



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

7:00 P.M. Monday, March 15, 2021

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

And Via Virtual Zoom Meeting ID# 859 2142 5129

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	Decision
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:08 PM	V. <u>City Manager Report</u>	
7:20 PM	VI. <u>Presentations</u> A. Jon Moxey of Fleis & VandenBrink 1. Local Bridge Program and Divine Highway Bridge Discussion 2. SAW Project	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:30 PM	A. Proposed Resolution 21-10 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Bridge Street Bridge over the Grand River	Decision
7:32 PM	B. Proposed Resolution 21-11 Approving the Submittal of an Application for Local Bridge Program Funds for Replacement of the Divine Highway Bridge over the Looking Glass River	Decision
7:35 PM	C. Proposed Resolution 21-12 Approving Increases to the Fee Schedule for the Ambulance Department	Decision
7:38 PM	D. Proposed Resolution 21-13 to Amend the Budget for Fiscal Year 2020-2021	Decision
7:40 PM	E. Proposed Resolution 21-14 Confirming the Mayor's Appointment to City Boards and Commissions	Decision
7:42 PM	X. <u>Consent Agenda</u> A. Minutes & Synopsis from the Regular City Council Meeting on March 1, 2021 B. Payment of Invoices in the Amount of \$52,109.32 and Payroll in the Amount of \$114,397.92 for a Total of \$166,507.24 C. Purchase Orders over \$5,000.00 1. Newkirk Electric in the Amount of \$107,400.00 for Viper Reclosers	Decision

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:45 PM	XI. <u>Communications</u> A. Board of Light and Power Minutes from January 26, 2021 B. Police Department Report for February 2021 C. Ambulance Department Report for February 2021 D. Wastewater Department Report for February 2021 E. Ionia County Board of Commissioners Meeting for March 9, 2021	
7:48 PM	XII. <u>Other Business</u> – None	
7:50 PM	XIII. <u>City Manager Comments</u>	
7:55 PM	XIV. <u>Council Comments</u> XV. <u>Adjournment</u>	Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-10

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR PREVENTATIVE MAINTENANCE OF THE BRIDGE STREET BRIDGE OVER THE GRAND RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Bridge Street Bridge over the Grand River is deteriorated and in need of maintenance; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Bridge Street Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
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: March 15, 2021

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-11

A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR REPLACEMENT OF THE DIVINE HIGHWAY BRIDGE OVER THE LOOKING GLASS RIVER

WHEREAS, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

WHEREAS, the Divine Highway Bridge over the Looking Glass River is deteriorated and in need of replacement; and

WHEREAS, the City Council supports an application requesting funding for this project.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for replacement of the Divine Highway Bridge over the Looking Glass River and further, that the City is seeking the Department's active participation in the project.
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: March 15, 2021

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-12

**A RESOLUTION APPROVING INCREASES TO THE FEE SCHEDULE
FOR THE AMBULANCE DEPARTMENT**

WHEREAS, the City's Ambulance Department provides services to the City of Portland and various political subdivisions; and

WHEREAS, the various fees of the Ambulance Department have not been increased in several years and the current rates are insufficient for operations; and

WHEREAS, the City Manager and Ambulance Director recommend that City Council approve the proposed fee schedule increase, a copy of a memo from the Ambulance Director and proposed fee schedule are attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the recommendation of the City Manager and Ambulance Director to increase the fee schedule for the Ambulance Department, a copy of a memo from the Ambulance Director and proposed fee schedule are 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: March 15, 2021

Monique I. Miller, City Clerk



DATE: 03/05/2021

TO: Tutt Gorman, City Manager

RE: Ambulance Rate Change

Tutt,

Over the past several months I have been evaluating our options to increase revenue for the ambulance department. As you know the reimbursement rates from insurance companies do not cover the cost of our service requiring the units of government input of funding to maintain the service. Currently it is estimated by the Michigan Association of Ambulance Services, that insurance reimbursement is only covering from 10-25% of the cost to operate a service.

Insurance billing has become complicated over the past several decades and requires specialized knowledge to ensure billing is being done appropriately. Portland Ambulance has contracted with Mobile Health Resources (MHR) in Lansing to do our medical billing for over a decade now.

One of the items I have been looking at is our fee schedule for the ambulance department. The last major change to our fee schedule was done in 2015. Only minor changes were done past that point to maintain the minimum increases by the insurance companies.

For the most part insurance companies have set rates that they pay ambulance services, but there are several types of payors where a fee increase would see an increase in revenue. Using our payor mix from last year, our top three payors (% of total payors) are Medicare (68.3%), Commercial Insurances (9.8%), and Blue Cross (9.7%). Only the commercial insurance would see a potential increase in revenue. There would be an increase to the private pay as well (1.8%).

Over the past year alone we have seen a massive increase in supply costs to the department, but even before COVID we were starting to see a large increase in cost of supplies. Our current fee schedule does not even pay for the supplies we are using on some calls. A cardiac arrest for instance, a standard arrest uses around \$175 of equipment and may double if certain equipment is needed. This doesn't include, personnel costs, fuel, or costs to maintain the equipment/vehicles. If the patient in cardiac arrest was treated on scene and not resuscitated our current fee for that call is \$170, not even covering the cost for equipment that was used.



Gloves and PPE -	\$20
IV Supplies -	\$10
Oxygen Supplies -	\$20
Defibrillator Pads (AED)-	\$20 (\$65)
Basic Airway -	\$40
Advanced Airway	\$15
LUCAS Supplies -	\$50
(IO Needles – if used	\$195)

The requirements placed on our personnel have also increased over time. Initial education, required continuing education, and specialized certifications just to name a few.

I have included a breakdown of our current fee schedule on the following pages with a comparison of two other agencies in our area. I have also included the most recent Medicare, Medicaid and BCBS rates as well so you can compare the fees we are seeing from these payors.

I have also included a breakdown of the fee schedule increase I'm proposing to go into effect April 1, 2021. With the cost adjustments I am also proposing a specialty care transport fee which is something we have not had prior. This fee would be for specialized transfers from the hospital requiring specialized medications, pumps, ventilators, etc. This fee would not be used much but needs to be in place if we have one of these calls.

This increase partly is to start the process of raising the part-time EMT wages that have also not been addressed in several years. The breakdown of these increases are on the following page as well. I'm hopeful that this will only be the first step in the right direction.

If you would like to sit down and discuss this further please let me know.

Thank you,


Zach Waltersdorf, Director

DESCRIPTION	CURRENT FEE	RURAL AMBULANCE	RURAL FIRE BASED	MEDICARE RATE	MEDICAID RATE	BCBS RATE
Mileage	\$14.00	\$21.00	\$13.00	\$11.54 (miles 1-17) \$7.47 (miles 17+)	\$3.92	\$13.40
Non-Emergency ALS	\$670.00	\$787.50	\$800.00	\$231.98	\$230.26	\$416.38
Emergency ALS	\$670.00	\$840.00	\$800.00	\$231.98	\$230.26	\$598.43
Non-Emergency BLS	\$670.00	\$656.25	\$800.00	\$ 231.98	\$126.38	\$322.53
Emergency BLS	\$670.00	\$693.00	\$800.00	\$231.98	\$126.38	\$469.47
ALS 2	\$800.00	\$1,029.00	\$800.00	\$231.98	\$230.26	\$ 768.48
Treat No Transport	\$170.00	\$420.00	\$400.00	\$ -	\$126.38	\$ -
List Assist	\$75.00	\$ -	\$ -	\$ -	\$ -	\$ -
Specialty Care Transport	\$ -	\$1,155.00	\$ -			

	Requested April 2021	INCREASE	%
Mileage	\$20.00	\$6.00	42.8
Non-Emergency ALS	\$800.00	\$130.00	19.4
Emergency ALS	\$850.00	\$180.00	26.8
Non-Emergency BLS	\$750.00	\$80.00	11.9
Emergency BLS	\$750.00	\$80.00	11.9
ALS 2	\$950.00	\$150.00	18.7
Treat No Transport	\$400.00	\$230.00	135.3
List Assist	\$75.00	\$ -	0
Specialty Care Transport	\$1,100.00	\$1,100.00	0

PART TIME EMT RATES	CURRENT	REQUESTED
Day Meters	\$10	\$10.25
Day w/o Meters	\$9.65	Eliminated
Night	\$9.65	\$9.65
2nd Crew	\$11	\$15

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-13

**A RESOLUTION TO AMEND THE BUDGET
FOR FISCAL YEAR 2020-2021**

WHEREAS, State law prohibits local units of government from ending any fiscal year with a negative fund balance in any fund; and

WHEREAS, the Finance Director has reviewed current fund balances and expenditures for FY 2020-2021 and recommends that the Council approve the proposed amendments set forth on the attached Exhibit A in order to comply with State law.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the 2020-2021 fiscal budget amendments as listed on the attached 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: March 15, 2021

Monique I. Miller, City Clerk

BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND - 3RD QUARTER 20-21

GL Number	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-100-999.208	TRANSFER TO RECREATION	32,000.00
208-000-699.101	CONTRIBUTION FROM GENERAL FUND	32,000.00
101-000-575.000	REVENUE SHARING-CONST SALES	40,859.00
101-000-576.000	REVENUE SHARING-STAT SALES	(2,052.00)
101-201-801.000	LEGAL SERVICE	4,000.00
101-201-803.000	ENGINEERING SERVICE	(2,000.00)
		<u>2,000.00</u>
101-301-702.000	S & W FULLTIME	(42,739.00)
101-301-706.000	S & W PARTTIME	9,125.00
101-301-715.000	S & W SOCIAL SECURITY	2,615.00
101-301-716.000	HEALTH INSURANCE	(6,500.00)
101-301-716.004	RETIREE HEALTH CARE SAVINGS PLAN	(2,001.00)
101-301-720.000	WORKER'S COMPENSATION	(1,500.00)
101-301-913.000	LIABILITY INSURANCE	(1,000.00)
101-301-977.000	CAPITAL OUTLAY-EQUIPMENT	42,000.00
		<u>0.00</u>
202-463-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	(75.00)
202-463-719.000	OTHER FRINGE	75.00
		<u>0.00</u>
203-463-716.000	HEALTH INSURANCE	(75.00)
203-463-719.000	OTHER FRINGE	75.00
		<u>0.00</u>
203-478-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	1,024.00
208-000-605.000	SPECIAL EVENTS	(6,500.00)
208-000-607.000	ADULT SOFTBALL FEES	(7,000.00)
208-000-612.000	ADULT BASKETBALL FEES	(16,500.00)
208-000-613.000	ADULT VOLLEYBALL FEES	(1,700.00)
208-000-616.000	YOUTH BASKETBALL FEES	(11,000.00)
208-000-617.000	YOUTH SOCCER FEES	(3,000.00)
208-000-618.000	YOUTH SOFTBALL FEES	(3,000.00)
208-000-620.000	YOUTH FLAG FOOTBALL FEES	(4,000.00)
208-000-621.000	YOUTH GYMNASTICS	(4,000.00)
208-000-625.000	YOUTH INSTRUCTIONAL	(3,000.00)
208-000-631.000	TBALL/COACH PITCH	(5,000.00)
208-000-676.001	DONATIONS-OTHER	(2,500.00)
		<u>(67,200.00)</u>

208-690-702.000	S & W FULLTIME	(19,608.00)
208-690-715.000	S & W SOCIAL SECURITY	(1,204.00)
208-690-716.000	HEALTH INSURANCE	(2,786.00)
208-690-719.000	OTHER FRINGE	(240.00)
208-690-720.000	WORKER'S COMPENSATION	(300.00)
208-690-723.000	UNEMPLOYMENT	(45.00)
208-690-730.000	POSTAGE	150.00
208-690-740.000	OPERATING SUPPLIES	(8,500.00)
208-690-802.000	AUDIT SERVICE	(350.00)
208-690-808.000	OFFICIAL SERVICE	(8,000.00)
208-690-809.000	INSTRUCTOR SERVICE	(4,000.00)
208-690-864.000	CONFERENCE & WORKSHOP	(350.00)
208-690-958.000	DUES & SUBSCRIPTIONS	(250.00)
		<hr/>
		(45,483.00)
210-302-715.000	S & W SOCIAL SECURITY	7,897.00
210-302-716.000	HEALTH INSURANCE	(7,897.00)
		<hr/>
		0.00
582-539-933.000	M & R VEHICLES	3,000.00
582-539-956.000	MISCELLANEOUS EXPENSES	(3,000.00)
		<hr/>
		0.00
590-000-553.000	SAW GRANT	47,133.00
590-000-648.001	PENALTIES	900.00
590-000-665.000	INTEREST INCOME	(1,350.00)
590-000-665.004	INTEREST INCOME-CUSTOMER DEPOSITS	(90.00)
		<hr/>
		46,593.00
590-201-802.000	AUDIT SERVICE	900.00
590-201-803.000	ENGINEERING SERVICE	22,901.00
590-201-995.000	INTEREST PAYMENT	95,760.00
590-201-999.101	TRANSFER TO GENERAL FUND	31,764.00
		<hr/>
		151,325.00
590-441-804.019	GRANT & JAMES ST MILL & FILL	(16,300.00)
590-441-804.022	CONTRACTUAL SVC - RIVERSIDE DRIVE	5,000.00
		<hr/>
		(11,300.00)
590-548-711.000	S & W HEALTH PREMIUMS	1,200.00
591-201-803.000	ENGINEERING SERVICE	1,000.00
591-201-999.101	TRANSFER TO GENERAL FUND	32,009.00
		<hr/>
		33,009.00
591-441-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	(23,940.00)
591-441-803.000	ENGINEERING SERVICE	7,500.00
		<hr/>
		(16,440.00)

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-14

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

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

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

Planning Commission

-Amanda Johnston to a term expiring June 30, 2023

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

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

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 15, 2021

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 1, 2021

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

And Via Zoom Meeting ID# 861 6190 7845

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Johnston; City Manager Gorman; City Clerk Miller; DDA Director ConnerWellman; Police Chief Thomas

Absent: Council Member Sheehan

Present Via Zoom: Finance Director Tolan

Guests: Kathy Parsons

Guests Via Zoom: Kyle Miller; Joshua Covert of The Covert Law Firm, PLLC, Tom Senecal, Evan Sasiela of the Sentinel-Standard

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

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

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Sheehan

Adopted

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

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Barnes

Nays: None

Absent: Sheehan

Adopted

Under Public Comment, Joshua Covert, of The Covert Law Firm, PLLC and Kyle Miller, Portland area resident, presented their request to the Council that the City of Portland consider permitting cannabis businesses.

Under City Manager Report, City Manager Gorman stated that construction is scheduled to begin March 29, 2021 on the Safe Routes to School Project. He presented a map of the areas of construction.

City Manager Gorman stated the Electric Department ran the three diesel generators last week, under the advisement of the MPPA and MISO, because of the price on the whole sale market and the frigid temperatures. The City realized a net value saving of approximately \$15,000.00 by running the generators.

City Manager Gorman presented a photo of former Electric Superintendent Hyland's repurposed vehicle. The vehicle will now be used by the Ambulance Department and meter readers.

The Sparrow Project is on schedule; they anticipate opening sometime this Summer.

Under Presentations, DDA Director ConnerWellman provided her report on downtown activities.

Under New Business, the Council considered Resolution 21-08 to approve the Fiscal Year 2021-2022 Budget for the Portland Fire Authority. City Manager Gorman noted he and Finance Director Tolan have reviewed the proposed budget and the funding formula governing the percentage of budget funded by each entity and recommends the City Council's approval.

City Manager Gorman further noted that he recommends the Portland Area Fire Authority Board adopt a fund balance policy as approved by City Council through Resolution 20-10, as well as a capital improvement plan to be reviewed and approved by each entity during the budget approval process.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 21-08 approving the Budget for Fiscal Year 2021-2022 for the Portland Area Fire Authority.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sheehan

Adopted

The Council considered Resolution 21-09 to approve the Board of Light and Power's recommendation to designate the City Manager, Tutt Gorman, as the Member Authorized Representative to approve risk management transactions for the Michigan Public Power Agency (MPPA).

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 21-09 approving the Board of Light and Power's recommendation to designate the City Manager, Tutt Gorman, as the Member Authorized Representative.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Barnes

Nays: None

Absent: Sheehan

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on February 16,

2021, payment of invoices in the amount of \$100,750.12 and payroll in the amount of \$104,864.12 for a total of \$205,614.24. Purchase orders to SLC Meter LLC in the amount of \$7,050.00 for a Trimble Yuma 7 Tablet and the State of Michigan in the Amount of \$7,297.35 for the Grand River Avenue Bridge Project were also included.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Sheehan

Adopted

Under City Manager comments, City Manager Gorman outlined changes to be implemented with new the brush pickup procedures to begin April 1, 2021. The City will be split into two areas with pickup for Area #1 on the 1st and 3rd Monday of each month and Area #2 on the 2nd and 4th Monday of each month.

The Annual Clean Up Day and Hazardous Waste Cleanup are scheduled for Saturday, May 1, 2021.

City Manager Gorman stated the City is evaluating the Builders Lumber sign that is located at Toan Park and the Grand River Ave. Bridge. and trying to understand the history of the sign as it is not allowed under the current ordinance. It is an off-premise sign located in the City right-of-way. It is currently designated as a “community event sign”. Brian Wohlscheid, the owner of Municipal Supply has some ideas of what he would like to do with the sign; this along with the upcoming Riverfront Improvement Project are prompting the consideration.

Under Council Comments, Mayor Pro-Tem VanSlambrouck stated that in terms of the cannabis issue, even though the State of Michigan has put rules in place he is not certain if they have been adopted by the State legislature.

He further stated that he would like further information on funding and the availability of 800 MHz radios for the City of Portland personnel.

Mayor Pro-Tem VanSlambrouck also noted that he will formally request that the Portland Area Fire Authority Board adopt a Capital Improvement Plan.

He also noted that the VFW will host a Burger Night on Friday, March 5, 2021 from 5:00 – 7:00 P.M.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Sheehan

Adopted

Meeting adjourned at 7:42 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the March 1, 2021 City Council Meeting
In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875
And Via Zoom Meeting ID# 861 6190 7845

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Johnston; City Manager Gorman; City Clerk Miller; DDA Director ConnerWellman; Police Chief Thomas

Absent – Council Member Sheehan

Staff Present Via Zoom – Finance Director Tolan

Guests Present Via Zoom - Kyle Miller; Joshua Covert of The Covert Law Firm, PLLC

Public Comment - Joshua Covert, of The Covert Law Firm, PLLC and Kyle Miller, Portland area resident, presented their request to the Council that the City of Portland consider permitting cannabis businesses.

Approval of Resolution 21-08 approving the Budget for Fiscal Year 2021-2022 for the Portland Area Fire Authority.

All in favor. Adopted.

Approval of Resolution 21-09 approving the Board of Light and Power’s recommendation to designate the City Manager, Tutt Gorman, as the Member Authorized Representative.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:42 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
BUSINESS CARD	02075	VAR CHARGES - VAR DEPTS	2,071.30
FAMILY FARM & HOME	01972	SUPPLIES - MTR POOL	11.98
BERTMAN TOOLS LLC	02430	GREEN NITRATE GLOVES - WATER	32.99
HACH COMPANY	01254	MISC PARTS FOR PORTABLE SAMPLER - WW	371.61
USA BLUEBOOK	01850	QUICK PRO SERV KIT STENNER PUMPS - WW	137.23
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING NOV-DEC 20 - COMM F	5,078.40
MUNICIPAL SUPPLY CO.	00324	METER SETTER ETC - WATER	766.28
FLEIS & VANDENBRINK	00153	DIESEL FUEL CLEANUP - ELECTRIC	1,000.00
KEUSCH SUPER SERVICE	00228	TIRES - MTR POOL	558.48
FAMILY FARM & HOME	01972	BATTERIES, PAINT - MOTOR POOL	40.96
FAMILY FARM & HOME	01972	HANDLE SLEDGE - MTR POOL	19.99
MICHIGAN COMPANY, INC.	00273	21 PAILS SALT FOR GROUNDS - ELECTRIC	478.00
MICHIGAN COMPANY, INC.	00273	SALT - ELECTRIC	478.00
PLB PLANNING GROUP LLC	02504	FEB CONTRACTUAL SERVICES - GEN	1,035.71
CULLIGAN	02130	4 WATER CITY HALL - GEN	27.00
BOUND TREE MEDICAL LLC.	01543	REPLACEMENT STRAPS/PED RESTRAINT - AMB	121.99
SOUND OFF SIGNAL	02556	SAFETY LIGHTING WTR TRUCK - WATER	1,221.58
S&K PRINTING	00400	STICKERS FOR TRAFFIC CITATIONS - POLICE	35.00
DORNBOS SIGN, INC.	00067	CITY LOGO STICKERS - MTR POOL	186.72
DORNBOS SIGN, INC.	00067	TRUCK NUMBER DECALS - MTR POOL	38.52
DORNBOS SIGN, INC.	00067	FLAG DECALS - MTR POOL	95.76
JANET OGDEN	02478	MILEAGE - ASSESSOR	20.30
GRANGER	00175	REFUSE - MP, PARKS, CEM	374.26
STATE OF MICHIGAN	02577	PUB WATER SUPPLY ANNUAL FEE - WATER	1,319.55
ZACH WALTERSDORF	02621	TABLET SUPPLIES AMAZON REFUND - AMB	168.40
MENARDS	00260	STATION SUPPLIES - AMB	41.37
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	438.16
TOM'S FOOD CENTER	00452	VAR SUPPLIES - VAR DEPTS	604.82
HYDROCORP	02340	INSPECT/REPORTING SERVICES - WATER	499.00
APEX SOFTWARE	00876	APEX SKETCHING SOFTWARE - ASSESSOR	235.00
PETERSEN OIL & PROPANE	02534	110 GAL DIESEL FUEL - MTR POOL	263.70

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICE - GEN	627.00
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR, ELECT RATE STUDY - ELECTRIC	1,180.50
PETERSEN OIL & PROPANE	02534	39 GAL PROPANE - MTR POOL	93.56
SOUND OFF SIGNAL	02556	LIGHTS #951 - MTR POOL	315.31
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	690.14
MHR BILLING	01780	MONTHLY BILLING - AMB	1,606.00
FORTE PAYMENTS, INC.	02522	FEB CC CHARGE FEE - REC	5.00
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	10.45
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	62.45
B&W AUTO SUPPLY, INC.	00030	VAR SUPPLIES - VAR DEPTS	3,588.49
KENDALL ELECTRIC	00225	12 LAMPS POLE BARN - ELECTRIC	181.05
CENTURYLINK	01567	PHONE SERVICES - GEN	1.54
J.G.M. VALVE CORPORATION	02626	WEAR PLATES FOR SLUDGE THICKENER - WW	581.00
GRANGER	00175	REFUSE - WW	152.58
GRANGER	00175	REFUSE - POL, COMM PROMO, ELECTRIC	152.58
AUTOMATED BUSINESS EQUIPMENT	00027	PIC 40 INK, SEALING SOLUTION - GEN	197.00
F&V OPERATIONS & RESOURCE MANAGMNT	02564	MAR 2021 PROFESSIONAL SVCS -WW	10,050.26
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,029.75
GRANGER	00175	REFUSE - REFUSE	12,577.84
STAPLES BUSINESS CREDIT	00426	VAR SUPPLIES - VAR DEPTS	525.48
I.T. RIGHT	02440	KEYBOARD MS SURFACE - POLICE	144.00
CULLIGAN	02130	4 WATER - POLICE	22.00
MICHIGAN STATE POLICE	00275	TOKEN FEES - POLICE	66.00
MENARDS	00260	SUPPLIES - WATER	102.63
GRAINGER, INC.	00172	OFFICE CHAIR - MTR POOL	140.18
FAMILY FARM & HOME	01972	PVC PIPE, RUBBER MAT - WATER	73.97
FERGUSON WATERWORKS	02558	IDLER PIPE - WATER	160.50
Total:			\$52,109.32

**BI-WEEKLY
WAGE REPORT
March 8, 2021**

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.	9,439.97	166,398.82	3,127.96	49,111.37	12,567.93	215,510.19
ASSESSOR	1,466.69	17,876.88	117.20	1,386.57	1,583.89	19,263.45
CEMETERY	1,710.98	62,983.22	582.15	15,652.10	2,293.13	78,635.32
POLICE	11,959.19	15,559.08	3,482.47	69,529.10	15,441.66	85,088.18
CODE ENFORCEMENT	51.29	6,256.51	4.09	792.08	55.38	7,048.59
PARKS	1,560.69	41,931.33	541.31	8,530.50	2,102.00	50,461.83
INCOME TAX	2,291.43	36,800.34	722.87	13,136.43	3,014.30	49,936.77
MAJOR STREETS	5,885.42	67,321.76	3,589.55	32,177.99	9,474.97	99,499.75
LOCAL STREETS	3,277.37	59,185.51	1,876.67	27,265.09	5,154.04	86,450.60
RECREATION	317.87	5,499.29	99.47	1,283.90	417.34	6,783.19
AMBULANCE	11,517.88	206,387.67	2,459.42	46,986.86	13,977.30	253,374.53
DDA	2,335.54	38,858.79	445.44	6,358.76	2,780.98	45,217.55
ELECTRIC	19,568.75	344,565.84	6,688.74	103,076.64	26,257.49	447,642.48
WASTEWATER	6,741.97	117,486.36	2,876.12	34,889.13	9,618.09	152,375.49
WATER	5,370.67	100,097.53	2,134.91	37,648.05	7,505.58	137,745.58
MOTOR POOL	1,414.33	23,009.52	739.51	5,452.80	2,153.84	28,462.32
TOTALS:	84,910.04	1,310,218.45	29,487.88	453,277.37	114,397.92	1,763,495.82



March 1, 2021

Brent Henry
PORTLAND LIGHT & POWER
269 Kent Street
Portland, MI 48875

RE: New Reclosers

Dear Mr. Henry:

Newkirk Electric appreciates the opportunity to be of service. The scope of services offered includes:

- Supply six (6) G&W Viper reclosers to be installed in existing enclosure and utilize existing SEL-351R controls.
 - Delivery time from G&W is currently running 26 to 30 weeks ARO.

Stipulated Price for each recloser: \$ 17,900.00 each

Total Price: \$ 107,400.00

This pricing does not include installation costs. Installation of the reclosers will be quoted separately.

Please contact this office with any questions you may have.

Regards,

NEWKIRK ELECTRIC ASSOCIATES, INC.

A handwritten signature in black ink that reads "Mike Cannady". The signature is written in a cursive, flowing style.

Mike Cannady, P.E., CESP
Senior Electrical Engineer
mlcannady@newkirk-electric.com



Pictured from top to bottom: Substation mount, standard center-pole mount, alley-arm with Z modules

Three Phase Solid Dielectric Recloser

APPLICATIONS:

- From basic distribution recloser applications to complex loop schemes with switching and tie points.
- Circuit breaker replacement for feeder protection.
- Padmount for underground distribution or generation synchronization.
- Microgrid, renewable energy, and distributed generation interconnections.

FEATURES:

- Faster installation with site-ready designs
- Maintenance free solid dielectric technology
- Automation ready
- Field changeable silicone insulators
- Traditional 14-pin recloser interface (optional 19-pin)

RECLOSER CONTROL OPTIONS:

- SEL-651RA, SEL-351R, SEL-351 series, SEL-651R2, SEL-751A, SEL-311L
- Compatible with Cooper Form relays, Beckwith M-7679, and more

SENSING:

- Encapsulated 1000/500:1 CT
- 400/200:1 CT ratio option for low fault current detection
- Up to six internal voltage sensors (VS)
- VS are capacitive dividers and provide either:
 - Standard amplified 120 VAC output
 - Or Low Energy Analog (LEA) outputs for use with SEL-651RA, SEL-651R or Beckwith M-7679 controls
- External CTs are optional

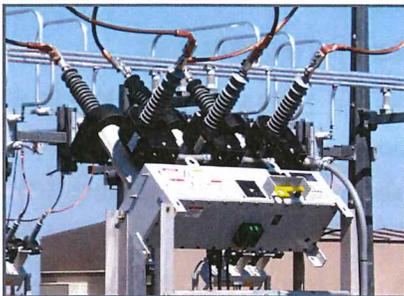
SAFETY FEATURES:

- Dead tank design minimizes flashovers due to wildlife, and provides increased personnel safety.
- Trip handle has redundant protection to prevent close operation with electrical lockout and mechanical block for ultimate operation safety.
- Magnetic actuator with trip spring for fail-safe operation.

RATINGS:

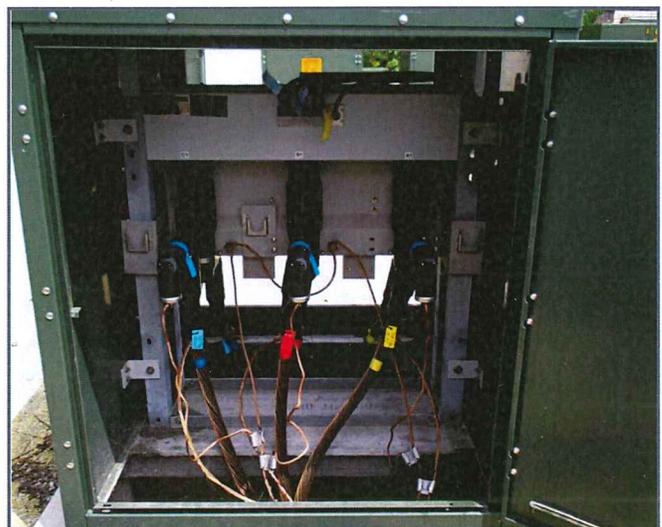
The Viper-S complies with IEEE C37.60 and IEC 62271-111.

Voltage Class (kV)	15	25	35
Max System Voltage (kV)	15.5	27	38
BIL (kV)	110	125	150
Continuous Current (A)	800	800	800
8 Hr. Overload, at 20° C	960	960	960
60Hz Withstand, kV rms Dry, 1 min	50	60	70
60Hz Withstand, kV rms Wet, 10 sec	45	50	60
Interrupting Rating RMS (kA)	12.5	12.5	12.5
Making Current, RMS, asym, KA	20	20	20
Peak, asym (kA)	32	32	32
Short Circuit Current, kA sym, 3 second	12.5	12.5	12.5
Mechanical Operations	10K	10K	10K
Temperature range, -40°C to +65°C (-40°F to 150°F)			



OPTIONS:

- NEMA 2, NEMA 4 or clamp aerial lugs
- Wildlife protectors
- Lightning arresters
- Oil or solid dielectric PTs
- Primary and secondary connections on site-ready designs
- Interface Options:
 - Custom Relay Solution (CRS) for 48 VDC or 125 VDC control power
 - Control Powered 19-pin solutions
 - Voltage Sensing 8 pin interfaces
 - Dead Line Operation on battery backup
 - Spare auxiliary contacts
- Pole mount customized frames:
 - Reversible alley-arm
 - Phase over phase (vertical mount)
- Substation frame:
 - 90° or 45° mount on adjustable frame
 - Existing frame adapters
- Customized padmount enclosures with low voltage compartment



Pictured above: Dead front padmount application
Pictured left: Substation application with 6 external CTs

For additional product info visit
www.gwelec.com

CS Viper-S
March, 2016

G&W

User: ABAUM

DB: Portland

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2021	MONTH 02/28/2021	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	REAL PROPERTY TAXES	1,078,367.00	1,055,851.70	1,030.02		22,515.30	97.91
101-000-428.000	PILOT-GOLDEN BRIDGE MANOR	1,700.00	0.00	0.00		1,700.00	0.00
101-000-428.001	PILOT- WODA (OLD SCHOOL MANOR)	2,500.00	0.00	0.00		2,500.00	0.00
101-000-445.000	PENALTY & INTEREST	3,500.00	3,299.98	99.59		200.02	94.29
101-000-447.000	TAX COLLECTION FEES	45,000.00	44,546.85	3,113.40		453.15	98.99
101-000-448.000	SPECIAL ASSESSMENT FEES	0.00	5.90	0.00		(5.90)	100.00
101-000-451.000	BUSINESS PERMITS	100.00	100.00	0.00		0.00	100.00
101-000-453.000	CABLE TV FEES	21,500.00	15,115.47	4,857.06		6,384.53	70.30
101-000-455.000	TRAILER FEES	400.00	284.00	30.00		116.00	71.00
101-000-476.000	NON-BUSINESS PERMITS	55,000.00	52,745.00	3,365.00		2,255.00	95.90
101-000-528.000	OTHER FEDERAL GRANTS	103,336.00	103,336.00	0.00		0.00	100.00
101-000-543.000	ACT 302 POLICE TRAINING GRANT	600.00	335.82	0.00		264.18	55.97
101-000-570.000	LIQUOR FEES	3,800.00	3,721.85	0.00		78.15	97.94
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	3,000.00	3,082.43	0.00		(82.43)	102.75
101-000-575.000	REVENUE SHARING-CONST SALES	335,174.00	238,886.00	56,293.00		96,288.00	71.27
101-000-576.000	REVENUE SHARING-STAT SALES	93,265.00	55,959.00	18,653.00		37,306.00	60.00
101-000-620.000	PBT TESTING FEES	2,000.00	10.00	10.00		1,990.00	0.50
101-000-623.000	TRANSCRIPT FEES	600.00	267.00	20.00		333.00	44.50
101-000-624.000	MISCELLANEOUS FEES	200.00	140.05	0.00		59.95	70.03
101-000-628.000	ADMINISTRATIVE CHARGES	329,026.00	219,350.64	27,418.83		109,675.36	66.67
101-000-630.000	CEMETERY LOT SALES	8,800.00	9,860.00	505.00		(1,060.00)	112.05
101-000-633.000	CEMETERY CARE FEES	5,560.00	4,572.50	240.00		987.50	82.24
101-000-634.000	GRAVE OPENING FEES	15,500.00	9,629.00	300.00		5,871.00	62.12
101-000-656.000	DISTRICT COURT FINES	9,500.00	6,276.57	837.47		3,223.43	66.07
101-000-661.000	PARKING FINES	2,800.00	2,880.00	400.00		(80.00)	102.86
101-000-663.000	MISCELLANEOUS FINES	2,000.00	1,026.00	80.00		974.00	51.30
101-000-664.000	SEX OFFENDER REGISTRATION FEES	100.00	100.00	100.00		0.00	100.00
101-000-665.000	INTEREST INCOME	100.00	(237.56)	(58.45)		337.56	(237.56)
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	420.00	32.19	0.81		387.81	7.66
101-000-667.000	RENTAL INCOME	2,800.00	4,180.00	475.00		(1,380.00)	149.29
101-000-676.004	DONATION-RED MILL BUILDING	0.00	10,000.00	10,000.00		(10,000.00)	100.00
101-000-676.006	DONATION - PARKS	0.00	82.95	0.00		(82.95)	100.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	22,000.00	3,738.91	0.00		18,261.09	17.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	35,000.00	10,640.48	934.40		24,359.52	30.40
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	1,760.40	0.00		239.60	88.02
101-000-699.150	TRANSFER FROM PERP CARE	420.00	18.76	0.50		401.24	4.47
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	50,037.00	50,037.00	0.00		0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	31,764.00	31,764.00	0.00		0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	32,009.00	32,009.00	0.00		0.00	100.00
TOTAL REVENUES		2,299,878.00	1,975,407.89	128,704.63		324,470.11	85.89

Expenditures							
100	COUNCIL	57,510.00	12,565.54	312.41		44,944.46	21.85
101	COMMUNITY PROMOTIONS	351,277.00	254,299.07	4,745.81		96,977.93	72.39
172	CITY MANAGER	175,671.00	110,654.49	12,521.24		65,016.51	62.99
191	ELECTIONS	7,360.00	5,830.04	18.00		1,529.96	79.21
201	GENERAL ADMINISTRATION	441,879.00	274,696.10	20,442.13		167,182.90	62.17
209	ASSESSING	57,097.00	28,526.77	3,544.87		28,570.23	49.96
265	CITY HALL	76,886.00	51,354.05	4,781.24		25,531.95	66.79
276	CEMETERY	164,135.00	97,653.31	8,047.27		66,481.69	59.50
301	POLICE	766,396.00	409,140.04	37,245.67		357,255.96	53.38
371	CODE ENFORCEMENT	47,337.00	12,229.87	846.17		35,107.13	25.84
728	ECONOMIC DEVELOPMENT	30,000.00	10,223.29	628.40		19,776.71	34.08
751	PARKS	167,143.00	99,452.16	6,398.56		67,690.84	59.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2021 NORMAL (ABNORMAL)	MONTH 02/28/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		2,342,691.00	1,366,624.73	99,531.77	976,066.27	58.34
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,299,878.00	1,975,407.89	128,704.63	324,470.11	85.89
TOTAL EXPENDITURES		2,342,691.00	1,366,624.73	99,531.77	976,066.27	58.34
NET OF REVENUES & EXPENDITURES		(42,813.00)	608,783.16	29,172.86	(651,596.16)	1,421.96

User: ABAUM

DB: Portland

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	02/28/2021 NORMAL (ABNORMAL)	MONTH 02/28/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	724,100.00	419,654.59	80,182.04	304,445.41	57.96
	TOTAL EXPENDITURES	1,394,888.00	133,751.61	19,916.19	1,261,136.39	9.59
	NET OF REVENUES & EXPENDITURES	(670,788.00)	285,902.98	60,265.85	(956,690.98)	42.62
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	4,700.00	2,029.52	95.46	2,670.48	43.18
	TOTAL EXPENDITURES	200.00	18.76	0.50	181.24	9.38
	NET OF REVENUES & EXPENDITURES	4,500.00	2,010.76	94.96	2,489.24	44.68
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	907,323.00	242,506.87	33,034.64	664,816.13	26.73
	TOTAL EXPENDITURES	974,728.00	496,929.01	56,904.00	477,798.99	50.98
	NET OF REVENUES & EXPENDITURES	(67,405.00)	(254,422.14)	(23,869.36)	187,017.14	377.45
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	464,408.00	151,900.85	10,965.28	312,507.15	32.71
	TOTAL EXPENDITURES	527,715.00	240,987.87	24,730.88	286,727.13	45.67
	NET OF REVENUES & EXPENDITURES	(63,307.00)	(89,087.02)	(13,765.60)	25,780.02	140.72
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	64,300.00	4,293.53	(0.90)	60,006.47	6.68
	TOTAL EXPENDITURES	86,186.00	27,814.73	2,554.73	58,371.27	32.27
	NET OF REVENUES & EXPENDITURES	(21,886.00)	(23,521.20)	(2,555.63)	1,635.20	107.47
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	640,805.44	500,572.04	26,740.45	140,233.40	78.12
	TOTAL EXPENDITURES	640,273.44	391,655.44	36,085.06	248,618.00	61.17
	NET OF REVENUES & EXPENDITURES	532.00	108,916.60	(9,344.61)	(108,384.60)	10,473.05
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	290,810.00	301,781.53	1,005.36	(10,971.53)	103.77
	TOTAL EXPENDITURES	750,804.00	106,628.28	7,666.00	644,175.72	14.20
	NET OF REVENUES & EXPENDITURES	(459,994.00)	195,153.25	(6,660.64)	(655,147.25)	42.43
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	18,000.00	18,000.00	0.00	0.00	100.00
	TOTAL EXPENDITURES	18,000.00	9,500.00	0.00	8,500.00	52.78
	NET OF REVENUES & EXPENDITURES	0.00	8,500.00	0.00	(8,500.00)	100.00
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	152,700.00	89,174.57	12,667.94	63,525.43	58.40
	TOTAL EXPENDITURES	151,200.00	88,616.99	0.00	62,583.01	58.61
	NET OF REVENUES & EXPENDITURES	1,500.00	557.58	12,667.94	942.42	37.17

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DB: Portland

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2021 NORMAL (ABNORMAL)	MONTH 02/28/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	3,995,025.00	2,620,636.02	371,881.31	1,374,388.98	65.60
	TOTAL EXPENDITURES	4,858,787.00	2,327,618.77	170,460.34	2,531,168.23	47.91
	NET OF REVENUES & EXPENDITURES	(863,762.00)	293,017.25	201,420.97	(1,156,779.25)	33.92
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	1,089,140.00	709,885.85	103,050.68	379,254.15	65.18
	TOTAL EXPENDITURES	1,290,323.00	574,971.00	44,267.64	715,352.00	44.56
	NET OF REVENUES & EXPENDITURES	(201,183.00)	134,914.85	58,783.04	(336,097.85)	67.06
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	747,326.00	494,453.05	56,479.29	252,872.95	66.16
	TOTAL EXPENDITURES	928,272.00	445,542.11	61,558.91	482,729.89	48.00
	NET OF REVENUES & EXPENDITURES	(180,946.00)	48,910.94	(5,079.62)	(229,856.94)	27.03
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	569,708.00	142,311.66	20,016.81	427,396.34	24.98
	TOTAL EXPENDITURES	689,908.00	327,332.80	12,663.95	362,575.20	47.45
	NET OF REVENUES & EXPENDITURES	(120,200.00)	(185,021.14)	7,352.86	64,821.14	153.93
	TOTAL REVENUES - ALL FUNDS	9,668,345.44	5,697,200.08	716,118.36	3,971,145.36	58.93
	TOTAL EXPENDITURES - ALL FUNDS	12,311,284.44	5,171,367.37	436,808.20	7,139,917.07	42.01
	NET OF REVENUES & EXPENDITURES	(2,642,939.00)	525,832.71	279,310.16	(3,168,771.71)	19.90

Approved Minutes for the
Portland Board of Light & Power's
Regular Meeting – January 26, 2021

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chairman Alberta at 4:00 p.m., and called the roll. Acting Superintendent Henry and City Manager Gorman were present at the BLP Office, all others joined by phone.

Present: Board Members: Ted Alberta, Robert Baldyga, Nick Lefke

Absent: None

Also Present: Acting Superintendent Brent Henry, City Manager Tutt Gorman

II. APPROVAL OF AGENDA

It was MOVED BY BALDYGA, SUPPORTED BY ALBERTA, to approve the agenda as presented.

Yea: 3 Nay: 0 Motion Carried

III. APPROVAL OF MINUTES

It was MOVED BY LEFKE, SUPPORTED BY BALDYGA, to approve the November 24, 2020 Board Meeting Minutes.

Yea: 3 Nay: 0 Motion Carried

IV. PUBLIC COMMENT

There was no public comment.

V. ACTION ITEM(S)

a. Discussion of continuing Energy Waste Reduction Plan

There was substantial discussion regarding the decision of whether to continue Portland's Energy Waste Reduction program after Public Act 342 sunsets, as expected, after December 31, 2021. It was the consensus of the Board to gather more data regarding the costs/benefits and to understand the marketing program(s) used to make customers aware of the program.

b. Liquidation of surplus equipment

It was MOVED BY ALBERTA, SUPPORTED BY BALDYGA, to approve Acting Superintendent Henry's recommendation to liquidate the surplus equipment.

Yea: 3 Nay: 0 Motion Carried

VI. INFORMATIONAL ITEMS

a. Financial Data

Henry informed the Board that, as of the fiscal year midpoint, the Electric Department expenditures are expected to fall under budget despite several individual line-items being over budget. Boardmember Lefke inquired about the large line-item for depreciation.

City Financial Director Mindy Tolan joined the meeting during this discussion and explained that the depreciation line-item was for all Electric Department assets, in aggregate. Tolan exited the meeting.

Discussion of the Hydro Cost agenda item was addressed at this time. Henry reviewed his memo outlining the historical costs of owning the hydro-electric dam and stated that although the hydro is in the ballpark of current costs for renewables, it is no longer the lowest cost renewable supply available. That being said, the options available for what can be done with the dam are limited and it is Henry's recommendation to continue the current operation of the dam.

b. Industry News

There was discussion of the case in Ovid Township where citizens complained about a large solar facility being proposed. It is felt that the out cry is largely from the vocal minority.

c. Electric Department Goals

Henry outlined the 2021 Electric Department goals provided to the City Manager.

d. Hydro Cost

This item was addressed under the Agenda Item VIa.

e. COVID Update

Henry explained that the Electric Department employees are in Group 1B to receive the vaccine and that is expected to occur soon.

f. MPPA Update

Henry updated the Board of topics of note from the Michigan Public Power Agency's January Board of Commissioners meeting. Portland's power supply portfolio now includes energy from the Assembly Solar I purchase power agreement. MPPA will hold its 2021 Annual Stakeholder's Meeting on May 14th virtually. MPPA's Coldwater Peaking Committee to investigate a capacity resource proposed in Coldwater, Michigan has been put on hold for various reasons.

g. Distribution Planning Update (GRP Meeting)

Henry advised the Board of a meeting with GRP Engineering where the need for a new substation to serve Portland is needed. There was substantial discussion amongst the Board of forward planning of what to do to reduce potential outage time, in the event of a failure of the current outdated equipment, before a new substation can be built. With the help of GRP, the Electric Department will continue to pursue options to present to the Board.

VII. NEXT REGULAR BLP BOARD MEETING: February 23, 2021

VIII. BOARD COMMENT

IX. ADJOURNMENT

It was MOVED BY ALBERTA, SUPPORTED BY BALDYGA, to adjourn the Regular Board Meeting at 5:45 p.m.

Yea: 3 Nay: 0 Motion Carried

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
FEBRUARY STATS**

<u>Calls for Service</u>		<u>Other Functions</u>	
Dispatched	87	Subpoena Service	0
Patrol Originated	4	PBT's	0
Follow Up Complaints	39	Special Events	0
Assist to PPD	1	School Contacts (general)	3
Assist to Fire / EMS	12	Training	2
Assist Other Depts	3	Administrative	123

<u>Traffic Stops</u>		<u>Other</u>	
Total Stops	24	Physical Business Checks	
Traffic Citations	7	Interior	39
Verbal Warnings	23	Exterior	317
Parking Citations	46	Patrol Contacts	229

<u>Arrests (Excluding Juvenile Apprehensions)</u>		<u>Code Enforcement / Blight</u>	
Misdemeanor Persons	2	New Complaints	4
Misdemeanor Charges	3	Follow up Complaints	0
Felony Persons	0	Time Spent (in hours)	2
Felony Charges	0		

On February 6, 2021, Officer Kauffman located and stopped an intoxicated driver. The driver was not wearing any clothing at the time of the traffic stop, and it was later learned that he'd fled an alleged assault occurring outside of Ionia County. The subject was lodged at the Ionia County Jail and details surrounding the suspect were shared with the other investigating agency.

On February 12, 2021, Officer Smith investigated a domestic violence incident that had been occurring over the course of several hours; the suspect had allegedly attempted to run the victim over with a truck. Officer Smith is continuing to investigate the incident.

Code Enforcement / Blight complaints do not count for abandoned vehicles removed from roadways or parking lots.

Activities, such as physical arrests, are still largely limited due to Covid-19 restrictions.



DATE: 03/01/2021
TO: CITY MANAGER
FROM: AMBULANCE DIRECTOR
RE: FEBRUARY 2021, MONTHLY REPORT

CALL VOLUME

TOTAL CALLS	73
TOTAL REPORTS	74
TOTAL PATIENTS	65
KNOWN COVID + PATIENTS	1
MUTUAL AID GIVEN	8
MUTUAL AID RECEIVED	2

SERVICE LEVEL

BLS	25	33.8%
ALS1	47	54.1%
ALS2	9	12.2%
SCT	0	0%

FACILITIES TRANSPORTED

SPARROW MAIN	23
SPARROW IONIA	22
MGL	3
SPBUTTERWORTH HOSP	1
SP UNITED GREENVILLE	0
SPARROW CLINTON	2
SPARROW CARSON	1
SPARROW EATON	1
SP DEVOS CHILDREN'S	1
METRO HOSPITAL	1
PINE REST	1

RUN TYPE

TRANSPORTED TO HOSPITAL	54
INTERFACILITY TRANSFER	4
DEAD ON ARRIVAL	2
DEAD AFTER ARRIVAL	0
REFUSAL	8
CANCELED/NO PT FOUND	10
OTHER AGENCY INTERCEPT	0
INTERCEPT FOR OUR AGENCY	0

UNIT RUNS LOADED MILES

CAR 42 (2018)	12	0
AMB 43 (2017)	9	141.2
AMB 45 (2016)	41	602.5
AMB 44 (2008)	24	357.2

UNIT MILEAGE START END

CAR 42 (2018)	9,968	10,279
AMB 43 (2017)	83,098	83,831
AMB 45 (2016)	32,316	33,831
AMB 44 (2008)	239,202	240,107

RUN TIMES RUNS PERCENT

00:00-08:00	11	15.0%
08:00-16:00	31	42.5%
16:00-00:00	31	42.5%

RUNS DURING METERS

07:00-17:00	30	41.1%
-------------	----	-------



RUNS BY PRIMARY IMPRESSION

Abdominal Pain	2	2.7%
Alt. Level Conscious	4	5.4%
Anxiety	3	4.1%
Asthma Symptoms	1	1.4%
Back Pain (No Trauma)	1	1.4%
Behavioral Disorder	1	1.4%
CVA/Stroke	2	2.7%
Cardiac Arrest	2	2.7%
Cardiac Symptoms	1	1.4%
Chest Pain	3	4.1%
Diabetic Symptoms	1	1.4%
Dizziness	2	2.7%
Dyspnea-SOB	3	4.1%
Elevated Temp/Fever	1	1.4%
Eye Symp.(no trauma)	1	1.4%
Monitoring Required	2	2.7%
Nausea	1	1.4%
No Medical Problem	5	6.8%
Poisoning	1	1.4%
Seizure	4	5.4%
Syncope/Fainting	1	1.4%
Trauma Injury	9	12.2%
Unknown Medical	3	4.1%
Urination Problem	3	4.1%
Weakness	5	6.8%
NA	12	16.2%
Total	74	100.0%

BILLABLE RUNS

Billed	59	79.7%
Not Billed	15	20.3%

UNIT	Resident	NR
City of Portland	12	3
Portland Twp	22	3
Danby Twp	6	1
Lyons Twp	1	0
Pewamo Village	1	0
Sebewa Twp	8	1
Westphalia Twp	3	0
Westphalia Village	0	0
Orange Twp	1	0

Interfacility Transfer 4
 Mutual Aid Given* 8

*LIFE – 2 (Orange Twp-1, Ionia City-1)
 *GRAND LEDGE – 4 (Roxand Twp-4)
 *DELTA TWP – 2 (Eagle Twp-2)

Mutual Aid Received 2

Portland Twp – 1 – LIFE EMS
 Westphalia Twp – 1 – DELTA TWP

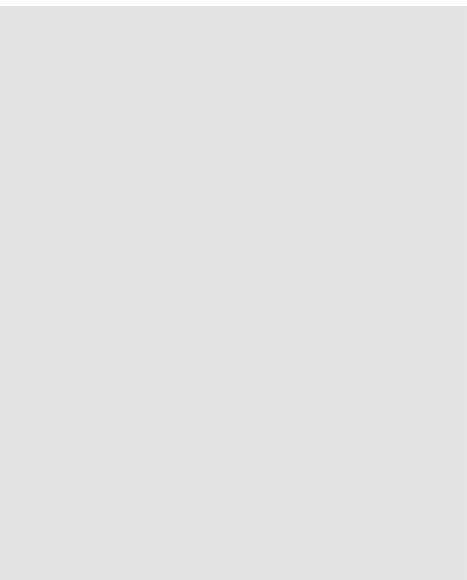
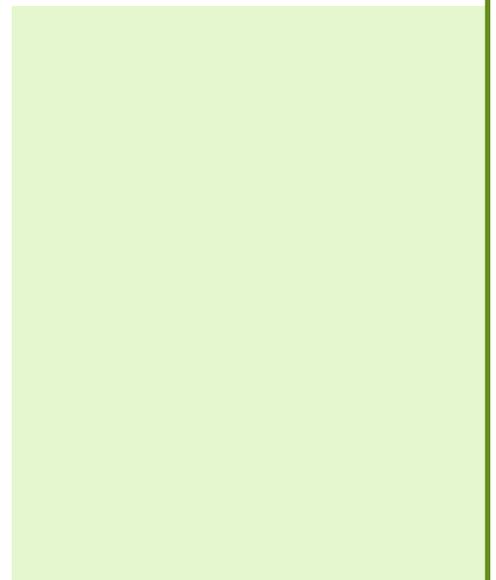
Respectfully submitted,

Zach Waltersdorf, Director



The City of Portland Operations & Maintenance Report

February 2021





March 12, 2021

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

RE: February 2021 Monthly Operation Report

Dear Mr. Gorman:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of February 2021.

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 517-231-5773.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

A handwritten signature in blue ink that reads 'Roy K. Moss'.

R. Keith Moss
Sr. Project Manager

CONTENTS

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APPENDIX “A” MONTHLY OPERATING REPORT

APPENDIX “B” FEBRUARY2021 Completed Work orders

ADMINISTRATIVE REPORT

ADMINISTRATIVE

The February 2021 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on March 8, 2021. The average influent flow was 395,000 gallons per day. The daily maximum influent flow was 444,000 gallons, which occurred on February 2, 2021. The Monthly Operating Report (MOR) is in **Appendix A**.

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 February 2021 in accordance with the computerized maintenance management system (CMMS.) The completed February 2021 completed work orders can be viewed in **Appendix B**.

- On February 2, rebuilt ferrous pumps.
- On February 15, replaced influent sampler suction hose.
- On February 16, diagnosed power failure and replaced fuses.

OPERATIONS

- WWTP staff worked with Buist Electric to perform thermal imaging throughout treatment plant.
- WWTP staff worked with TH Eifert on investigation of influent sluice gate replacement.
- Inspected and cleaned sludge thickener.

SAFETY TRAINING

The following safety training was completed during February 2021:

- Several COVID-19 training videos.
- Safety awareness.

WORK PERFORMED ON THE COLLECTION SYSTEM

The following collection system tasks were completed during February 2021:

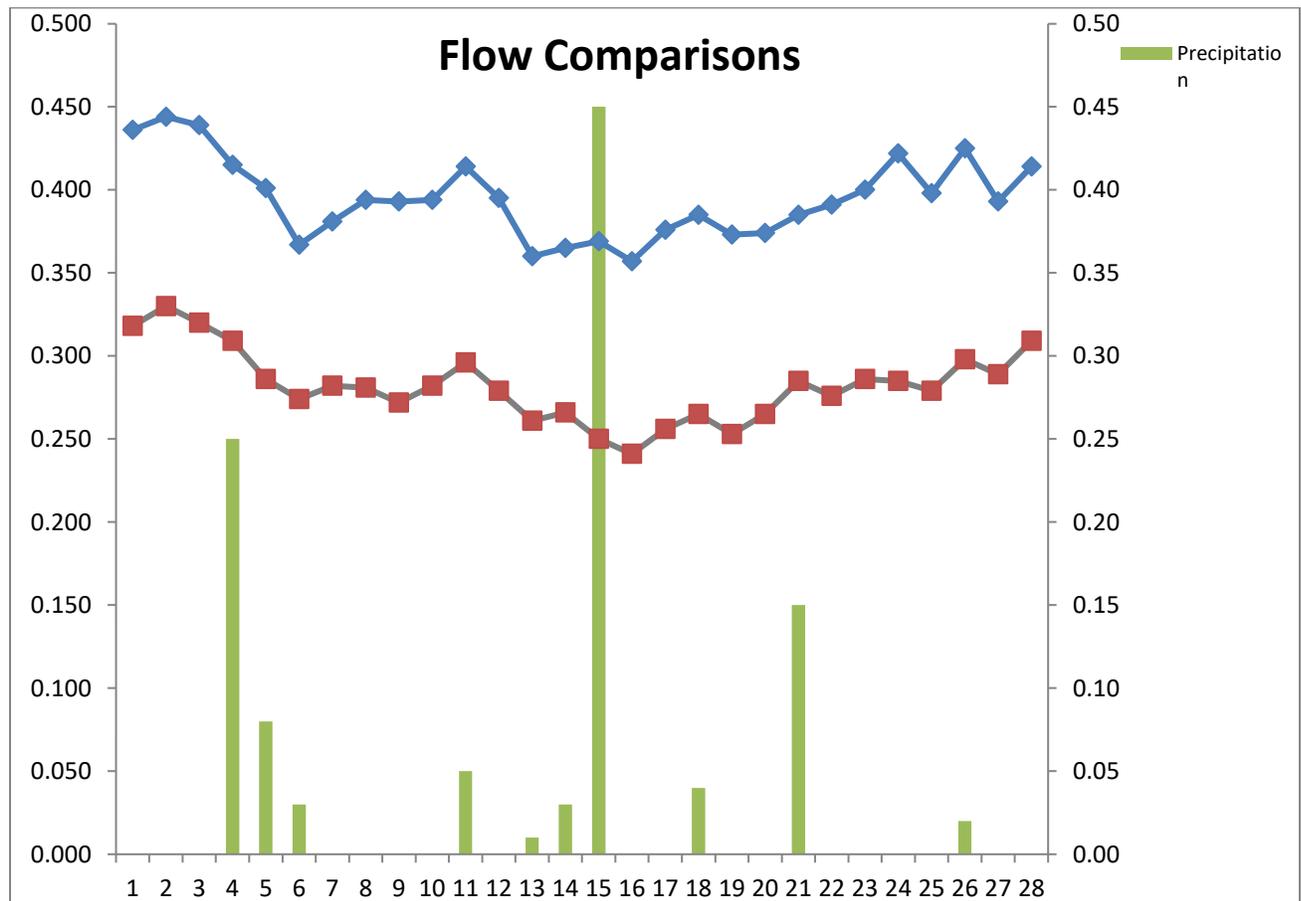
- Demo with MTECH on new Warthog root cutter and cleaning head and new camera,
- Investigated two sewer back-up complaints.
- Several Miss Digs for the month

EMERGENCY ALARM CALL- OUTS

There was two (2) after- hours emergency call outs during February 2021.

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 February 2021. The average influent flow during the period was 395,000 gallons per day and the average effluent flow during the period was 282,000 gallons per day. We had ten (10) days of precipitation which totaled 1.11 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



APPENDIX “A”



Monthly Operation Report
City of Portland, Michigan
Raw Effluent
February-2021

1. Clear 4. Rain
2. P. Cloudy 5. Snow
3. Cloudy 6. Windy

DAY	WEATHER		FLOW DATA						TEMP °C	PH SU	CBOD 5 Day		TSS		VSS mg/l	TOTAL PHOSPHORUS	
	Type	Precip	Total Effluent	Total Influent	Peak	Min	mgd	mgd			mg/l	lbs/day	mg/l	lbs/day		mg/l	lbs/day
	Code	Inches	7-day Avg	7-day Avg	mgd	mgd											
1	237	0.00	0.318		0.436		0.73	0.19	12.1	7.1	290	1055	196	713	104	4.4	16
2	237	0.00	0.330		0.444		0.72	0.28	11.6	7.4	284	1052	100	370	80	4.6	17
3	27	0.00	0.320		0.439		0.98	0.25	12.2	7.4	232	849	102	373	66	4.1	15
4	357	0.25	0.309		0.415		0.68	0.26									
5	357	0.08	0.286		0.401		0.67	0.28									
6	357	0.03	0.274		0.367		0.63	0.25									
7	357	0.00	0.282	0.303	0.381	0.412	0.75	0.21									
8	357	0.00	0.281	0.297	0.394	0.406	0.70	0.21	10.3	7.7	340	1117	228	749	176	4.9	16
9	37	0.00	0.272	0.289	0.393	0.399	0.60	0.14	10.9	7.7	284	931	148	485	88	4.5	15
10	37	0.00	0.282	0.284	0.394	0.392	0.63	0.20	10.1	7.6	325	1068	196	644	160	4.8	16
11	357	0.05	0.296	0.282	0.414	0.392	0.75	0.27									
12	7	0.00	0.279	0.281	0.395	0.391	0.65	0.21									
13	5,7	0.01	0.261	0.279	0.360	0.390	0.60	0.24									
14	57	0.03	0.266	0.277	0.365	0.388	0.62	0.26									
15	357	0.45	0.250	0.272	0.369	0.384	0.59	0.21	11.5	7.4	396	1219	216	665	156	5.6	17
16	27	0.00	0.241	0.268	0.357	0.379	0.57	0.24	12.2	7.0	375	1117	116	345	68	5.6	17
17	27	0.00	0.256	0.264	0.376	0.377	0.79	0.20	10.6	7.0	130	408	84	263	52	3.5	11
18	257	0.04	0.265	0.260	0.385	0.372	0.60	0.20									
19	257	0.00	0.253	0.256	0.373	0.369	0.69	0.23									
20	27	0.00	0.265	0.257	0.374	0.371	0.70	0.25									
21	2,5	0.15	0.285	0.259	0.385	0.374	0.68	0.24									
22	2	0.00	0.276	0.263	0.391	0.377	0.64	0.25	12.5	7.0	231	753	212	691	192	6.4	21
23	1	0.00	0.286	0.269	0.400	0.383	0.80	0.28	14.5	6.5	345	1151	188	627	156	4.8	16
24	1,2	0.00	0.285	0.274	0.422	0.390	1.50	0.21	13.6	6.7	222	781	112	394	64	5.1	18
25	1,2	0.00	0.279	0.276	0.398	0.392	0.63	0.20									
26	1,2,5	0.02	0.298	0.282	0.425	0.399	0.68	0.26									
27	2	0.00	0.289	0.285	0.393	0.402	0.81	0.25									
28	234	0.00	0.309	0.289	0.414	0.406	0.66	0.18									
Average		0.04	0.282		0.395				11.8		288	958	158	527	114	4.9	16.2
Min		0.00	0.241		0.357			0.140	10.1	6.5	130	408	84	263	52	3.5	10.9
Max		0.45	0.330	0.303	0.444	0.412	1.500		14.5	7.7	396	1219	228	749	192	6.4	20.8
Total		1.11	7.893		11.060							11500		6321			194

City of Portland, MI

February 2021

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)	Air Volume
	KCF	Hours		F/M												
1	24	6.2	5.2	0.33	2785	2152	35	126	1.7	1.44	0.4822	0.3811	19919	801052	0.255	10
2	24	6.0	4.8	0.37	2501	1888	31	124	1.4	1.44	0.4921	0.3818	19101	783927	0.273	10
3	24	6.0	3.3	0.28	2624	2038	31	118	1.1	1.44	0.7163	0.5698	20095	1200464	0.277	10
4	24	6.2	7.0		2375		30	125	1.8	1.44	0.3140		19238	503797	0.274	10
5	24	6.5	4.0		2445		29	119	0.9	1.44	0.5405		20014	902185	0.263	10
6	24	6.9	6.9		2336		30	128	1.2	1.44	0.7374		8198	504170	0.256	10
7	24	6.9	14.6		2579		30	116	1.0	1.44	0.3947		8023	264101	0.246	10
8	24	6.7	5.6	0.35	2645	2122	34	128	1.1	1.44	0.4524	0.3922	18800	709327	0.249	10
9	24	6.7	4.5	0.29	2698	2154	34	126	1.4	1.44	0.4790	0.3892	22198	886779	0.252	10
10	24	6.6	5.6	0.39	2400	1848	30	125	1.1	1.44	0.4127	0.3324	18501	636789	0.253	10
11	24	6.5	5.7		2454		33	134	1.5	1.44	0.4272		18034	642524	0.252	10
12	24	6.5	5.4		2420		30	124	1.6	1.44	0.3992		20024	666665	0.266	10
13	24	7.0	10.6		2245		33	147	1.0	1.44	0.4045		9333	314852	0.252	10
14	24	7.2	11.9		2529		33	130	0.9	1.44	0.4512		8400	316093	0.235	10
15	24	7.0	5.2	0.39	2607	2103	32	123	1.0	1.44	0.4433	0.3587	20175	745894	0.241	10
16	24	7.2	4.7	0.35	2647	2112	31	117	0.7	1.44	0.5317	0.4142	19001	842576	0.243	10
17	24	7.0	6.6	0.13	2501	2033	35	140	1.9	1.44	0.3698	0.2849	18468	569577	0.235	10
18	24	6.8	5.3		2615		37	141	1.2	1.44	0.4912		18061	739888	0.248	10
19	24	6.9	6.3		3043		42	138	1.2	1.44	0.4949		17435	719624	0.249	10
20	24	7.0	12.5		3042		34	112	1.4	1.44	0.5163		8415	362345	0.243	10
21	24	6.8	10.7		3382		50	148	1.1	1.44	0.6718		8401	470692	0.248	10
22	24	6.7	4.3	0.19	3392	2670	50	147	0.6	1.44	0.6233	0.4401	22502	1169726	0.254	10
23	24	6.5	4.6	0.30	3176	2531	43	135	0.8	1.44	0.5512	0.4339	22576	1037821	0.262	10
24	24	6.2	4.5	0.23	2837	2228	40	141	1.4	1.44	0.5172	0.3963	21812	940849	0.266	10
25	24	6.5	5.2		2788		37	133	0.7	1.44	0.5682		17001	805641	0.267	10
26	24	6.2	5.1		2975		33	111	1.2	1.44	0.5247		19934	872311	0.265	10
27	24	6.5	10.9		2842		38	134	1.2	1.44	0.5560		8400	389511	0.264	10
28	24	6.4	13.0		3284		39	119	0.6	1.44	0.5389		8399	377487	0.258	10
TL													460458	19176669	7.146	
ME	24	6.6	6.9	0.30	2720	2157	35	129	1.2	1.44	0.5036	0.3979	16445	684881	0.255	
REMARKS:																

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

City of Portland, MI

February 2021

MISCELLANEOUS DATA

DAY	OUTFALL	GRIT	NAT.	ELECT.	ELECT.	ELECT.	ELECT	FERROUS	Polymer
	OBSERVATION		GAS	WWTP	Riverside	Canal	Cutler	CHLORIDE	Sludge
					Lift Stat.	Lift Stat.	Lift Stat.		Thickener
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	lbs
SF				1					
1	YES		5000	144				10	23
2	YES		4200	144				10	19
3	YES		4200	144				10	21
4	NO		4800	168				10	21
5	NO		4400	144				10	20
6	NO		4600	152				10	10
7	NO		4800	136	143	98		10	8
8	YES		4900	144				10	20
9	YES		4500	144	43	30	68	10	24
10	YES		4700	152				10	19
11	NO		4600	144				10	20
12	NO		4000	160				10	23
13	NO		4300	152				10	8
14	NO		5400	144				10	12
15	YES		6000	160				10	26
16	YES		4600	144				10	22
17	YES		4300	160				9	25
18	NO		3900	152	129	131		9	26
19	NO		3900	152				9	28
20	NO		4100	152				9	15
21	NO		5200	152				9	14
22	NO		3700	160	210	50	98	12	35
23	NO		3300	152				13	40
24	NO		5200	144				13	31
25	NO		4900	128				11	20
26	NO		2500	128				11	36
27	NO		3200	128				11	14
28	NO		4300	120	88	54	35	11	9
TL		0.0	123500.0	4104	613	363	201	287	589
ME			4411	147	123	73	67	10	21.0
	REMARKS:								

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

City of Portland, MI.

February 2021

SOLIDS

DAY	SUPERNATANT							BIOSOLIDS DISPOSAL				SITE #	DRY TONS APPLIED.
	AMT.	PH	TOTAL SOLIDS	VOL. SOLIDS	SUSP. SOLIDS	Phosp. mg/l	PHOSP. lbs	SOLIDS TO BED lbs	AMOUNT HAULED gal	TOTAL SOLIDS %	VOL. SOLIDS %		
	gal.		%	%	mg/l	mg/l	lbs	lbs	gal	%	%		
1								0.0					
2	3731							0.0					
3	3731							0.0					
4	2665							0.0					
5	4530.5							0.0					
6	1066							0.0					
7	1599							0.0					
8	799.5							0.0					
9	2132							0.0					
10	1599							0.0					
11	3198							0.0					
12								0.0					
13	3731							0.0					
14	1066							0.0					
15	1599							0.0					
16	4797							0.0					
17	3198							0.0					
18	2398.5							0.0					
19	3198							0.0					
20	2132							0.0					
21	2132							0.0					
22	1865.5							0.0					
23	3731							0.0					
24	1066							0.0					
25	2132							0.0					
26	2665							0.0					
27	2132							0.0					
28	2665							0.0					
TL	65559							0.0	0				
ME													

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

APPENDIX “B”



Completed Work Order Note Report

3/12/2021

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Completed	Equipment Number	Task	WO #	Type
2/1/2021	UV-100	Weekly UV Maintenance	2907.01	Scheduled
Note	Task complete- TS/TK			
2/1/2021	SB-201	Weekly Composite Sampler Maintenance	2899.01	Scheduled
Note	Task complete- TS			
2/1/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	2893.01	Scheduled
Note	Task complete- TS			
2/2/2021	TB-104	Monthly Thickener Maintenance	2878.01	Scheduled
Note	Task complete- TS			
2/2/2021	Headworks Building	Weekly Headworks Housekeeping	2862.01	Scheduled
Note	Task complete- TS/TK			
2/2/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	2906.01	Scheduled
Note	Task complete- TS/TK			
2/2/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	2895.01	Scheduled
Note	Task complete- TS			
2/2/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	2886.01	Scheduled
Note	Task complete- TS			
2/2/2021	AT-105	Weekly D.O Sensor Maintenance	2885.01	Scheduled
Note	Task complete- TS			
2/2/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	2884.01	Scheduled
Note	Task complete- TS			
2/2/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	2882.01	Scheduled
Note	Task complete- TS			
2/2/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	2881.01	Scheduled
Note	Task complete- TS			
2/2/2021	SB-202	Monthly NP Booster System Maintenance	2876.01	Scheduled
Note	Task complete- TS			
2/3/2021	TB-100	Weekly Thickener Building Housekeeping	2903.01	Scheduled
Note	Task complete- TS/TK			
2/3/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	2902.01	Scheduled
Note	Task complete- TS/TK			
2/3/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	2901.01	Scheduled
Note	Task complete- TS/TK			
2/3/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	2900.01	Scheduled
Note	Task complete- TS/TK			
2/3/2021	GB-111	Monthly MUA-1 Maintenance	2875.01	Scheduled
Note	Task complete- TK			
2/4/2021	GB-101	Monthly Fine Screen Maintenance	2877.01	Scheduled
Note	Task complete- TK			
2/4/2021	Tool Room	Weekly Storage Room.	2905.01	Scheduled
Note	Task complete- TK			
2/4/2021	LB-125	Weekly Eyewash & Shower Exercise	2887.01	Scheduled
Note	Task complete- TK			
2/4/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	2866.01	Scheduled
Note	Task complete- TK			
2/4/2021	Digester Building Basement	Weekly Digester Building Housekeeping	2865.01	Scheduled
Note	Task complete- TK			
2/4/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	2883.01	Scheduled
Note	Task complete- TK			
2/4/2021	SA-102	Portland Monthly Emergency Lighting Checks	2871.01	Scheduled
Note	Task complete- TK			

Completed Work Order Note Report

3/12/2021

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Completed	Equipment Number	Task	WO #	Type
2/4/2021	GB-104	Monthly Grit Auger & Classifier Maintenance	2874.01	Scheduled
Note	Task complete- TK			
2/4/2021	DB-301	Monthly Greasing of the Sludge Recirculation Pumps	2872.01	Scheduled
Note	Task complete- TK			
2/4/2021	GB-101	Weekly Fine Maintenance	2898.01	Scheduled
Note	Task complete- TS			
2/4/2021	LB-129	Weekly Vacuum Pump Maintenance	2897.01	Scheduled
Note	Task complete- TK			
2/4/2021	SB-202	Weekly NP Booster System Maintenance	2896.01	Scheduled
Note	Task complete- TS			
2/4/2021	Laboratory/ Office	Laboratory Housekeeping	2894.01	Scheduled
Note	Task complete- TS			
2/4/2021	Boiler Room	Boiler Room Housekeeping	2892.01	Scheduled
Note	Task complete- TS			
2/4/2021	GB-104	Weekly Grit Classifier Maintenance	2891.01	Scheduled
Note	Task complete- TS			
2/4/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	2890.01	Scheduled
Note	Task complete- TS			
2/4/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	2889.01	Scheduled
Note	Task complete- TS			
2/4/2021	DB-200	Weekly Gas Mixer Maintenance	2888.01	Scheduled
Note	Task complete- TS			
2/5/2021	TB-104	Weekly Charter Thckener Maintenance	2904.01	Scheduled
Note	Task complete- TK			
2/8/2021	SB-201	Weekly Composite Sampler Maintenance	2929.01	Scheduled
Note	Task complete- TK			
2/9/2021	LB-125	Weekly Eyewash & Shower Exercise	2917.01	Scheduled
Note	Task complete- TK			
2/9/2021	GB-101	Weekly Fine Maintenance	2928.01	Scheduled
Note	Task complete- TS			
2/10/2021	Headworks Building	Weekly Headworks Housekeeping	2908.01	Scheduled
Note	Task complete- TS			
2/10/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	2912.01	Scheduled
Note	Task complete- TS			
2/10/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	2911.01	Scheduled
Note	Task complete- TS			
2/10/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	2910.01	Scheduled
Note	Task complete- TS			
2/10/2021	Digester Building Basement	Weekly Digester Building Housekeeping	2909.01	Scheduled
Note	Task complete- TS			
2/10/2021	UV-100	Weekly UV Maintenance	2937.01	Scheduled
Note	Task complete- TS			
2/10/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	2936.01	Scheduled
Note	Task complete- TS			
2/10/2021	Tool Room	Weekly Storage Room.	2935.01	Scheduled
Note	Task complete- TS			
2/10/2021	TB-104	Weekly Charter Thckener Maintenance	2934.01	Scheduled
Note	Task complete- TS			
2/10/2021	TB-100	Weekly Thickener Building Housekeeping	2933.01	Scheduled
Note	Task complete- TS			
2/10/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	2932.01	Scheduled
Note	Task complete- TS			

Completed	Equipment Number	Task	WO #	Type
2/10/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	2931.01	Scheduled
Note	Task complete- TS			
2/10/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	2930.01	Scheduled
Note	Task complete- TS			
2/10/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	2913.01	Scheduled
Note	Task complete- TK/TS			
2/10/2021	AT-105	Weekly D.O Sensor Maintenance	2915.01	Scheduled
Note	Task complete- TS			
2/10/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	2914.01	Scheduled
Note	Task complete- TS			
2/11/2021	Laboratory/ Office	Laboratory Housekeeping	2924.01	Scheduled
Note	Task complete- RKM			
2/11/2021	LB-129	Weekly Vacuum Pump Maintenance	2927.01	Scheduled
Note	Task complete- RKM			
2/11/2021	SB-202	Weekly NP Booster System Maintenance	2926.01	Scheduled
Note	Task complete- RKM			
2/11/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	2925.01	Scheduled
Note	Task complete- RKM			
2/11/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	2923.01	Scheduled
Note	Task complete- TS			
2/11/2021	Boiler Room	Boiler Room Housekeeping	2922.01	Scheduled
Note	Task complete- TS			
2/11/2021	GB-104	Weekly Grit Classifier Maintenance	2921.01	Scheduled
Note	Task complete- TS			
2/11/2021	Process Blowers	Weekly Grit & Aeration Blower Maintenance	2920.01	Scheduled
Note	Task complete- TS			
2/11/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	2919.01	Scheduled
Note	Task complete- TS			
2/11/2021	DB-200	Weekly Gas Mixer Maintenance	2918.01	Scheduled
Note	Task complete- TS			
2/11/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	2916.01	Scheduled
Note	Task complete- TS			
2/15/2021	SB-201	Weekly Composite Sampler Maintenance	2961.01	Scheduled
Note	Task complete, TK			
2/15/2021	UV-100	Monthly Trojan 3000 UV Maintenance	2942.01	Scheduled
Note	Task complete, TK			
2/16/2021	AT-105	Weekly D.O Sensor Maintenance	2947.01	Scheduled
Note	Task complete, TK			
2/16/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	2940.01	Scheduled
Note	Task complete, TK			
2/16/2021	Digester Building Basement	Weekly Digester Building Housekeeping	2939.01	Scheduled
Note	Task complete, TK			
2/16/2021	Headworks Building	Weekly Headworks Housekeeping	2938.01	Scheduled
Note	Task complete, TK			
2/17/2021	LB-131	Monthly LB-131 Water Heater Maintenance	2880.01	Scheduled
Note	Task complete, TS, TK			
2/17/2021	FC-100	Monthly East & West Secondary Clarifier Maintenance	2870.01	Scheduled
Note	Task complete, TS, TK			
2/17/2021	AT-101	Monthly Anoxic Surface Mixer Maintenance	2868.01	Scheduled
Note	Task complete, TS, TK			

Completed	Equipment Number	Task	WO #	Type
2/18/2021	UV-100	Weekly UV Maintenance	2969.01	Scheduled
Note	Task complete, TS/TK			
2/18/2021	TB-104	Weekly Charter Thckener Maintenance	2966.01	Scheduled
Note	Task complete, TK			
2/18/2021	TB-100	Weekly Thickener Building Housekeeping	2965.01	Scheduled
Note	Task complete, TK			
2/18/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	2968.01	Scheduled
Note	Task complete, TS			
2/18/2021	Tool Room	Weekly Storage Room.	2967.01	Scheduled
Note	Task complete, TS			
2/18/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	2964.01	Scheduled
Note	Task complete, TS			
2/18/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	2963.01	Scheduled
Note	Task complete, TS			
2/18/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	2962.01	Scheduled
Note	Task complete, TS			
2/18/2021	SB-202	Weekly NP Booster System Maintenance	2958.01	Scheduled
Note	Task complete, TS			
2/18/2021	Laboratory/ Office	Laboratory Housekeeping	2956.01	Scheduled
Note	Task complete, TS			
2/18/2021	LB-129	Weekly Vacuum Pump Maintenance	2959.01	Scheduled
Note	Task complete, TS			
2/18/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	2957.01	Scheduled
Note	Task complete, TS			
2/18/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	2955.01	Scheduled
Note	Task complete, TS			
2/18/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	2948.01	Scheduled
Note	Task complete, TK			
2/18/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	2946.01	Scheduled
Note	Too cold out hoses would freeze.			
2/18/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	2945.01	Scheduled
Note	Task complete, TK			
2/18/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	2944.01	Scheduled
Note	Task complete, TK			
2/18/2021	GB-101	Weekly Fine Maintenance	2960.01	Scheduled
Note	Task complete, TK			
2/18/2021	Boiler Room	Boiler Room Housekeeping	2954.01	Scheduled
Note	Task complete, TK			
2/18/2021	GB-104	Weekly Grit Classifier Maintenance	2953.01	Scheduled
Note	Task complete, TK			
2/18/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	2952.01	Scheduled
Note	Task complete, TK			
2/18/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	2951.01	Scheduled
Note	Task complete, TK			
2/18/2021	DB-200	Weekly Gas Mixer Maintenance	2950.01	Scheduled
Note	Task complete, TK			
2/18/2021	LB-125	Weekly Eyewash & Shower Exercise	2949.01	Scheduled
Note	Task complete, TK			
2/18/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	2943.01	Scheduled
Note	Task complete, TK			

Completed Work Order Note Report

3/12/2021

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Completed	Equipment Number	Task	WO #	Type
2/18/2021	Laboratory QA/QC Program	Monthly QAQC Data & Analysis Checks	2941.01	Scheduled
Note	Task complete, TS			
2/22/2021	UV-100	Weekly UV Maintenance	2999.01	Scheduled
Note	Task complete, TS, TK			
2/22/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	2998.01	Scheduled
Note	Task complete, TS, TK			
2/22/2021	Tool Room	Weekly Storage Room.	2997.01	Scheduled
Note	Task complete, TS, TK			
2/22/2021	TB-104	Weekly Charter Thckener Maintenance	2996.01	Scheduled
Note	Task complete, TS, TK			
2/22/2021	TB-100	Weekly Thickener Building Housekeeping	2995.01	Scheduled
Note	Task complete, TS, TK			
2/22/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	2994.01	Scheduled
Note	Task complete, TS, TK			
2/22/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	2993.01	Scheduled
Note	Task complete, TS, TK			
2/22/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	2992.01	Scheduled
Note	Task complete, TS, TK			
2/22/2021	SB-201	Weekly Composite Sampler Maintenance	2991.01	Scheduled
Note	Task complete, TS, TK			
2/24/2021	LB-130	Total Phosphorus Calibration Curve	2734.01	Scheduled
Note	Task complete, TS, TK			
2/24/2021	SB-302	Monthly Influent Pump Maintenance	2863.03	Scheduled
Note	Task complete, TS, TK			
2/24/2021	SB-301	Monthly Influent Pump Maintenance	2863.02	Scheduled
Note	Task complete, TS, TK			
2/24/2021	SB-300	Monthly Influent Pump Maintenance	2863.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	GB-101	Weekly Fine Maintenance	2990.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	LB-129	Weekly Vacuum Pump Maintenance	2989.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	SB-202	Weekly NP Booster System Maintenance	2988.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	2987.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Laboratory/ Office	Laboratory Housekeeping	2986.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	2985.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Boiler Room	Boiler Room Housekeeping	2984.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	GB-104	Weekly Grit Classifier Maintenance	2983.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	2982.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	2981.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	DB-200	Weekly Gas Mixer Maintenance	2980.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	LB-125	Weekly Eyewash & Shower Exercise	2979.01	Scheduled
Note	Task complete, TS, TK			

Completed	Equipment Number	Task	WO #	Type
2/25/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	2978.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	AT-105	Weekly D.O Sensor Maintenance	2977.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	2976.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	2975.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	2974.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	2973.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	2972.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Digester Building Basement	Weekly Digester Building Housekeeping	2971.01	Scheduled
Note	Task complete, TS, TK			
2/25/2021	Headworks Building	Weekly Headworks Housekeeping	2970.01	Scheduled
Note	Task complete, TS, TK			

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
MARCH 9, 2021 - 3:00 P.M.**

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
 - B. Approve Health Department Payroll and Accounts Payable
 - C. Approve Per Diem and Mileage
- VII. Unfinished Business**
- VIII. New Business**
 - A. Request to ratify signature on Third Party Agreement to purchase vehicle – Commission on Aging
 - B. Request approval for COA dispatch software agreement with Hough Consulting Services
 - C. Request approval to purchase tablets funded by MDOT – Commission on Aging
 - D. Request approval for change order on COA renovation project – Commission on Aging
 - E. Request approval for appointments to the Parks Advisory Board
 - a. Charles Babcock – two year term
 - b. David McCord – two year term
 - c. Kathleen Cook – two year term
 - F. Request to ratify the County Administrator’s signature on FY 2019 Pre-Disaster Mitigation Grant Program
 - G. Request authorization for the Sheriff’s Office to submit the 2021 Marine Patrol Grant Application
 - H. Request approval to fill the Personal Health Director position– Health Department
 - I. Request approval to fill Public Health II position
 - J. Request authorization for Maternal Infant Health Program Provider Agreement with United Health Care Community Plan – Health Department
 - K. Request approval of Budget amendment

- a. COVID Immunizations – Health Department
- L. Request approval to fill a Deputy Court Clerk – District Court
- M. Request approval to fill an Office manager/Clerk Position – Road Department
- N. Request approval to fill an Administrative Assistant position – Administration Office
- O. Resolution for Community Development Block Grant – CARES Act grant

IX. Department Reports

- A. Building and Grounds
- B. Animal Shelter
- C. Public Health
- D. Sheriff
- E. Prosecuting Attorney

X. Reports of Officers, Boards, and Standing Committees

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

XI. Reports of Special or Ad Hoc Committees

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

XIII. Closed Session

XIV. Adjournment

Board and/or Commission Vacancies

- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year term expired April 2020.
- West Michigan Regional Planning Commission – One one-year terms, expired December 2019.
- Tax Allocation Board – One –one year term expired January 2021
- Board of Public Works-two-three year terms expired January 2021
- Central Dispatch-one-two year term expired December 2020

Appointments for consideration in the month of March 2021:

- Community Mental Health Services Board-three-three-year terms expiring 2021

Appointments for consideration in the month of April 2021:

- Economic Development Corporation/Brownfield Redevelopment Authority- two three-year terms available
- Land Bank Authority-three three-year terms expiring in April 2021

Appointments for consideration in the month of May 2021: