</u>	Decision
7:05 PM	V. <u>Public Comment</u> (5-minute time limit per speaker)	
7:10 PM	VI. <u>City Manager Report</u>	
	VII. <u>Presentations</u>	
7:20 PM	A. DDA Director ConnerWellman – Downtown Report	
7:25 PM	B. Recognition of Girl Scout Troop 4730 for Volunteer Service	
	VIII. <u>Public Hearing(s)</u> – None	
	IX. <u>Old Business</u> - None	
	X. <u>New Business</u>	
7:28 PM	A. Proposed Resolution 20-06 Approving a Bid from Michigan Wood Fibers LLC for Wood Waste Processing and Compost Removal	Decision
7:30 PM	B. Proposed Resolution 20-07 Approving an Energy Purchase for the Board of Light and Power through the Michigan Public Power Agency	Decision
	XI. <u>Consent Agenda</u>	
7:32 PM	A. Minutes & Synopsis from the Regular City Council Meeting on January 20, 2020 and the Goal Setting Session on January 21, 2020	
	B. Payment of Invoices in the Amount of \$79,293.40 and Payroll in the Amount of \$113,442.91 for a Total of \$192,736.31	
	C. Purchase Orders over \$5,000.00 - None	
	XI. <u>Communications</u>	
	A. DDA Minutes for November 25, 2019	
	B. DDA Treasurer’s Report for January 27, 2020	
	C. Wastewater Treatment Plant Report for December 2019	

<u>Estimated Time</u>
7:35 PM
7:40 PM
7:45 PM
7:50 PM

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

<u>Desired Outcome</u>
Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-06

**A RESOLUTION APPROVING A BID FROM MICHIGAN WOOD FIBERS LLC
FOR WOOD WASTE PROCESSING AND COMPOST REMOVAL**

WHEREAS, the Department of Public Works (DPW) is charged with the responsibility of collecting certain yard waste and debris as a service to the residents of the City, including leaf and brush removal; and

WHEREAS, Director of Public Services, Mike Hyland and DPW Foreman, Ken Gensterblum are recommending that the City contract with a company to safely remove the accumulated brush and compost piles; and

WHEREAS, DPW Foreman, Ken Gensterblum sought bids and received a low bid of \$14,520.00 from Michigan Wood Fibers, LLC to perform this work, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the bid from Michigan Wood Fibers, LLC for wood waste processing and compost removal for \$14,520.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 3, 2020

Monique I. Miller, City Clerk

Michigan Wood Fibers, LLC

9426 Henry Court
Zeeland, MI 49464

Quote

Date	Quote #
1/13/2020	1030

Name / Address
City of Portland Kenneth Gensterblum Dept of Public Works 451 Morse Dr Portland, MI 48875

Rep	Project

Description	Qty	Total
GRINDING AND RECYCLING SERVICES-BRUSH GRINDING AND REMOVAL	1	8,070.00
LEAF/COMPOST REMOVAL AND RECYCLING	1	6,450.00
Sales Tax		0.00
Total		\$14,520.00

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 20-07

**A RESOLUTION APPROVING A ENERGY PURCHASE FOR THE
BOARD OF LIGHT AND POWER THROUGH THE
MICHIGAN PUBLIC POWER AGENCY**

WHEREAS, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for their present and future needs; and

WHEREAS, the City of Portland, as a member of the MPPA, has an opportunity to enter into a transaction to meet a portion of its future load requirements for March, 2020 through December, 2020, by purchasing energy not to exceed \$244,936.00 for the entire term, pursuant to the terms of the Letter of Authorization, attached as Exhibit A; and

WHEREAS, at its meeting on January 28, 2020, the Board of Light and Power voted to recommend that City Council approve the Energy Purchase as stated above, a copy of a letter from the Electric Superintendent is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Board of Light and Power's recommendation to approve, authorize, and direct the City's Electric Superintendent or City Manager to sign the Letter of Authorization consistent with the recommendation outlined in the attached Exhibits A and B.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

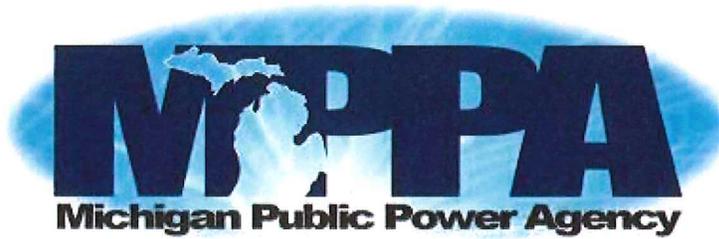
Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 3, 2020

Monique I. Miller, City Clerk



January 3, 2020

Subject: Letter of Authorization

The Portland Light & Power Board, through its Member Authorized Representative, hereby authorizes a purchase of Energy by Michigan Public Power Agency on behalf of Portland up to the Amount and Term(s) of:

Month	Total MWh	Total \$	% of Load
March 2020	525.6	\$16,898.40	10.9%
April 2020	638.4	\$21,696.00	16.0%
May 2020	751.2	\$26,150.40	17.3%
June 2020	472.0	\$16,600.00	8.8%
July 2020	1,173.6	\$43,704.00	25.9%
August 2020	1,068.0	\$38,176.80	23.0%
September 2020	672.0	\$24,192.00	21.0%
October 2020	552.0	\$18,768.00	16.3%
November 2020	480.0	\$16,320.00	14.4%
December 2020	660.0	\$22,430.40	14.1%
	6,992.8	\$244,936.00	

The maximum commitment for this authorization is \$244,936.00.

The transaction(s) above will be for Financially-Firm Energy with Physical delivery to the MISO Michigan Hub in the Day Ahead Market.

Member Authorized Representative:

Printed

Signature

Date

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

Jan. 29th, 2020

Re: Energy Purchase

Last night at the Board of Light and Power meeting, the Light & Power Board passed a recommendation to the City Council to sign a letter of authorization, by the authorized representative for an energy purchase for the year 2020.

Respectfully,

Jon M. Hyland

A handwritten signature in blue ink, appearing to read 'Jon M. Hyland', with a stylized flourish at the end.

City of Portland, Board of Light & Power

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, January 20, 2020

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Member Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Police Chief Thomas

Absent: Council Member Fitzsimmons

Guests: Kathy Parsons; Mike Judd; Nick Grifhorst of the Ionia Sentinel-Standard

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

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

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Absent: Fitzsimmons, Johnston

Adopted

Motion by Sheehan, supported by VanSlambrouck, to excuse the absence of Council Member Fitzsimmons.

Yeas: Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons, Johnston

There was no public comment.

Council Member Johnston arrived at 7:03 P.M.

Under City Manager Report, City Manager Gorman presented an informational video about the upcoming 2020 Census.

City Manager Gorman stated that he along with City Treasurer Tolan and City Clerk Miller visited Marshall on January 8, 2020 to learn about their fiber system and discuss what they learned throughout the process. The visit was very beneficial. The City is still evaluating how to finance the project.

The Fiber Project Executable Project Plan (EPP) continues to move forward and is expected to be complete by the end of March. There have been discussions with Homeworks Tri-County on possible collaborations.

Taco Bell hopes to submit their Special Land Use Application and site plan to the Planning Commission for review at their February 12, 2020 meeting. City Manager Gorman noted that he has requested they conduct a traffic study.

City Manager Gorman stated that he met with representatives of Mayberry Homes on January 10, 2020 to discuss their interest in constructing 13 more family homes on their property in Rindlehaven, further along the river. This would be a deviation from the approved TND PUD which will require them to present a plan to the Planning Commission for amendment.

City Manager Gorman met with community liaison for The Brook. They are looking for ways to engage with the community.

City Manager Gorman attended the MSP Advisory Committee meeting on January 14, 2020 to discuss emergency funding. He is still looking for clarification on the administrative rules used to determine funding. The MML and other communities are involved in these discussions as well. City Treasurer Tolan has a meeting scheduled with MSP to discuss funding of the tornado in 2015 and the lack of funding for the ice jam and flooding in 2019.

City Manager Gorman noted the Planning Commission will consider a review and update of the Master Plan.

City Staff has been on working on the development of a Capital Improvement Plan (CIP) to use as a tool in the upcoming budget process and as a future planning resource.

Under New Business, the Council considered Resolution 20-04 to approve supplemental employment for City Employee Ken Gensterblum to work for the Portland Area Fire Authority.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 20-04 approving supplemental employment for a City Employee to work for the Portland Area Fire Authority.

Yeas: Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 20-05 to amend Council Policy 99-1 to authorize the City Manager to approve secondary employment for City employees. The secondary/dual employment section of Policy 99-1 currently requires approval from City Council.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 20-05 to amend Council Policy 99-1 to authorize the City Manager to approve secondary employment of City employees.

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by Johnston, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting and the Closed Session held on January 6, 2020, 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. A purchase order to the Michigan Municipal Electric Association in the amount of \$5,346.00 for 2020 dues was included.

Yeas: Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Under City Manager Comments, City Manager Gorman reminded all residents and business owners that City Ordinances require the removal of snow from all sidewalks within 10 hours of a snow event.

City Manager Gorman noted that City staff do a great job pretreating the roads for winter weather when necessary and carefully monitoring the weather for further treatment or clearing.

Under Council Member Comments, Council Member Johnston noted the Civic Players will host a Ladies Escape at the VFW on Saturday, January 25, 2020.

Council Member Sheehan noted that local girl scouts will be taking cookie orders until February 2, 2020.

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

Yeas: VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Meeting adjourned at 7:39 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the January 20, 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 Johnston, and Sheehan; City Manager Gorman; City Clerk Miller; Police Chief Thomas

Absent – Council Member Fitzsimmons

Approval of Resolution 20-04 approving supplemental employment for a City Employee to work for the Portland Area Fire Authority.

All in favor. Adopted.

Approval of Resolution 20-05 to amend Council Policy 99-1 to authorize the City Manager to approve secondary employment of City employees.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:39 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

City of Portland

Portland, Michigan

Minutes of the City Council Goal Session

Held on Monday, January 21, 2020

In the Executive Conference Room at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan

Staff: City Manager Gorman, City Finance Officer Tolan and City Clerk Miller

The session was called to order at 5:00 P.M.

City Manager Gorman gave some introductory remarks and outlined the documents provided.

City Manager Gorman reviewed the goals submitted by department heads.

There was discussion of the goals and related issues.

City Manager Gorman provided an update on issues related to the funding denied by the Michigan State Police for the State of Emergency declared for the flood/ice jam that began on February 6, 2019 and impacted the City for many days.

The meeting was adjourned at 8:53 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
STAR THOMAS	01654	JAN CELL PHONE REIMB - POLICE	40.00
INDEPENDENT BANK	00197	FEB BOND PAYMENT - ELECTRIC	8,876.00
NUTRIGRO ENVIRONMENTAL SOLUTIONS	02605	LAND APP OF BIOSOLIDS - WW	11,310.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REVENUE SHARING - GEN	5,692.38
PULSE BROADBAND LLC	02565	PAYMENT FOR EPP - ELECTRIC	1,316.60
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	56.71
FAMILY FARM & HOME	01972	4X48 ROD - ELECTRIC	4.99
FAMILY FARM & HOME	01972	OIL DRY - ELECTRIC	19.96
ALAN GILLOTTE	MISC	ENERGY OPTZ PROGRAM - ELELCTRIC	150.00
AMR WEST MICHIGAN	MISC	ACLS REFRESHER JOSH CAMPBELL - AMB	190.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - POLICE	1,249.30
USA BLUEBOOK	01850	CHARTS FOR ABB RECORDER - WW	300.51
DETROIT SALT COMPANY	01497	ROAD SALT MIDEAL - MAJ, LOC STS	3,472.25
VERMEER OF MICHIGAN INC.	MISC	BLADE SHARP FOR WOOD CHIPPER - MP	203.00
WOW! INTERNET-CABLE PHONE	02132	INTERNET - POLICE, AMB, COMM PROMO	593.05
UPTOWN LAUNDRY & MORE	02614	LAUNDRY SERVICES - POLICE	6.00
STAR THOMAS	01654	REIM USPS, CAR SEAT FOAM NOODLES - POLICE	20.02
I.T. RIGHT	02440	2 NEW COMPUTERS - GEN, INCOME TAX	1,699.00
I.T. RIGHT	02440	REMOTE BACKUP/MONITORING - POLICE	820.00
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	314.15
CLEAN HARBORS ENVIRONMENTAL SERVICE	02120	MICRON FILTER BAGS- ELECTRIC	750.00
SEBEWA TOWNSHIP	MISC	REFUND OVERPAYMENT - AMB	6,733.25
SPARROW OCCUPATIONAL HEALTH-LANSING	00340	PRE-EMPLOYMENT PHYSICAL HEATHER CROSBY - AMB	278.00
RIVERSIDE INTEGRATED SYSTEMS	01441	ANNUAL INSPECT OF FIRE ALARMS - CITY HALL	175.00
JOHN DEERE FINANCIAL	01818	VAR SUPPLIES - MTR POOL, ELECTRIC	576.39
TIM KRIZOV	01897	MILEAGE & CDL - WW	116.80
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	328.44
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	146.27
STEVE'S METER SERVICE	00442	METERS & SEALS - ELECTRIC	2,350.00
BASIC	01983	MONTHLY FEE HRA'S JAN/MAR - GEN	283.50
PURITY CYLINDER GASES, INC.	00380	OXYG, GAS, HASMAT FEE - AMB	97.79

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FIRE PROS, LLC	00151	ANNUAL INSPECT WET SPRINKLER SYS - ELECTRIC	115.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET DAM - PARKS	100.00
KENDALL ELECTRIC	00225	ST LAMP BULBS - COMM PROMO	165.83
F&V OPERATIONS & RESOURCE MANAGMNT	02564	JAN SERVICES 2020 - WW	9,757.53
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	778.80
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	76.77
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	59.25
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	15.86
CONSUMERS ENERGY	00095	GAS SERVICE - MP	273.63
CONSUMERS ENERGY	00095	GAS SERVICE - WW	506.09
CONSUMERS ENERGY	00095	GAS SERVICE - WW	15.24
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,193.63
FAMILY FARM & HOME	01972	GREASE, CAR WASH - ELECTRIC	44.97
CULLIGAN	02130	WATER - CITY HALL	27.00
LITE'S PLUS	00243	LIGHT BULBS - ELECTRIC	98.75
ALTEC INDUSTRIES, INC.	00016	HYD VALVE COMP C-HOOK - ELECTRIC	33.96
KATHY'S CLEANING	01684	CLEANING SERVICES - CITY HALL	925.00
BSN SPORTS	00911	BASKETBALLS K-1 - REC	402.86
MPARKS	00296	ANNUAL CONFERENCE - PARKS	425.00
LANSING SANITARY SUPPLY	02485	PAPER PROD, SUPPLIES - CITY HALL, CEM	377.69
SLICK SHIRTS SCREEN PRINTING	02003	COACH SHIRTS - REC	403.00
DURRANT BROTHERS CONSTRUCTION LLC	02612	METAL ROOF INSTALL BR ST, COMM LAKE BATHROOM -	3,020.00
PETERSEN OIL & PROPANE	02534	DIESEL FUEL - MTR POOL	403.13
MICHIGAN COMPANY, INC.	00273	ICE MELT & DELIV - CITY HALL, GEN	1,084.91
OLD DOMINION BRUSH	00341	25" FAN, SHORT/LONG LINERS - MTR POOL	1,056.39
LITE'S PLUS	00243	2 LIGHT FIXTURES - MTR POOL	151.60
AMERICAN WATER WORKS ASSOC.	00018	AWWA MEMBERSHIP DUES 4/2020-4/2021 - WATER	83.00
MICHIGAN COMPANY, INC.	00273	CALC CHLORIDE - ELECTRIC	834.00
VAN BRO'S IRRIGATION INC.	01762	IRRIGATION MAINT CONTR 2020 - CITY HALL, DDA	450.00
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL/CRANE @ 414 KEARNEY - PARKS	3,315.00
BRYAN SCHEURER	00600	OFFICIAL - REC	81.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FRED KRAMER	00564	OFFICIAL - REC	270.00
MARK SCHEURER	00601	OFFICIAL - REC	189.00
TIM STOPZYNSKI	02438	OFFICIAL - REC	270.00
MARCO WILLIAMS	02393	OFFICIAL - REC	270.00
MIKE FULLER	01801	OFFICIAL - REC	270.00
MARK ROBERTS	02575	OFFICIAL - REC	270.00
RENEE LEIK	01945	OFFICIAL - REC	72.00
JODI WOODMAN	02006	OFFICIAL - REC	72.00
MANDY SPERRY	02084	OFFICIAL - REC	144.00
KATELYN RUSSELL	02457	OFFICIAL - REC	90.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	90.00
ISSAC HONSOWITZ	02573	OFFICIAL - REC	90.00
ALEX FEDEWA	02619	OFFICIAL - REC	16.00
NATHAN LEHNERT	02496	OFFICIAL - REC	45.00
SLICK SHIRTS SCREEN PRINTING	02003	1-4GR BOFLP BBALL JERSEYS - ELECTRIC	1,572.12
STATE OF MICHIGAN	00428	BACTI SAMPLES - WATER	96.00
TRUCK & TRAILER	00461	PLOW REPAIR - MAJ STS	450.61
WEST MICHIGAN INTERNATIONAL LLC	02546	REPAIRS TO INTERNATIONAL - MTR POOL	572.42
Total:			\$79,293.40

**BI-WEEKLY
WAGE REPORT
January 27, 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.	9,111.57	145,636.80	2,015.83	41,617.69	11,127.40	187,254.49
ASSESSOR	1,361.98	15,405.88	105.00	1,179.97	1,466.98	16,585.85
CEMETERY	1,531.45	55,313.04	186.60	14,056.29	1,718.05	69,369.33
POLICE	14,123.88	216,222.49	3,011.92	57,423.74	17,135.80	273,646.23
CODE ENFORCEMENT	653.46	10,797.96	91.55	2,444.52	745.01	13,242.48
PARKS	1,510.80	44,068.27	184.99	6,877.38	1,695.79	50,945.65
INCOME TAX	2,124.43	30,609.70	684.10	12,770.50	2,808.53	43,380.20
MAJOR STREETS	6,786.40	57,698.46	1,030.93	25,304.89	7,817.33	83,003.35
LOCAL STREETS	6,392.35	52,390.23	1,015.64	21,204.65	7,407.99	73,594.88
RECREATION	296.11	14,569.48	37.10	2,616.95	333.21	17,186.43
AMBULANCE	11,626.87	186,196.81	2,049.29	40,821.93	13,676.16	227,018.74
DDA	2,309.62	37,598.81	329.27	6,225.71	2,638.89	43,824.52
ELECTRIC	22,655.75	275,869.21	3,686.52	78,334.36	26,342.27	354,203.57
WASTEWATER	6,720.22	101,841.54	1,084.60	29,522.42	7,804.82	131,363.96
WATER	5,350.64	82,744.79	1,273.64	30,517.23	6,624.28	113,262.02
MOTOR POOL	3,801.04	26,866.96	299.36	7,503.27	4,100.40	34,370.23
TOTALS:	96,356.57	1,353,830.43	17,086.34	378,421.50	113,442.91	1,732,251.93

**BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 01/28/2020
MEETING DATE 02/03/2020**

Fund	Description	Beginning Balance 01/14/2020	Total Cash in	Total Cash out	Cash Balance 01/28/2020	Time Certificates	Ending Balance 01/28/2020
101	GENERAL FUND	1,670,665.13	228,832.12	(193,094.74)	1,706,402.51	235,000.00	1,941,402.51
105	INCOME TAX FUND	166,176.62	131,161.13	(140,459.11)	156,878.64	10,000.00	166,878.64
150	CEMETERY PERPETUAL CARE FUND	56,097.51	300.00	-	56,397.51		56,397.51
202	MAJOR STREETS FUND	311,053.15	12,168.15	(32,586.66)	290,634.64		290,634.64
203	LOCAL STREETS FUND	212,349.96	11,185.85	(26,754.04)	196,781.77		196,781.77
208	RECREATION FUND	23,316.78	1,017.18	(4,496.33)	19,837.63		19,837.63
210	AMBULANCE FUND	20,544.75	18,606.90	(34,079.65)	5,072.00		5,072.00
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	579,038.52	2,671.50	(8,003.50)	573,706.52		573,706.52
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	13,568.61	9,413.92	(12,511.67)	10,470.86		10,470.86
582	ELECTRIC FUND	1,043,163.43	288,949.33	(276,634.76)	1,055,478.00	530,000.00	1,585,478.00
590	WASTEWATER FUND	(35,614.85)	93,692.78	(206,688.11)	(148,610.18)		(148,610.18)
591	WATER FUND	72,806.16	56,842.23	(76,363.96)	53,284.43	420,000.00	446,075.79
661	MOTOR POOL FUND	71,226.70	87,336.42	(94,433.47)	64,129.65		64,129.65
703	CURRENT TAX FUND	136,531.11	82,220.21	(140,830.34)	77,920.98		77,920.98
TOTAL - ALL FUNDS		4,592,883.77	1,024,397.72	(1,246,936.34)	4,370,345.15	1,195,000.00	5,538,136.51
						ELECTRIC-RESTRICTED CASH	400,000.00
						ELECTRIC - MPPA MUNICIPAL TRUST	159,983.01
						CUSTOMER DEPOSIT CD	170,000.00 *
						PERPETUAL CARE CD	130,000.00
						INCOME TAX SAVINGS	947,489.34
						ELECTRIC-PRIN & INT ESCROW	176,297.36
						WASTEWATER DEBT ESCROW	254,671.79
						WASTEWATER REPAIR ESCROW	130,204.92
						DDA-PRIN & INT ESCROW	501.77
						WATER BOND ESCROW	34,408.32
							7,941,693.02

***Customer Deposit Breakdown**

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

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

Held on Monday, November 25, 2019
In Council Chambers at City Hall

Members Present: Barnes, Gorman, Grimminck, Madarang, Williamson, Abel, Antaya, Briggs

Members Absent: None

Staff: DDA Director ConnerWellman

Guests: None

Chair Grimminck called the meeting to order at 7:00 P.M.

There was no public comment.

Motion by Madarang, supported by Williamson, to approve the agenda as presented.
All in favor. Adopted.

Motion by Abel, supported by Madarang, to approve the minutes of the October 28, 2019 meeting as presented.
All in favor. Adopted.

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

Under Team Reports, Mayor Barnes stated that the Organization & Finance Team had a stimulating meeting with discussion of a potential splash pad, events, VISTA projects, downtown park activities, and local business investment.

Member Williamsons stated that Promotions & Marketing was part of the same discussions as Organization & Finance.

Chair Grimminck reported the Business Enhancement Team has made some changes to the training module.

Under the Design Team Report, Member Briggs stated they have been discussion the potential splash pad, facades, and maintenance.

Under Old Business, Director ConnerWellman stated that she has verified all of the receipts from the Tim Fuller to confirm eligibility of the Façade Incentive in the amount of \$10,000.00 for improvements made to the North ½ of the Opera House.

Motion by Williamson, supported by Antaya, to approve the Façade Incentive reimbursement to Tim Fuller in the amount of \$10,000.00 for improvements made to the North ½ of the Opera House.
All in favor. Adopted.

Director ConnerWellman presented information compiled from the strategic planning session this fall outlining the commitments made by the board members for the next 18 months.

Under New Business, Director ConnerWellman presented good/better/best options for the development of a splash pad and park improvements to Toan Park. The “better” option includes the plans that have been previously presented that is hoped to be achieved. A decision needs to be made as to whether a loan should be taken out to complete construction in Spring/Summer 2020 or to wait until June 2021 when all funding will be available. Waiting the extra time would allow for fundraising opportunities as well. A decision will need to be made at January 2020 DDA meeting.

There was discussion.

Director ConnerWellman noted that if Board Members have any messages, they would like shared with the group they can send them to her and she will distribute.

Director ConnerWellman stated that there have been very few volunteer signups for HolidayFest on Saturday, December 14, 2019. Any help from the Board would be appreciated.

Under the Director Report, Director ConnerWellman provided updates on business and property in the DDA District along with other projects, recent activities, and community events.

There was discussion.

Under Board Member Comments, there was discussion about Christmas decorations and lighting of the downtown buildings.

Motion by Antaya, supported by Gorman, to adjourn the meeting at 7:29 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: January 27, 2020

REPORT OF FUNDS IN DDA AS OF: December 11, 2019

PRINCIPAL & INTEREST ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>12/11/2019</u>	\$ 501.77
NEW BALANCE:	<u>1/13/2020</u>	<u>\$ 501.77</u>

PRIME ACCOUNT

PREVIOUS BALANCE:	<u>11/31/2019</u>	\$ 5,198.61
DEPOSITS:		\$ 957.81
Due to customers:		
NEW BALANCE:	<u>12/31/2019</u>	<u>\$ 6,156.42</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>12/11/2019</u>	\$ 559,149.46
INTEREST EARNED:		\$ 23.87
DEPOSITS:		
Sesquicentennial		
Holiday Fest		
sales tax reimb.		
Winter Tax Capture		
		\$ 1,388.65
		\$ 3,112.00
		\$ 6.30
		\$ 16,041.45

CHECKS WRITTEN:

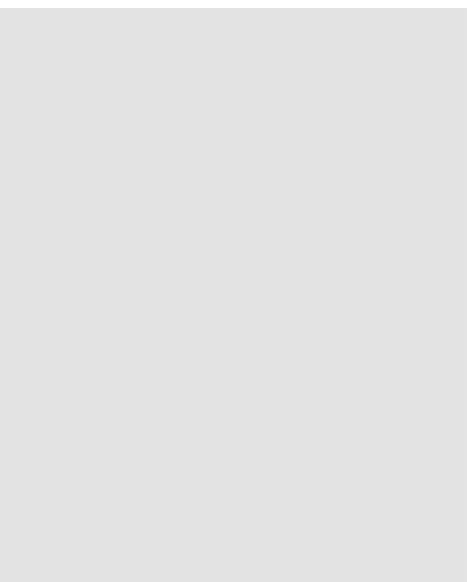
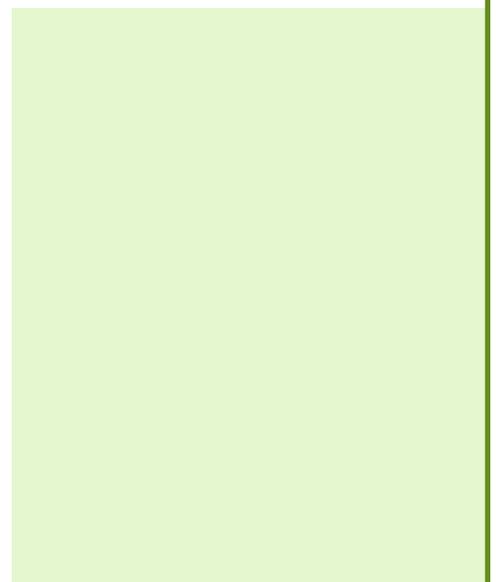
Ck No.	Payee:	<u>AMOUNTS</u>
Checks issued 01/20/2020		
2066	City of Portland, postage, cc reimb, phone service	\$ 1,893.91
2067	Printing Essentials, replace missing ambulance banner	\$ 60.86
2068	Sentinel Standard, Holiday Fest advertising	\$ 500.00
2069	Tina Conner-Wellman, Mileage Reimb, phone	\$ 245.73
TOTAL CHECKS		\$ (2,700.50)
TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 12/16/19-1/13/20		\$ (8,688.46)
TOTAL EXPENSES:		<u>\$ (11,388.96)</u>
NEW BALANCE:	<u>1/13/2020</u>	<u>\$ 568,332.77</u>

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



The City of Portland Operations & Maintenance Report

December 2019





January 3, 2020

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

RE: December 2019 Monthly Operation and Maintenance Report

Dear Mr. Gorman:

Attached is our Monthly Operation & Maintenance Report for the operation of the Wastewater Treatment Plant for the month of December 2019.

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

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

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

Chris Munson
Sr. Project Manager

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APPENDIX “A” MONTHLY OPERATING REPORT

APPENDIX “B” DECEMBER 2019 Completed Work orders

ADMINISTRATIVE REPORT

ADMINISTRATIVE

The December 2019 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on January 6, 2020. The average influent flow was 371,000 gallons per day. The daily maximum influent flow was 502,000 gallons, which occurred on December 30, 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's action items.

ACTION ITEMS

- Currently the City of Portland's WWTP is required to land apply biosolids three (3) times per year due to biosolids storage capacity limitations. EGLE requires a 180-day minimum bio solids storage capacity for compliance. Also, this frequency of land application does not coincide with normal agricultural spring and fall planting cycles, and there are recurring issues with farm field and land application contractor availability. A biosolids storage capacity study needs to be performed to develop the most cost-effective method to expand the biosolids storage capacity of WWTP.
- There is a copper issue in the City's biosolids. The analytical results are consistently above table three (3) limits. Table three's (3) maximum concentration limit (MCL) for copper is 1,500 micro-grams per liter (ug/L.) FVOP recommends investigating the issue further by performing additional collection system sampling and the non-domestic users complete a non-domestic user survey.

WASTEWATER MAINTENANCE

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

- On December 9, 2019, Fire Pro was on-site for the annual inspection of the fire extinguishers at the WWTP.
- On December 12, 2019, Windemuller was on-site to troubleshoot the program logic control (PLC) due to the issue we were experiencing with raw pump #3. The pump was being commanded to run by the PLC at 9:30 PM but it wasn't scheduled/programmed to run until 11:00 PM. This was causing the Supervisory Control and Data Acquisition (SCADA) to call out alarms to the City staff.

OPERATIONS

FVOP updated and submitted the City's Residual Management Plan (RMP) for the land application of biosolids to EGLE to review and approve. This is normally an out of scope service with an average cost of around \$5000.00, but FVOP is performing this at no cost to the City.

SAFETY TRAINING

The following safety training was completed during December 2019:

- Hot Work Safety
- Preparing for Emergency Evacuations
- Fire Extinguisher Types & Uses
- Basic Fire Prevention

WORK PERFORMED ON THE COLLECTION SYSTEM

The following collection system tasks were completed during December 2019:

- On December 2, 2019, staff received a sewer complaint call from a resident on East Grand River who reported smelling sewer odors in their shower drain. Staff inspected the sewer main between Manhole C-10 and Manhole C-11 and found the sewage flowing normally and not backed up in the manholes. Staff then proceeded to use the City's push camera to inspect the condition of the resident's lateral and it appeared to be free of roots and other debris that would cause issues. Staff recommended that the resident flush the shower drain more often with potable water since it doesn't get used often/regularly.
- On December 3, 2019, staff received a sewer complaint from a resident on South Virginia. Staff inspected the sewer main between Manhole C-122 and Manhole C-123 and found sewage flowing normally and not backed up in the manholes. Staff recommended the resident have their lateral cleaned or replaced since they have had repeated issues with their lateral clogging.
- On December 5, 2019, staff received a sewer complaint around 6:30 PM about a strong hydrogen sulfide odor from several residents on Lyons Road. Staff inspected the sewer main between Manhole A-117 and Manhole A-119. Staff noticed excessive grit had accumulated in this section of sewer main and proceeded to clean this section of main. The strong odor was caused by an illicit discharge of acidic sewage into the collection system. FVOP and the City are working with the offender to mitigate this type of discharge in the future.
- On December 16, 2019, staff received a sewer complaint from a resident on Hill Street. Staff inspected the sewer main; the sewage was flowing normally and was not backed up in the manholes. Staff recommended the resident have their lateral cleaned.
- On December 16, 2019, staff received a sewer complaint from a resident on Riverside Drive that sewage was backing up in their basement. Staff inspected the sewer main between Manhole C-144 and Manhole C-145; the sewage was flowing normally and was not backed up in the manholes. Staff recommended the resident have their lateral cleaned.
- Approximately 799 feet of sanitary sewer main was cleaned during this period.
- Seventeen (17) Miss Digs were completed.

EMERGENCY ALARM CALL- OUTS

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

- On December 5, 2019, staff received a sewer complaint around 6:30 PM about a strong rotten egg odor from several residents on Lyons Road. Staff inspected the sewer main between Manhole A-117 and Manhole A-119. Staff noticed excessive grit and other debris had accumulated in this section of sewer main and cleaned this section of main. The strong odor was caused by an illicit discharge of acidic sewage into the collection system. The City and FVOP are working with the offender to mitigate this type of discharge into the collection system.
- On December 30, 2019, staff received an alarm for a Raw Pump failure at 5:30 AM. Upon arrival staff determined the pump's VFD was faulting due to high amperage. The pump was taken out of service, unclogged and restored to service.

OPERATIONAL AND MAINTENANCE EXPENSES

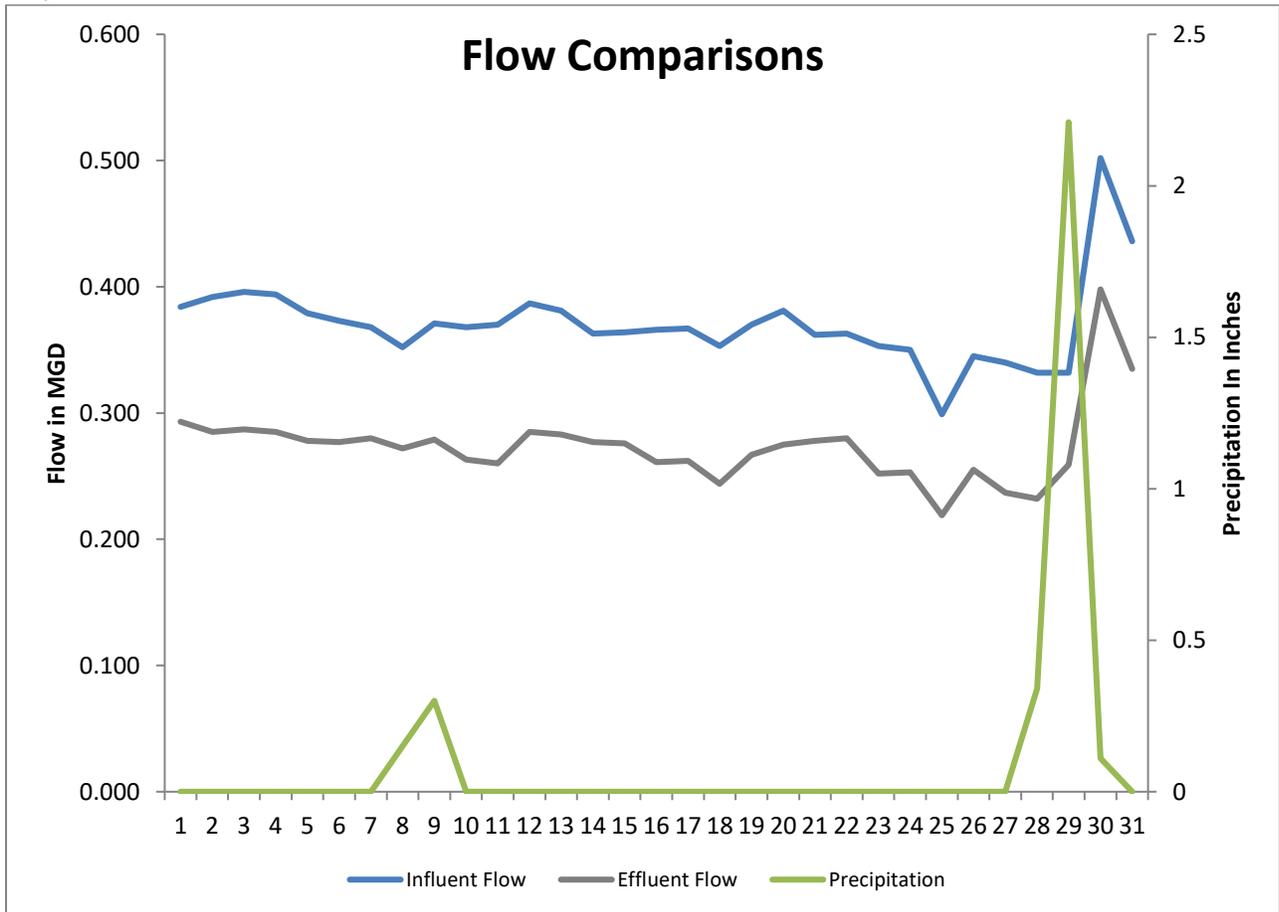
The following expenses were incurred during the month of December 2019:

Operational & Maintenance Expenses for 2019-2020 Fiscal Year			
12/2/2019	Family Farm & Home	Extension Cord & 15 Amp Plug	\$ 36.98
12/4/2019	Toms Food Center	Chain Lube & Master Link	\$ 9.48
12/9/2019	Toms Food Center	Distilled Water for Laboratory	\$ 28.03
12/9/2019	Fire Pros	Inspection & as needed replacement of WWTP fire extinguishers	\$ 510.00
12/11/2019	EGLE	NPDES Annual Fee	\$ 400.00
12/11/2019	OWP	Sacramento Volume 1 for TS/TK	\$ 257.00

12/23/2019	USA Bluebook	Sludge Judge	\$ 168.67
Total Monthly Expenses			\$ 1,410.16
Year to Date Expenses			\$ 70,022.76

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 December 2019. The average influent flow during the period was 371,000 gallons per day and the average effluent flow during the period was 274,000 gallons per day. We had five (5) days of precipitation which totaled 3.11 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



APPENDIX "A"



City of Portland, Michigan

December 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	3.0		7.1		99	4.4		10.5		98	2	0.750	1.8	84	6.9	6.2	164			
3	2.8		6.7		99	1.2		2.9		99	0.8	0.727	1.7	80	7.4	6.8	226			
4	2.7		6.4		99	1.2		2.9		99	0.8	0.805	1.9	83	7.2	6.4	164			
5																				
6																				
7		2.8		6.8			2.3		5.4										183	
8		2.8		6.8			2.3		5.4										183	
9		2.8		6.6			1.2		2.9										193	
10	2.6	2.7	5.7	6.1	99	2.0	1.6	4.4	3.6	98	1.2	0.827	1.8	84	7.3	6.6	34	75		
11	2.8	2.7	6.1	5.9	99	4.4	3.2	9.5	7.0	98	1.2	0.970	2.1	82	7.3	6.8	18	25		
12	3.3	2.9	7.8	6.5	99	1.6	2.7	3.8	5.9	99	1.0	1.102	2.6	79	7.2	6.7	46	30		
13		2.9		6.5			2.7		5.9										30	
14		2.9		6.5			2.7		5.9										30	
15		2.9		6.5			2.7		5.9										30	
16		2.9		6.5			2.7		5.9										30	
17	2.6	2.9	5.7	6.5	99	2.4	2.8	5.2	6.2	99	1.6	1.150	2.5	91	7.1	6.7	16	24		
18	2.5	2.8	5.1	6.2	99	2.4	2.1	4.9	4.6	99	1.2	1.005	2.0	81	7.0	6.4	30	28		
19	2.6	2.6	5.8	5.5	99	2.8	2.5	6.2	5.5	99	1.6	0.820	1.8	86	7.1	7.1	30	24		
20		2.6		5.5			2.5		5.5										24	
21		2.6		5.5			2.5		5.5										24	
22	2.0	2.4	4.7	5.3	100	3.6	2.8	8.4	6.2	99	2.4	0.740	1.7	87	7.2	6.8	28	25		
23		2.4		5.3			2.8		6.2						7.2	6.3	24	25		
24		2.4		5.2			2.9		6.5										28	
25	3.0	2.5	5.5	5.3	99	1.0	2.5	1.8	5.5	100	0.4	0.827	1.5	88	7.3	7.1	36	29		
26	2.6	2.5	5.5	5.2	99	2.0	2.2	4.3	4.8	99	0.8	1.010	2.1	81	7.2	6.3	106	40		
27		2.5		5.2			2.2		4.8										40	
28		2.5		5.2			2.2		4.8										40	
29	2.6	2.7	5.6	5.5	99	3.6	2.2	7.8	4.6	98	2	0.448	1.0	90	7.0	6.4	36	43		
30		2.7		5.5			2.2		4.6										52	
31		2.7		5.5			2.2		4.6										52	
M/M																				
TL																				
GA																				
ME	2.7		6.0		99	2.5		5.6		99	1.3	0.86	1.9	84		6.6	46.6			
WGA																				
WA																				
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weigh																				
REMARKS:																				

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

City of Portland, MI

December 2019

ACTIVATED SLUDGE

DAY	Aeration Volume	Detent. Time	CRT Days	Organic Loading	MLSS	MLVSS	SETT.	SVI	DO	AIR SUPPLY	RASS	RASVS	WAS	WAS	Return Flow
	KCF	Hours		F/M	mg/l	mg/l	%		mg/l	CuFt./D	g/100 ml	g/100 ml	gal	lbs	(RAS)
1	24	6.1	10.8		2867		26	91	3.4	1.44	0.5211		9.11	396	0.321
2	24	6.1	4.8	0.29	2995	2254	29	126	2.2	1.44	0.5898	0.4523	19.04	937	0.307
3	24	6.2	3.8	0.29	2584	1947	27	104	4.6	1.44	0.5608	0.4287	21.45	1003	0.296
4	24	6.3	4.2	0.23	3104	2221	24	77	4.4	1.44	0.6279	0.4791	21.00	1100	0.290
5	24	6.3	5.6		2492		22	88	4.5	1.44	0.4388		18.01	659	0.305
6	24	6.3	5.2		2475		23	93	4.5	1.44	0.5130		16.69	714	0.305
7	24	6.2	12.9		2676		23	86	4.1	1.44	0.4431		8.40	310	0.321
8	24	6.1	12.7		3036		24	79	3.6	1.44	0.5087		8.40	356	0.347
9	24	6.1	5.4		3112		28	90	2.2	1.44	0.5120		20.07	857	0.336
10	24	6.3	4.2	0.31	3013	2238	27	90	3.8	1.44	0.6277	0.4781	20.24	1059	0.317
11	24	6.2	4.4	0.32	2975	2195	25	84	2.7	1.44	0.6160	0.4649	19.43	998	0.326
12	24	6.0	4.7	0.28	2787	2058	24	86	1.9	1.44	0.5172	0.3860	20.64	890	0.327
13	24	6.0	5.6		2640		26	98	1.0	1.44	0.4186		20.00	698	0.338
14	24	6.3	10.0		2915		27	93	2.9	1.44	0.6237		8.40	437	0.319
15	24	6.2	13.1		3339		29	87	3.8	1.44	0.5437		8.40	381	0.334
16	24	6.1	5.3		3450		30	87	2.9	1.44	0.5437		21.47	973	0.339
17	24	6.3	4.8	0.23	3238	2438	31	96	2.7	1.44	0.5720	0.4053	21.32	1017	0.318
18	24	6.5	4.7	0.22	3105	2377	28	90	1.9	1.44	0.5756	0.4221	20.61	989	0.310
19	24	6.3	4.7	0.28	2921	2224	28	96	5.0	1.44	0.5506	0.4008	20.13	925	0.309
20	24	6.1	4.5		2983		29	97	2.1	1.44	0.4825		24.80	998	0.327
21	24	6.2	10.4		3085		26	84	4.3	1.44	0.5034		10.50	441	0.328
22	24	6.3	12.0		3102		28	90	3.8	1.44	0.4354		10.65	387	0.314
23	24	6.3	4.7		3503	2601	30	86	2.2	1.44	0.5476	0.4127	24.50	1119	0.325
24	24	6.4	5.1		3039		33	108	3.7	1.44	0.5320		20.02	888	0.317
25	24	7.1	10.0	0.33	3130	2396	31	99	2.4	1.44	0.5177	0.4007	10.77	465	0.309
26	24	6.8	5.8	0.37	3254	2408	33	101	2.5	1.44	0.4904	0.3752	20.50	838	0.285
27	24	6.5	4.8		3127		32	102	2.0	1.44	0.4633		25.13	971	0.319
28	24	6.9	11.2		2633		30	114	3.2	1.44	0.4996		8.40	350	0.293
29	24	6.7	14.5	0.37	2850	2175	31	109	2.5	1.44	0.4198	0.2931	8.40	294	0.307
30	24	5.2	3.0		2948		33	112	4.7	1.44	0.7884		22.50	1479	0.323
31	24	5.3	4.6		2865		31	108	2.9	1.44	0.5761		19.56	940	0.372
TL													528.53	23871	9.885
ME	24	6.3	7.0	0.29	2976	2272	28	95	3.2	1.44	0.5342	0.4153	17.05	770	0.319
	REMARKS:														

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

December 2019

MISCELLANEOUS DATA

DAY	OUTFALL OBSERVATION	GRIT	NAT. GAS	ELECT. WWTP	ELECT. Riverside Lift Stat.	ELECT. Canal Lift Stat.	ELECT Cutler Lift Stat.	FERROUS CHLORIDE	Polymer Sludge Thickener
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	lbs
SF				1					
1			30	128	71	23	125	13	6.0
2	yes		38	144				20	15.0
3	yes		29	136	29	10	48	20	20.0
4	yes		28	136				20	18.0
5			24	128	29	9	47	14	14.0
6			29	136				14	12.0
7			28	128				14	6.0
8			33	144	41	14	64	14	7.0
9			34	144				14	17.0
10	yes	54.0	35	144	33	10	51	14	16.0
11	yes		34	136				14	14.0
12	yes		30	152	34	11	46	14	17.0
13			30	152	44	12	73	14	19.0
14			31	152				14	6.0
15			28	128				14	6.0
16			34	144				14	25.0
17	yes		27	144				14	24.0
18	yes		34	144	53	17	79	14	29.0
19	yes		20	120	19	5	26	16	22.0
20			22	136				23	19.0
21			19	120				9	9.0
22	yes		20	112	42	14	66	16	10.0
23		40.5	30	128				13	23.0
24			10	136				13	16.0
25	yes		16	120	39	14	65	13	12.0
26	yes		17	128				13	22.0
27			18	120				13	23.0
28			20	128				13	8.0
29	yes		19	128	53	20	86	20	7.0
30			36	120				13	26.0
31			36	136	30	9	48	13	18.0
TL		94.5	839.0	4152	517	168	824	457	486.0
ME		47.3	27	134	40	13	63	15	15.7
	REMARKS:								

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

City of Portland, MI

December 2019

DIGESTER BIOSOLIDS

SF DAY	RAW SLUDGE						BIOSOLIDS							
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE	GAS	
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS	Produced	
	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION	CuFt X 100	
1	1362												20	
2	3359	7.1	74	0.09	7.1	14.2	28.1	7.0	1.3	61	0.06	45	19	
3	3692												27	
4	2663												33	
5	2149	6.1	74	0.05	7.2	16.1	27.7	7.1	1.4	63	0.09	40	35	
6	2028												33	
7	908												27	
8	1665												24	
9	2936	5.1	75	0.06	7.0	14.8	29.4	7.1	1.8	64	0.05	41	26	
10	2784												24	
11	2542												27	
12	2663	5.5	75	0.06	7.1	12.3	28.8	7.2	1.4	62	0.05	46	28	
13	2330												24	
14	1029												28	
15	787												21	
16	3390	5.4	74	0.07	6.8	14.7	27.0	7.0	1.3	60	0.27	47	22	
17	2966												35	
18	2542												34	
19	2542	6.6	77	0.07	6.9	13.9	27.7	6.9	1.5	62	0.2	51	30	
20	3450												34	
21	1422												41	
22	1453												31	
23	3450	6.1	76	0.09	7.0	17.1	27.9	7.1	1.5	64	0.08	44	25	
24	2663												34	
25	999												38	
26	1967												33	
27	3541												29	
28	938												35	
29	1362	5.6	77	0.03	6.8	15.3	28.2	6.9	1.6	62	0.3	51	29	
30	4631												31	
31	3934												26	
TL	74149												903	
ME	2294	5.9	75	0.07	7.0	14.8	28.1	7.0	1.5	62		46	29	
	REMARKS:	Loading Rate = .02 -.10 lb/cu. ft.												

Digester Volume:
 Primary: 14700
 Secondary: 14700

Process Pattern:
 Primary, Secondary, Land Application

City of Portland, MI

December 2019

SOLIDS DISPOSAL

DAY	SUPERNATANT							BIOSOLIDS DISPOSAL				SITE #	DRY TONS APPLIED.
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL	VOL.		
	gal.		SOLIDS %	SOLIDS %	SOLIDS mg/l	mg/l	lbs	TO BED lbs	HAULED gal	SOLIDS %	SOLIDS %		
1	2932							0.0					
2	2132							0.0					
3	1066							0.0					
4	1866							0.0					
5	5597							0.0					
6	10127							0.0					
7	1066							0.0					
8	2932							0.0					
9	1866							0.0					
10	533							0.0					
11	533							0.0					
12	3198							0.0					
13	533							0.0					
14	0							0.0					
15	3198							0.0					
16	267							0.0					
17	800							0.0					
18	533							0.0					
19	0							0.0					
20	2399							0.0					
21	3465							0.0					
22	2932							0.0					
23	1333							0.0					
24	6130							0.0					
25	2399							0.0					
26	0							0.0					
27	0							0.0					
28	0							0.0					
29	0							0.0					
30	5597							0.0					
31	3864							0.0					
TL	74360							0.0	0				
ME	155009												
		We transferred about 10,000 gallons from the OCC to the headworks											

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
12/1/2019	GB-107	Annual Grit System Maintenance	939.01	Scheduled
Note	Oil was changed and a chain link replaced as it was broken. Lubricated the chain. TS			
12/1/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	834.01	Scheduled
Note	Tested with a RAS wet well alarm and it worked proper;y. CM			
12/1/2019	GB-107	Annual Grit System Maintenance	934.01	Scheduled
Note	Oil was changed and a chain link replaced as it was broken. Lubricated the chain. TS			
12/2/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	822.01	Scheduled
Note	Guards in place, no unusual noise or vibrations; no visible leaks. TS			
12/2/2019	SB-201	Weekly Composite Sampler Maintenance	827.01	Scheduled
Note	Cleaned the interior and exterior of each sampler. Temps were ok. Adjusted the setting on the raw sampler to allow for more sample collection. TS			
12/2/2019	Headworks Building	Weekly Headworks Housekeeping	801.01	Scheduled
Note	Hosed floor and walls off. Lighting ok, MUA appears to be operating properly. TS			
12/2/2019	Digester Building Basement	Weekly Digester Building Housekeeping	803.01	Scheduled
Note	Swept, lighting ok, cleaned the slop sink, tested the sump pump-ok. TS			
12/2/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	812.01	Scheduled
Note	Room was clean so no further cleaning was completed. TS			
12/2/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	830.01	Scheduled
Note	Hosed floor, walls and equipment. Moved the pump out of the way that has the bad seals. TS			
12/2/2019	Tool Room	Weekly Storage Room.	833.01	Scheduled
Note	Swepts, room in order. TS			
12/2/2019	GB-101	Weekly Fine Maintenance	826.01	Scheduled
Note	Solenoids in working order; chute clear; no unusual nise or vibration; removed excess debris from auger; TS			
12/3/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	804.01	Scheduled
Note	Removed cob webs and bugs, swept the floor lighting is ok. TS			
12/3/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	828.01	Scheduled
Note	Took trash out and swept. Lighting is ok. TS			
12/3/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	829.01	Scheduled
Note	Sprayed floor off. Lighting ok. TS			
12/3/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	811.01	Scheduled
Note	Cables secure; no unusual noise or vibrations; no visible leaks. TS			
12/3/2019	LB-125	Weekly Eyewash & Shower Exercise	818.01	Scheduled
Note	In working order. TK			
12/3/2019	Laboratory/ Office	Laboratory Housekeeping	823.01	Scheduled
Note	Swept TK			
12/3/2019	GB-104	Weekly Grit Classifier Maintenance	820.01	Scheduled
Note	Remove scum from classifier daily; no leaks, no unusual noise or vibration, indicator lights are working. TS			
12/4/2019	AT-101	Monthly Anoxic Surface Mixer Maintenance	702.01	Scheduled
Note	No unusual noise or vibrations; cables in working order; amp normal. TS			
12/4/2019	GB-104	Monthly Grit Auger & Classifier Maintenance	770.01	Scheduled
Note	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. A broken chain link was found and it was replaced.TS			
12/4/2019	TB-104	Weekly Charter Thckener Maintenance	832.01	Scheduled
Note	Cleaned polymer media, Oil levels ok, cleaned spray nozzles,Greased bearings. TS. No unusual noise or vibrations.			
12/4/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	817.01	Scheduled
Note	Free of dirt, dust & debris; oil level in range; no unusual noise or vibration. TS			
12/4/2019	GB-101	Monthly Fine Screen Maintenance	807.01	Scheduled
Note	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, I2 = 2.3, L3 = 2.2, unit back in service. TS			
12/4/2019	SA-102	Portland Monthly Emergency Lighting Checks	806.01	Scheduled
Note	Light in Lab, headworks building not working. These need to be corrected as it is an OSHA violation. TS			

Completed	Equipment Number	Task	WO #	Type
12/5/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	780.01	Scheduled
Note	Hosed weirs, baffles, inner ring and the launder down in each clarifier. TS/TK			
12/5/2019	UV-100	Weekly UV Maintenance	835.01	Scheduled
Note	Lamps appear to be all operating. Used a hose and scrub brush to clean the ends of the racks, effluent channel. TS/TK			
12/5/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	815.01	Scheduled
Note	Hosed weirs, baffles, inner ring and the launder down in each clarifier. TS/TK			
12/5/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	824.01	Scheduled
Note	Duplicates were ran on BOD, TSS, fecal coliform, and a glucose was ran on BOD as well. TK			
12/5/2019	LB-129	Weekly Vacuum Pump Maintenance	825.01	Scheduled
Note	Oil level good; oil clean - no condensate; TK			
12/6/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	819.01	Scheduled
Note	Swept, lighting ok. TS			
12/6/2019	TB-100	Weekly Thickener Building Housekeeping	831.01	Scheduled
Note	Sprayed floor off and lighting is ok. TS			
12/6/2019	LB-130	Total Phosphorus Calibration Curve	802.01	Scheduled
Note	Made 50 mg/l phos 5m/L phos STD's; made all new reports required to run absorbic acid TP reflow; entered data into excel program, printed & put in binder. TK			
12/6/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	808.01	Scheduled
Note	Bumped diffusers; drained condensation; in working order. TK/TS/CSM			
12/6/2019	Boiler Room	Boiler Room Housekeeping	821.01	Scheduled
Note	Swept, lighting ok. TS			
12/6/2019	AT-105	Weekly D.O Sensor Maintenance	816.01	Scheduled
Note	Cleaned and in working order; TS			
12/6/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	814.01	Scheduled
Note	Oil level and V-belts ok. No unusual noise or vibration. TS/TK			
12/6/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	813.01	Scheduled
Note	Oil level and V-belts ok. No unusual noise or vibration. TS/TK			
12/6/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	810.01	Scheduled
Note	Oil level and V-belts ok. No unusual noise or vibration. TS/TK			
12/6/2019	SB-103	Weekly Blower #3 Maintenance	809.01	Scheduled
Note	Oil level and V-belts ok. No unusual noise or vibration. TS/TK			
12/9/2019	TB-104	Quarterly Thickener Maintenance	836.01	Scheduled
Note	See work order 840.01			
12/9/2019	SB-103	Weekly Blower #3 Maintenance	842.01	Scheduled
Note	Not in service; 0 hr.s/day run time; oil in range, filter & v-belts good; not visible leaks; TS			
12/9/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	843.01	Scheduled
Note	Oil in range; belts & filter ok, no unusual noise/vibrations; no leaks; TS			
12/9/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	846.01	Scheduled
Note	Oil in range; Lag blower - 4 hr. run time avg. per day, no unusual noise or vibrations; no visible leaks - filters OK; TS			
12/9/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	847.01	Scheduled
Note	Oil in range; lead blower 24/hrs/day; filter good; v-belts OK; no unusual noise or vibrations; no leaks. TS			
12/9/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	855.01	Scheduled
Note	Screens in place, packing and cooling flow in working order; no unusual noise or vibrations; no visible leaks; TS			
12/9/2019	GB-101	Weekly Fine Maintenance	859.01	Scheduled
Note	Removed debris from basket; discharge chute free of debris; no unusual noise or vibrations; TS			
12/9/2019	UV-100	Weekly UV Maintenance	868.01	Scheduled
Note	Lamps in working order; sprayed & scrubbed channel & trough; TK/TS			
12/9/2019	GB-104	Weekly Grit Classifier Maintenance	853.01	Scheduled
Note	No unusual noise or vibration; no scum build-up; indicator lights in working order; covers in place and secure. TS			
12/10/2019	Headworks Building	Weekly Headworks Housekeeping	837.01	Scheduled
Note	Lighting OK; MVA is in working order; grating OK; exhaust fans are also in working order; TS			

Completed	Equipment Number	Task	WO #	Type
12/10/2019	SB-201	Weekly Composite Sampler Maintenance	860.01	Scheduled
Note	Cleaned in and out; temps in range; in working order. TS			
12/10/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	867.01	Scheduled
Note	Raw wet-well alum tested; #3 RAW pump. TK			
12/11/2019	Digester Building Basement	Weekly Digester Building Housekeeping	838.01	Scheduled
Note	Hosed down floor; sump in working order; lighting OK; TS			
12/11/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	839.01	Scheduled
Note	De-webbed; floor clean; lighting ok; ferrous pumping as it should. TS			
12/11/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	841.01	Scheduled
Note	Bumped diffusers & drained condensate during plant check; in working order. TS			
12/11/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	844.01	Scheduled
Note	In working order; connections good; no visible leaks; no unusual noises or vibrations; TS			
12/11/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	850.01	Scheduled
Note	Drive unit in working order; skimmer working properly; oil in range, drained condensate; no unusual noise or vibration; TS			
12/11/2019	LB-125	Weekly Eyewash & Shower Exercise	851.01	Scheduled
Note	In working order. TK			
12/11/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	852.01	Scheduled
Note	Swept, piping clean, lighting ok. TS			
12/11/2019	Boiler Room	Boiler Room Housekeeping	854.01	Scheduled
Note	Floors clean, lighting ok - in order. TS			
12/11/2019	Laboratory/ Office	Laboratory Housekeeping	856.01	Scheduled
Note	Swept TK			
12/11/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	861.01	Scheduled
Note	Room in order; lighting ok; dusted blower cabinets. TS			
12/11/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	862.01	Scheduled
Note	Washed down floor; lighting ok; TS			
12/11/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	863.01	Scheduled
Note	Lighting OK; hosed down floor; TS			
12/11/2019	TB-100	Weekly Thickener Building Housekeeping	864.01	Scheduled
Note	Hosed down equipment & floor post shutdown; lighting ok; tools in order. TS			
12/11/2019	TB-104	Weekly Charter Thckener Maintenance	865.01	Scheduled
Note	No unusual noise or vibration; cleaned spray nozzles; Floc gear box oil plug to check oil; sludge pump oil in range; polymer media clean. TS			
12/11/2019	Tool Room	Weekly Storage Room.	866.01	Scheduled
Note	Tools & bench in order; lighting ok; TS			
12/11/2019	LB-129	Weekly Vacuum Pump Maintenance	858.01	Scheduled
Note	Oil level good; oil clean - no condensate; TK			
12/12/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	857.01	Scheduled
Note	Duplicates were ran on BOD, TSS, fecal coliform, and a glucose was ran on BOD as well. TK			
12/13/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	845.01	Scheduled
Note	Swept Floor; CSM			
12/13/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	848.01	Scheduled
Note	Hosed weirs, baffles, inner ring and the launder down in each clarifier. CSM			
12/13/2019	AT-105	Weekly D.O Sensor Maintenance	849.01	Scheduled
Note	Cleaned and in working order; CSM			
12/16/2019	FC-100	Monthly East & West Secondary Clarifier Maintenance	736.01	Scheduled
Note	Greased fittings; overload switches in working order; drive chain lubed; tension OK; no visible leaks TS/TK			
12/16/2019	Headworks Building	Weekly Headworks Housekeeping	869.01	Scheduled
Note	MVA is in working order; grating OK; exhaust fans are also in working order; TS			
12/17/2019	Digester Building Basement	Weekly Digester Building Housekeeping	870.01	Scheduled
Note	Pumps alternated - both in working order; tools put away, hosed down floor; TS			

Completed	Equipment Number	Task	WO #	Type
12/17/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	871.01	Scheduled
Note	Floor clean; lighting OK; ferrous pumping as it should. TS			
12/17/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	875.01	Scheduled
Note	T/C - TK			
12/17/2019	SB-103	Weekly Blower #3 Maintenance	876.01	Scheduled
Note	T/C - TK			
12/17/2019	SB-104	Weekly Aerzen Grit Blower Maintenance	877.01	Scheduled
Note	T/C - all in working order TK			
12/17/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	879.01	Scheduled
Note	Swept; cleaned sink & toilet; took out trash; lighting OK. TS			
12/17/2019	SB-101	Weekly Aerzen Blower #1 Maintenance	880.01	Scheduled
Note	T/C - in working order; same as last week; TK			
12/17/2019	SB-102	Weekly Aerzen Blower #2 Maintenance	881.01	Scheduled
Note	T/C - all in working order; TK			
12/17/2019	AT-105	Weekly D.O Sensor Maintenance	883.01	Scheduled
Note	T/C - TK			
12/17/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	884.01	Scheduled
Note	T/C -greased, drained, no water; TK			
12/17/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	886.01	Scheduled
Note	Sediment traps in working order; exhaust fans "off" - covered for the winter; floors clean; lighting ok; TS			
12/17/2019	Boiler Room	Boiler Room Housekeeping	888.01	Scheduled
Note	Floors clean; lighting OK - in working order. TS			
12/17/2019	Laboratory/ Office	Laboratory Housekeeping	890.01	Scheduled
Note	Organized; took out trash; lighting ok; light out in supers office. TS			
12/17/2019	GB-101	Weekly Fine Maintenance	893.01	Scheduled
Note	Somewhat works other than the stopper bar is still broke and needs repair; TK			
12/17/2019	SB-201	Weekly Composite Sampler Maintenance	894.01	Scheduled
Note	T/C - TK			
12/17/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	895.01	Scheduled
Note	Room in order - lighting OK; TS			
12/17/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	896.01	Scheduled
Note	Hosed down floor; lighting ok; TS/TK			
12/17/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	897.01	Scheduled
Note	Lighting OK; hosed down floor with fine effluent water; could use a coat of paint. TS			
12/17/2019	TB-100	Weekly Thickener Building Housekeeping	898.01	Scheduled
Note	Lighting OK; hosed down daily; tools in order; TS			
12/17/2019	TB-104	Weekly Charter Thckener Maintenance	899.01	Scheduled
Note	T/C - TK			
12/17/2019	Tool Room	Weekly Storage Room.	900.01	Scheduled
Note	Task complete - Room in order; TS			
12/17/2019	UV-100	Monthly Trojan 3000 UV Maintenance	874.01	Scheduled
Note	T/C - TK			
12/19/2019	TB-104	Quarterly Thickener Maintenance	840.01	Scheduled
Note	Booster pump not greased - less than a month old - in working order; runs a fraction of the time the mfg determines it maintenance; Sieve drum not blended, in working order; TS			
12/19/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	901.01	Scheduled
Note	Tested RAW pump alarm - in working order; TS			
12/19/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	891.01	Scheduled
Note	Reagents made - logged; Phos dup x % rec will be run & logged on Friday; TS			
12/19/2019	LB-125	Weekly Eyewash & Shower Exercise	885.01	Scheduled
Note	T/C - TK			

Completed	Equipment Number	Task	WO #	Type
12/19/2019	LB-129	Weekly Vacuum Pump Maintenance	892.01	Scheduled
Note	Oil in range; no condensate, oil clean. TS			
12/19/2019	GB-104	Weekly Grit Classifier Maintenance	887.01	Scheduled
Note	T/C - TK			
12/20/2019	UV-100	Weekly UV Maintenance	902.01	Scheduled
Note	T/C - fecals in good shape; TK			
12/20/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	878.01	Scheduled
Note	all works good. TK			
12/20/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	889.01	Scheduled
Note	T/C - adjusted water feed line - TK			
12/20/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	882.01	Scheduled
Note	Washed & cleaned clarifier, launder - outer ring etc. CSM			
12/20/2019	DB-301	Monthly Greasing of the Sludge Recirculation Pumps	872.01	Scheduled
Note	Greased #1 & #2 recirc pumps; amp draw normal; notify super that upper gasket had come loose & slid down the shaft on #2 pump. TS			
12/20/2019	Laboratory QA/QC Program	Monthly QAQC Data & Analysis Checks	873.01	Scheduled
Note	reagents made - QAQC logged for weeks TS is in the lab. TS			
12/22/2019	SB-201	Weekly Composite Sampler Maintenance	925.01	Scheduled
Note	Cleaned interior and exterior, temps are ok. CM			
12/23/2019	Process Blowers	Weekly Grit & Aeration Blower Maintenance	916.01	Scheduled
Note	Oil level in range, V-belts good on all 4 blowers. TS			
12/23/2019	AT-101	Weekly Surface Mixer Inspection & Maintenance	909.01	Scheduled
Note	Cables and fasteners ok. No unusual noise or vibrations or oil leaks. TS			
12/23/2019	AT-105	Weekly D.O Sensor Maintenance	912.01	Scheduled
Note	Task complete, TS			
12/23/2019	GB-101	Weekly Fine Maintenance	924.01	Scheduled
Note	Somewhat works other than the stopper bar is still broke and needs repair; removed built up debris, solenoids valves ok, no unusual noise or vibrations. TS			
12/23/2019	Tool Room	Weekly Storage Room.	931.01	Scheduled
Note	Task complete - Room in order; TS			
12/23/2019	TB-100	Weekly Thickener Building Housekeeping	929.01	Scheduled
Note	Lighting OK; hosed down daily; tools in order; TS			
12/23/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	928.01	Scheduled
Note	Swept the floor; lighting OK - in working order. TS			
12/23/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	927.01	Scheduled
Note	Swept the floor; lighting OK - in working order. TS			
12/23/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	926.01	Scheduled
Note	Swept the floor; lighting OK - in working order. TS			
12/23/2019	Boiler Room	Boiler Room Housekeeping	919.01	Scheduled
Note	Swept the floor; lighting OK - in working order. TS			
12/23/2019	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	915.01	Scheduled
Note	Swept the floor; lighting OK - in working order. TS			
12/23/2019	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	906.01	Scheduled
Note	Swept the floor; lighting OK - in working order. TS			
12/23/2019	Digester Building Basement	Weekly Digester Building Housekeeping	905.01	Scheduled
Note	Swept the floor; lighting OK - in working order. TS			
12/23/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	920.01	Scheduled
Note	No unusual noise or vibrations, safety screen in place, the pumps have exceeded their useful life span and need to be replaced. CM			
12/23/2019	UV-100	Weekly UV Maintenance	933.01	Scheduled
Note	Hosed and scrubbed the UV racks and the effluent weir. CM/TS			

Completed	Equipment Number	Task	WO #	Type
12/23/2019	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	911.01	Scheduled
Note	Washed & cleaned clarifier, launder - outer ring etc. CSM			
12/23/2019	GB-104	Weekly Grit Classifier Maintenance	918.01	Scheduled
Note	T/C - TK			
12/26/2019	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	908.01	Scheduled
Note	T/C - TK			
12/26/2019	LB-125	Weekly Eyewash & Shower Exercise	914.01	Scheduled
Note	T/C - TK			
12/26/2019	LB-129	Weekly Vacuum Pump Maintenance	923.01	Scheduled
Note	Oil in range; no condensate, oil clean. Tk			
12/27/2019	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	932.01	Scheduled
Note	Tested RAW pump alarm - in working order; TS			
12/27/2019	TB-104	Weekly Charter Thckener Maintenance	930.01	Scheduled
Note	No unusual noise or vibrations. Oil level in range on the drive gear box. Sludge pumps oil ok. May need to change the wear rings on the feed pump, lighting is ok. CM			
12/27/2019	Headworks Building	Weekly Headworks Housekeeping	903.01	Scheduled
Note	Hosed down floor and walls. TS			
12/27/2019	Laboratory/ Office	Laboratory Housekeeping	921.01	Scheduled
Note	Cleaned counters and swept the floor. TK			
12/27/2019	Bathroom	Weekly Bathroom/Locker Room Housekeeping	910.01	Scheduled
Note	Swept the floor; lighting OK - in working order. TS			
12/27/2019	Laboratory QA/QC Program	Weekly Lab Analysis Checks	922.01	Scheduled
Note	No QAQC this week. CM			
12/27/2019	FC-100	Weekly East & West Secondary Clarifier Maintenance	913.01	Scheduled
Note	T/C -greased, drained, no water, no unusual noise or vibration. CM/TK			
12/30/2019	SB-300	Monthly Influent Pump Maintenance	904.01	Scheduled
Note	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.			
12/30/2019	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	917.01	Scheduled
Note	Oil level in range, V-belts good on all 4 blowers. TS			
12/30/2019	Digester Building Basement	Weekly Digester Building Housekeeping	940.01	Scheduled
Note	Mopped up rresidual water from al of the rain, organized, and lighting is ok. TS			
12/30/2019	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	957.01	Scheduled
Note	No unusual noise or vibrations, safety screen in place, the pumps have exceeded their useful life span and need to be replaced. TS			
12/30/2019	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	965.01	Scheduled
Note	Task complete. TS			
12/30/2019	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	964.01	Scheduled
Note	Task complete. TS			
12/30/2019	Service Building 1st Floor	Service Building 1st Floor Housekeeping	963.01	Scheduled
Note	Task complete. TS			
12/30/2019	Tool Room	Weekly Storage Room.	968.01	Scheduled
Note	Task complete. TS			
12/31/2019	LB-131	Monthly LB-131 Water Heater Maintenance	945.01	Scheduled
Note	Drained 2 gallons from water heater, no sediments visible. TS			