



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

7:00 P.M. Monday, May 3, 2021

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

<b><u>Estimated Time</u></b>		<b><u>Desired Outcome</u></b>
7:00 PM	<b>I. <u>Call to Order</u></b>	Decision
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	
7:03 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:05 PM	<b>V. <u>City Manager Report</u> - None</b>	
	<b>VI. <u>Presentations</u></b>	
7:20 PM	<b>A. Portland District Librarian Grimminck – Annual Report</b>	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:25 PM	<b>A. First Reading of Ordinance 101L to Amend Sections 40-214, 40-215, 40-216, 40-220 and 40-222 of the Code of Ordinances of the City of Portland</b>	
7:30 PM	<b>B. Proposed Resolution 21-24 Approving the Recommendation of the Board of Light and Power to Purchase a Dump Trailer for the Electric Department</b>	Decision
7:32 PM	<b>C. Proposed Resolution 21-25 Approving Mill &amp; Fill Road Work to be Performed by McKearney Asphalt &amp; Sealing, Inc.</b>	Decision
7:35 PM	<b>D. Proposed Resolution 21-26 Setting a Public Hearing on the Budget Proposed for Fiscal Year 2021-2022</b>	Decision
7:38 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A. Minutes &amp; Synopsis from the Regular City Council Meeting on April 19, 2021</b>	
	<b>B. Payment of Invoices in the Amount of \$98,006.92 and Payroll in the Amount of \$111,287.91 for a Total of \$209,294.83</b>	
	<b>C. Purchase Orders over \$5,000.00</b>	
	1. Durrant Brothers Construction in the Amount of \$27,888.00 for New Steel for the DPW Building	
	<b>XI. <u>Communications</u></b>	
	<b>A. DDA Minutes for March 22, 2021</b>	
	<b>B. DDA Treasurer’s Report for April 26, 2021</b>	

<b>Estimated Time</b>	<p>C. Police Department Report for March 2021</p> <p>D. Wastewater Department Report for March 2021</p> <p>E. Utility Billing Report for March 2021</p> <p>F. Ionia County Board of Commissioners Agenda for April 27, 2021</p> <p>G. MPSC Notice of Hearing for Consumers Energy on May 4, 2021</p> <p>H. MPSC Notice of Hearing for Consumers Energy on May 12, 2021</p>	<b><u>Desired Outcome</u></b>
7:40 PM	<b>XII. <u>Other Business</u></b> – None	
7:45 PM	<b>XIII. <u>City Manager Comments</u></b> - None	
7:50 PM	<b>XIV. <u>Council Comments</u></b>	
7:55 PM	<b>XV. <u>Adjournment</u></b>	Decision

# Annual Report

## 2019-2020

### Portland District Library

334 Kent Street

Portland, MI 48875



### *Today's public libraries support*

- Lifelong learning · Early childhood education ·
- Local business and enterprise ·
- Access to technology and information for all citizens ·

Cory Grimminck, Library Director  
2019-2020

# Annual Report

July 1, 2019 – June 30, 2020

*THIS LIBRARY IS A MEMBER OF THE WOODLANDS LIBRARY COOPERATIVE HEADQUARTERED  
IN ALBION, MICHIGAN.*

<b>Library Board Members:</b>		
President:	<b>John Tannery (Danby Township)</b>	<b>'20</b>
Vice President:	<b>Nancy Marks (City of Portland)</b>	<b>'22</b>
Secretary	<b>Kathy Cook (Portland Township)</b>	<b>'23</b>
Treasurer:	<b>Mary Leik (Danby Township)</b>	<b>'22</b>
Trustee:	<b>Robert Weller (Portland Township)</b>	<b>'24</b>
Trustee:	<b>Lance McFarlin (City of Portland)</b>	<b>'23</b>

The legal area of the Portland District Library is comprised of the City of Portland, Portland Township, and Danby Township. Each of these governmental units is represented by two residents who are appointed by their respective council or board to be on the Board of the Portland District Library.

The Portland District Library Board is an appointed board with four year terms; however, board members may be reappointed for additional terms if approved by their council or board. The Board meets ten times per year, at 9:30 a.m. in the library. The schedule will be decided at the beginning of the calendar year and posted. Changes to the schedule will be made at the discretion of the board.

## **Library Hours:**

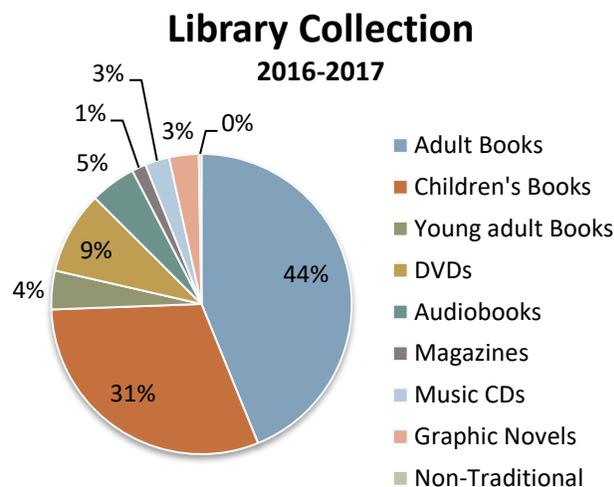
Library Hours are from 9:00 a.m. to 7:30 p.m. Monday through Thursday; 9:00 a.m. to 4:30 p.m. Friday; and 9:00 a.m. to 2:00 p.m. on Saturdays. The library is closed on Sundays.

<b>Library Staff:</b>	
Library Director	<b>Cory Grimminck</b>
MelCat Clerk/Cataloger	<b>Laura Hager</b>
Youth Librarian	<b>Eileen Pock</b>
Library Clerk	<b>Jana Slisher</b>
Library Clerk	<b>Beckie Pline</b>
Library Clerk	<b>Sandy Thelen</b>
Library Clerk	<b>Shae Stoddard</b>
Library Clerk	<b>Jada Spitzley</b>
Library Clerk	<b>Tammie Hurt</b>
Library Clerk	<b>Sierra James</b>
Library Clerk	<b>Paige Badder</b>



Shae Stoddard, Tammie Hurt, and Jada Spitzley joined our staff this year.

LIBRARY COLLECTION	2018-2019	2019-2020
Adult fiction – hardcover	10,044	10,144
Adult non-fiction and reference	7,408	7,445
Adult paperbacks	1,138	1,144
Young adult books	1,822	1,779
Juvenile fiction	4,932	4,976
Juvenile non-fiction	3,145	3,026
Juvenile picture books \ Early readers	5,376	4,842
Parenting books	200	208
DVDs - adult	2,622	2,915
DVDs - juvenile	991	880
Adult audiobooks	1,415	1,368
Juvenile audiobooks	785	733
Magazines	658	652
Music CDs	1,157	1,117
Graphic Novels	1,316	1,360
Non-Traditional Collections	108	122
<b>TOTAL COLLECTION</b>	<b>43,117</b>	<b>42,711</b>



### **The Collection:**

The library collection is comprised of books, magazines, and audiovisual materials and non-traditional items (coloring books and supplies, board games, STEM kits, GoPro camera, “Read to Me” boxes) for all ages.

The book collection consists of board books, picture books, and beginning readers for infants to early elementary aged children. There are graphic novels, general fiction, and nonfiction sections for older elementary children, young adults, and adults. Individual collections include reference, parenting, and large print.

The library participates in a shared downloadable library through the Woodlands Cooperative. In addition, we have a smaller collection of downloadable ebooks and audiobooks that are available for checkout only to our patrons. We also have hoopla, a digital service that opens up even more ebooks and audiobooks for our patrons, in addition to streaming movies, music, and television shows.

Audiovisuals include books on CD or Playaway (MP3 player pre-loaded with one book) for children and adults, educational and non-educational DVDs for children and adults, and music CDs for both children and adults. We also offer Kanopy (streaming movies) and Freegal (streaming or downloadable music).

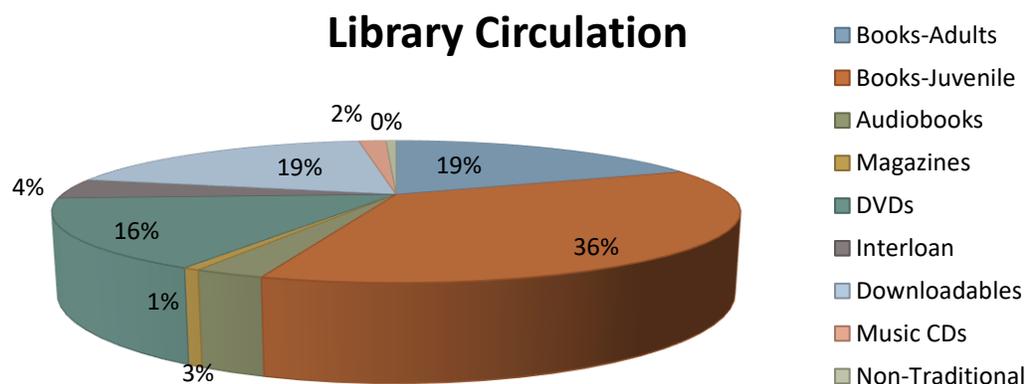
The library subscribes to 52 different magazines, 12 of which are for the children’s or teen rooms. We subscribe to the *Lansing State Journal*, and *Ionia Sentinel-Standard*. We also receive the *Portland Review and Observer* and have this newspaper on microfilm dating back to 1868.

Housed in our History/Genealogy room are numerous historical materials. Included are county histories and plat maps, rural county directories, donated scrapbooks, high school yearbooks, pictures, flyers, and pamphlets about the Portland area. Holdings of the Portland Historical Society are also available there.

<b>CIRCULATION STATISTICS</b>	<b>July 1,2018-June 30,2019</b>	<b>July 1,2019-June 30, 2020</b>
Books-Adult	17,886	12,397
Books – Juvenile	28,547	23,440
<b>BOOKS – TOTAL</b>	<b>46,433</b>	<b>35,837</b>
Juvenile Audiobooks	801	652
Adult Audiobooks	2,359	1,089
Magazines	744	415
DVDs	11,296	7,664
Juvenile DVDs	4,156	2,645
Music CDs	1,685	1,056
Non-Traditional Collections	524	393
Overdrive downloadable books	10,191	11,389
Overdrive Advantage books	858	1,103
Interloan items received	3,319	2,906
<b>TOTAL CIRCULATION</b>	<b>82,511 items</b>	<b>65,246 items</b>

### Circulation Statistics

Total circulation decreased by 17,265, which is not surprising considering we were completely closed for 10 weeks, and could only offer curbside pickup for several more weeks. In addition, Melcat interlibrary loan shut down completely for more than four months, which took another bite out of our circulation. Online collections that our patrons could access (Overdrive, hoopla, etc), showed a spike in usage, particularly in March and April, when the state first went into quarantine.



Name of Service Area (Census 2010)	Percentage Served	Legal Area Population	Contractual Area Population
City of Portland	100%	3,883	
Portland Township	100%	3,404	
Danby Township	100%	2,988	
		<b>Total: 10,275</b>	
Orange Township	50%		497
Sebewa Township	33.33%		390
Eagle Township	51.07%		1,301
Westphalia Township	61.73%		1,449
			<b>Total: 3,637</b>

**Total In Service Area: 13,912 persons**

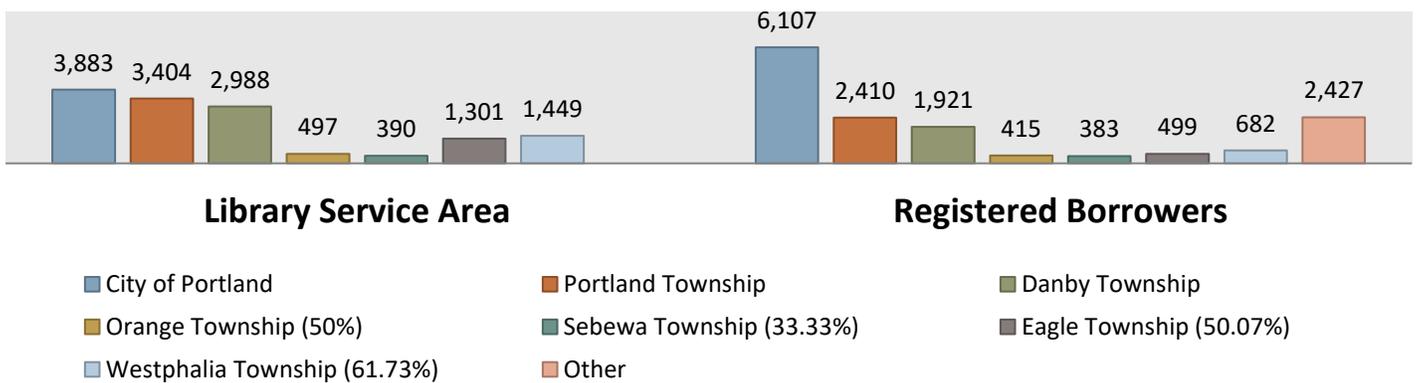
**Population of the Service Area**

The library service area is comprised of both legal and contractual populations. Our legal service population is comprised of the City of Portland, Portland Township, and Danby Township. The library receives state aid, penal fine monies, and voted millage income based on the population of these areas.

We also have contracts with Orange and Sebewa Townships in Ionia County and receive a percentage of the state aid, penal fine monies, and millage income based on the population of these areas. In addition, we have contracts with Westphalia and Eagle Townships in Clinton County, and the Portland District Library receives a percentage of the state aid and penal fine monies available due to our percentage of the population as reported by the Township Boards.

Westphalia Township’s population is split between Portland and St. Johns libraries, with a small portion going to Grand Ledge. Eagle Township is split between Portland and Grand Ledge libraries. Orange Township is split between Portland and Ionia libraries. Sebewa Township is split between Portland, Lake Odessa, and Sunfield Libraries. Library contracts deciding these percentages and any other financial allocations to the library are agreed upon by the Township Board and the Library Board, and then sent on to the Library of Michigan for approval.

**Population of Library Service Area**



<b>Registered Borrowers (2019-2020)</b>	
Portland City	6,107
Portland Township	2,410
Danby Township	1,921
Eagle Township	499
Orange Township	415
Sebewa Township	383
Westphalia Township	682
Other	2,427
<b>TOTAL</b>	<b>14,844</b>

### **Registered Borrowers**

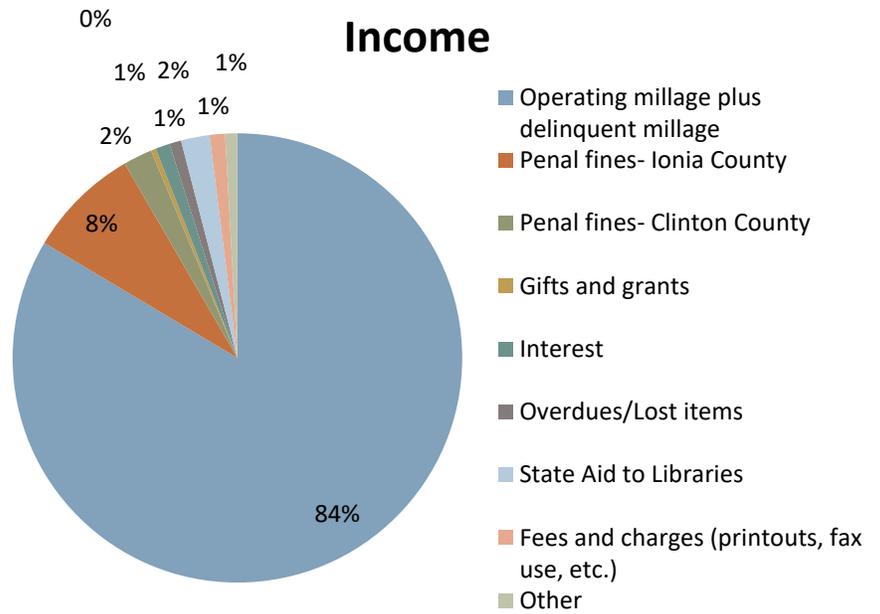
300 persons registered for their first library card from July 2019- June 2020. Of these, 91 reside in the City of Portland, 84 in Portland Township, 27 in Danby Township, 10 in Eagle Township, 20 in Westphalia Township, 121 in Lyons Township, 3 in Orange Township, and 9 in Sebewa. We also had 13 register from “other” areas.

Borrowers from areas designated as “other” reside in Ionia, Grand Ledge, Sunfield, Fowler, and other surrounding cities and villages or in surrounding townships such as Dallas, Berlin, Odessa, and Roxand.

Children must be six years old to be eligible for their own library card. Youth under 16 years must have the signature of a parent or legal guardian on the application form. Every applicant must provide proof of address when applying for a library card. Patrons are given their first card without charge when they join the library; however, if this card is lost they need to pay a \$2.00 replacement fee to receive a new one. A library card in good standing is required for checking out books and for using the internet computer stations.

*A public library is the most democratic thing in the world. What can be found there has undone dictators and tyrants. — Doris Lessing*

INCOME	
Operating millage plus delinquent millage	\$452,221
Penal fines- Ionia County	\$43,730
Penal fines- Clinton County	\$11,246
Gifts/grant/memorials	\$1,993
Interest	\$5,564
Overdue/Lost items	\$4,581
State Aid to Libraries	\$11,151
Fees and charges (printouts, fax use, etc.)	\$5,986
Other	\$4,724
<b>TOTAL:</b>	<b>\$541,196</b>

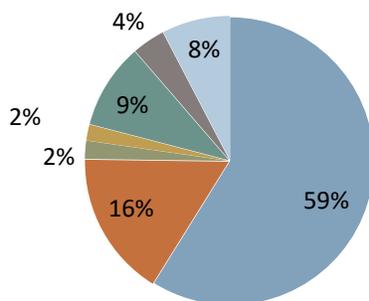


### Income

Like the rest of the world, the global pandemic and months-long quarantine had an effect on our overall financial picture. While our millage income remained steady (and is expected to do so for at least the next year or two), penal fines went down by more than a third due to decreased highway traffic and fewer police stops. Fees and charges are also lower than last year, due to quarantine closures. And while our income decreased by more than \$43,000, our expenses were also down by more than \$30,000.

### Expenses

- Salaries/Staff expenses
- Repairs/utilities/maintenance
- Programming/ Publicity
- Supplies/postage/ bank charges
- Library materials
- Professional fees
- Technology



EXPENSES:	
Salaries/Staff expenses	\$252,641
Repairs/maintenance/utilities/equipment	\$70,225
Library materials (books, periodicals, AV)	\$41,195
Professional fees (accounting, insurance, audit)	\$15,879
Technology (Hardware, software, tech support)	\$32,814
Programming/ Publicity	\$8,747
Supplies/postage/bank charges	\$7,708
<b>TOTAL:</b>	<b>\$429,209</b>

## Program Recap—Youth Services

### Summer 2019:

Our **Summer Reading** program officially kicked off on Monday, June 17<sup>th</sup>. The youth department hosted the kickoff on the second floor of city hall from 4:00-7:00 pm, with Dynamic School Assemblies bringing an inflatable planetarium, and offering shows every 30 minutes throughout the evening. A total of 170 people attended this event. Along with the planetarium shows, we offered summer reading sign-up, face painting, space activity pages, and 24 book packs—including picture books, juvenile books, and teen fiction—that patrons were able to enter to win. We gave away over 120 books through that drawing!



**SRP Kickoff**  
June 17<sup>th</sup>, 2019



This summer we launched a new format for our **Busy Bees Story Time**, which takes place on Monday mornings. Instead of doing a craft after the interactive story time portion, which includes songs, fingerplays, and action rhymes, babies, toddlers, and their caregivers now have the opportunity to play with the library's new **sensory bins**. Research shows that little ones learn better when they can also touch and feel. These sensory bins contain tactile products such as water beads, play dough, and kinetic sand that facilitate creativity and exploration. So far, these have been a hit with both children and their caretakers!

Over the course of the first two weeks in **July**, the youth department was lucky enough to host **Llama-Palooza** for the Littles (ages 0-5), which featured 3 separate programs featuring the beloved book character Llama Llama. Each program had a specific theme: Pledge to Play Nice, Nighty Night, and Celebrate.



**Llama-Palooza**  
July 5<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup>





Our Middles (ages 6-12) had a number of fun and unique programs that took place during the month of July, including **Nerf Wars**, **TechTransport Bus**, and the 2-part **Rocket Engineering** program.



**Nerf Wars**  
July 12<sup>th</sup>, 2019



**TechTransport Bus**  
July 20<sup>th</sup>, 2019

**Rocket Engineering**  
July 23<sup>rd</sup> & 30<sup>th</sup>



Our Teens (ages 13-18) had fun designing t-shirts at our **Galaxy T-shirt** program.



**Galaxy T-shirts**  
July 18<sup>th</sup>, 2019





**READING PROGRAM**

260 TOTAL REGISTERED ★★★★★ 216 FINISHERS  
 87 LITTLES 70 LITTLES  
 149 MIDDLES 131 MIDDLES  
 24 TEENS 15 TEENS

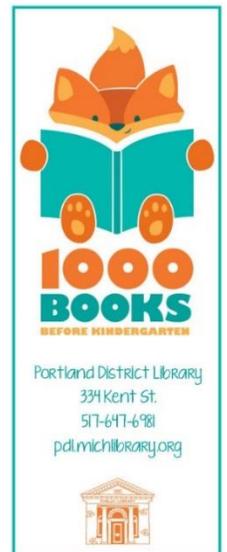
48 programs held  
 666 patrons attended  
 1,209 prizes given out  
 3,200 books read

**August** brought the close of all things summer reading. The youth department held the last few summer programs including showing the last movie in the **Summer Movie Series**, hosting an **Alien Space Adventure**, and the final meeting for **Sci-Fi Snack & Chat**, the summer teen book club. With the success of the winter Teen Lock-In, the department decided to hold a summer **Teen Lock-In**. On Friday, August 2<sup>nd</sup>, 19 teens spent the evening at the library hanging out with friends and participating in various activities. Two of the most fun activities of the evening included foot painting in the parking lot and making slime!

**Teen Lock-In  
 August 2<sup>nd</sup>, 2019**



We also relaunched the **1,000 Books Before Kindergarten** program. Any child who has not started kindergarten is eligible to sign up. The goal of this program is to read 1,000 books before the child enters kindergarten. They earn prizes for each 100 books read and celebrate completing the program with a mini graduation ceremony, complete with a cap and gown! We have rebranded the program with a new logo and new promotional materials.



## Fall 2019:

**September** was the first month of our fall programming. The youth staff worked hard to provide our patrons with some really fun and unique programs this quarter. Our monthly evening storytime, **Jammies with Jana**, took place on Thursday, September 12<sup>th</sup>. Our patrons, especially working parents, have been loving our evening storytime option; we are slowly building a regular following. This month's fall themed storytime was filled with stories, songs and scarves, and indian corn painting!

### Jammies with Jana September 12<sup>th</sup>, 2019



This month we also held the first of our STEM Club sessions. Staff member Sandy hosted **STEM Club: LEGO Challenge** on Saturday, September 14<sup>th</sup>. Patrons ages 6-12 spent the entire hour building all sorts of things out of LEGO and having a blast being creative.

The largest program of the month was during Portland's birthday weekend. **Fun on the Farm** took place from 10:30-12:30 on Saturday, September 21<sup>st</sup>. Bader and Sons Co. brought a tractor to the library for a mini touch-a-truck. Dancing Goat Creamery from Ionia brought goats, rabbits, kittens and all sorts of samples of their goat milk products to try. Games and activities were available throughout the parking lot and youth area for all to enjoy!

### Fun on the Farm September 21<sup>st</sup>, 2019



The **Teen Advisory Board** held their second meeting of the year at the end of this month. This group was started in June in hopes of building up and attracting more of a teen following. This group brainstormed program ideas and offered their input on what they'd like to see in the teen collections including graphic novels, fiction, and non-fiction. We had 8 teens attend this meeting, which was up from 1 in June and we currently have 12 teens signed up to receive regular updates about TAB meetings.

**October** was filled with all sorts of fall and Halloween themed programming. **STEM Club: 3Doodler** took place on Saturday, October 5<sup>th</sup>. This program centered around our 3D printing pens. With a full program of 20 patrons, ages 6-12, they were introduced to the pens and practiced the basics. Their final project during the program was to create a little Jack-O-Lantern using orange and green filament. Everyone went home that day with a very original project!

**Jammies with Jana** this month was extra special because following the storytime portion of the program we held our first ever costume swap program, **Don't Shop, Swap**. The library had been collecting donations of gently used costumes the month prior to the actual swap. Patrons did not have to donate a costume in order to pick one out during the program. We sent 4 of our youngest patrons home with a new-to-them Halloween costume. The costume swap program is something we plan to continue next year and hope it's an even bigger success. We have already had patrons donate costumes even after Halloween!

Our biggest program of the month was the **Haunted Harvest Carnival** that took place on Saturday, October 26<sup>th</sup> from 5:00-7:00 pm. With 8 library staff members and 10 volunteers on hand, the library became an all-ages carnival with classic games such as potato sack races, a cake walk, bobbing for apples, mini-golf and more! Fortune telling and tarot card reading by Cory were a huge hit with all of our patrons. Attendees could earn up to 10 punches on a punch card (1 punch per activity they participated in) and then claim those 10 punches for a variety of prizes at our prize center. We also offered 4 trick-or-treating stations throughout the library. Overall, this program was a ton of fun for everyone involved: staff, volunteers, and patrons!



### **Haunted Harvest Carnival - October 26<sup>th</sup>, 2019**



After the Haunted Harvest Carnival in October left everyone thoroughly exhausted, the early part of **November** allowed the youth department to catch their breath and refocus. The first noteworthy program of the month was **STEM Club: The Boat Float**. This program challenged patrons to build mini boats that could actually float out of supplies like pool noodles, straws, aluminum foil, and balloons.

Leading up to the holiday season, we offered **Create Your Holiday**, for patrons that wanted to get a jump start on their gifts. Patrons had the option to make a cookie recipe in a jar, clay dish or ornaments, and gift tags and cards. All attendees made one of each and were extremely happy with this program overall.

### Create Your Holiday – November 20<sup>th</sup>, 2019



**December** allowed us to continue the holiday centered programs. The first being the annual **Family Holiday Fun** open house. I think it's safe to say that all of the patrons in attendance enjoyed the program again this year. The youth department offered Celebrity Storytime featuring Amanda Ferris, the Oakwood Elementary Librarian, and Sandy Peabody, owner of Wee Grow Preschool, in the community room. Both readers were a huge hit! The storytime room was converted into an icy wonderland perfect for a polar dance party. The tweens and teens participated in a scavenger hunt, with 6 clues hidden downstairs and 6 clues hidden upstairs. Patrons also had the chance to enter a drawing by guessing how many snowballs (foam balls) were in a jar. And then of course, we can't forget about the adorable mother-son reindeer out in the parking lot.

**Family Holiday Fun – December 3<sup>rd</sup>, 2019**



Another holiday program included **STEM Club: Circuit Cards**. During this program, Sandy taught patrons how to make holiday cards that had a light-up feature. This was created using copper tape, batteries, and little LED light bulbs. Each patron went home with at least one finished card.



This month's project for **Teen Art Hour** let the teens experiment with paper mache. The teens had specifically asked to do paper mache at some point, so we made sure to make it happen! A few of the projects included a dog, a unicorn, and a hand.

**Teen Art Hour**  
**December 5<sup>th</sup>, 2019**



**Winter 2019/2020:**

During **January**, we had a special **Jammies with Jana** to recognize National Law Enforcement Appreciation Day. We invited a Portland Police Officer to join us at storytime to read books and engage with the children. The officer went above and beyond during this program, helping the kids with their crafts and taking pictures with them in the storytime room. Below are a few photo highlights from the evening.

**Jammies with Jana – January 9<sup>th</sup>, 2019**



**Battle of the Books 2020** was successful again. January brought the start of the Spirit Nights. Teams are invited to the library every other week leading up to the final battle in March to participate in team building activities. On January 13<sup>th</sup>, we had the **Q & A Night**, which gave parents and participants a chance to ask me questions and get helpful hints on how to start preparing. On January 27<sup>th</sup> we held the **Designer Night** which gives teams the opportunity to create team t-shirts. They have to decide on a

team name and what kind of designs to put on their shirts. This year Portland had two teams, The Reading Raiders and The Unbeatables.

During the month of **February**, teams were still preparing for **Battle of the Books** with **Spirit Nights**. **Trivia & Game Night** had teams competing against each other, practicing answering questions in battle format and earning candy for each correct answer given. The **Preliminary Battle** took place later in the month and had teams competing as if it were the real thing. **STEM Club: LEGO Challenge** made a comeback and had a total of 20 patrons in attendance. They were asked to build different space-themed objects including monsters and aliens. The big program in February was **Murder in the Stacks: A Murder Mystery**. This all-ages program had patrons investigating the crime scene, answering riddles, finding clues, interviewing suspects, and figuring out who murdered one of our staff members in a jealous rage. Overall, this program was highly enjoyed by all attending and even staff had fun tricking patrons during suspect interviews.

Before the library closed in **March**, the youth department was still able to host the annual **Battle of the Books** program with the rest of the Ionia County libraries. This took place on Thursday, March 12<sup>th</sup> at the Ionia Theater.

## Outreach Opportunities

**School Fall Open Houses** – Every year in August – Eileen, Jana, Cory

**Sunny Bunch Storytime** – Bi-Weekly – Jana

**Little Raiders Storytime** – Monthly – 2 Classes – Eileen

**Middle School Book Club** – Monthly – Three Lunch Periods – Eileen

## Department Donations

### September:

**Fun on the Farm** – September 21<sup>st</sup>, 2019

**Dancing Goat Creamery** – Brought live animals & free samples of their goat cheese

**Bader and Sons** – Brought a tractor for mini touch-a-truck

**Wee Grow Preschool** – Brought a rocking horse and cow milking station

### October:

**Don't Shop, Swap** – October 10<sup>th</sup>, 2019

15-20 Gently used Halloween costumes – **PDL Patrons**

**Haunted Pumpkin Patch Decorating** – October 17<sup>th</sup>, 2019

40 Small/Medium sized pumpkins from **Schmitt Family (local to Portland)**

**Haunted Harvest Carnival** – October 26<sup>th</sup>, 2019

\$120 donation from **Meijer** to purchase donuts and apples

Various **patrons** and **local business** owners donated baked goods for the cake walk

## Attendance

**Children’s Attendance:** The year included **141** programs with a total attendance of **2,795**.

**Teen Attendance:** The year included **53** programs with a total attendance of **267**.

**Overall Youth Department Attendance:** The year included **194** programs with a total attendance of **3,062**.

## Program Recap—Adult Services

### **Summer 2019:**

We continued our one-on-one computer help three times a week. A cookbook themed book club also ran throughout the summer, which allowed patrons to share treats made from recipes in the library’s cookbooks. 15 people attended the first session, which made a big splash.

In June, 12 people painted a bicycle with a basket full of flowers as part of our “Art After Dark” series.

In July, eight people used old plates, cups, saucers, and other glassware to create beautiful garden flowers.



### **Fall 2019:**

Due to our volunteers’ busy schedules and the youth department taking on some programming, several of our annual programs were put on hold or cancelled this fall, including the genealogy lock-in and the Head Start for the Holidays craft program. We did celebrate Portland’s Sesquicentennial with a reading challenge—families and teams could sign up to read 150 books collectively between July and September 21<sup>st</sup>. 31 teams signed up, with 18 of them completing the challenge and collecting 95 prizes.

### **Winter 2019/2020:**

The holiday season kicked off with the library board decorating the building in festive finery. In addition, the Library Board partnered with the library staff to host a holiday open house complete with crafts, prize drawings, delicious food, and live reindeer. 260 people attended this incredible event

The Ionia County Library Association’s “On the Same Page” program kicked off in February. This program tries to get everyone in the county reading and discussing the same book, which this year was **The Giver of Stars** by Jojo Moyes. Once again, we gave away 20 copies of the book to patrons in exchange for the donation of a canned good. February also brought our fourth annual jigsaw puzzle competition. Four teams (with a total of 10 people) spent four hours working on puzzles and competing for wonderful prizes.

## **Spring 2020**

We had fortuitously planned several programs for the first week in March, so we were able to squeeze them in before the pandemic wreaked havoc on our schedules. Three people used coffee stirrers and paint to create abstract works of art, and 13 people learned more about composting, and created a home for the red wiggler worms that they received at the program.

### **Other Services:**

The library provides a fax machine, laminating machine, disc repair, and a copier for a nominal fee for public use. There are several areas that provide patrons an opportunity to put up local flyers on community boards. Tax forms are available in the spring, making us one of the only places in Portland to pick up hard copies of the forms. We also participate in the Michigan Adventure Pass program—which provides free or reduced admission to a variety of cultural venues and state parks throughout the state.

### **Computers:**

Covid-19 has changed the way we allow access to our computers. While we have eight adult Internet computers with access to both a black and white and a color printer, since we reopened in June, the public has access to three of them, allowing for six feet of social distance. We also offer a mobile print option, which allows patrons to print from their home computer or mobile device. In addition to internet access, Microsoft Office (which includes word, excel, and publisher) is available for patron use on these computers. We offer Ancestry.com, a genealogy database, for use on the library computers. Because most of our computers are unusable, patrons are currently allowed 30 minutes per day. There are two internet computers available in the youth department for school age children and have filtered Internet access. The AWE early literacy computers, because they have touch screens and get a lot of use, have been put away until it is safe to bring them back out.

Along with the service of high speed Internet access, the library is a free wireless access point, which many patrons take advantage of by bringing their own laptops in to use.

### **Meeting Room and Display Case:**

The Community Meeting Room, located at the bottom of the stairs, has been used numerous times each month by local groups or committees. Groups who would like to use this room need to register in advance. The room is free to non-profit organizations—otherwise there is a nominal fee. Since reopening in June, those wishing to use the meeting room must adhere to social distancing standards—no more than 10 people in the room, wearing masks, and staying six feet apart.

One of the goals of the library is to involve the community in decorating the display case found in the lower level lobby with a different exhibit each month. This year we had several

interesting and unique collections on show for the public. Some of those collections were a display featuring the United States Constitution, and the Portland Garden Club geranium sale.

## **Website**

The site currently has links to Mel.org (interlibrary loan and databases), Overdrive



Media site, where one can go to download books, two language learning sites—Pronunciator and Mango Languages, Freegal (music), Kanopy (movies), hoopla (books and movies), the PDL blog, and the library’s Facebook page. Also, for their convenience, patrons can view the catalog on the website, place holds on PDL books, and renew their books.

There is a reference and genealogy page for people looking for information and quick links to local and national sites. A review page holds information on new

book arrivals. The children’s, teen, and adult pages are good places to look when you need to find information about their events and activities.

Visit the website at [www.pdl.michlibrary.org](http://www.pdl.michlibrary.org).

## **Director’s Report**

The beginning of each fiscal year brings with it excitement, and the promise of yet unknown people, programs, and materials that are to come. Every year I like to think about all the fun things we’ll be able to do . . . things that are so new and creative that I haven’t even come up with them yet. What I have never once predicted is that the world would be gripped with a highly contagious disease, bringing about library closures, statewide stay-at-home orders, and months without seeing the bottom of anyone’s face. And yet that is what this past fiscal year brought—the onset of Covid-19 and a complete overhaul to the way we do business at the library.

I want to take this opportunity to thank all of our patrons for their support and patience as we worked through an unprecedented event and figured out how best to provide service while still keeping staff and patrons safe. It was heartening to find out how many people view us as an essential service, and were surprised that we had to close. Library staff kept in touch with patrons through social media, but we were itching to reopen when the time finally came. A lot of work went into figuring out how to make safety a priority, and we are so grateful that patrons have been accepting of our pandemic policy and all that it entails.

Most impressively (to me, at least) is how magnificently my staff adapted to programming in the age of COVID. The switch to virtual programs wasn’t easy for any library, but the organization and creativity that the youth staff showed was an inspiration. Patrons have been able to enjoy online storytimes, take-and-make art projects, take-and-make STEM projects, and more. We created “Quarantine Survival Kits” in March, which contained rolls of toilet paper and a slew of activities that could either be easily cleaned or kept by patrons. Once

we reopened, these were reconfigured into “Pandemic Packs” and are the perfect distraction when children (or adults) get too bored at home.

Looking ahead, we will continue to use the lessons we learned during the pandemic to improve services to our patrons. While we offer numerous online/streaming resources to our patrons, we realized that we needed to tweak some parameters and work harder on spreading the word when some had trouble logging in. We are planning on expanding our virtual programming to include more adult programs, as well as different formats for youth programs. We will continue to find creative ways to provide service to everyone in the community, despite differing levels of comfort with social interaction. And we will work toward a day when we can once again invite people to immerse themselves in everything the library has to offer!

**CITY COUNCIL  
CITY OF PORTLAND  
Ionia County, Michigan**

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

**ORDINANCE NO. 101 L**

**AN ORDINANCE TO AMEND SECTIONS 40-214, 40-215, 40-216,  
40-220 and 40-222 OF THE CODE OF ORDINANCES OF THE  
CITY OF PORTLAND**

**THE CITY OF PORTLAND ORDAINS:**

**SECTION 1. AMENDMENT.** Sections 40-214, 40-215, 40-216, 40-220 and 40-222 of the Code of Ordinances of the City of Portland are amended to read as follows:

**Sec. 40-214. Rate schedule 1; Residential Service.**

- (a) *Availability.* The residential service rate shall be available in all territory served by the city, in accordance with the city's service rules and regulations.
- (b) *Applicability.* This rate shall be applicable only for residential use and for use incidental thereto supplied through one meter to each individual dwelling unit. The capacity of individual motors served under this schedule shall not exceed ten horsepower.
- (c) *Type of Service.* The type of service shall be single-phase, 60 hertz, at 120/240 nominal volts.
- (d) *Monthly Rate.* The monthly rate shall be as follows:

Customer Charge:	@	\$ 8.00	per month
First 600 kWh or less	@	\$0.1150	per kWh
Over 600 kWh	@	\$0.1100	per kWh
 Geothermal Discount:	 @	 \$0.0130	 per kWh *

\* Applies to usage between 601 kWh and 1,600 kWh, inclusive, during November - April
- (e) *Energy Optimization Cost Recovery Charge:*

All kWh	@	\$0.00188	per kWh
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- (f) *Monthly Minimum.* The minimum monthly charge is \$8.00.
- (g) *Power Cost Adjustment.* The above rate shall be increased or decreased subject to the provisions of the city's power cost adjustment Schedule "PCA".

- (h) *Terms of Payment.* The bill is due upon receipt and payable by the 20th of the month following the date of mailing. After the 20th of each month the bill is delinquent. A delayed payment charge of five percent of the total net bill shall be added to delinquent bills.

**Sec. 40-215. Rate schedule 2; General Service "GS".**

- (a) *Availability.* The general service rate shall be available in all territory served by the city in accordance with the city's service rules and regulations.
- (b) *Applicability.* This rate shall be applicable to all electric service where the load requirements can be met by transformers having a capacity not to exceed 150 KVA. Service under this schedule shall be of standard secondary voltage, delivered at one point and through one meter. Applicable to primary voltage service provided the customer furnishes all necessary transforming equipment. This schedule shall not be available for emergency or standby service. Applicability of this schedule to city accounts shall be at the discretion of the city.
- (c) *Type of Service.* The type of service shall be single-phase or multiphase, 60 hertz, at standard voltage.
- (d) *Monthly Rate.* The monthly rate shall be as follows:

Customer Charge:	@	\$	15.00	per month
First 1,000 kWh or less	@	\$	0.1380	per kWh
Next 1,000 kWh	@	\$	0.1240	per kWh
Over 2,000 kWh	@	\$	0.1140	per kWh

- (e) *Energy Optimization Cost Recovery Charge:*
- The Energy Optimization Cost Recovery Charge is \$ 7.52 per meter per month.
- (f) *Monthly Minimum.* The minimum monthly charge is \$15.00 PLUS the Energy Optimization Cost Recovery Charge.
- (g) *Primary Service.* A discount of two and two-tenths percent (2.2 %) shall be applied to the charges in this schedule when primary metering is used.
- (h) *Power Cost Adjustment.* The above rates shall be increased or decreased subject to the provisions of the city's power cost adjustment Schedule "PCA".
- (i) *Terms of Payment.* The bill is due upon receipt and payable by the 20th of the month following the date of mailing. After the 20th of each month the bill is delinquent. A delayed payment charge of five percent of the total net bill shall be added to delinquent bills.

**Sec. 40-216. Rate schedule 3; Large General Service "LGS".**

- (a) *Availability.* The large general service rate shall be available in all territory served by the city, in accordance with the city's service rules and regulations.

(b) *Applicability.* This rate shall be applicable to all electric service where the load requirements make necessary transformers having a capacity in excess of 150 KVA. This schedule shall not be available for emergency or standby service, nor for resale service. Applicability of this schedule to city accounts shall be at the discretion of the city.

(c) *Type of Service.* The type of service shall be multiphase, 60 hertz, at standard voltage.

(d) *Monthly Rate.* The monthly rate shall be as follows:

Customer Charge:	@	\$20.00	per month
Demand Charge:			
All kW of Billing Demand	@	\$ 8.00	per kW
Energy Charge:			
First 200 kWh per kW	@	\$0.0920	per kWh
Over 200 kWh per kW	@	\$0.0780	per kWh

(e) *Energy Optimization Cost Recovery Charge:*

The Energy Optimization Cost Recovery Charge is \$ 18.40 per meter per month.

(f) *Monthly Minimum.* The monthly minimum shall be the highest of the following:

- (1) Contract minimum PLUS the amount of the applicable Energy Optimization Cost Recovery Charge; and
- (2) \$1.00 per KVA of transformer capacity PLUS the amount of the applicable Energy Optimization Cost Recovery Charge; and
- (3) \$20.00 PLUS Demand Charge PLUS the amount of the applicable Energy Optimization Cost Recovery Charge.

(g) *Primary Metering.* A discount of two and two-tenths percent (2.2 %) shall be applied to the charges in this schedule when primary metering is used.

(h) *Billing Demand.* The billing demand shall be based on the highest 15-minute KW measurements during the current month and the preceding 11 months. The billing demand shall be the greater of:

- (1) One hundred percent of the current actual demand; or
- (2) Sixty percent (60%) of highest demand occurring in the preceding 11 months.

(i) *Power Factor Adjustment.* The customer agrees to maintain unity power factor as nearly as practicable. Where the average power factor of a customer's load is less than 0.800 lagging, the city may require the customer to install, at customer's expense, equipment to correct the power factor; or, the demand charge will be increased by the ratio that 0.800 bears to the customer's average power factor during the billing period.

- (j) *Power Cost Adjustment.* The above rates shall be increased or decreased subject to the provisions of the city's power cost adjustment Schedule "PCA".
- (k) *Terms of Payment.* The bill is due upon receipt and payable by the 20th of the month following the date of mailing. After the 20th of each month the bill is delinquent. A delayed payment charge of five percent of the total net bill shall be added to delinquent bills.

**Sec. 40-220. Power Cost Adjustment; Schedule "PCA".**

Each month the amount charged for electric energy sold by the city shall be increased or decreased in accordance with the following formula:

$$PCA = \left( \left( \left( \text{Cost} + \text{or} - \text{Cor} \right) / \text{kWh P} \right) - \$0.05353 \right) / (1 - L)$$

*Where:*

PCA = The billing adjustment applied to kWh sales expressed as \$0.00000 per kWh.

Cost = The total of Normalized Wholesale Purchased Power Supply Cost and related City Generation Expenses for the most previous three (3) months.

Cor = A correction dollar amount equal to any over or under-recovery of Cost, as defined above, for prior periods.

kWh P = Total of the kWh purchased and generated for the most previous three (3) months.

L = System losses for the most previous three (3) months.

**Sec. 40-221. Rate Schedule REP; Renewable Energy Purchases.**

(a) *Availability:* This is an option available to all customers served by the City on a first-come first-served basis to the extent renewable energy is available. Customers may purchase, subject to the approval of the City, for no less than 12 months, either 10% or 25% of monthly usage.

(b) *Applicability:* This rate is applicable to metered and net-metered energy sales.

(c) *Monthly Rate:* The charge, in addition to the charges of the applicable rate, for all renewable energy is \$0.01 per kWh per month.

**Sec. 40-222. Effective Date of Rates.**

The rates as set forth herein will be effective for all energy usage after July 2021 and will be used to calculate bills commencing with July 2021 usage, which is billed in August 2021, and thereafter, notwithstanding that the ordinance may take effect before such date.

**Sec. 40-223. Billing and Collecting.**

The rates and charges herein provided shall be due and payable and shall be billed and collected as provided herein and as may be implemented by the City service rules and regulations.

**Sec. 40-224. State Sales Tax.**

Each rate herein is subject to the state sales tax which tax shall be added to the monthly bill and collected by the City at the time of payment of said bill. It shall not be necessary to show the tax as a separate item on the monthly utility bill.

**Sec. 40-225. No Free Service.**

No free service shall be furnished by the system to the City or to any person, firm or corporation, public or private, or to any public agency or instrumentality. Charges for services by the system shall be billed and collected monthly. Such charges shall become due at such times, not exceeding 25 days after the reading of the meter, as shall be established by resolution of the council. In the event that the charges for electricity furnished to any premises shall not be paid within 30 days after the due date thereof, then electric service to such premises shall be discontinued. Services so discontinued shall not be restored until all sums then due and owing, including penalties, shall be paid, plus a shut-off charge of \$2.50 and a turn-on charge of \$2.50. Charges against the City for street lighting and for other electricity furnished to it, shall be payable in monthly installments for the current funds of the City or from the proceeds of taxes which the city shall levy in an amount sufficient for that purpose.

**Sec. 40-226. Rates; Provisions.**

The rate hereinbefore established is estimated to be sufficient to provide for the payment of the expenses of administration and operation of the system and such expenses for the maintenance thereof as may be necessary to preserve the same in good repair and working order; to provide for the payment of the interest upon and the principal of all bonds payable therefrom, as and when the same shall become due and payable, and for the creation of a reserve for the payment of said principal and interest as required in this article; and to building up a fund for major repairs and replacements to the system as provided in this article. Rates shall be fixed and revised from time to time by the council so as to produce the foregoing amounts, and the City covenants and agrees to maintain at all times such rates for services furnished by the system as shall be sufficient to provide for the foregoing.

**SECTION 4. PUBLICATION AND EFFECTIVE DATE.** This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

**ORDINANCE DECLARED ADOPTED.**

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

Introduced: May 3, 2021

Adopted:

Published:

Effective:

**CERTIFICATION**

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the City Council of the City of Portland on \_\_\_\_\_.

Dated: \_\_\_\_\_

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Monique I. Miller, Clerk

**CERTIFICATION**

I certify that the foregoing is a true and complete copy of Ordinance No 101 L, which was adopted by the Portland City Council at a regular meeting, held on May 17 2021 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_

\_\_\_\_\_  
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. 21-24**

**A RESOLUTION APPROVING THE RECOMMENDATION OF THE  
BOARD OF LIGHT AND POWER TO PURCHASE A DUMP TRAILER  
FOR THE ELECTRIC DEPARTMENT**

**WHEREAS**, the Electric Department is seeking to purchase a dump trailer to be used for its operations and projects; and

**WHEREAS**, the Acting Electric Superintendent sought bids and recommended that the Board of Light and Power purchase a dump trailer from Bader & Sons utilizing the MiDeal Program in the amount of \$9,415.00, a copy of a memo from the Electric Superintendent and quote are attached as Exhibit A; and

**WHEREAS**, at its regularly scheduled meeting on April 27, 2021, the Board of Light and Power voted to recommend that City Council approve the purchase of a dump trailer from Bader & Sons utilizing the MiDeal Program in the amount of \$9,415.00, a copy of a memo from the Electric Superintendent and quote are attached as Exhibit A.

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

1. The City Council approves the Board of Light and Power's recommendation to purchase a dump trailer from Bader & Sons utilizing the MiDeal Program in the amount of \$9,415.00, a copy of a memo from the Electric Superintendent and quote 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:** May 3, 2021

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

# Memo



**To:** Board of Light & Power

**From:** Brent Henry, Acting Electric Superintendent

**cc:** Tutt Gorman, City Manager

**Date:** 4/22/2021

**Re:** Authorization to purchase a dump trailer

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I am seeking approval to purchase a dump trailer that Bader's has on their lot. A dump trailer will be particularly useful for hauling the large reels of cable to job sites and being able to easily load and unload them. It will also be for transformers, cabinets, and other materials that do not easily fit in the back of a pickup and not easily transportable by the flat-bed trailer.

RECOMMENDATION: Approve and recommend to the City Council the purchase of a new 2021 LoadTrail dump trailer at a cost of \$9,415.



**Quote Summary**

**Prepared For:**  
City Of Portland  
MI

**Prepared By:**  
Matt Lohone  
Bader & Sons Co.  
6018 E Grand River Ave  
Portland, MI 48875  
Phone: 517-647-4164  
mlohone@greentractors.com

**Quote Id:** 24210999  
**Created On:** 20 April 2021  
**Last Modified On:** 20 April 2021  
**Expiration Date:** 20 May 2021

**Equipment Summary**

2021 LOADTRAIL 83X14 -  
4ZEDT1422M1227549

Selling Price	Qty	Extended
\$ 9,400.00 X	1 =	\$ 9,400.00

**Equipment Total**

**\$ 9,400.00**

**Quote Summary**

Equipment Total	\$ 9,400.00
TITLE FEE	\$ 15.00
SubTotal	\$ 9,415.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 9,415.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 9,415.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

*Confidential*



**JOHN DEERE**

# Selling Equipment



Quote Id: 24210999

## 2021 LOADTRAIL 83X14 - 4ZEDT1422M1227549

**Equipment Notes:** 2 - 7,000 Lb Dexter Spring Axles (2 Elec FSA Brakes)  
 ST235/80 R16 LRE 10 Ply. (BLACK WHEELS)  
 Coupler 2-5/16" Adjustable (6 HOLE) Diamond Plate  
 Fenders (weld-on) 16" Cross-Members 24" Dump  
 Sides w/24" 2 Way Gate (10 Gauge Floor) REAR  
 Slide-IN Ramps 80" x 16" Jack Spring Loaded Drop  
 Leg 1-10K Lights LED (w/Cold Weather Harness) 4 -  
 D-Rings 3" Weld On Front Tongue Mount Tool Box  
 Scissor Hoist w/Standard Pump Standard Battery Wall  
 Charger (5 Amp) Spare Tire Mount Black (w/Primer)  
 \$15 TITLE FEE

**Selling Price**  
 \$ 9,400.00

**Hours:** 0  
**Stock Number:** 155850

Code	Description	Qty	Unit	Extended
	21/CITY OF PO/ DT8314072 DUMP 14000LB/PO/3-10-2021 ML	1	\$ 9,907.00	\$ 9,907.00
<b>Standard Options - Per Unit</b>				
FREIGHT	FREIGHT	1	\$ 0.00	\$ 0.00
SURCHARGE	SURCHARGE	1	\$ 0.00	\$ 0.00
	<b>Standard Options Total</b>			<b>\$ 0.00</b>
	<b>Suggested Price</b>			<b>\$ 9,907.00</b>
<b>Customer Discounts</b>				
	<b>Customer Discounts Total</b>		<b>\$ -507.00</b>	<b>\$ -507.00</b>
<b>Total Selling Price</b>				<b>\$ 9,400.00</b>

Confidential



# Memo



**To:** Tutt Gorman, City Manager

**From:** Brent Henry, Acting Electric Superintendent

**cc:**

**Date:** 4/28/2021

**Re:** Light & Power Board recommendation

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At the April Light & Power board meeting, the board approved the purchase of a dump trailer pursuant to three competitive bids at a cost not to exceed \$9,415 and recommends that City Council also approve the purchase.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 21-25**

**A RESOLUTION APPROVING MILL & FILL ROAD WORK TO BE PERFORMED BY McKEARNEY ASPHALT & SEALING INC.**

**WHEREAS**, through the City's Capital Improvement Plan and recommendations from City Staff, the City identified certain areas as priority for mill & fill projects: Ionia Road, Rowe Avenue and sections of Cross Street; and

**WHEREAS**, Director of Public Works, Ken Gensterblum sought bids and recommends that the work be performed by McKearney Asphalt & Sealing Inc. in the amount of \$91,740.52 a copy of which is attached as Exhibit A.

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

1. The City Council approves the road work to be performed by McKearney Asphalt & Sealing Inc. in the amount of \$91,740.52 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:** May 3, 2021

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

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

Proposal submitted to <b>CITY OF PORTLAND DPW</b>	Phone 517.647.6129 EMAIL: dpw@portland-michigan.org
Street <b>451 MORSE DR</b>	Date 4/7/21
city, state, and zip code <b>PORTLAND, MI 48875</b>	Job location IONIA RD & ROWE AVE, PORTLAND, MI 48875
Contact <b>KEN GENSTERBLUM 517.526.3815</b>	Saved As CITY OF PORTLAND – IONIA RD & ROWE AVE

We hereby submit specifications and estimates for:

**JOB LOCATION: IONIA RD & ROWE AVE, PORTLAND, MI 48875**

- **MILL & PAVE ROWE AVE & IONIA RD APPROX: 72,516 SQ/FT**
  - **IONIA RD NEAR MT HOPE CHURCH APPROX: 1,774' X 34' = 60,316 SQ/FT**
  - **ROWE AVE FROM GRAND RIVER TO NEAR TRU FAMILY DENTAL APPROX: 470' X 26' = 12,220 SQ/FT**

ROTOMILL STREETS PAVE AND HAUL ANY MILLINGS AND DEBRIS OFFSITE  
APPLY SSH1 BOND COAT,  
WEDGE LOW AREAS  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

**\*FOR THE SUM OF: \$86,495.00**

-NOTE: CRACKS MAY REFLECT AT SOME POINT IN TIME.

We propose hereby to furnish material and labor - complete in accordance with above specifications

Payment to be made as follows: ½ deposit & balance due upon completion, net 10 days. A time price difference of 1.5% per month will be charged on all accounts not paid when due. Should McKearney Asphalt & Sealing Inc. initiate any actions to force collection of any sums due, McKearney Asphalt & Sealing Inc. shall receive all cost incurred by McKearney Asphalt & Sealing Inc. including actual reasonable attorney fees. Quote good for 30 days.

  
 \_\_\_\_\_  
 Andy McKearney, McKearney Asphalt

**Acceptance of Proposal**

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

**Accepted:**

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

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

Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.



Over 30 years of experience  
Quality workmanship at a fair price

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

## General Conditions

- Approval:** The proposal will not be binding upon our company until the signed acceptance has been received by us and signed by an officer of the company in the spaces provided on the front.
- Terms of Acceptance:** The proposal must be accepted by the Purchaser within 30 days from the date hereof. If not accepted within that time, prices are subject to change.
- Changes:** No changes or alterations in the specifications shall be made except in writing and at prices agreed upon at the time changes are made.
- Thickness:** All descriptions of paving thickness in this proposal are referred to as average. Variations in the sub base and technical limitations may result in variation in thickness average. We warrant sufficient material will be used on the project to result in the average thickness named.
- Property Lines:** The Purchaser of this paving work shall establish and designate property lines and Purchaser shall be obligated to pay for work performed as ordered in the result work results in trespass on other property.
- Delays:** The Contractor shall complete work in a timely fashion but will not be liable for delays beyond the control of the contractor.
- Permits:** The Owner or the Purchaser of the work is responsible for any and all permits or assessments if they are required.
- Unsuitable sub grade:** No material will be placed on a wet, unstable, or frozen sub grade. A suitable sub grade is a condition precedent to the requirements of performance of this contract.
- Reproduction cracks:** When resurfacing concrete, brick, or asphalt pavement the Contractor is not responsible for the reproduction of cracks or expansion joints which may occur.
- Minimum Grade:** Contractor reserves the right to refuse to construct a pavement unless minimum grade of 1% is possible for surface drainage. If the owner directs the construction with less than 1% it is understood that water ponding may occur and that no warranty attaches to the work as to satisfactory surface drainage.
- Stock Piling:** Contractor shall be permitted to stock pile materials necessary to the performance of its work on the purchaser's property, without cost to the Contractor.
- Soil Conditions:** Should any unusual conditions be encountered not specifically to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by the Purchaser.
- Tree Roots:** Contractor shall not be responsible for damage to trees occasioned by removal of tree roots in preparation of said work.
- Hidden Objects:** Contractor assumes no responsibility for removing hidden objects encountered during the performance of work. Any costs incurred by the removal and disposal of such hidden objects shall be borne solely by the Purchaser and the Contractor shall be reimbursed accordingly.
- Zoning:** Contractor assumes no responsibility for determining whether the purchaser has the legal right or authority to pave the property as directed. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, the Purchaser shall nevertheless be obligated to pay for work performed as ordered.



Over 30 years of experience  
Quality workmanship at a fair price

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

Proposal submitted to <b>CITY OF PORTLAND DPW</b>	Phone 517.647.6129    EMAIL: dpw@portland-michigan.org
Street <b>451 MORSE DR</b>	Date 4/19/21
city, state, and zip code <b>PORTLAND, MI 48875</b>	Job location CROSS ST, PORTLAND, MI 48875
Contact <b>KEN GENSTERBLUM 517.526.3815</b>	Saved As CITY OF PORTLAND – CROSS ST ROADCUTS

We hereby submit specifications and estimates for:

**JOB LOCATION: CROSS ST, PORTLAND, MI 48875**

- **PAVE BACK 3 ROADCUTS ON CROSS ST = 1,624 SQ/FT @ \$3.23**
  - 18' X 32' = 576 SQ/FT
  - 20' X 32' = 640 SQ/FT
  - 12' X 34' = 408 SQ/FT

FINE GRADE AS NEEDED AND COMPACT WITH VIBRATORY ROLLER  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE  
APPLY SS1H BOND COAT  
FURNISH AND INSTALL 1 1/2" OF MDOT 13A BITUMINOUS AGGREGATE

**\*FOR THE SUM OF: \$5,245.52**

We propose hereby to furnish material and labor - complete in accordance with above specifications

Payment to be made as follows: 1/2 deposit & balance due upon completion, net 10 days. A time price difference of 1.5% per month will be charged on all accounts not paid when due. Should McKearney Asphalt & Sealing Inc. initiate any actions to force collection of any sums due, McKearney Asphalt & Sealing Inc. shall receive all cost incurred by McKearney Asphalt & Sealing Inc. including actual reasonable attorney fees. Quote good for 30 days.

  
 \_\_\_\_\_  
 Andy McKearney, McKearney Asphalt

**Acceptance of Proposal**

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

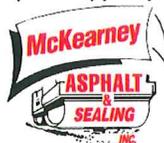
**Accepted:**

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

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

Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.



Over 30 years of experience  
Quality workmanship at a fair price

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

## General Conditions

- Approval:** The proposal will not be binding upon our company until the signed acceptance has been received by us and signed by an officer of the company in the spaces provided on the front.
- Terms of Acceptance:** The proposal must be accepted by the Purchaser within 30 days from the date hereof. If not accepted within that time, prices are subject to change.
- Changes:** No changes or alterations in the specifications shall be made except in writing and at prices agreed upon at the time changes are made.
- Thickness:** All descriptions of paving thickness in this proposal are referred to as average. Variations in the sub base and technical limitations may result in variation in thickness average. We warrant sufficient material will be used on the project to result in the average thickness named.
- Property Lines:** The Purchaser of this paving work shall establish and designate property lines and Purchaser shall be obligated to pay for work performed as ordered in the result work results in trespass on other property.
- Delays:** The Contractor shall complete work in a timely fashion but will not be liable for delays beyond the control of the contractor.
- Permits:** The Owner or the Purchaser of the work is responsible for any and all permits or assessments if they are required.
- Unsuitable sub grade:** No material will be placed on a wet, unstable, or frozen sub grade. A suitable sub grade is a condition precedent to the requirements of performance of this contract.
- Reproduction cracks:** When resurfacing concrete, brick, or asphalt pavement the Contractor is not responsible for the reproduction of cracks or expansion joints which may occur.
- Minimum Grade:** Contractor reserves the right to refuse to construct a pavement unless minimum grade of 1% is possible for surface drainage. If the owner directs the construction with less than 1% it is understood that water ponding may occur and that no warranty attaches to the work as to satisfactory surface drainage.
- Stock Piling:** Contractor shall be permitted to stock pile materials necessary to the performance of its work on the purchaser's property, without cost to the Contractor.
- Soil Conditions:** Should any unusual conditions be encountered not specifically to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by the Purchaser.
- Tree Roots:** Contractor shall not be responsible for damage to trees occasioned by removal of tree roots in preparation of said work.
- Hidden Objects:** Contractor assumes no responsibility for removing hidden objects encountered during the performance of work. Any costs incurred by the removal and disposal of such hidden objects shall be borne solely by the Purchaser and the Contractor shall be reimbursed accordingly.
- Zoning:** Contractor assumes no responsibility for determining whether the purchaser has the legal right or authority to pave the property as directed. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, the Purchaser shall nevertheless be obligated to pay for work performed as ordered.



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Quality workmanship at a fair price

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 21-26**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE BUDGET  
PROPOSED FOR FISCAL YEAR 2021-2022**

**WHEREAS**, the City Manager recommends that the City Council schedule a Public Hearing on the Budget proposed for Fiscal Year 2021-2022 on May 17, 2021 at 7:00 P.M. and direct the City Clerk to publish a notice of the hearing at least one week prior to the hearing to comply with the requirements of State Law and the City Charter.

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

1. The City Council approves the scheduling of a public hearing for the 2021-2022 budget on Monday, May 17, 2020 at 7:00 P.M. and directs the City Clerk to publish a notice of the hearing at least one week prior to the hearing to comply with the requirements of State Law and the City Charter.
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:** May 3, 2021

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

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, April 19, 2021

In the City Council Chambers at City Hall  
259 Kent St., Portland, MI 48875

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

Absent: Council Member Johnston

Guests: City Residents Kathy Parsons, Brian Wohlscheid, Bryce Anderson

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

Mayor Barnes noted amendments to the Agenda to excuse Council Member Fitzsimmons from the April 5, 2021 meeting and Council Member Johnston from tonight's meeting.

Motion by VanSlambrouck, supported by Sheehan, to approve the Amended Agenda.

Yeas: VanSlambrouck, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons; Johnston

Adopted

Motion by VanSlambrouck, supported by Sheehan, to excuse Council Member Fitzsimmons from the April 5, 2021 meeting and Council Member Johnston from tonight's meeting.

Yeas: VanSlambrouck, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons; Johnston

Adopted

Under Public Comment, new City resident Bryce Anderson requested the City update its Ordinance to match recently updated guidelines by the DNR that allow bow hunting in urban areas in order to control the deer population.

There was discussion.

Under City Manager report, City Manager Gorman stated the Safe Routes to School Project is moving along very well. Work on Grand River Ave. is scheduled to begin mid-May.

The Toan Park Improvement Project will be going out to bid very soon.

The potential Fiber Project is moving into the design phase with a new contract approved with Total Technical Assurance Group at the April 5, 2021 meeting. Opportunities to partner with Homeworks Tri County will also be evaluated. When the design is complete the City will be able to get a true cost for a potential project.

The Public Hearing for the State Revolving Fund Clean Water Project will be held at the Council Meeting on Monday, May 17, 2021 at 7:00 P.M.

Council Member Fitzsimmons arrived at 7:15 P.M.

Under Presentations, DDA Director ConnerWellman provided her report on downtown activities and noted that after 3 ½ weeks of fundraising for the Toan Park Improvement Project \$40,555 has been raised.

Mayor Barnes read the 2021 Arbor Day Proclamation.

Mayor Barnes stated that Homeworks Tri County has always been a great, trustworthy corporate partner. In 2018 the City approved their request to run utility lines through the City of Portland. Unfortunately, the City did not require them to follow its own practice of undergrounding electric service. When Homeworks Tri County ran their utility lines through the City the lines were strung on high poles which also required the cutting and trimming of several trees. Mayor Barnes requested that Homeworks Tri County underground the utilities if possible.

Under New Business, the Council considered Resolution 21-19 to approve the recommendation of the Board of Light and Power at its meeting on March 30, 2021 to approve a Net Metering Agreement for solar usage by City residents that desire to install solar generating facilities to offset all or a portion of their electricity usage.

Motion by Fitzsimmons, supported by Sheehan, to approve Resolution 21-19 approving the recommendation of the Board of Light and Power to approve a Net Metering Agreement for solar usage by City residents.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Johnston

Approved

The Council approved Resolution 21-20 to approve a capacity purchase for the Board of Light and Power through the Michigan Public Power Agency to meet a portion of its future load requirements for planning years 25/26, 26/27, and 27/28 by purchasing capacity not to exceed \$32,400 for the entire term. The Board of Light and Power met on March 30, 2021, the Board of Light and Power voted to recommend the approval of the capacity purchase to City Council.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 21-20 approving a capacity purchase for the Board of Light and Power through the Michigan Public Power Agency.

Yeas: VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None  
Absent: Johnston  
Adopted

The Council considered Resolution 21-21 to approve the lease/purchase of a new folding machine for City Hall operations to replace the current machine that is 16 years old and in disrepair.

Motion by Sheehan, supported by Fitzsimmons, to approve Resolution 21-21 approving the lease/purchase of a new folding machine for City Hall operations.

Yeas: Sheehan, Fitzsimmons, VanSlambrouck, Barnes  
Nays: None  
Absent: Johnston  
Adopted

The Council considered Resolution 21-22 to approve the Ambulance Services Agreements with the various political subdivisions and the 21-22 Ambulance Care Plan Membership Agreement Form.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 21-22 approving, authorizing, and directing the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and approving the Care Plan Membership Agreement Form.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Barnes  
Nays: None  
Absent: Johnston  
Adopted

The Council considered Resolution 21-23 to approve a permit for a fireworks display at the Bogue Flats Recreation Area on Saturday, July 3, 2021 to celebrate Independence Day.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 21-23 approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area.

Yeas: Fitzsimmons, VanSlambrouck, Sheehan, Barnes  
Nays: None  
Absent: Johnston  
Adopted

Motion by Fitzsimmons, supported by Sheehan, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on April 5, 2021, payment of invoices in the amount of \$71,990.89 and payroll in the amount of \$108,686.82 for a total of \$180,677.71. A purchase order to Eagle Enterprise in the amount of \$11,606.00 for repair of a Rivertrail railing due to ice jam/flooding damage was also included.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Barnes

Nays: None  
Absent: Johnston  
Adopted

Under City Manager Comments, City Manager Gorman noted the draft budget was provided to Council with their Council packet. He is pleased to propose another balanced budget. The budget process will be moved back a bit with approval of the budget to be presented on May 17, 2021.

The Community Clean Up will be held Saturday, May 1, 2021. He further noted that due to COVID, DPW crews will not be able to assist in the unloading of vehicles and trailers.

Under Council Comments, Mayor Pro-Tem VanSlambrouck stated he attended the Ionia County Township Officers Association Quarterly Meeting. The main speaker was Anthony Meyaard, an expert on the subject of assessing who provided information on the updates being made.

He further noted that Jim Valentine, Director of Ionia County 9-1-1, gave a presentation on the \$2.85 surcharge. The surcharge will be used for health care costs and will not be going toward radio upgrades. A long-term plan for upgrades to 800 MHz radios is being established.

Council Member Fitzsimmons noted that the sidewalk improvements through the Safe Routes to School grant project are looking very nice. This is a great project for the City of Portland.

Mayor Barnes noted the Ambulance Emergency Care Plan enrollment period is May 1, 2021 through July 1, 2021 and provides a “peace of mind” for City residents.

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

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Barnes  
Nays: None  
Absent: Johnston  
Adopted

Meeting adjourned at 7:47 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the April 19, 2021 City Council Meeting**  
**In the City Council Chambers at City Hall**  
**259 Kent St., Portland, MI 48875**

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 Sheehan; City Manager Gorman; City Clerk Miller, Police Chief Thomas

**Absent** – Council Member Johnston

**Public Comment** – Bryce Anderson requested the City update its Ordinance to match recently updated guidelines by the DNR that allow bow hunting in urban areas in order to control the deer population.

**Presentation** - DDA Director ConnerWellman provided her report on downtown activities.

**Presentation** - Mayor Barnes read the 2021 Arbor Day Proclamation.

**Approval of Resolution 21-19** approving the recommendation of the Board of Light and Power to approve a Net Metering Agreement for solar usage by City residents.

All in favor. Adopted.

**Approval of Resolution 21-20** approving a capacity purchase for the Board of Light and Power through the Michigan Public Power Agency.

All in favor. Adopted.

**Approval of Resolution 21-21** approving the lease/purchase of a new folding machine for City Hall operations.

All in favor. Adopted.

**Approval of Resolution 21-22** approving, authorizing, and directing the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and approving the Care Plan Membership Agreement Form.

All in favor. Adopted.

**Approval of Resolution 21-23** approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:47 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
STAR THOMAS	01654	APRIL 2021 PHONE BILL REIM - POLICE	40.00
BRENT HENRY	02649	APRIL 2021 PHONE BILL REIM - ELECTRIC	40.00
INDEPENDENT BANK	00197	MAY 2021 BOND PAYMENT - ELECTRIC	8,531.00
REED & HOPPES, INC.	00390	TOWMATE MAGNETS - MTR POOL	30.00
REED & HOPPES, INC.	00390	MAGNETS - MTR POOL	103.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	468.63
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	15.00
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	17.77
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	57.33
CONSUMERS ENERGY	00095	GAS SERVICE - WW	17.09
CONSUMERS ENERGY	00095	GAS SERVICE - WW	661.72
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	58.60
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	647.48
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	54.10
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR/ELEC RATE STUDY - ELECTRIC	1,044.00
MUZZALL GRAPHICS	00326	LETTERHEAD PAPER - VAR DEPTS	802.37
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	314.15
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	67.03
BASIC	01983	MONTHLY FEE FOR HRA ADMIN - GEN	243.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - POLICE	143.50
MENARDS	00260	PLUG FOR AMB - AMB	12.99
ZACH WALTERSDORF	02621	REIM AMAZON MISC - AMB	134.88
GRANGER	00175	REFUSE - REFUSE	12,596.45
FARM BUREAU INSURANCE	MISC	ENERGY OPTZ REFUND PROGRAM - ELECTRIC	353.28
STAR THOMAS	01654	REIM AMAZON SUPPLY PURCHASES - POLICE	183.61
CMP DISTRIBUTORS INC.	01745	HOLSTER, DUTY BELT - POLICE	172.90
MARC'S MARINE	01867	BOAT MAINTENANCE - POLICE	170.89
FAMILY FARM & HOME	01972	GRASS SEED FERTILIZER - ELECTRIC	229.58
MUNICIPAL SUPPLY CO.	00324	METER GASKITS/PARTS - WATER	75.80
MUNICIPAL SUPPLY CO.	00324	VALVE BOX LID/RISER - WATER	476.25
RESCO	00392	10KVA ERMCO PAD TRAN - ELECT CONS AGENDA 10-19-	8,010.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICE - CITY HALL	280.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTALS - PARKS	330.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICE - ELECTRIC	140.00
F&V OPERATIONS & RESOURCE MANAGMNT	02564	REIM PHONE/FAX - WW	44.00
MARYKAY STEFFES-SCHMITZ	MISC	ENERGY OPTZ PROGRAM - ELECTRIC	50.00
BADER & SONS CO.	00031	MOWER BLADES /OIL - CEM, PARKS	293.40
HERITAGE NATURAL FINISHES LLC	MISC	STAIN FINISH FOR RED MILL - PARKS	463.38
CULLIGAN	02130	WATER - CEM, PARKS	14.00
GRAINGER, INC.	00172	BATHROOM FAUCET/SUPPLIES - PARKS	34.65
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	73.98
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	419.72
FLEIS & VANDENBRINK	00153	WWTP SRF PROJECT PLAN - WW	9,900.00
MUZZALL GRAPHICS	00326	BUSINESS CARDS - ASSESSOR	60.15
CULLIGAN	02130	WATER CITY HALL - GEN	7.50
BS&A SOFTWARE	00029	YEARLY SOFTWARE CONT TIME SHEETS/ASSESSING - GE	1,225.00
STATE OF MICHIGAN	00428	SAMPLING - WATER	386.00
KENDALL ELECTRIC	00225	PVC PIPE - ELECTRIC	152.44
POWER LINE SUPPLY COMPANY	00389	HALO HELMET LIGHTS - ELECTRIC	580.00
MUNICIPAL SUPPLY CO.	00324	METER FLANGE KIT - WATER	85.00
CHROUCH COMMUNICATION, INC.	00082	RADIO MIC APX 900 - AMB	106.70
B&W AUTO SUPPLY, INC.	00030	SUPPLIES/TOOLS/PARTS - MTR POOL, ELECTRIC	186.57
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	185.21
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	111.45
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	6.18
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	58.73
ED FILTER	00540	OFFICIAL - REC	56.00
BRIAN RUSSELL	00593	OFFICIAL - REC	196.00
SHANE COOK	02511	OFFICIAL - REC	18.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	27.00
THE HUNTINGTON NATIONAL BANK	02659	1ST PAYMENT SWEEPER - MOTOR POOL	34,987.50
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - PARKS, CEM	210.17

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FOSTER BLUE WATER OIL, LLC	02301	GAS - PARKS, CEM	490.39
MUNICIPAL SUPPLY CO.	00324	FIELD PAINT - REC	72.00
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING JAN - FEB 2021 - CC	5,270.47
COOK BROS EXCAVATING	00101	REPAIR SEWER RIVERSIDE - WW	4,800.00
COOK BROS EXCAVATING	00101	SEWER REPAIR 911 RIVERSIDE - WW	800.00
FAMILY FARM & HOME	01972	SHOP TOWELS, GLOVES - CEM, PARKS	52.95
KEUSCH SUPER SERVICE	00228	TIRE REPAIRS - PARKS, CEM	59.98
Total:			\$98,006.92



# PURCHASE ORDER

## City of Portland

P.O. 6507

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

VENDOR Durrant Brothers Construction  
PO Box 541  
Portland MI 48875

DATE: 4-29-21

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
New steel siding R+R DPW Building	101.201.975000		est \$27,888
DEPARTMENT HEAD (UP TO \$500) <u>KG</u>		TOTAL	

MT

Treasurer Initials

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

License # 2102195349

Page No. \_\_\_\_\_ of \_\_\_\_\_

Expires: 5/31/2023

**Durrant Brothers Construction LLC**  
P.O. Box 541  
Portland, MI 48875  
(517)-712-2557

## PROPOSAL

PROPOSAL SUBMITTED TO <b>Portland DPW C/O Ken Gensturblum</b>		TODAY'S DATE <b>4/20/21</b>	DATE OF PLANS/PAGE #'S
PHONE NUMBER	FAX NUMBER	JOB NAME <b>Replace wall steel</b>	
ADDRESS, CITY, STATE, ZIP <b>451 Morse Dr. Portland MI 48875</b>		JOB LOCATION <b>Main building</b>	

We propose hereby to furnish material and labor necessary for the completion of:

- \* **Tear one layer of existing steel off the walls and gable.**
- \* **Frame in the old slider door opening on the east side of the building so that it is flush with the rest of the building. Remove the old slider door track on the west side of the building.**
- \* **Install all trims where it is needed to match the new steel.**
- \* **Install wainscot style steel on the building**
- \* **Install two new VinylMax 4600 Radiance Plus windows. The windows are white vinyl with low E/argon between the panes. They have lifetime warranty on glass breakage, full screens and night latches. These windows are triple pane and meet or exceed the energy star requirement in our region.**
- \* **There will be treated wood installed on the bottom of the building where it is needed.**
- \* **Install a 29 gauge Michigan steel panel. There is a 45 year warranty for the paint on the steel. Color samples are available.**
- \* **All construction materials from us will be cleaned up by us\***
- \*\* **Durrant Brothers is not responsible for any unforeseen issues\*\***
- \*\* **The material pricing for this job is only good for 7 seven days from the date on the proposal. This is due to the continued cost of materials rising\*\***

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of: **twenty seven thousand and eighty eight and 00/100** dollars ( \$ **27,888.00** )

Payment as follows: **60 % down 100 % upon completion**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

**Authorized Signature** \_\_\_\_\_

Note: this proposal may be withdrawn by us if not accepted within **30** days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

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

Held on Monday, March 22, 2021

Via Zoom – Meeting ID# 898 4853 0372

Members Present: Grimminck, Antaya, Briggs, Gorman, Barnes, Madarang, Hengesbach

Members Absent: Williamson

Staff: DDA Director ConnerWellman, City Clerk Miller

Guests: Council Member Sheehan; Bill Fabiano, Shirley Teachout, Michael Judd

Chair Grimminck called the meeting to order at 7:07 P.M.

There was no Public Comment.

Motion by Barnes, supported by Madarang, to approve the revised agenda with the addition of Discussion of Donation of Property and Façade under New Business.  
All in favor. Adopted.

Motion by Barnes, supported by Briggs, to approve the minutes of the February 22, 2021 meeting with a small grammatical correction.  
All in favor. Adopted.

Director ConnerWellman noted that payments to Dillon Frye on the Treasurer's Report are for the promotional video for the Toan Park Revitalization Project.

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

There were no Team Reports as the Teams did not meet in March.

Under Old Business, Director ConnerWellman provided an update on the Toan Park Revitalization Project; seeking bids on the irrigation system, waiting for revised estimate to move Wind Song; meeting with Michigan Steel & Trim to discuss donation of labor and materials for the pavilion; Patronicity website ready to go. Keith Schneider of Eagle Engineering will donate both labor and materials for the donation sculpture.

City Manager Gorman noted that Mayor Pro-Tem VanSlambrouck contacted him regarding an old fund for the Toan Park and why fundraising is necessary. After doing some research this fund was dissolved in the early 2000's.

Mayor Barnes provided more historical information regarding the fund.

Director ConnerWellman received news of an upcoming \$10,000 donation for the project.

Under New Business, Director ConnerWellman stated she has had discussions with Bill Fabiano regarding his possible donation of the property at 103 E. Grand River Ave.

Mr. Fabiano stated that he has been working on some restoration of the property due to the flood/ice jam. The property requires reinforcement of the retaining wall.

City Manager Gorman stated that a donation agreement would need to be drafted and all due diligence would need to be performed in order to fully consider all elements of a possible donation.

Mayor Barnes stated that this is an exciting prospect, the property would be a wonderful greenspace. He further thanked Mr. Fabiano for the offer.

There was further discussion.

Director ConnerWellman presented the 8-week work plan tasks and updates for fundraising for the Riverfront Park Revitalization project.

There was extensive discussion and planning.

Director ConnerWellman stated that Tim Fuller has discovered a very concerning structural issue at 128 Kent St. He plans to apply for a façade grant to be used on this one façade. She further suggested a \$4,000 grant that was not budgeted with the understanding the façade will need to be completed before the end of this Fiscal Year.

Member Briggs stated she has spoken with Mr. Judd and Mrs. Teachout; they agree the design is approved.

Motion by Barnes, supported by Antaya, to increase the façade budget by \$4,000.00 from unencumbered funds to support the Design Committee approval of Façade Design for 128 Kent St.

All in favor. Adopted.

Under the Director Report, Director ConnerWellman stated she will email everyone the March 2021 Director's Report.

Under Board Member Comments, Member Briggs noted that it was four years ago that Director ConnerWellman was hired.

Director ConnerWellman stated that she is honored to serve in Portland and hopes to be here for a long time.

City Manager Gorman stated that the Safe Routes to School Project will begin on Monday, March 29, 2021 to promote walkability and connectivity in the City of Portland. The City has worked closely with both Portland Public Schools and St. Patricks Shools and received over \$1 million in grant monies.

Director ConnerWellman noted that she has received an email from Member Charlsie Abel resigning her position on the DDA effective immediately.

Motion by Barnes, supported by Williamson, to adjourn the meeting at 8:20 P.M.  
All in favor. Adopted

Respectfully submitted,

---

Margery Briggs, Secretary



Date: April 26, 2021

**REPORT OF FUNDS IN DDA AS OF: April 22, 2021**

**PRINCIPAL & INTEREST ACCOUNT**

**AMOUNTS**

PREVIOUS BALANCE:	<u>3/15/2021</u>	\$ 501.77
<b>NEW BALANCE:</b>	<b><u>3/31/2021</u></b>	<b><u>\$ 501.77</u></b>

**PRIME ACCOUNT**

PREVIOUS BALANCE:	<u>2/28/2021</u>	\$ 22,002.77
DEPOSITS:		\$ (2,563.45)
Due to customers:		\$ -
<b>NEW BALANCE:</b>	<b><u>3/31/2021</u></b>	<b><u>\$ 19,439.32</u></b>

**REGULAR ACCOUNT**

PREVIOUS BALANCE:	<u>3/15/2021</u>	\$ 674,447.80
INTEREST EARNED:		\$ 5.80
DEPOSITS:		
Flood Reimbursement		\$ 2,260.00
Donation- Toan Park Improvements -		\$ 19,332.00

**CHECKS WRITTEN:**

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge March 2021	\$ 300.00
	Bank fee - Fraud Protection	\$ 30.00
2158	City of Portland, credit card charges reimbursement, phone charges	\$ 242.14
2161	Kurt Fedewa, Article for March 2021	\$ 25.00
2159	Fleis & Vandenbrink, Engineering services for Toan Park Improvements	\$ 5,659.00
2160	Kaleidoscope Laser, Donation Plaques for splashpad	\$ 500.00
2162	Printing Essentials, Splashpad promotions	\$ 702.00
2163	RCP Artist Services, Inc., Banners for Splashpad Promotions	\$ 770.00
2164	S&K Printing, Splashpad promo paper product	\$ 152.50
2165	Tina Conner-Wellman, phone reimbursement	\$ 119.92
2166	VFW, Kitchen Rental for fundraiser	\$ 100.00
		\$ (8,600.56)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 03/22/21 - 04/19/2021 \$ (8,174.91)

TOTAL EXPENSES: \$ (16,775.47)

**NEW BALANCE:** 4/22/2021 **\$ 679,270.13**

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

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
MARCH STATS**

<u><b>Calls for Service</b></u>		<u><b>Other Functions</b></u>	
Dispatched	83	Subpoena Service	0
Patrol Originated	6	PBT's	0
Follow Up Complaints	36	Special Events	0
Assist to PPD	4	School Contacts (general)	2
Assist to Fire / EMS	8	Training	7
Assist Other Depts	10	Administrative	139

<u><b>Traffic Stops</b></u>		<u><b>Other</b></u>	
Total Stops	62	Physical Business Checks	
Traffic Citations	34	Interior	46
Verbal Warnings	47	Exterior	360
Parking Citations	27	Patrol Contacts	318

<u><b>Arrests (Excluding Juvenile Apprehensions)</b></u>		<u><b>Code Enforcement / Blight</b></u>	
Misdemeanor Persons	5	New Complaints	11
Misdemeanor Charges	9	Follow up Complaints	0
Felony Persons	1	Time Spent (in hours)	5
Felony Charges	2		

On March 1, 2021, Officer Kauffman investigated was dispatched to a domestic assault complaint. Investigators at the department were initially provided with information that was inconsistent; the parties were seperated, and a warrant request was submitted to the Ionia County Prosecutor's Office. The suspect was later arrested on assault charges and lodged at the Ionia County Jail.

Officers Listerman and Smith investigated a domestic assault on March 4, 2021; one subject had large bite marks on their body while the other had been physically struck and pushed. The Ionia County Prosecutor's Office reviewed the incident and declined due to the incident being a "mutual fray".

A subject was arrested on March 6, 2021 for OWI - 6th offense after he was reported to be driving erratically on I-96. Officer Goggins located him in the City, conducted the investigation, and lodged the subject on felony OWI charges and license violations.

**Con't on Next Page**

On March 15, 2021, Officer Goggins, with the assistance of the Ionia County Sheriff's Department, conducted a domestic assault investigation involving a black powder gun. The gun was seized as part of the investigation; and the Ionia County Prosecutor's Office is reviewing the case.

Officer Listerman began the investigation of a criminal sexual conduct against a juvenile on March 23, 2021. The case is ongoing in collaboration with the IM SAFE CAC.

On March 26th, Officer Smith, along with the assistance of MSP and the Ionia County Sheriff's Department, learned that several vehicles had been hit by what the drivers reported as being BB's. Two juveniles were identified and were petitioned to Ionia County Juvenile Court.

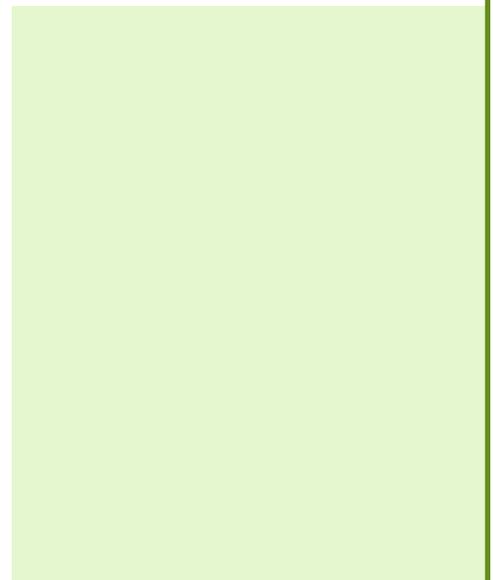
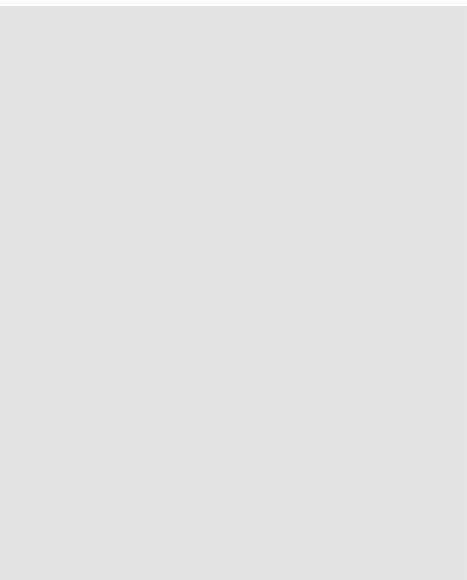
Activities, such as physical arrests, are still largely limited due to Covid-19 restrictions.

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



# The City of Portland Operations & Maintenance Report

March 2021





April 9, 2021

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

**RE: March 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 March 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 517.977.6107.

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**

## CONTENTS

ADMINISTRATIVE.....	2
Action Items .....	2
WASTEWATER MAINTENANCE .....	2
Operations.....	2
Safety Training.....	2
WORK PERFORMED ON THE COLLECTION SYSTEM.....	2
Emergency Alarm Call- Outs .....	3
Daily Flow Summary .....	3

### APPENDIX “A” MONTHLY OPERATING REPORT

### APPENDIX “B” MARCH 2021 Completed Work orders

## ADMINISTRATIVE REPORT

### ADMINISTRATIVE

The March 2021 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on April 7, 2021. The average influent flow was 353,000 gallons per day. The daily maximum influent flow was 451,000 gallons, which occurred on March 1, 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.
- **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 March 2021 in accordance with the computerized maintenance management system (CMMS.) The completed March 2021 completed work orders can be viewed in [Appendix B](#).

- Staff replaced the wear rings on the Charter Thickener sludge feed pump.
- Staff utilized the City's Electrical Department crane truck to pull both pumps at Rindlehaven Lift Station because both pumps were drawing high amperage. Each of the pumps were clogged with various clothing that is from the State of Michigan rest area.
  - The City and FVENG may need to work with the State to get a basket installed at the rest area that the State would be responsible for.
- Staff pulled and cleaned each Ultraviolet Disinfection rack several times to inspect and clean. New quartz sleeves and lamps were ordered to replace in four (4) of the eight (8) racks to mitigate NPDES Permit issues.
- The heat exchanger boiler is beginning to have flame failure alarms so Pluene HVAC is being scheduled to troubleshoot the issue in April 2021.

### OPERATIONS

- The laboratory thermometers were replaced as part of the updated Quality Assurance/ Quality Control (QA/QC) program.

### SAFETY TRAINING

The following safety training was completed during December 2019:

- Active Shooter Training
- Safe Lifting Practices

### WORK PERFORMED ON THE COLLECTION SYSTEM

The following collection system tasks were completed during March 2021:

- Several Miss Digs were completed.
- Approximately 4,655 feet of sanitary sewer main was cleaned during the period.
- Staff utilized the City's push camera to assist two (2) residents in viewing the condition of their sewer lateral.
- Staff dealt with two (2) sewer complaints one of which was a sewer main clog that backed up in a resident's home. That section of sewer main maintenance frequency has been increased to two (2) times per year to mitigate future issues.

- City staff inspected a section of sewer main that was replaced on Riverside Drive.

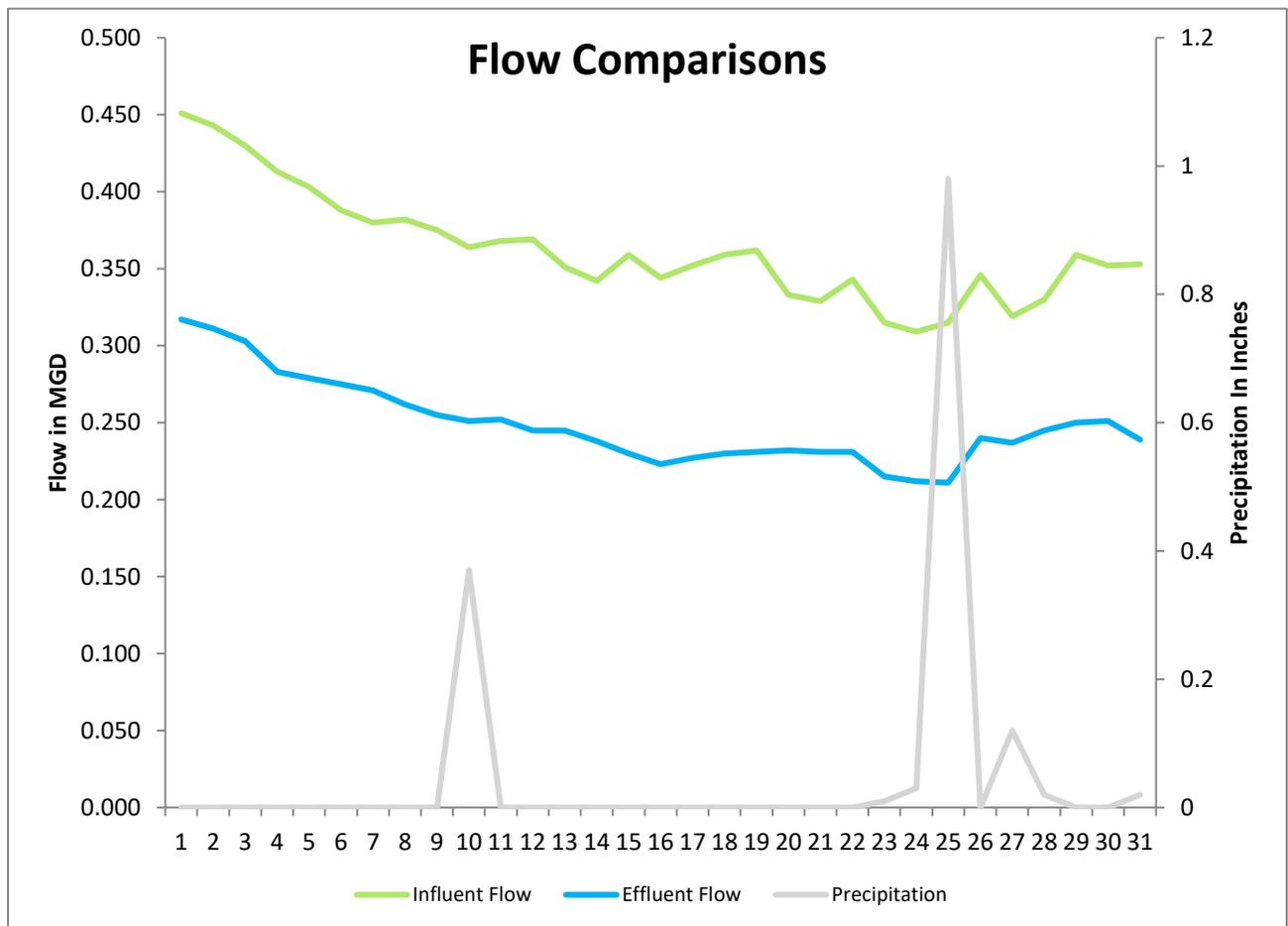
### EMERGENCY ALARM CALL- OUTS

There was one (1) after- hours emergency call outs during March 2021.

- On March 20, 2021 staff received an alarm from the Rindehaven Lift Station. Upon arrival they found that the lag pump had run because the other pump faulted because of high amperage. The pumps were both removed and unclogged the next business day, which was Monday.

### 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 March 2021. The average influent flow during the period was 363,000 gallons per day and the average effluent flow during the period was 249,000 gallons per day. We had seven (7) days of precipitation which totaled 1.55 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



# APPENDIX "A"



City of Portland, Michigan

March 2021

**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	4.7		12.4		98	1.6		4.2		99	1	0.845	2.2	80	7.4	5.7	120			
2	3.6		9.3		98	1.2		3.1		94	1	0.365	0.9	90	6.9	5.5	208			
3	3.1		7.8		98	7.6		19.2		79	2.4	0.400	1.0	88	7.3	5.8	168			
4																				
5																				
6																				
7		3.8		9.9			3.5		8.8									161		
8	5.7	4.1	12.5	9.9	97	1.6	3.5	3.5	8.6	99	0.8	0.927	2.0	82	7.4	5.7	120	161		
9	5.6	4.8	11.9	10.7	98	1.6	3.6	3.4	8.7	97	0.8	0.697	1.5	85	7.2	5.6	232	167		
10	6.1	5.8	12.8	12.4	97	12.8	5.3	26.8	11.2	86	9.2	0.692	1.4	86	7.1	6.2	265	195		
11		5.8		12.4			5.3		11.2									195		
12		5.8		12.4			5.3		11.2									195		
13		5.8		12.4			5.3		11.2									195		
14		5.8		12.4			5.3		11.2									195		
15	7.0	6.2	13.4	12.7	97	6.8	7.1	13.0	14.4	96	4.4	0.760	1.5	88	7.4	5.7	216	237		
16	4.4	5.8	8.2	11.5	97	5.2	8.3	9.7	16.5	98	4.0	0.520	1.0	92	6.9	5.8	228	235		
17	4.9	5.4	9.3	10.3	97	7.2	6.4	13.6	12.1	97	4.8	0.529	1.0	91	7.4	5.7	188	210		
18		5.4		10.3			6.4		12.1									210		
19		5.4		10.3			6.4		12.1									210		
20		5.4		10.3			6.4		12.1									210		
21		5.4		10.3			6.4		12.1									210		
22	5.4	4.9	10.4	9.3	98	6.0	6.1	11.6	11.6	97	3.6	0.550	1.1	92	7.3	4.4	216	210		
23	4.5	4.9	8.1	9.2	99	6.4	6.5	11.5	12.2	98	4.4	0.500	0.9	93	7.3	5.8	180	194		
24	4.9	4.9	8.7	9.0	99	8.4	6.9	14.9	12.6	96	5.2	0.560	1.0	92	7.1	5.6	235	209		
25		4.9		9.0			6.9		12.6									209		
26		4.9		9.0			6.9		12.6									209		
27		4.9		9.0			6.9		12.6									209		
28		4.9		9.0			6.9		12.6									209		
29	4.4	4.6	9.2	8.6	99	7.6	7.5	15.8	14.1	96	5.2	0.665	1.4	89	7.4	5.7	120	172		
30	4.3	4.5	9.0	8.9	99	7.2	7.7	15.1	15.3	97	5.6	0.712	1.5	88	7.5	5.6	96	139		
31	3.9	4.2	7.8	8.6	99	7.6	7.5	15.1	15.4	96	5.6	0.597	1.2	89	7.4	5.8	64	90		
M/M																				
TL																				
GA																				
ME	4.8		10.0		98	5.9		12.0		95	3.9	0.62	1.3	88		5.6	165.6			
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

March 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)
1	24	6.0	4.8	0.20	3582	2787	49	137	1.4	1.44	0.6604	0.5209	20.15	1110	0.271
2	24	6.0	4.7	0.14	3199	2449	40	125	2.1	1.44	0.5496	0.3638	22.04	1010	0.274
3	24	6.1	4.8	0.18	3084	2376	35	113	1.5	1.44	0.5044	0.3907	22.75	957	0.275
4	24	6.4	5.1		2913		34	117	2.5	1.44	0.5097		20.06	853	0.262
5	24	6.4	4.7		2885		35	121	1.4	1.44	0.5601		19.63	917	0.271
6	24	6.7	7.2		2495		33	132	1.2	1.44	0.5924		10.51	519	0.256
7	24	6.7	12.4		3455		42	122	2.0	1.44	0.5943		8.40	416	0.258
8	24	6.8	4.4	0.16	3748	2844	43	115	1.7	1.44	0.6488	0.4946	23.46	1269	0.253
9	24	6.8	5.2	0.19	3361	2543	39	116	1.5	1.44	0.5243	0.5002	22.00	962	0.253
10	24	6.9	4.8	0.22	2998	2264	33	110	1.8	1.44	0.5087	0.3946	22.02	934	0.255
11	24	7.0	4.2		2734		30	110	1.7	1.44	0.5263		22.03	967	0.247
12	24	7.0	6.5		2937		30	102	1.5	1.44	0.4048		20.07	677	0.247
13	24	7.1	13.2		2721		28	103	2.2	1.44	0.4247		8.71	309	0.253
14	24	7.3	12.6		2965		32	108	1.0	1.44	0.5031		8.40	352	0.245
15	24	7.2	4.8	0.20	3005	2361	33	110	0.8	1.44	0.5100	0.3959	22.00	936	0.238
16	24	7.2	5.7	0.14	2818	2192	30	106	0.9	1.44	0.4410	0.3188	20.05	738	0.250
17	24	7.2	5.4	0.15	3090	2436	33	107	1.1	1.44	0.4543	0.3518	22.62	857	0.245
18	24	7.1	3.5		3218		31	96	1.0	1.44	0.6967		23.56	1369	0.242
19	24	7.0	4.7		2784		29	104	0.5	1.44	0.4428		23.73	876	0.250
20	24	7.4	11.5		2812		30	107	1.0	1.44	0.5215		8.40	365	0.251
21	24	7.7	13.0		2891		34	118	0.8	1.44	0.4730		8.40	331	0.231
22	24	7.6	4.4	0.24	3351	2625	38	113	0.8	1.44	0.5921	0.4537	23.00	1136	0.225
23	24	7.8	4.4	0.23	2948	2331	31	105	1.5	1.44	0.5430	0.4189	22.30	1010	0.234
24	24	8.1	5.0	0.26	2764	2180	29	105	1.1	1.44	0.4474	0.3458	22.20	828	0.221
25	24	8.0	4.8		2736		29	106	0.9	1.44	0.4587		22.27	852	0.219
26	24	7.5	4.2		2780		28	101	1.5	1.44	0.4850		24.24	980	0.225
27	24	7.8	10.9		2408		24	100	2.1	1.44	0.4706		8.40	330	0.229
28	24	7.7	8.6		2789		26	93	1.2	1.44	0.6212		9.30	482	0.229
29	24	7.3	4.8	0.24	3276	2574	33	101	0.7	1.44	0.4785	0.3769	25.71	1026	0.230
30	24	7.3	5.0	0.25	3122	2474	30	96	1.1	1.44	0.4973	0.3941	22.50	933	0.239
31	24	7.3	5.3	0.28	2981	2264	31	104	1.3	1.44	0.4475	0.3449	22.50	840	0.237
TL													581.41	25142	7.615
ME	24	7.1	6.5	0.21	2995	2447	33	110	1.3	1.44	0.5191	0.4044	18.76	811	0.246
	REMARKS:														

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

City of Portland, MI  
March 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	y		4900	128				13	32.0
2	y	54.0	3500	128				13	30.0
3	y		3200	128				13	39.0
4	n		3400	120	59	44	27	13	25.0
5	n		3200	120				11	23.0
6	n		3200	120				11	13.0
7	y		3500	120				11	8.0
8	y		3100	120				15	29.0
9	y		3500	128	69	44	31	15	33.0
10	n		600	126				15	32.0
11	n		3100	112	23	11	7	11	33.0
12	n		3000	120				11	32.0
13	n		2500	104				11	12.0
14	n		4500	125				11	11.0
15	y		2500	120				11	32.0
16	y		4300	144	70	46	30	11	29.0
17	y		2400	136				11	29.0
18	n		5200	128	28	29	10	11	33.0
19	n		2600	120				11	29.0
20	n		2500	120				11	7.0
21	n		2700	120	43	12	17	11	7.0
22	y		2400	136				11	24.0
23	y	54.0	1400	128				11	32.0
24	y		1500	120				11	25.0
25	n		1600	120	43	20	12	11	24.0
26	n		2300	136				10	26.0
27	n		1600	128				10	9.0
28	n		1900	104				10	9.0
29	y		2100	128	53	25	13	11	26.0
30	y		1800	128	10	4	3	11	25.0
31	y	27.0	2200	128				11	24.0
<b>TL</b>		135.0	86200.0	3843	398	235	150	358	742.0
<b>ME</b>		45.0	2781	124	44	26	17	12	23.9

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



City of Portland, MI

March 2021

**SOLIDS DISPOSAL**

DAY	SUPERNATANT							BIOSOLIDS DISPOSAL			SITE #	DRY TONS APPLIED.	
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL			VOL.
	gal.		%	%	mg/l	mg/l	lbs	TO BED	HAULED	%			%
1	2132							0.0					
2	2932							0.0					
3	1333							0.0					
4	1066							0.0					
5	4264							0.0					
6	9594							0.0					
7	0							0.0					
8	1866							0.0					
9	3731							0.0					
10	2665							0.0					
11	2932							0.0					
12	2132							0.0					
13	1599							0.0					
14	1066							0.0					
15	0							0.0					
16	2932							0.0					
17	2399							0.0					
18	0							0.0					
19	2665							0.0					
20	0							0.0					
21	2132							0.0					
22	0							0.0					
23	4264							0.0					
24	3998							0.0					
25	3198							0.0					
26	3198							0.0					
27	2399							0.0					
28	3198							0.0					
29	1333							0.0					
30	3198							0.0					
31	3198							0.0					
<b>TL</b>	73288							0.0	0				
<b>ME</b>													

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

# APPENDIX “B”



Completed Work Order Note Report

4/17/2021

Page 1 of 7

Completed	Equipment Number	Task	WO #	Type
3/1/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3003.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/1/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3002.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/1/2021	UV-100	Weekly UV Maintenance	3041.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/1/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3040.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/1/2021	Tool Room	Weekly Storage Room.	3039.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/1/2021	TB-104	Weekly Charter Thckener Maintenance	3038.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/1/2021	TB-100	Weekly Thickener Building Housekeeping	3037.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/1/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3036.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/1/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3035.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/2/2021	Headworks Building	Weekly Headworks Housekeeping	3000.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/2/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3034.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/2/2021	SB-201	Weekly Composite Sampler Maintenance	3033.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/2/2021	GB-101	Weekly Fine Maintenance	3032.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/2/2021	LB-129	Weekly Vacuum Pump Maintenance	3031.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/2/2021	SB-202	Weekly NP Booster System Maintenance	3030.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/2/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3029.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/3/2021	Laboratory/ Office	Laboratory Housekeeping	3028.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/3/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3027.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/3/2021	Boiler Room	Boiler Room Housekeeping	3026.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/3/2021	GB-104	Weekly Grit Classifier Maintenance	3025.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/3/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	3024.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/3/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3023.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/4/2021	DB-200	Weekly Gas Mixer Maintenance	3022.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/4/2021	LB-125	Weekly Eyewash & Shower Exercise	3021.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/4/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3020.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			

Completed	Equipment Number	Task	WO #	Type
3/4/2021	AT-105	Weekly D.O Sensor Maintenance	3019.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/4/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3018.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/4/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3017.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/4/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3016.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/4/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3015.01	Scheduled
<b>Note</b>	<b>Task complete, TS, TK</b>			
3/8/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3054.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/8/2021	DB-200	Weekly Gas Mixer Maintenance	3053.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/8/2021	LB-125	Weekly Eyewash & Shower Exercise	3052.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/8/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3051.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/8/2021	AT-105	Weekly D.O Sensor Maintenance	3050.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/8/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3049.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/8/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3048.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/8/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3047.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/8/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3046.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/9/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3044.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/9/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3043.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/9/2021	Headworks Building	Weekly Headworks Housekeeping	3042.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	GB-107	Annual Grit System Maintenance	2534.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	UV-100	Weekly UV Maintenance	3072.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3071.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	Tool Room	Weekly Storage Room.	3070.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	TB-104	Weekly Charter Thckener Maintenance	3069.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	TB-100	Weekly Thickener Building Housekeeping	3068.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3067.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3066.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/10/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3065.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			

Completed	Equipment Number	Task	WO #	Type
3/10/2021	SB-201	Weekly Composite Sampler Maintenance	3064.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/11/2021	Boiler Room	Boiler Room Housekeeping	3057.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/11/2021	GB-104	Weekly Grit Classifier Maintenance	3056.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/11/2021	Process Blowers	Weekly Grit & Aeration Blower Maintenance	3055.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/11/2021	UV-100	Monthly Trojan 3000 UV Maintenance	3078.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/12/2021	Laboratory & Sampler Thermometers	Annual Replacement of Thermometers	2864.01	Scheduled
<b>Note</b>	<b>CSM ordered on 3/12/2021</b>			
3/12/2021	GB-101	Weekly Fine Maintenance	3063.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/12/2021	LB-129	Weekly Vacuum Pump Maintenance	3062.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/12/2021	SB-202	Weekly NP Booster System Maintenance	3061.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/12/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3060.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/12/2021	Laboratory/ Office	Laboratory Housekeeping	3059.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/12/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3058.01	Scheduled
<b>Note</b>	<b>Task complete- TS/TK</b>			
3/17/2021	AT-105	Weekly D.O Sensor Maintenance	3083.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/17/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3082.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/17/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3081.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/17/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3080.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/17/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3079.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/18/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3076.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/18/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3075.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/18/2021	Laboratory QA/QC Program	Monthly QAQC Data & Analysis Checks	3077.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/22/2021	LB-131	Monthly LB-131 Water Heater Maintenance	3014.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	TB-104	Monthly Thickener Maintenance	3013.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	GB-101	Monthly Fine Screen Maintenance	3012.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	GB-104	Monthly Grit Auger & Classifier Maintenance	3009.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	DB-301	Monthly Greasing of the Sludge Recirculation Pumps	3008.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			

Completed	Equipment Number	Task	WO #	Type
3/22/2021	SA-102	Portland Monthly Emergency Lighting Checks	3007.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	SB-202	Monthly NP Booster System Maintenance	3011.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	GB-111	Monthly MUA-1 Maintenance	3010.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	Headworks Building	Weekly Headworks Housekeeping	3073.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/22/2021	UV-100	Weekly UV Maintenance	3105.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/22/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3104.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/22/2021	Tool Room	Weekly Storage Room.	3103.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/22/2021	TB-104	Weekly Charter Thckener Maintenance	3102.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/22/2021	UV-100	Weekly UV Maintenance	3135.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3134.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	Tool Room	Weekly Storage Room.	3133.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	TB-104	Weekly Charter Thckener Maintenance	3132.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/22/2021	SB-201	Weekly Composite Sampler Maintenance	3127.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	TB-100	Weekly Thickener Building Housekeeping	3101.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/23/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3100.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/23/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3099.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/23/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3098.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/23/2021	SB-201	Weekly Composite Sampler Maintenance	3097.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/23/2021	TB-100	Weekly Thickener Building Housekeeping	3131.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3130.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3129.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3128.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	GB-101	Weekly Fine Maintenance	3126.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	LB-129	Weekly Vacuum Pump Maintenance	3125.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	SB-202	Weekly NP Booster System Maintenance	3124.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3110.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			

Completed	Equipment Number	Task	WO #	Type
3/23/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3109.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3108.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3107.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/23/2021	Headworks Building	Weekly Headworks Housekeeping	3106.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/24/2021	FC-100	Monthly East & West Secondary Clarifier Maintenance	3006.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/24/2021	AT-101	Monthly Anoxic Surface Mixer Maintenance	3005.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/24/2021	Aeration Tanks	Monthly Hosing of the Aeration Tanks	3004.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/24/2021	GB-101	Weekly Fine Maintenance	3096.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/24/2021	LB-129	Weekly Vacuum Pump Maintenance	3095.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/24/2021	SB-202	Weekly NP Booster System Maintenance	3094.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/24/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3093.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/24/2021	Laboratory/ Office	Laboratory Housekeeping	3092.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/24/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3117.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/24/2021	DB-200	Weekly Gas Mixer Maintenance	3116.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/24/2021	LB-125	Weekly Eyewash & Shower Exercise	3115.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/24/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3114.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/24/2021	AT-105	Weekly D.O Sensor Maintenance	3113.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/25/2021	SB-302	Monthly Influent Pump Maintenance	3001.03	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/25/2021	SB-301	Monthly Influent Pump Maintenance	3001.02	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/25/2021	SB-300	Monthly Influent Pump Maintenance	3001.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/25/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3091.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/25/2021	Boiler Room	Boiler Room Housekeeping	3090.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/25/2021	GB-104	Weekly Grit Classifier Maintenance	3089.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/25/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	3088.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/25/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3087.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			

Completed	Equipment Number	Task	WO #	Type
3/25/2021	DB-200	Weekly Gas Mixer Maintenance	3086.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/25/2021	LB-125	Weekly Eyewash & Shower Exercise	3085.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/25/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3084.01	Scheduled
<b>Note</b>	<b>Task complete TK,TS</b>			
3/25/2021	Laboratory/ Office	Laboratory Housekeeping	3122.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/25/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3121.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/25/2021	Boiler Room	Boiler Room Housekeeping	3120.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/25/2021	GB-104	Weekly Grit Classifier Maintenance	3119.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/25/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	3118.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/26/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3123.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/26/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3112.01	Scheduled
<b>Note</b>	<b>Raining on Friday will complete next week.</b>			
3/26/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3111.01	Scheduled
<b>Note</b>	<b>Task complete, TS/TK</b>			
3/29/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3145.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3167.01	Scheduled
<b>Note</b>	<b>Task complete- TK/TS</b>			
3/29/2021	Tool Room	Weekly Storage Room.	3166.01	Scheduled
<b>Note</b>	<b>Task complete- TK/TS</b>			
3/29/2021	TB-104	Weekly Charter Thckener Maintenance	3165.01	Scheduled
<b>Note</b>	<b>Task complete- TK/TS</b>			
3/29/2021	TB-100	Weekly Thickener Building Housekeeping	3164.01	Scheduled
<b>Note</b>	<b>Task complete- TK/TS</b>			
3/29/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3163.01	Scheduled
<b>Note</b>	<b>Task complete- TK/TS</b>			
3/29/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3162.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3161.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	SB-201	Weekly Composite Sampler Maintenance	3160.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	GB-101	Weekly Fine Maintenance	3159.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3154.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	Boiler Room	Boiler Room Housekeeping	3153.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	GB-104	Weekly Grit Classifier Maintenance	3152.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	3151.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			

Completed	Equipment Number	Task	WO #	Type
3/29/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3150.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	DB-200	Weekly Gas Mixer Maintenance	3149.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	LB-125	Weekly Eyewash & Shower Exercise	3148.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/29/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3147.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/30/2021	UV-100	Weekly UV Maintenance	3168.01	Scheduled
<b>Note</b>	<b>Task complete- TK/TS</b>			
3/30/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3144.01	Scheduled
<b>Note</b>	<b>Task complete-TK/ TS</b>			
3/30/2021	LB-130	Total Phosphorus Calibration Curve	3171.01	Scheduled
<b>Note</b>	<b>Task complete, TS</b>			
3/31/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3143.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/31/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3142.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/31/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3138.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/31/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3137.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/31/2021	Headworks Building	Weekly Headworks Housekeeping	3136.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			
3/31/2021	SB-202	Monthly NP Booster System Maintenance	3140.01	Scheduled
<b>Note</b>	<b>Task complete- TS</b>			

**CITY OF PORTLAND**

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

April 21, 2021  
March 1-31, 2021

<b>Kwh Consumed</b>	2,830,801
<b>DIESEL PRODUCTION</b>	0
<b>HYDRO GENERATION</b>	230,401

<b>Total Kwh Purchased</b>	<b>2,600,400</b>	<b>Total Dollars Paid</b>	<b>\$ 155,116.46</b>
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**Kwh Billed**

Residential	1,254,563
Commercial	723,851
Large General	659,600
City St. Lites Metered	28,895
St. Lites Unmetered	
Rental Lights	
Demand	1,904

**Dollars Billed**

PCA Billed	\$ 52,112.46
Residential	\$ 134,138.40
Residential EO Charge	\$ 2,242.24
Geothermal Discount	\$ (233.89)
Commercial	\$ 77,145.04
Commercial/LG EO Charge	\$ 2,409.76
Large General	\$ 46,582.42
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 2,448.97
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.19
Demand	\$ 11,194.14
Tax	\$ 12,367.93

**Total Kwh Billed** **2,668,813**

Arrears after billing	\$ (991.53)
Penalties Added	\$ 1,551.71
Arrears end of month	\$ 27,512.15
Fuel Cost Billed	\$ 54,860.83
Amount Collected	\$ 126,265.69
Total Adjustments	\$ 1,783.19

**Total Dollars Billed** **\$ 342,203.11**

Power Cost Adj.	.01973
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Residential Customers	2,245
Commercial Customers	330
Large General	15
<b>Total Customers</b>	<b>2,590</b>

04/06/21



**CITY OF PORTLAND**  
**April-21**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Mar-21	<b>PERIOD COVERED</b>	Mar 1-31, 2021
Customers Billed		Penalties Added	\$ 340.24
City	1,838	Dollars Collected	\$ 56,975.50
Rural	24	Arrears at end of Month	\$ 3,191.87
Total Customers	1,862	Adjustments	\$ 93.40
		Gallons Pumped	8,578,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	7,697,782		\$ 54,397.92
Rural	114,478		\$ 1,657.04
Total	<u>7,812,260</u>		<u>\$ 56,054.96</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,798	Dollars Billed	<b>\$81,612.31</b>
		Sewer Credit	\$ -
		Total Sewer Billed	<b>\$ 81,612.31</b>

Penalties Added	\$ 454.25
Dollars Collected	\$ 66,408.48
Arrears at end of Month	\$ 6,232.10
Adjustments	\$ (1,845.54)
Gallons Treated per Million	7.722



**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS MEETING  
APRIL 27, 2021 - 7:00 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 per diem and mileage
  - C. Approve payment of General Fund payroll and accounts payable for the month of March 2021-\$956,939.36
  - D. Approve payment of Road Department payroll and accounts payable for the month of March 2021-\$566,940.24
  - E. Approve payment of Health Department payroll and accounts payable for the month of March 2021-\$115,985.41
- VII. Unfinished Business**
- VIII. New Business**
  - A. Resolution for Richard” Ric” Pifer
  - B. Discussion on Solid Waste Plan
  - C. Request to fill Bookkeeper position
  - D. Request approval of the FY22 Continuation Grant with Area Agency on Aging of West Michigan
  - E. Request Approval of new road name-Black Oak
  - F. Discussion on Park Advisory Board Bylaws
  - G. Request approval for appointment to the Brownfield Redevelopment Authority
    - a. Melissa Eldridge -3 year term
- IX. Department Reports**
  - A. Commission on Aging-Written report only

**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 April 2021:**

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

**Appointments for consideration in the month of May 2021:**

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-20984**

- Consumers Energy Company requests Michigan Public Service Commission's approval for authority to amend its Renewable Energy Plan.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

**DATE/TIME:** Tuesday, May 4, 2021 at 10:00 AM

**BEFORE:** Administrative Law Judge Sally Wallace

**LOCATION:** Video/Teleconferencing

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov) in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) application to be filed on or about April 22, 2021, seeking Commission approval of the rates, terms and conditions, among other things, associated with the implementation of its Amended Renewable Energy Plan.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by April 30, 2021. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-20984**. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

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

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; 2008 PA 295, MCL 460.1001 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

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

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-20526**

- Consumers Energy Company requests Michigan Public Service Commission's approval for reconciliation of its power supply cost recovery plan (Case No. U-20525) for the twelve months ended December 31, 2020.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

**DATE/TIME:**      **Wednesday, May 12, 2021 at 10:30 AM**

**BEFORE:**        **Administrative Law Judge Sally Wallace**

**LOCATION:**      **Video/Teleconferencing**

**PARTICIPATION:**      Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov) in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) March 31, 2021 application requesting the Commission to approve: 1) Consumers Energy's Power Supply Cost Recovery (PSCR) reconciliation for the period January 2020 through December 2020; 2) Consumers Energy's proposed methodology for rolling-in the total net under-recovery of \$3.8 million. Accrued interest owed by Consumers Energy to customers for the 2020 PSCR period, pursuant to Act 304, is \$1.83 million; and 3) Consumers Energy other and further relief.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 5, 2021. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-20526**. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

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

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