



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

7:00 P.M. Monday, June 7, 2021

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
7:15 PM	VI. <u>Presentations</u>	
7:20 PM	A. Ambulance Department Proclamation	
	B. DDA Director Conner Wellman – Downtown Report	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:30 PM	A. Proposed Resolution 21-33 Approving the Board of Light and Power's (BLP) Recommendation to Join the Renewable Resource Service Committee through the Michigan Public Power Agency	Decision
7:32 PM	B. Proposed Resolution 21-34 Approving the Michigan Public Power Agency's (MPPA) Recommendation to Approve, Authorize, and Direct the Member Authorized Representative to Sign Two Energy Services Project Power Purchase Commitment Authorizations for Solar Power	Decision
7:35 PM	C. Proposed Resolution 21-35 Approving the Revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) and Approving, Authorizing, and Directing the City Manager to Sign Same	Decision
7:38 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting on May 17, 2021	
	B. Payment of Invoices in the Amount of \$250,076.25 and Payroll in the Amount of \$94,146.22 for a Total of \$344,222.47	
	C. Purchase Orders over \$5,000.00	
	1. Fleis & VandenBrink in the Amount of \$16,391.61 for Water GIS Services	
	2. UIS Scada in the Amount of \$21,435.00 for Upgrades to Current Systems	

<u>Estimated Time</u>		<u>Desired Outcome</u>
	<p>XI. <u>Communications</u></p> <ul style="list-style-type: none"> A. Board & Commission Application – Jayne Graham B. Board & Commission Application – Kathy Ness C. Board & Commission Application – Kathy Parsons D. Board & Commission Application – Doug Logel E. Board & Commission Application – Nick Lefke F. DDA Minutes for April 26, 2021 G. DDA Treasurer’s Report for May 24, 2021 H. Water Department Report for May 2021 I. Utility Billing Report for April 2021 J. Wastewater Department Report for April 2021 K. Ionia County Board of Commissioners Agenda for May 25, 2021 L. Ionia County Board of Commissioners Agenda for June 8, 2021 	
7:40 PM	XII. <u>Other Business</u> – None	
7:45 PM	XIII. <u>City Manager Comments</u>	
7:50 PM	XIV. <u>Council Comments</u>	
7:55 PM	XV. <u>Adjournment</u>	Decision



**PROCLAMATION HONORING AND COMMEMORATING THE
CITY OF PORTLAND AMBULANCE DEPARTMENT FOR THEIR
50 YEARS OF SERVICE TO THE PORTLAND COMMUNITY**

WHEREAS, in, 1971, the City of Portland, Portland Fire Department began providing ambulance service to the Portland Community; and

WHEREAS, at that time, in Portland and many similar communities, transportation involving medical emergencies was provided by the local funeral home using their hearse and rendering basic first aid while enroute to the hospital; and

WHEREAS, the certification that was available consisted of an Ambulance Attendant Certificate that was based on the completion of advanced first aid training; and

WHEREAS, Portland Ambulance evolved over the years with the introduction of Emergency Medical Services (EMS) Laws requiring the licensure of the agency and personnel until it reached the current Advanced Level Service, which was the first in Ionia County; and

WHEREAS, Portland Ambulance has three full-time paramedics and is staffed 24 hours a day, seven days a week and has continued to evolve with the many changes in equipment, technology, medication, and educational requirements; and

WHEREAS, Portland Ambulance has a proud history of providing life-saving ambulance service to numerous neighboring villages and townships, as well as the City of Portland through incidents of natural disasters and through the current COVID-19 Pandemic; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PORTLAND JOINS ME IN
RECOGNIZING THE 50 YEARS OF OUTSTANDING SERVICE BY PORTLAND
AMBULANCE TO THE CITY OF PORTLAND AND TO THE GREATER PORTLAND
COMMUNITY.**

BY ORDER OF THE CITY COUNCIL

James E. Barnes
Mayor

Joel T. VanSlambrouck,
Mayor Pro-Tem

Patrick Fitzsimmons

Amanda L. Johnston

Erica Sheehan

Monique I. Miller, City Clerk

Dated: **June 7, 2021**

SEAL

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-33

**A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S
RECOMENDATION (BLP) TO JOIN THE RENEWABLE RESOURCE SERVICE
COMMITTEE THROUGH THE MICHIGAN PUBLIC POWER AGENCY**

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

WHEREAS, the MPPA has a committee named the Renewable Resource Service Committee which is charged with the sourcing, evaluation, and negotiation of renewable power purchases for its members.; and

WHEREAS, at its regularly scheduled meeting on May 25, 2021, the Board of Light and Power passed a recommendation to City Council to join the Renewable Resource Service Committee as recommended by the MPPA, a copy of a memo from the Acting Electric Superintendent is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council hereby approves the recommendation for the BLP to join the Renewable Resource Service Committee, a copy of the memo from the Acting Electric Superintendent 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: June 7, 2021

Monique I. Miller, City Clerk

Memo



To: Tutt Gorman, City Manager

From: Brent Henry, Acting Electric Superintendent

cc:

Date: 6/1/2021

Re: Light & Power Board recommendation

At the May Light & Power board meeting, the board approved joining the MPPA Renewable Resource Service Committee. The Committee is charged with the sourcing, evaluation, and negotiation of renewable power purchase commitments for its members. Approximate cost of MPPA staff time to Portland is expected to be about \$3,000 annually.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-34

A RESOLUTION APPROVING THE MICHIGAN PUBLIC POWER AGENCY'S (MPPA) RECOMMENDATION TO APPROVE, AUTHORIZE, AND DIRECT THE MEMBER AUTHORIZED REPRESENTATIVE TO SIGN TWO ENERGY SERVICES PROJECT POWER PURCHASE COMMITMENT AUTHORIZATIONS FOR SOLAR POWER

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

WHEREAS, the City of Portland, as a member of the MPPA's Energy Services Project Committee, has an opportunity to enter into transactions related to two separate solar projects; one facility in Calhoun County and the other in Hart Township, copies of the Energy Services Project Power Purchase Commitment Authorizations are attached as Exhibit A; and

WHEREAS, at its regularly scheduled meeting on May 25, 2021, the Board of Light and Power passed a recommendation to City Council to approve its participation in the aforementioned solar projects, a copy of a memo from the Acting Electric Superintendent is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the Board of Light and Power's recommendation to approve, authorize, and direct the Member Authorized Representative to sign the Energy Services Project Power Purchase Commitment Authorizations, copies of which 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: June 7, 2021

Monique I. Miller, City Clerk

May 13, 2021



ENERGY SERVICES PROJECT POWER PURCHASE COMMITMENT AUTHORIZATION

This Power Purchase Commitment Authorization (“Authorization”) is made and entered into as of _____, 2021, by and between Michigan Public Power Agency (“MPPA”), a public body politic and corporate of the State of Michigan, created under enabling legislation Act 448 Public Acts of Michigan, 1976 as amended and the City of Portland (the “Participant”).

WHEREAS, MPPA is a municipal power joint action agency established in 1978 organized to provide a means for Michigan municipal electric utilities to secure electric power and energy for their present and future needs; and

WHEREAS, during an open meeting on March 11, 2009, the MPPA Board of Commissioners created the Energy Services Project (“ESP”) for the purpose of providing a means for full members of MPPA to obtain energy supply and electric market operation services; and

WHEREAS, to join the ESP, the Participant was required to approve and execute an Energy Service Agreement (“ESA”) that describes the terms and conditions of power supply transactions, known as Power Purchase Commitments (“PPC”), between the Participant and MPPA; and

WHEREAS, this Authorization is a PPC between the Participant and MPPA; and

WHEREAS, by executing this Authorization, the Member Authorized Representative (“MAR”) of the Participant is representing that the Participant has received all required approvals from its governing body to enter into this PPC with MPPA.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, it is agreed by and between MPPA and the Participant hereto as follows:

Section 1. Power Purchase Commitment

Participant is committing to take and receive the associated benefits and pay for the costs of its pro rata share of MPPA’s Power Purchase Agreement (“PPA”) with Calhoun County Solar Project, LLC. The Participant’s pro rata portion is described in Section 4 Quantity of this Authorization. The PPA was presented to and approved by the MPPA Board of Commissioners on May 12, 2021 through the Resolution attached hereto. MPPA’s offtake is an approximate 25 MW portion (“MPPA Facility”) of Calhoun County Solar Project LLC’s approximate 125 MW solar power electric generation facility (the “Project”) located in Calhoun County, MI.

Section 2. Delivery Point

The delivery point of the power purchased under the PPA will be located at the Project’s transmission interconnection with the transmission provider as stated in the PPA.

Section 3. Term

The term of the PPC is 20 years and will begin upon the declared Commercial Operation Date (“COD”) of MPPA’s Facility, currently estimated for the fourth quarter of 2022. COD is achieved when 90% of the approximate 25 MW MPPA Facility is installed, operating, and delivering power to the wholesale power market.

Section 4. Quantity

Participant is committing to take and receive the associated benefits and pay for the costs of its pro rata share of MPPA’s PPA at the following % of the MPPA Facility:

Pro Rata Portion of MPPA Facility	Approximate Allocation of Total Installed Capacity
1.2%	.3 MW

Section 5. Payment

The Participant will pay MPPA the contract rate per MWh of the PPA for its pro rata portion of the MWh’s generated and delivered to MPPA under the PPA. Over the term of the PPC, the forecasted financial commitment is \$527,768. The actual financial commitment over the PPC term will not be based on a forecast but will be determined by the Participant’s pro rata portion of the actual MWh’s generated and delivered to MPPA under the PPA.

Section 6. Energy Services Agreement

This Authorization is subject to the terms and provisions of the Participant’s ESA, including its exhibits and appendices. In the event the terms of this Authorization conflict with the ESA, the provisions of the ESA shall prevail.

Section 7. Evidence

Authority of the Participant's MAR to execute this Authorization is evidenced through the Participant's resolution passed appropriately by the Participant's governing body or through the meeting minutes of the Participant's governing body where approval was granted to the MAR to execute this Authorization.

Section 8. Effectiveness

This Authorization is not effective until the Michigan Public Service Commission has approved Calhoun County Solar Project, LLC's PPA with DTE Electric Company and MPPA has received executed power purchase commitment authorization forms from all the ESP participants who committed to take a pro rata portion of the PPA between MPPA and Calhoun County Solar Project, LLC that acknowledges responsibility to pay, in the aggregate, no less than 100% of the costs and expenses to be paid by MPPA under the PPA.

Member Authorized Representative:

Signature

Printed

Dated

May 13, 2021



ENERGY SERVICES PROJECT POWER PURCHASE COMMITMENT AUTHORIZATION

This Power Purchase Commitment Authorization (“Authorization”) is made and entered into as of _____, 2021, by and between Michigan Public Power Agency (“MPPA”), a public body politic and corporate of the State of Michigan, created under enabling legislation Act 448 Public Acts of Michigan, 1976 as amended and the City of Portland (the “Participant”).

WHEREAS, MPPA is a municipal power joint action agency established in 1978 organized to provide a means for Michigan municipal electric utilities to secure electric power and energy for their present and future needs; and

WHEREAS, during an open meeting on March 11, 2009, the MPPA Board of Commissioners created the Energy Services Project (“ESP”) for the purpose of providing a means for full members of MPPA to obtain energy supply and electric market operation services; and

WHEREAS, to join the ESP, the Participant was required to approve and execute an Energy Service Agreement (“ESA”) that describes the terms and conditions of power supply transactions, known as Power Purchase Commitments (“PPC”), between the Participant and MPPA; and

WHEREAS, this Authorization is a PPC between the Participant and MPPA; and

WHEREAS, by executing this Authorization, the Member Authorized Representative (“MAR”) of the Participant is representing that the Participant has received all required approvals from its governing body to enter into this PPC with MPPA.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, it is agreed by and between MPPA and the Participant hereto as follows:

Section 1. Power Purchase Commitment

Participant is committing to take and receive the associated benefits and pay for the costs of its pro rata share of MPPA’s Power Purchase Agreement (“PPA”) with Hart Solar Partners, LLC. The Participant’s pro rata portion is described in Section 4 Quantity of this Authorization. The PPA was presented to and approved by the MPPA Board of Commissioners on May 12, 2021 through the Resolution attached hereto. MPPA’s offtake is an approximate 50 MW portion (“MPPA Facility”) of Hart Solar Partner LLC’s approximate 100 MW solar power electric generation facility (the “Project”) located in Oceana County, MI.

Section 2. Delivery Point

The delivery point of the power purchased under the PPA will be located at the Project’s transmission interconnection with the transmission provider as stated in the PPA.

Section 3. Term

The term of the PPC is 20 years and will begin upon the declared Commercial Operation Date (“COD”) of MPPA’s Facility, currently estimated for the fourth quarter of 2023. COD is achieved when 90% of the approximate 50 MW MPPA Facility is installed, operating, and delivering power to the wholesale power market.

Section 4. Quantity

Participant is committing to take and receive the associated benefits and pay for the costs of its pro rata share of MPPA’s PPA at the following % of the MPPA Facility:

Pro Rata Portion of MPPA Facility	Approximate Allocation of Total Installed Capacity
1.4%	.7 MW

Section 5. Payment

The Participant will pay MPPA the contract rate per MWh of the PPA for its pro rata portion of the MWh’s generated and delivered to MPPA under the PPA. Over the term of the PPC, the forecasted financial commitment is \$1,157,260. The actual financial commitment over the PPC term will not be based on a forecast but will be determined by the Participant’s pro rata portion of the actual MWh’s generated and delivered to MPPA under the PPA.

Section 6. Energy Services Agreement

This Authorization is subject to the terms and provisions of the Participant’s ESA, including its exhibits and appendices. In the event the terms of this Authorization conflict with the ESA, the provisions of the ESA shall prevail.

Section 7. Evidence

Authority of the Participant’s MAR to execute this Authorization is evidenced through the Participant’s resolution passed appropriately by the Participant’s governing body or through the meeting minutes of the Participant’s governing body where approval was granted to the MAR to execute this Authorization.

Section 8. Effectiveness

This Authorization is not effective until MPPA has received executed power purchase commitment authorization forms from all the ESP participants who committed to take a pro rata portion of the PPA between MPPA and Hart Solar Partners, LLC that acknowledges responsibility to pay, in the aggregate, no less than 100% of the costs and expenses to be paid by MPPA under the PPA.

Member Authorized Representative:

Signature

Printed

Dated

Memo



To: Tutt Gorman, City Manager

From: Brent Henry, Acting Electric Superintendent

cc:

Date: 6/1/2021

Re: Light & Power Board recommendation

At the May Light & Power board meeting, the board approved the participation in solar power commitments through MPPA for a total of about 1.0 MW of maximum production split between two projects. One of the facilities will be located in Calhoun County and the other is in Hart Township. MPPA has provided two resolutions that the BLP recommends that City Council approve and have executed.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 21-35

A RESOLUTION APPROVING THE REVISED MERS HYBRID PLAN ADOPTION AGREEMENTS (BENEFIT PROGRAM HA/HB/HC) AND APPROVING, AUTHORIZING, AND DIRECTING THE CITY MANAGER TO SIGN SAME

WHEREAS, the City has reformed its pension plan for all employees hired after July 1, 2010 so that new hires will with be placed in a MERS Hybrid Pension with a 1% Defined Benefit (DB) pension multiplier that cannot be increased and a Defined Contribution portion that requires new hires to contribute 3% of their wages to the Defined Contribution (DC) pension portion; and

WHEREAS, the Employer's DB and DC combined pension contribution is capped at 7% and if the DB portion costs less than 7%, then the Employer will contribute the difference to the employees DC portion; and

WHEREAS, MERS requires the approval of the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) by City Council, a copy of which is attached as Exhibit A, for the DC portion of the pension.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC), a copy of which is attached as Exhibit A, and approves, authorizes, and directs the City Manager to sign same.
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: June 7, 2021

Monique I. Miller, City Clerk

MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name _____ **Municipality #:** _____

If new to MERS, provide your municipality's/court's fiscal year: _____ through _____.
(Month) (Month)

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

Vesting credit from date of hire

No vesting credit

This division is currently in the MERS Defined Benefit or Defined Contribution Plan and meets the applicable funding level requirements to adopt the MERS Hybrid Plan, as set forth in Plan Document Section 46. Unless otherwise specified, the standard transfer/rehire rules will apply.

This division is for new hires, rehires, and transfers of current Defined Benefit division # _____ and/or current Defined Contribution division # _____

Employees will have a one-time opportunity to convert from the existing plan into the new MERS Hybrid Plan (see attached MERS Hybrid Conversion Addendum incorporated herein by reference).

The existing Defined Benefit Plan will be frozen (see attached Frozen Defined Benefit Addendum).

B. If this is an **amendment** of an existing Adoption Agreement (Hybrid division # _____), the effective date shall be the first day of _____, 20____. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is to **separate employees** from an existing Hybrid division

(existing division number(s) _____)

into a new Hybrid division, the effective date shall be the first day of _____, 20____.

MERS Hybrid Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Hybrid Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Hybrid division – e.g. All Full Time Employees, or General after 7/10/13)

These employees are (check one or both):

- In a collective bargaining unit (attach current contract cover page, retirement section, and signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days
- An employee shall work _____ hours in a month

All employees classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this probationary period the Employer will not report or make contributions, and none will be due on behalf of the new employee retroactively. Service will begin after the probationary period has been satisfied.
The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.
The temporary exclusion period will be _____ month(s).

IV. Provisions

Employer Caps

Employer hereby elects to cap the total annual contribution to _____% of payroll (cap is defined as a total of both Defined Benefit and Defined Contribution portions).

The DB component shall be exclusively funded by the employer, with no member contributions permitted, unless the employer elects to cap annual employer contributions to a fixed percentage of compensation to the extent required to comply with a state statute that places restrictions on employer contributions to retirement plans.

- Employer hereby elects to cap annual employer contributions to _____% of compensation

MERS Hybrid Plan Adoption Agreement

Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation.

Valuation Date: _____, 20____

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

No Social Security Coverage

- 1.00%
- 1.25%
- 1.50%
- 1.75%
- 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Compensation, for the Defined Benefit portion of Hybrid, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages (all items NOT checked will be considered INCLUDED):

- Longevity pay
- Overtime pay
- Shift differentials
- Pay for periods of absence from work by reason of vacation, holiday, and sickness
- Workers' compensation weekly benefits (if reported and are higher than regular earnings)
- A member's pre-tax contributions to a plan established under Section 125 of the IRC
- Transcript fees paid to a court reporter
- A taxable car allowance
- Short term or long term disability payments
- Payments for achievement of established annual (or similar period) performance goals
- Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
- Lump sum payments attributable to the member's personal service rendered during the FAC period
- Other: _____
- Other 2: _____

MERS Hybrid Plan Adoption Agreement

- 7. Normal Retirement will be age 60 with 6 years of service
- 8. Early Normal Retirement with unreduced benefits
 - F55/25

Hybrid – Defined Contribution Component Provisions

- 1. Vesting (Check one):
 - Immediate
 - Cliff Vesting (fully vested after below number years of service)
 - 1 year 2 years 3 years 4 years 5 years
 - Graded Vesting
 - _____ % after 1 year of service
 - _____ % after 2 years of service
 - _____ % after 3 years of service (min 25%)
 - _____ % after 4 years of service (min 50%)
 - _____ % after 5 years of service (min 75%)
 - 100 % after 6 years of service

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, a participant’s (or his/her beneficiary’s) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, his/her entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

- a. Will be remitted
 - Weekly Bi-Weekly Monthly
- b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts						
Employee Contribution							
Employer Contribution							

Direct mandatory employee contributions as pre-tax.

NOTE: If a cap is requested under Section IV, the employer contribution in the Defined Contribution component is subject to reduction to the extent the total employer cap is met.

- c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

*7.00% max - 6.77% Employer rate in DB portion of Hybrid

MERS Hybrid Plan Adoption Agreement

3. Compensation:

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

- Medicare taxable wages reported in Box 5 of Form W-2
- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals.

NOTE: In either of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

4. Loans: shall be permitted shall not be permitted

If Loans are elected, please complete and attach the *MERS Hybrid Loan Addendum*.

5. Rollovers from qualified plans are permitted as set forth in the Hybrid Plan and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Hybrid Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Hybrid Plan, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;

MERS Hybrid Plan Adoption Agreement

6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;
7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the _____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name _____ **Municipality #:** _____

If new to MERS, provide your municipality's/court's fiscal year: _____ through _____.
(Month) (Month)

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20____.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

Vesting credit from date of hire

No vesting credit

This division is currently in the MERS Defined Benefit or Defined Contribution Plan and meets the applicable funding level requirements to adopt the MERS Hybrid Plan, as set forth in Plan Document Section 46. Unless otherwise specified, the standard transfer/rehire rules will apply.

This division is for new hires, rehires, and transfers of current Defined Benefit division # _____ and/or current Defined Contribution division # _____

Employees will have a one-time opportunity to convert from the existing plan into the new MERS Hybrid Plan (see attached MERS Hybrid Conversion Addendum incorporated herein by reference).

The existing Defined Benefit Plan will be frozen (see attached Frozen Defined Benefit Addendum).

B. If this is an **amendment** of an existing Adoption Agreement (Hybrid division # _____), the effective date shall be the first day of _____, 20____. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is to **separate employees** from an existing Hybrid division

(existing division number(s) _____)

into a new Hybrid division, the effective date shall be the first day of _____, 20____.

MERS Hybrid Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Hybrid Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Hybrid division – e.g. All Full Time Employees, or General after 7/10/13)

These employees are (check one or both):

- In a collective bargaining unit (attach current contract cover page, retirement section, and signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days
- An employee shall work _____ hours in a month

All employees classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this probationary period the Employer will not report or make contributions, and none will be due on behalf of the new employee retroactively. Service will begin after the probationary period has been satisfied.
The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.
The temporary exclusion period will be _____ month(s).

IV. Provisions

Employer Caps

Employer hereby elects to cap the total annual contribution to _____% of payroll (cap is defined as a total of both Defined Benefit and Defined Contribution portions).

The DB component shall be exclusively funded by the employer, with no member contributions permitted, unless the employer elects to cap annual employer contributions to a fixed percentage of compensation to the extent required to comply with a state statute that places restrictions on employer contributions to retirement plans.

- Employer hereby elects to cap annual employer contributions to _____% of compensation

MERS Hybrid Plan Adoption Agreement

Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation.

Valuation Date: _____, 20____

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

No Social Security Coverage

- 1.00%
- 1.25%
- 1.50%
- 1.75%
- 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Compensation, for the Defined Benefit portion of Hybrid, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages (all items NOT checked will be considered INCLUDED):

- Longevity pay
- Overtime pay
- Shift differentials
- Pay for periods of absence from work by reason of vacation, holiday, and sickness
- Workers' compensation weekly benefits (if reported and are higher than regular earnings)
- A member's pre-tax contributions to a plan established under Section 125 of the IRC
- Transcript fees paid to a court reporter
- A taxable car allowance
- Short term or long term disability payments
- Payments for achievement of established annual (or similar period) performance goals
- Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
- Lump sum payments attributable to the member's personal service rendered during the FAC period
- Other: _____
- Other 2: _____

MERS Hybrid Plan Adoption Agreement

- 7. Normal Retirement will be age 60 with 6 years of service
- 8. Early Normal Retirement with unreduced benefits
 - F55/25

Hybrid – Defined Contribution Component Provisions

- 1. Vesting (Check one):
 - Immediate
 - Cliff Vesting (fully vested after below number years of service)
 - 1 year 2 years 3 years 4 years 5 years
 - Graded Vesting
 - _____ % after 1 year of service
 - _____ % after 2 years of service
 - _____ % after 3 years of service (min 25%)
 - _____ % after 4 years of service (min 50%)
 - _____ % after 5 years of service (min 75%)
 - 100 % after 6 years of service

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, a participant’s (or his/her beneficiary’s) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, his/her entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

- a. Will be remitted
 - Weekly Bi-Weekly Monthly
- b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts						
Employee Contribution							
Employer Contribution							

Direct mandatory employee contributions as pre-tax.

NOTE: If a cap is requested under Section IV, the employer contribution in the Defined Contribution component is subject to reduction to the extent the total employer cap is met.

- c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

*7.00% max - 2.44% Employer rate in DB portion of Hybrid

MERS Hybrid Plan Adoption Agreement

3. Compensation:

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

- Medicare taxable wages reported in Box 5 of Form W-2
- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals.

NOTE: In either of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

4. Loans: shall be permitted shall not be permitted

If Loans are elected, please complete and attach the *MERS Hybrid Loan Addendum*.

5. Rollovers from qualified plans are permitted as set forth in the Hybrid Plan and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Hybrid Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Hybrid Plan, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;

MERS Hybrid Plan Adoption Agreement

6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;
7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the _____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
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I. Employer Name _____ **Municipality #:** _____

If new to MERS, provide your municipality's/court's fiscal year: _____ through _____.
(Month) (Month)

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Check one:

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No vesting credit

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This division is for new hires, rehires, and transfers of current Defined Benefit division # _____ and/or current Defined Contribution division # _____

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MERS Hybrid Plan Adoption Agreement

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Only those Employees eligible for MERS membership may participate in the MERS Hybrid Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Hybrid division – e.g. All Full Time Employees, or General after 7/10/13)

These employees are (check one or both):

- In a collective bargaining unit (attach current contract cover page, retirement section, and signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days
- An employee shall work _____ hours in a month

All employees classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

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IV. Provisions

Employer Caps

Employer hereby elects to cap the total annual contribution to _____% of payroll (cap is defined as a total of both Defined Benefit and Defined Contribution portions).

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MERS Hybrid Plan Adoption Agreement

Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation.

Valuation Date: _____, 20____

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
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The multiplier shall be one of the following dependent upon the division's Social Security status:

Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

No Social Security Coverage

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4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Compensation, for the Defined Benefit portion of Hybrid, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages (all items NOT checked will be considered INCLUDED):

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- Lump sum payments attributable to the member's personal service rendered during the FAC period
- Other: _____
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MERS Hybrid Plan Adoption Agreement

- 7. Normal Retirement will be age 60 with 6 years of service
- 8. Early Normal Retirement with unreduced benefits
 - F55/25

Hybrid – Defined Contribution Component Provisions

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 - Cliff Vesting (fully vested after below number years of service)
 - 1 year 2 years 3 years 4 years 5 years
 - Graded Vesting
 - _____ % after 1 year of service
 - _____ % after 2 years of service
 - _____ % after 3 years of service (min 25%)
 - _____ % after 4 years of service (min 50%)
 - _____ % after 5 years of service (min 75%)
 - _____ % after 6 years of service

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
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If an employee is still employed with the municipality at the age specified here, his/her entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

- a. Will be remitted
 - Weekly Bi-Weekly Monthly
- b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts						
Employee Contribution							
Employer Contribution							

Direct mandatory employee contributions as pre-tax.

NOTE: If a cap is requested under Section IV, the employer contribution in the Defined Contribution component is subject to reduction to the extent the total employer cap is met.

- c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

*7.00% max - 5.12% Employer rate in DB portion of Hybrid

MERS Hybrid Plan Adoption Agreement

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If Loans are elected, please complete and attach the *MERS Hybrid Loan Addendum*.

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The Employer hereby agrees to the provisions of this *MERS Hybrid Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Hybrid Plan, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;

MERS Hybrid Plan Adoption Agreement

6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;
7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the _____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, May 17, 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, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller, Finance Officer Tolan; Police Officer Smith

Guests: Kathy Parsons; Tim Krizov

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

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman stated that improvements to Grand River Ave. as part of the Safe Routes to School Program have begun. Overall, the project is going very well. When school is closed for the summer the traffic signal at Grand River Ave. & West St. will be installed.

The Planning Commission met on Wednesday, May 12, 2021 to consider and discuss the potential rezoning of the Cutler Rd. property. There was also discussion of Mayberry Homes interest in building more homes at Rindlehaven. The current PUD would have to be amended.

The Sparrow development project is moving along well; they are hoping to be open later this summer.

City Manager Gorman presented photos of work completed by the Friends of the Red Mill and Leik Family creating a "lookout point" over the wildflower area at Bogue Flats.

Under Presentations, DDA Director ConnerWellman presented information on the Toan Park Revitalization Project and thanked the community for participating in the fundraising campaign. Over \$80,000 has been raised to date with \$15,000 in pledges expected to come in. The Fundraiser wrap party will be held May 26, 2021 from 4:00 – 8:00 P.M.

Mayor Barnes also thanked everyone for their support of the project; the revitalized Toan Park will be a great addition to the community.

Jon Moxey and his team from Fleis & VandenBrink presented information on the Clean Water State Revolving Fund (CWSRF) Final Project Plan being proposed for improvements to the wastewater system. This is the first step toward the needed improvements that were evaluated as part of the SAW project.

Mayor Barnes opened the Public Hearing on the proposed Wastewater Treatment Plan and Collection System Improvements Project through the Clean Water State Revolving Fund (CWSRF) at 7:20 P.M.

The team from Fleis & VandenBrink presented the project plan to upgrade the existing Wastewater Treatment Plant facilities.

There were no public comments or questions.

Mayor Pro-Tem VanSlambrouck asked what the capacity of the plant after upgrades would be?

Mr. Benjamin explained that newer technologies would allow for more efficient processing and increased capacity. If a significant user were to require more growth at the plant media in the plant could easily be changed to accommodate the increases.

City Manager Gorman stated that the current equipment does not allow for expansion to the plant.

Mr. Moxey stated that new infrastructure would allow for more cost-effective expansion. The average cost to users to finance the project entirely through CWSRF is estimated at \$19.50 per month. Alternative grants and funding opportunities will be sought out to lower the cost to the users.

Mayor Barnes notes that this type of information and Public Hearing is good for everyone to be educated in order to understand potential rate increases. The City's current rates are lower than most in the area; this may be the reason the Wastewater Treatment Plant is in the condition that it is.

City Manager Gorman stated the City of Portland is not alone in this situation; many municipalities are facing similar circumstances.

Mayor Pro-Tem VanSlambrouck stated that it would be great to take advantage of potential Federal funding.

Mr. Moxey stated that one of the reasons this process has been pushed along is so that this project is in the "pipeline" to be ready for possible funding opportunities.

Mayor Barnes closed the Public Hearing at 8:01 P.M.

Mayor Barnes opened the Public Hearing on the Budget Proposed for Fiscal Year 2021-2022 at 8:02 P.M.

City Manager Gorman thanked the City Council for their guidance throughout the budget process. He stated his pleasure in presenting a balanced budget with a 32% Fund Balance. He further provided a brief overview of the proposed budget and its process.

Mayor Barnes thanked City Manager Gorman for his transparency and all of his work throughout the budget process.

Mayor Pro-Tem VanSlambrouck echoed his thanks to City Staff as well.

There were no public comments or questions.

Mayor Barnes closed the Public Hearing at 8:11 P.M.

Under New Business, the Council held the Second Reading of Ordinance 101L to Amend Sections 40-214, 40-215, 40-216, 40-220, and 40-222 of Code of Ordinances of the City of Portland to revise electric rates based on the recent electric rate study.

Motion by Fitzsimmons, supported by VanSlambrouck, to adopt Ordinance 101L to Amend Sections 40-214, 40-215, 40-216, 40-220, and 40-222 of Code of Ordinances of the City of Portland.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 21-27 to adopt the City of Portland's Annual Budget and Capital Improvement Plan for Fiscal Year 2021-2022.

Motion by Johnston, supported by Sheehan, to approve Resolution 21-27 to adopt the City of Portland's Annual Budget for Fiscal Year 2021-2022 and Capital Improvement Plan.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 21-28 to adopt the Final Project Plan for improvements to the Wastewater System.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 21-28 adopting a Final Project Plan for Wastewater System Improvements and designating an Authorized Project Representative.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 21-29 to approve the award of the Toan Park Revitalization Project to Katerberg Verhage.

City Manager Gorman thanked local resident and owner of Cooks Bros. Excavating, Keith Cook, for his effort on the bid submitted for the project. Even though his bid was high his efforts are appreciated.

Mr. Moxey stated that he was pleased to receive three bids at the bid opening last week. The proposal submitted for approval tonight works very well with the proposed project and the contractor has done this type of project before. Construction will begin in June or July and is expected to wrap up in September. He further stated how great it is to see so much support from the community for the project; this will be a fun project.

Mayor Barnes asked Mr. Moxey about the load restrictions that are placed on the Divine Hwy. Bridge.

Mr. Moxey stated that as a bridge ages and deteriorates the inspection schedule increases. The Divine Hwy. Bridge is now inspected annually and the load restrictions increase the further it deteriorates. The bridge currently has a 30–40-ton limit. Although the load restrictions are a detriment to many it does move the project up the scale in terms of receiving funding for its replacement.

Motion by Johnston, supported by Sheehan, to approve Resolution 21-29 approving the award of the Toan Park Revitalization Project to Katerberg Verhage.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 21-30 to revise Council Policy 77-1 to revise Cemetery Rates. The revision includes a \$25.00 increase on purchases of deeds to burial rates and all burial services along with other minor revisions.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 21-30 to revise Council Policy 77-1 concerning Cemetery rates.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 21-31 to approve a proposal from Fleis & VandenBrink, in the amount of \$12,000.00, to conduct a Water System Risk and Resilience Assessment and Emergency Response Plan Update as required by the America's Water Infrastructure Act of 2018.

City Manager Gorman noted that the study provides guidance and addresses concerns related to terrorism and securing the water infrastructure.

Motion by Sheehan, supported by Johnston, to approve Resolution 21-31 approving a proposal from Fleis & VandenBrink to conduct a Water System Risk and Resilience Assessment and Emergency Response Plan Update.

Yeas: Sheehan, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 21-32 to approve the recommendation of the Board of Light and Power to replace the Hydro Dam storage garage for the Electric Department. The current garage has fallen into disrepair and is in need of replacement. The Acting Superintendent sought bids and recommends the work be awarded to Shelby Construction in the amount of \$50,000.00. At its meeting on April 27, 2021, the Board of Light and Power voted to recommend the City Council approve replacing the storage garage in an amount not to exceed \$59,000.00.

City Manager Gorman noted the new building will be constructed where a building formerly used by the Arts Council was located. This will be a cold storage building.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 21-32 approving the recommendation of the Board of Light and Power to replace the Hydro Dam Storage Garage for the Electric Department.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on May 3, 2021 and the Minutes of the Budget Workshop held on May 10, 2021, payment of invoices in the amount of \$120,038.24 and payroll in the amount of \$101,107.17 for a total of \$221,145.41. Purchase orders to Giant Maintenance & Restoration, Inc. in the amount of \$6,500.00 to sandblast and paint 50 fire hydrants, Fence Consultants of West Michigan in the amount of \$6,928.00 to install a gate opener at the DPW complex, and Total Technical Assurance Group, Inc. in the amount of \$21,500.00 for consulting on the Broadband Development Project were also included.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman thanked the City Council and the entire community for the great fundraising effort for the Toan Park Revitalization Project.

City Manager Gorman also reminded residents to mow their grass.

Under Council Comments, Mayor Pro-Tem VanSlambrouck reminded everyone that the Memorial Day Parade will be held Monday, May 31, 2021 at 10:00 A.M.

Mayor Barnes noted that the Fundraiser Celebration will be held on Wednesday, May 26, 2021 from 4:00 – 8:00 P.M. at Toan Park and thanked the community for all of their efforts.

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

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 8:32 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the May 17, 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, Johnston, and Sheehan; City Manager Gorman; City Clerk Miller, Finance Officer Tolan; Police Officer Smith

Presentation - DDA Director ConnerWellman presented information on the Toan Park Revitalization Project and thanked the community for participating in the fundraising campaign.

Presentation - Jon Moxey and his team from Fleis & VandenBrink presented information on the Clean Water State Revolving Fund (CWSRF) Final Project Plan being proposed for improvements to the wastewater system.

Public Hearing - on the proposed Wastewater Treatment Plan and Collection System Improvements Project through the Clean Water State Revolving Fund (CWSRF).

Public Hearing - on the Budget Proposed for Fiscal Year 2021-2022

Second Reading and Adoption of Ordinance 101L to Amend Sections 40-214, 40-215, 40-216, 40-220, and 40-222 of Code of Ordinances of the City of Portland to revise electric rates based on the recent electric rate study.

All in favor. Adopted.

Approval of Resolution 21-27 to adopt the City of Portland’s Annual Budget for Fiscal Year 2021-2022 and Capital Improvement Plan.

All in favor. Adopted.

Approval of Resolution 21-28 adopting a Final Project Plan for Wastewater System Improvements and designating an Authorized Project Representative.

All in favor. Adopted.

Approval of Resolution 21-29 approving the award of the Toan Park Revitalization Project to Katerberg Verhage.

All in favor. Adopted.

Approval of Resolution 21-30 to revise Council Policy 77-1 concerning Cemetery rates.

All in favor. Adopted.

Approval of Resolution 21-31 approving a proposal from Fleis & VandenBrink to conduct a Water System Risk and Resilience Assessment and Emergency Response Plan Update.

All in favor. Adopted.

Approval of Resolution 21-32 approving the recommendation of the Board of Light and Power to replace the Hydro Dam Storage Garage for the Electric Department.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:32 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
INDEPENDENT BANK	00197	JUNE 2021 BOND PAYMENT - ELECTRIC	8,531.00
BRENT HENRY	02649	MAY 2021 PHONE BILL REIM - ELECTRIC	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
MARK WOODMAN PLUMBING & HEATING	01816	BACKFLOW DEVICE TESTING - WATER, ELECTRIC, CITY	1,070.00
D&K TRUCK COMPANY	02257	AIR BAG - MTR POOL	54.04
FIRST ADVANTAGE OCCUPATIONAL HEALTH	02603	CLINIC COLLECTIONS S SCHEURER - ELECTRIC	132.59
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	133.03
F&V OPERATIONS & RESOURCE MANAGMNT	02564	MAY 2021 PROFESSIONAL SERVICES - WW	10,050.26
FLEIS & VANDENBRINK	00153	WW ASSET MGT PLAN - WW	27,320.00
GRANGER	00175	REFUSE - REFUSE	12,616.10
STRYKER SALES CORPORATION	01753	MONITOR BATTERY - AMB	406.29
STRYKER SALES CORPORATION	01753	ACD PADS - AMB	104.54
NORTH CENTRAL LABORATORIES	00959	PH STORAGE SOLUTIONS - WW	351.65
NORTH CENTRAL LABORATORIES	00959	NITRIFICATION DISPENSER - WW	539.96
ZACH WALTERSDORF	02621	REIM SUPPLIES - AMB	158.39
LITE'S PLUS	00243	LED RETROFIT KITS- ELECTRIC	129.90
MICHIGAN MUNICIPAL LEAGUE	00285	CLASSIFIED ADS - ELECTRIC	102.36
SPARROW OCCUPATIONAL HEALTH-LANSIN	00340	PRE EMPLOYMENT PHYSICALS - PARKS	252.00
CONSUMERS ENERGY	00095	GAS SERVICE - WW	482.29
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	368.45
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	605.64
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	15.10
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	32.06
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	45.04
CONSUMERS ENERGY	00095	GAS SERVICE - WW	21.22
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	45.83
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	57.84
CORE & MAIN	02658	PIPE & CABLE LOCATOR - WATER	2,547.84
USA TODAY NETWORK	02501	COUNCIL MEETING SYNOPSIS, PUB HEARING - GEN, WW	125.96
FAMILY FARM & HOME	01972	VEGITATION KILLER - MAJ, LOC STS	83.98
NYE UNIFORM CO.	00338	UNIFORMS J KAUFFMAN - POLICE	173.98

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
NYE UNIFORM CO.	00338	UNIFORMS B LINSTERMAN - POLICE	79.99
STAR THOMAS	01654	USPS, MEAL FOR TRAINING REIM - POLICE	31.70
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	314.15
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	70.50
BOUND TREE MEDICAL LLC.	01543	MED SUPPLIES - AMB	40.00
JEFFREY KOENIGSKNECHT	MISC	AMB PAYMENT REFUND - AMB	485.17
GRAINGER, INC.	00172	PAPER SHREDDER - AMB	163.72
GRAINGER, INC.	00172	MOP/MOP HEADS - AMB	14.24
GRAINGER, INC.	00172	BIO HAZARD BIN/BABS - AMB	85.92
GRAINGER, INC.	00172	GATE VALVE - WATER	48.42
CAPITAL ASPHALT LLC	02578	ASPHALT REPAIR WW/DETROIT ST - WW	379.50
OTIS ELEVATOR	00970	ELEVATOR CONTRACT MAINTENANCE - CITY HALL	632.64
FAMILY FARM & HOME	01972	GLOVES, WD40 - WATER	18.98
FLEIS & VANDENBRINK	00153	WWTP SRF PROJECT PLAN - WW	6,930.00
FLEIS & VANDENBRINK	00153	RIVERTRAIL ASSET MGNT PLAN - PARKS	952.16
FLEIS & VANDENBRINK	00153	SAFE ROUTES TO SCHOOL - MAJ, LOC STS	65,793.83
HAMMERSMITH EQUIPMENT COMPANY	00183	BLADE - MAJ STS	110.00
SPARROW OCCUPATIONAL HEALTH-LANSIN	00340	EMPLOYMENT PHYSICAL SEASONALS - PARK	252.00
LEIDOS ENGINEERING	MISC	ENERGY OPTZ PROG RITE AID - ELECTRIC	2,680.98
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - MTR POOL, PARKS, CEM	524.44
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL, STUMP GRINDING - PARKS	1,949.00
CONSUMERS CONCRETE CORPORATION	00094	CONCRETE FOR CEM FOUNDATIONS - CEM	645.75
RECYCLE IONIA, INC.	02403	ELECTRONICS CLEAN UP DAY - COMM PROMO	3,300.00
TIMBER TREE SERVICES LLC	01817	STUMP GRINDING - PARKS	2,134.00
FAMILY FARM & HOME	01972	NAILS, GLOVES - CEM	25.48
KEUSCH SUPER SERVICE	00228	WHEEL BARROW TIRE TUBE- CEM	8.99
PETERSEN OIL & PROPANE	02534	DIESEL FUEL - MTR POOL	125.42
GREAT LAKES JANITORIAL SERVICES	02654	MAY CLEANING SERVICES - CITY HALL	280.00
AMERICAN WATER WORKS ASSOC.	00018	MEMBERSHIP DUES - WATER	83.00
STATE OF MICHIGAN	00428	BACTI SAMPLING - WATER	112.00
BOUND TREE MEDICAL LLC.	01543	N95 MASKS, SUPPLIES - AMB	66.33

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ, LOC STS	202.40
CULLIGAN	02130	2X WATER CITY HALL- GEN	14.00
BOUND TREE MEDICAL LLC.	01543	SAM IO NEEDLES/STABLIZERS - AMB	816.48
BOUND TREE MEDICAL LLC.	01543	SAM IO DRIVER - AMB	299.98
BOUND TREE MEDICAL LLC.	01543	SAM IO STERILE NEEDLES - AMB	82.39
BOUND TREE MEDICAL LLC.	01543	HEPA FILTERED BVM W/PEEP - AMB	105.00
BOUND TREE MEDICAL LLC.	01543	HEPA FILTERED BVM W/PEEP - AMB	105.00
PURITY CYLINDER GASES, INC.	00380	OXYG, GAS, HAZ MAT FEE - AMB	64.30
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTALS - PARKS	300.00
SCOTT HONSOWITZ	00192	CLOTHING ALLOWANCE - ELECTRIC	199.79
JOHN PAUL WERNET	02491	SCHOOLING, MEALS, TRAVEL EXP - ELECTRIC	1,438.42
BRENT HENRY	02649	CAND INTERVIEW DINNER W ELECTRIC SUPER REIM - F	61.26
MOYER CONSTRUCTION	00316	MULCH - ELECTRIC	280.00
FAMILY FARM & HOME	01972	ZIP TIES, GREASE, - ELECTRIC	96.92
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	175.00
KENDALL ELECTRIC	00225	AMP METERS - ELECTRIC	218.78
T&R ELECTRIC SUPPLY	00445	2 SUBMERSIBLE TRANSFORMERS - ELECTRIC	2,691.00
POWER LINE SUPPLY COMPANY	00389	SAFETY GLASSES - ELECTRIC	48.00
MARC'S MARINE	01867	PROPELLER - ELECTRIC	65.89
MUNICIPAL SUPPLY CO.	00324	INFRA RISERS, PARTS - ELECTRIC	626.36
MUNICIPAL SUPPLY CO.	00324	MISC PARTS - ELECTRIC	408.52
MUNICIPAL SUPPLY CO.	00324	TRAFFIC PAINT - ELECTRIC	36.00
ELISABETH NEWTON	MISC	REIM SPRINKLER HEAD DAMAGE - GEN	109.56
FLEIS & VANDENBRINK	00153	WATER GIS WORK - WATER	16,391.61
BSN SPORTS	00911	T BALLS & TEES - REC	239.87
CHRIS TEACHOUT	02604	CLOTHING ALLOW - ELECTRIC	300.00
BEACON ATHLETICS	01242	BASE ANCHOR PLUGS - REC	139.00
CULLIGAN	02130	WATER - PARKS, CEM	7.50
FOSTER BLUE WATER OIL, LLC	02301	DIESEL - PARKS, CEM	195.95
FOSTER BLUE WATER OIL, LLC	02301	GAS REFILL - PARKS, CEM	444.66
USA BLUEBOOK	01850	PARTS/SUPPLIES - WW	514.34

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SPARROW IONIA OCCUP HEALTH SERVICE	02275	PHYSICAL DOT G BARNES - MTR POOL	100.00
HAMMOND FARMS NORTH	02518	BLACK MULCH - CITY HALL	171.00
HAMMOND FARMS NORTH	02518	TOPSOIL - MAJ STS	78.75
MICHIGAN PAVEMENT MARKINGS	00885	ST PAINTING 2021 - MAJ, STS, RES 21-17, APPRV 4	15,046.50
SHERI PLATTE	MISC	COVID SUPPLIES HOSP GOWNS - AMB	191.43
I.T. RIGHT	02440	CISCO 24 PORT ETHERNET SWITCH - GEN	542.75
GRANGER	00175	STREET SWEEPINGS - MAJ, LOC STS	100.00
GRANGER	00175	STREET SWEEPINGS - MAJ, LOC STS	100.00
UIS SCADA	00462	RADIO MAINT - WATER	3,032.00
ED FILTER	00540	OFFICIAL - REC	168.00
BRIAN RUSSELL	00593	OFFICIAL - REC	448.00
SHANE COOK	02511	OFFICIAL - REC	27.00
NATHAN LEHNERT	02496	OFFICIAL - REC	36.00
MATTIE HONSOWITZ	02665	OFFICIAL - REC	90.00
EMMA HONSOWITZ	02572	OFFICIAL - REC	63.00
MICHIGAN MUNICIPAL WC FUND	00291	WORKERS COMP RENEWAL 6-30-22 - VAR DEPTS	29,226.00
PLB PLANNING GROUP LLC	02504	ZONING CONSULTING - CODE	2,997.70
TOTAL TECHNICAL ASSURANCE GROUP IN	02667	CONSULTING SERVICES - ELECTRIC	15,000.00
DICKINSON WRIGHT PLLC	02244	APRIL LEGAL SERVICES - GEN	665.00
CITY OF PORTLAND-PETTY CASH	00701	VAR EXPENSES, POSTAGE, ETC - VAR DEPTS	339.49
Total:			\$250,076.25

**BI-WEEKLY
WAGE REPORT
May 31, 2021**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	9,462.43	215,548.06	1,026.19	61,098.09	10,488.62	276,646.15
ASSESSOR	-	20,439.88	-	1,586.52	-	22,026.40
CEMETERY	5,957.00	78,708.34	470.55	18,482.07	6,427.55	97,190.41
POLICE	14,103.62	15,559.08	1,839.10	83,857.50	15,942.72	99,416.58
CODE ENFORCEMENT	32.39	6,512.96	2.50	812.02	34.89	7,324.98
PARKS	3,328.28	54,274.85	261.51	11,326.20	3,589.79	65,601.05
INCOME TAX	2,291.44	48,257.37	300.15	16,075.06	2,591.59	64,332.43
MAJOR STREETS	2,403.72	85,006.43	206.24	38,972.24	2,609.96	123,978.67
LOCAL STREETS	2,158.77	71,975.35	200.57	32,130.67	2,359.34	104,106.02
RECREATION	317.88	7,088.70	24.17	1,587.60	342.05	8,676.30
AMBULANCE	9,573.38	256,194.23	1,110.85	57,118.30	10,684.23	313,312.53
DDA	2,367.70	50,505.21	337.01	8,223.14	2,704.71	58,728.35
ELECTRIC	18,385.93	434,822.02	2,032.86	127,986.15	20,418.79	562,808.17
WASTEWATER	7,334.05	153,341.10	763.10	43,683.72	8,097.15	197,024.82
WATER	6,659.98	130,376.74	746.99	46,949.18	7,406.97	177,325.92
MOTOR POOL	409.61	29,011.70	38.25	7,619.71	447.86	36,631.41
TOTALS:	84,786.18	1,657,622.02	9,360.04	557,508.17	94,146.22	2,215,130.19

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 06/02/2021
MEETING DATE 06/07/2021

Fund	Description	Beginning Balance 05/13/2021	Total Cash in	Total Cash out	Cash Balance 06/02/2021	Time Certificates	Ending Balance 06/02/2021
101	GENERAL FUND	1,923,073.37	202,177.46	(305,363.57)	1,819,887.26	235,000.00	2,054,887.26
105	INCOME TAX FUND	144,992.79	81,668.81	(113,757.31)	112,904.29	10,000.00	122,904.29
150	CEMETERY PERPETUAL CARE FUND	60,312.51	205.51	-	60,518.02		60,518.02
202	MAJOR STREETS FUND	432,400.24	55,835.28	(29,680.04)	458,555.48		458,555.48
203	LOCAL STREETS FUND	162,695.60	28,438.93	(17,178.41)	173,956.12		173,956.12
208	RECREATION FUND	46,079.88	4,058.50	(5,119.20)	45,019.18		45,019.18
210	AMBULANCE FUND	94,069.38	70,239.60	(79,263.54)	85,045.44		85,045.44
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	709,147.11	68,626.46	(30,731.51)	747,042.06		747,042.06
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	-	-	-	-		-
520	REFUSE SERVICE FUND	15,318.29	10,097.29	(39.92)	25,375.66		25,375.66
582	ELECTRIC FUND	1,893,408.88	365,716.93	(337,907.05)	1,921,218.76	530,000.00	2,451,218.76
590	WASTEWATER FUND	(74,818.44)	178,452.05	(123,432.35)	(19,798.74)		(19,798.74)
591	WATER FUND	157,641.95	72,082.42	(57,488.83)	172,235.54	420,000.00	529,306.29
661	MOTOR POOL FUND	91,625.20	48,692.95	(19,107.59)	121,210.56		121,210.56
703	CURRENT TAX FUND	6,934.07	178.09	0.00	7,112.16		7,112.16
	TOTAL - ALL FUNDS	5,666,243.08	1,186,470.28	(1,119,069.32)	5,733,644.04	1,195,000.00	6,865,714.79
					ELECTRIC-RESTRICTED CASH	453,086.00	453,086.00
					ELECTRIC - MPPA MUNICIPAL TRUST	170,376.44	170,376.44
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	724,859.06	724,859.06
					ELECTRIC-PRIN & INT ESCROW	137,423.69	137,423.69
					WASTEWATER DEBT ESCROW	283,587.90	283,587.90
					WASTEWATER REPAIR ESCROW	186,896.31	186,896.31
					DDA-PRIN & INT ESCROW	501.77	501.77
					WATER BOND ESCROW	70,175.43	70,175.43
							9,192,621.39

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



PURCHASE ORDER

City of Portland

P.O. 6678

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

VENDOR Kleist+Vandenberg

DATE: 5/27/21

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Water GIS work	591.441.803000		\$16,391.61
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	

MT

Treasurer Initials

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



Invoice

S. Tutt Gorman
 City Manager
 City of Portland
 259 Kent Street
 Portland, MI 48875

May 24, 2021
 Project No: 816489
 Invoice No: 58884

Project 816489 City of Portland - Water GIS Work 2019

For professional services through May 1, 2021

Professional Services

	Hours		Billing
	175.25		
Total			16,221.25
Reimbursable Expenses			
Expenses		170.36	
Total		170.36	170.36
		Total this Invoice	\$16,391.61

*Thank you for your business, it is sincerely appreciated.
 If there are any questions regarding this invoice or the services provided, please contact us.*

Terms: Net 15 days



PURCHASE ORDER

City of Portland

P.O. 6556

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

VENDOR UIS Scada
2290 Bishop Circle East
Dexter MI 48130

DATE: 5-25-21

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
(3) SCADA systems to replace current systems Hill St Tower, South Tower, Well 7	591.441.977000		est 21,435 ⁰⁰
DEPARTMENT HEAD (UP TO \$500) <u>KG</u>		TOTAL	

* FA Misc. 20-21

MT

Treasurer Initials

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



Date May 24, 2021	Customer Portland	To Rod Smith
Description Upgrade Water System Motorola RTUs		Rrodsmith@portland-michigan.org
Quote # 211019		
Estimator Ken Wesley	Email ken.wesley@uiscorp.com	
Scope of Work		Cost

Furnish and install one (1) Motorola ACE3600 RTU with UHF radio, CPU, battery backup, and necessary I/O to replace the existing MOSCAD-L that is failing at the following locations: Hill St. Tower, South Tower, and Well #7.

Reuse parts for the upgraded RTUs to repair Well #5 MOSCAD-L.

Provide necessary programming of the new Motorola ACE3600 RTUs.

Provide startup services.

Total \$21,435.00

UIS SCADA Approved by

Date May 24, 2021

Please make Purchase Orders/Subcontracts out to: **UIS SCADA, Inc. and reference Quote #211019**

Exclusions and Clarifications

Our quote is based on straight time during normal hours of 7:00 A.M. - 3:30 P.M., Monday through Friday.

Our price is valid for thirty (30) days, after which time UIS SCADA reserves the right to review and modify any and all portions of its proposal.

This proposal contains pricing and other information confidential and proprietary to UIS SCADA, and disclosure of the contents of this letter and any attachments to persons or organizations outside of this agreement is not authorized without specific written permission from UIS SCADA.

UIS GROUP OF COMPANIES - TERMS AND CONDITIONS

1. Offer. These Terms and Conditions ("Terms") apply to all products and services, including without limitation, computer software program(s) and software as a service ("SaaS Services") provided to Purchaser under an Order Confirmation with Utilities Instrumentation Services, Inc., Utilities Instrumentation Services - Ohio, LLC., UIS SCADA, Inc., and/or UIS Renewable Power, Inc., as applicable ("Seller"). These Terms are incorporated into each Order Confirmation issued by Seller to a purchaser of such products or services ("Purchaser"). A confirmation or acknowledgement of an order ("Order Confirmation") will be issued to Purchaser after the Purchaser has submitted an order to Seller. The Order Confirmation constitutes Seller's offer to the Purchaser identified in the Order Confirmation to sell the products and/or provide the services identified in the Order Confirmation ("Products" and "Services", respectively) and otherwise to enter into the agreement that the Order Confirmation and these Terms describe (the "Agreement"), and the Order Confirmation and these Terms shall be the complete and exclusive statement of such Agreement.

2. Acceptance. A contract is formed when Purchaser accepts the Order Confirmation by written acknowledgement, by accepting the Products and/or Services, or other issued acceptance documents for the Products and/or Services. Acceptance is expressly limited to the Agreement, and shall not include any terms and conditions contained in Purchaser's purchase order or similar document. Notwithstanding any contrary provision in Purchaser's purchase order or other acceptance document or similar document, delivery of Products, performance of Services or commencement of Services by Seller shall not constitute acceptance of Purchaser's terms and conditions to the extent any such terms or conditions are inconsistent with or in addition to the terms and conditions contained in the Agreement.

3. Prices. Prices for Products and/or Services shall be set forth in the Order Confirmation. Unless otherwise expressly stated in the Order Confirmation: (a) prices for Products specified in the Order Confirmation do not include storage, handling, packaging or transportation charges; and (b) prices do not include any applicable taxes.

4. Payment Terms. Unless otherwise expressly stated in the Order Confirmation, all accounts are payable in U.S. currency thirty (30) days from the date of Seller's invoice. Credit and delivery of Products shall be subject to Seller's approval. The Purchaser shall pay Seller for Services performed in accordance with the rates and charges set forth in the Order Confirmation. If the Purchaser disputes any portion of an invoice, the Purchaser shall notify Seller, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of the dispute, and pay when due any portion of the invoice not in dispute. Failure to provide such notification shall constitute acceptance of the invoice as submitted. If Purchaser fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, Seller may at any time, without waiving any other claim against the Purchaser (including lien rights) and without thereby incurring any liability to the Purchaser, suspend or terminate the Order Confirmation. Purchaser is prohibited from and shall not setoff against or recoup from any invoiced amounts due or to become due from Purchaser or its affiliates any amounts due or to become due to Seller or its affiliates, whether arising under the Order Confirmation, any related purchase order or any other agreement.

5. Shipping and Delivery. All sales of Products are F.O.B. Seller's plant unless otherwise specified in the Order Confirmation. Responsibility of Seller shall cease upon delivery to and receipt of the Products by a common carrier at which point Purchaser will bear all risk of loss for the Products. Premium shipping expenses and/or other related expenses necessary to meet Purchaser's accelerated delivery schedules shall be the responsibility of Purchaser. Deliveries of orders placed by Purchaser may be changed, deferred or canceled only upon specific agreement in writing by Seller and Seller may condition such agreement upon Purchaser's assumption of liability and payment to Seller for: (a) a sum equal to the costs of work in process including costs accrued for labor and material; (b) any amount for which Seller is liable by reason of commitments made by Seller to its suppliers; and (c) any other loss, cost or expense of Seller as a result of such change, deferral or cancellation.

6. Proprietary Materials. Seller shall have and retain all rights, title and interest, including all intellectual property rights, in and to all Products, Services and associated materials, including, without limitation, all related reports, specifications, designs and any other property, tangible or intangible (including software and SaaS Services), furnished by Seller in connection with or under the applicable Order Confirmation ("Proprietary Materials"). No Proprietary Materials created by Seller in connection with an Order Confirmation or any related purchase order shall be considered "works made for hire" as that term is used in connection with the U.S. Copyright Act.

UIS Group of Companies
2290 Bishop Circle East
Dexter, MI 48130
(734) 424-1200

Utilities Instrumentation Service
UIS SCADA
UIS Renewable Power

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 31 May 2021

Name: Jayne Graham

Address: 625 Kent St

Telephone No. [REDACTED]

E-mail address Jayne.graham@gmail.com

Employer retired

Telephone No. _____

How long have you lived in the City of Portland? 34 years

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Are you a high school graduate?

yes Kalkaska (MI) 1974

College, University, or other school. State name and degree, certificate, etc., earned.

Michigan Tech 1978, BA Scientific Technical Communications

Professional and work experience

33 years as manager of communications for
Home Works Inc - ~~Construction~~ Portland
10 yrs as a professional writer, reporter, editor.

Community activities, interests, and service

ZBA
formerly on City Council
Library Building Millage Committee

References (optional) Please provide name, address, and telephone number.

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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Please print your responses

Date: 6-2-21

Name: Kathy Ness

Address: 17741 Divine Hwy, Lyons

Telephone No. [REDACTED]

E-mail address Kathykness@gmail.com

Employer _____

Telephone No. _____

How long have you lived in the City of Portland?

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Are you a high school graduate?

yes

College, University, or other school. State name and degree, certificate, etc., earned.

Univ. of Michigan - nursing

Professional and work experience

- Retired RN
- Goose Creek Tree Farm



Community activities, interests, and service

References (optional) Please provide name, address, and telephone number.

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 6-1-2021

Name: Kathy Parsons

Address: 310 Kent St

Telephone No. [REDACTED]

E-mail address Kparsons@golderportland.com

Employer Golder - Portland Agency - SE24 Telephone No. [REDACTED]

How long have you lived in the City of Portland? 20 yrs

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish. 3 yrs - Chair, IBA 20 years, business owner in Portland, 4 yrs City Council, 20 yrs volunteer in Portland.

Education Grad - Mason High School, Mason MI

Are you a high school graduate? *yes*

College, University, or other school. State name and degree, certificate, etc., earned. *None*

Professional and work experience *3 yrs Police dispatcher, 40 years insurance agent, 20 years Agency owner*

Community activities, interests, and *10 years Portland Main Street, 17 years volunteer for Portland PD, 1 1/2 yrs Sesquicentennial committee*

References (optional) Please provide name, address, and telephone number.

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: 5-26-21

Name: Doug Logel

Address: 858 Maynard

Telephone No. [REDACTED]

E-mail address [REDACTED]

Employer City of Portland Telephone No. _____

How long have you lived in the City of Portland? 57 yrs

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Are you a high school graduate? *yrs*

College, University, or other school. State name and degree, certificate, etc., earned. *No*

Professional and work experience

city of Portland
47 yrs

DPW ~~████████████████████~~ *Park & Comm*
Water Dept ~~████████████████████~~
Fire Dept *Amb* ~~████████████████████~~

Community activities, interests, and service

References (optional) Please provide name, address, and telephone number.

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. This information is also available for public review.

Please print your responses

Date: May 25, 2021

Name: Nick Lefke

Address: 900 Marshall St.

Telephone No. [REDACTED]

E-mail address NickLefke@sbcglobal.net

Employer State of MI

Telephone No. _____

How long have you lived in the City of Portland? 55 years

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Current Light & Power Board member.
Education

Are you a high school graduate?

College, University, or other school. State name and degree, certificate, etc., earned.

Professional and work experience



Community activities, interests, and service

References (optional) Please provide name, address, and telephone number.

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

Held on Monday, April 26, 2021

Via Zoom – Meeting ID# 841 2606 3946

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

Members Absent: None

Staff: DDA Director ConnerWellman, City Clerk Miller

Guests: Council Member Johnston, Shirley Teachout

Chair Grimminck called the meeting to order at 7:03 P.M.

There was no Public Comment.

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

Motion by Hengesbach, supported by Briggs, to approve the minutes of the March 22, 2021 meeting as presented.
All in favor. Adopted.

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

There were no Team Reports.

Under Old Business, Director ConnerWellman provided an update on the Toan Park Revitalization Project. The project has been let for bid with a due date of May 12, 2021. The goal is to present a proposal to City Council for consideration on May 17, 2021.

Under New Business, Director ConnerWellman reviewed the Board Member efforts, tasks, and updates for fundraising for the Riverfront Park Revitalization at Toan Park.

There was extensive discussion and planning.

Under the Director Report, Director ConnerWellman presented the April 2021 Director's Report.

Under Board Member Comments, City Manager Gorman stated that the Safe Routes to School Project construction is underway and expected to be complete in July. The work on Grand River Ave. will take place mid-May with the new street light at West St. and Grand River Ave. to be installed in June.

Motion by Hengesbach, supported by Gorman, to adjourn the meeting at 7:51 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: May 24, 2021

REPORT OF FUNDS IN DDA AS OF: May 15, 2021

PRINCIPAL & INTEREST ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>4/15/2021</u>	\$ 501.77
NEW BALANCE:	<u>4/30/2021</u>	<u>\$ 501.77</u>

PRIME ACCOUNT

PREVIOUS BALANCE:	<u>3/31/2021</u>	\$ 19,439.32
DEPOSITS:		\$ (2,395.25)
Due to customers:		\$ -
NEW BALANCE:	<u>4/30/2021</u>	<u>\$ 17,044.07</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>4/15/2021</u>	\$ 679,270.13
INTEREST EARNED:		\$ 5.66
DEPOSITS:		
Donation- Toan Park Improvements -		\$ 19,215.72

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge May 2021	\$ 300.00
	Bank fee - Fraud Protection	\$ 30.00
2168	City of Portland , credit card charges reimbursement, phone charges	\$ 1,127.29
2167	Chad Benson , Sounds of Summer/bandshell June 3, 2021	\$ 225.00
2169	Fabricated Customs , Shirts for reward	\$ 206.00
2174	Kurt Fedewa , Article for March 2021	\$ 25.00
2170	Fleis & Vandenbrink , Engineering services for Toan Park Improvements	\$ 6,033.79
2171	Timothy Fuller , Façade Improvement & hanging baskets for 100 block & Bridge St.	\$ 10,150.00
2172	Greenville Daily News , full page advertisement	\$ 99.35
2173	Kolp's Tax & Accounting Service LLC , prepare 2020 return form 990N	\$ 100.00
2175	Portland Garden Club , flowers for planters & Maple St. Annual, Restage pergola beds	\$ 850.00
2177	Tina Conner-Wellman , phone reimbursement	\$ 133.52
2176	Verdin , Maintenance Renewal	\$ 630.00
		\$ (19,909.95)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 04/23/2021 - 5/15/2021 \$ (2,719.27)

TOTAL EXPENSES: \$ (22,629.22)

NEW BALANCE: **\$ 675,862.29**

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

City Of Portland
Water Department
Monthly Water Report
May 2021

Monthly Water Production

Well #4	6,845,000 Gallons
Well #5	0 Gallons
Well #6	5,196,000 Gallons
Well #7	0 Gallons

Daily Water Production

Well #4	220,806 Gallons
Well #5	0 Gallons
Well #6	173,200 Gallons
Well #7	0 Gallons

Daily Average Water Production for All Wells

394,006 Gallons

Total Water Production for the Month

12,041,000 Gallons

Total Water Production for the Previous Month

9,150,000 Gallons

Total Production increased by

2,891,000 Gallons

Total Production for This Month from the Previous Year

8,455,000 Gallons

Total Production increased by

3,586,000 Gallons

Rodney D. Smith Jr.
Water Technician

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

May 20, 2021
April 1-30, 2021

Kwh Consumed	2,583,992
DIESEL PRODUCTION	0
HYDRO GENERATION	152,568

Total Kwh Purchased	2,431,424	Total Dollars Paid	\$ 170,143.42
----------------------------	------------------	---------------------------	----------------------

Kwh Billed

Residential	1,223,654
Commercial	720,689
Large General	735,180
City St. Lites Metered	27,157
St. Lites Unmetered	
Rental Lights	
Demand	1,918
Total Kwh Billed	2,708,598

Dollars Billed

PCA Billed	\$ 54,353.64
Residential	\$ 130,891.00
Residential EO Charge	\$ 2,241.63
Geothermal Discount	\$ (201.25)
Commercial	\$ 76,550.69
Commercial/LG EO Charge	\$ 2,426.30
Large General	\$ 51,412.55
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 2,310.68
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.19
Demand	\$ 11,275.32
Tax	\$ 12,380.83
Total Dollars Billed	\$ 345,437.03
Power Cost Adj.	.02028

Arrears after billing	\$ 1,068.17
Penalties Added	\$ 1,974.35
Arrears end of month	\$ 25,168.77
Fuel Cost Billed	\$ 52,112.46
Amount Collected	\$ 358,271.76
Total Adjustments	\$ 15,468.29

**Adj for meter rollovers*

Residential Customers	2,242
Commercial Customers	332
Large General	15
Total Customers	2,589

05/06/21



**CITY OF PORTLAND
May-21**

WATER DEPARTMENT REPORT

MONTH	Apr-21	PERIOD COVERED	Apr 1-30, 2021
Customers Billed		Penalties Added	\$ 371.06
City	1,855	Dollars Collected	\$ 55,448.21
Rural	24	Arrears at end of Month	\$ 3,978.96
Total Customers	1,879	Adjustments	\$ 312.28
		Gallons Pumped	9,150,000
		Hydrant Flusing/Rental (unmetered)	1,400,000 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	7,822,908		\$ 55,512.17
Rural	103,672		\$ 1,585.18
Total	<u>7,926,580</u>		<u>\$ 57,097.35</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,807	Dollars Billed	\$85,299.95
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 85,299.95

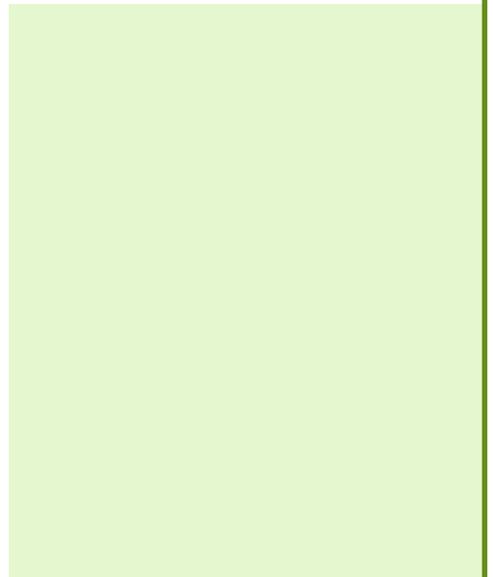
Penalties Added	\$ 615.95
Dollars Collected	\$ 85,216.56
Arrears at end of Month	\$ 6,621.54
Adjustments	\$ 4,261.78
Gallons Treated per Million	6.624





The City of Portland Operations & Maintenance Report

April 2021





May 19, 2021

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

RE: April 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 April 2021. We will submit future progress reports on a monthly basis for your review.

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 flourish extending to the right.

Chris Munson
Sr. Project Manager

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Safety Training	1
COLLECTION SYSTEM WORK	1
Emergency Alarm Call-Outs	2
Daily Flow Summary.....	2

- APPENDIX “A” Monthly Operating Report**
- APPENDIX “B” April 2021 Completed Work orders**

ADMINISTRATIVE REPORT

ADMINISTRATIVE

The April 2021 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The average influent flow was 312,000 gallons per day. The daily maximum influent flow was 343,000 gallons, which occurred on April 1, 2021. The Monthly Operating Report (MOR) is in **Appendix A**.

ACTION ITEMS

- **Dental Compliance Form:** EGLE is requiring dentists within the Portland city limits complete a Dental One-Time Compliance Form, and submit it to the City of Portland, per Part 40 CFR Section 441.50. The three (3) dentists have been mailed the compliance form as of May 7, 2021.
- **Biosolid Application:** 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 biosolids storage capacity for compliance. This frequency of land application does not coincide with normal agricultural spring and fall planting cycles; as a result, there are recurring issues with farm field and land application contractor availability.
- **Biosolid Copper Issue:** The City's biosolids analytical copper 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

In accordance with the computerized maintenance management system (CMMS), staff completed maintenance items during the month of April 2021. See **Appendix B** for the completed April 2021 work orders. An itemized list is below.

- Staff installed new lamps and quartz sleeves on the four (4) racks in Bank A. Lamps and sleeves for Bank B racks need to be ordered to mitigate NPDES Permit issues.
- The heat exchanger boiler is beginning to have flame failure alarms. Pluene HVAC is being scheduled to troubleshoot the issue on May 12, 2021.
- Staff installed a new rotameter on the thickener polymer system as the old one was inoperable. The rotameter allows staff to control the amount of makeup water used to mix with the polymer.
- Staff performed a thorough cleaning and removal of debris on the fine screen auger. The auger was so encapsulated with rags and other debris that the unit was faulting with a high amperage code and was inoperable. The fine screen is now back in service and the issue resolved.
- PM Technologies was on site to perform the annual maintenance on the three (3) emergency generators located at the WWTP, Riverside Lift station, and Rindlehaven Lift Station.

OPERATIONS

- Nutri-Gro was on site to land apply biosolids in April 2021. Using subsurface injection equipment, 132,000 gallons of biosolids were land applied to local agricultural land.

SAFETY TRAINING

The following safety training was completed in April 2021:

- Aerial Lift Safety

COLLECTION SYSTEM WORK

The following collection system tasks were completed in April 2021:

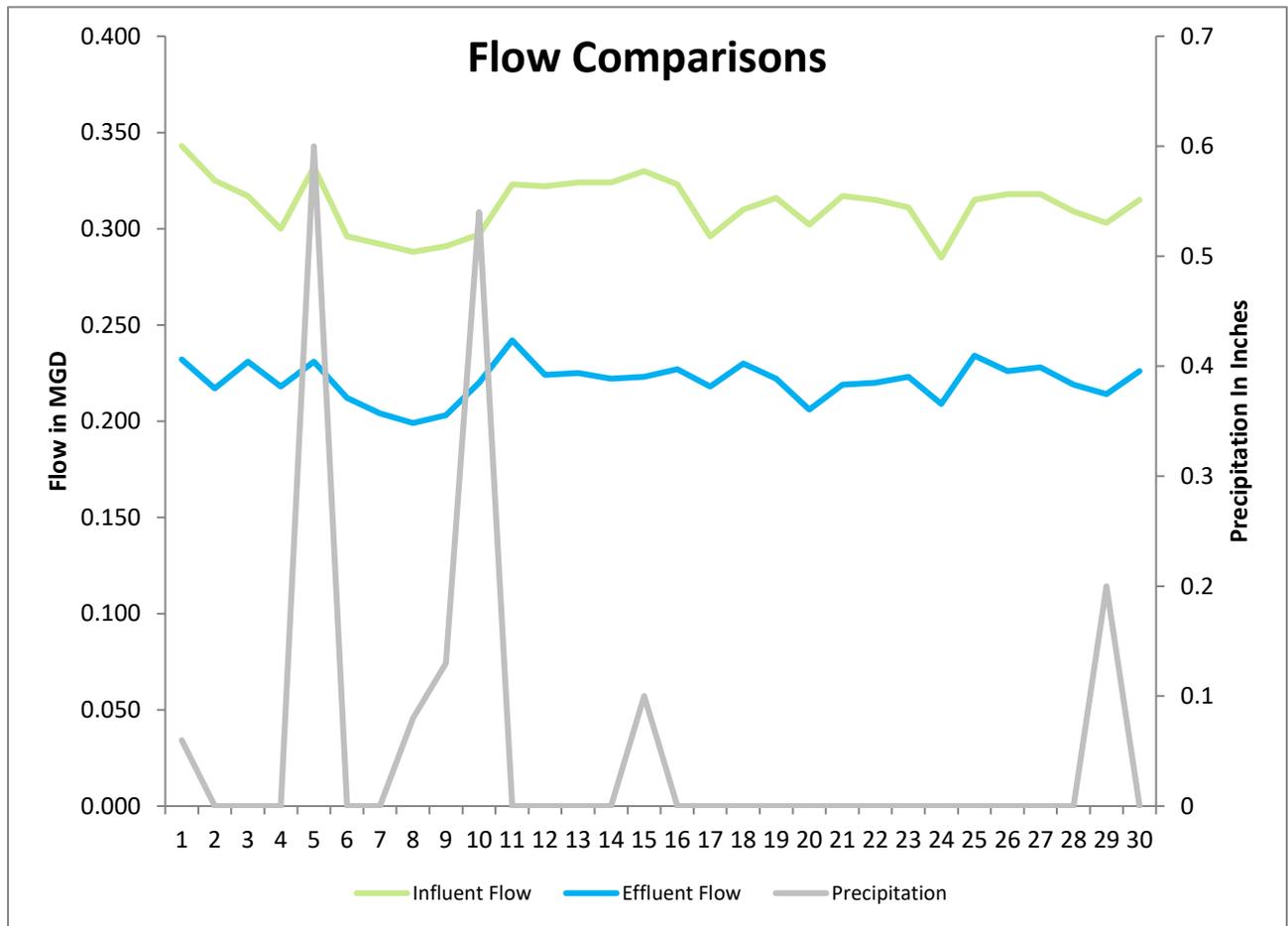
- Several Miss Digs were completed.
- Staff utilized the City's push camera to assist a resident in viewing the condition of their sewer lateral. A root mass almost at the drop lead was found.
- Staff dealt with two (2) sewer complaints; neither were a result of the City's sewer main.

EMERGENCY ALARM CALL-OUTS

There were zero (0) after-hours emergency call outs in April 2021.

DAILY FLOW SUMMARY

Wastewater flow was monitored using the facility's influent and effluent flow meters. The chart below shows the flow readings for April 2021. The average influent flow during the period was 312,000 gallons per day and the average effluent flow during the same period was 221,000 gallons per day. We had six (6) days of precipitation which totaled 1.71 inches. The influent flow is higher than the effluent flow due to recycle flows that are metered twice.



APPENDIX “A”



City of Portland, Michigan

April 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		7-day	Rem.		7-day		7-day	Rem.				Rem.			cts/100 ml			
		Avg		Avg			Avg		Avg										GEO	
1																				
2																				
3																				
4																				
5	4.2		8.1		98	10.0		19.3		95	4.8	0.840	1.6	86	7.3	5.5	220			
6	3.4		6.0		99	6.4		11.3		95	2.0	0.640	1.1	89	7.1	6.1	203			
7	3.3	3.6	5.6	6.6	99	3.6	6.7	6.1	12.2	96	1.2	0.610	1.0	90	6.8	5.4	190	204		
8		3.6		6.6			6.7		12.2									204		
9		3.6		6.6			6.7		12.2									204		
10		3.6		6.6			6.7		12.2									204		
11		3.6		6.6			6.7		12.2									204		
12	4.2	3.6	7.8	6.5	99	6.0	5.3	11.2	9.5	96	2.4	0.725	1.4	89	6.4	5.6	240	210		
13	3.9	3.8	7.3	6.9	99	3.6	4.4	6.8	8.0	98	1.2	0.527	1.0	91	7.2	5.8	36	118		
14	3.6	3.9	6.7	7.3	99	6.8	5.5	12.6	10.2	96	4.4	0.467	0.9	91	7.4	6.0	176	115		
15		3.9		7.3			5.5		10.2									115		
16		3.9		7.3			5.5		10.2									115		
17		3.9		7.3			5.5		10.2									115		
18		3.9		7.3			5.5		10.2									115		
19	4.6	4.0	8.5	7.5	99	2.4	4.3	4.4	7.9	95	0.8	0.562	1.0	86	7.4	5.7	240	115		
20	3.8	4.0	6.5	7.2	99	9.2	6.1	15.8	10.9	96	4.8	0.510	0.9	93	7.4	5.9	196	202		
21	4.4	4.3	8.0	7.7	99	3.2	4.9	5.8	8.7	97	2.0	0.290	0.5	94	7.3	5.9	250	227		
22		4.3		7.7			4.9		8.7									227		
23		4.3		7.7			4.9		8.7									227		
24		4.3		7.7			4.9		8.7									227		
25		4.3		7.7			4.9		8.7									227		
26	4.9	4.4	9.2	7.9	98	3.6	5.3	6.8	9.5	97	2.4	0.520	1.0	92	7.3	5.5	102	171		
27	5.2	4.8	9.9	9.1	98	6.4	4.4	12.2	8.3	98	4.4	0.500	1.0	92	7.1	5.6	102	138		
28	6.9	5.7	12.6	10.6	98	10.4	6.8	19.0	12.7	96	7.2	0.625	1.1	91	7.3	5.3	128	110		
29		5.7		10.6			6.8		12.7									110		
30		5.7		10.6			6.8		12.7									110		
M/M																				
TL																				
GA																				
ME	4.4		8.0		99	6.0		10.9		96	3.1	0.57	1.0	90		5.7	155.6			
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

April 2021

ACTIVATED SLUDGE

DAY	Aeration Volume	Detent. Time	CRT Days	Organic Loading	MLSS	MLVSS	SETT.	SVI	DO	AIR SUPPLY	RASS	RASVS	WAS	WAS	Return Flow
	KCF	Hours		F/M	mg/l	mg/l	%		mg/l	CuFt./D	g/100 ml	g/100 ml	gal	lbs	(RAS)
1	24	7.4	5.3		2721		29	107	1.6	1.44	0.4655		19.72	766	0.241
2	24	7.7	4.7		2652		29	109	2.8	1.44	0.4550		22.00	835	0.235
3	24	7.9	12.4		2481		27	109	4.4	1.44	0.4260		8.40	298	0.225
4	24	8.3	13.5		2785		29	104	4.0	1.44	0.4399		8.40	308	0.220
5	24	7.9	4.6	0.18	2988	2357	34	114	4.1	1.44	0.4823	0.3776	24.33	979	0.211
6	24	8.2	8.4	0.18	2784	2182	31	111	1.1	1.44	0.4478	0.3442	13.24	495	0.230
7	24	8.6	7.0	0.20	2699	2135	31	115	1.3	1.44	0.4239	0.3278	16.37	579	0.210
8	24	8.7	6.6		2611		29	111	1.6	1.44	0.4135		17.17	592	0.208
9	24	8.7	6.8		2478		28	113	1.6	1.44	0.4024		16.10	540	0.204
10	24	8.6	11.9		2385		26	109	3.0	1.44	0.4274		8.40	299	0.205
11	24	8.1	13.3		2667		34	127	0.9	1.44	0.4274		8.40	299	0.207
12	24	7.8	3.5	0.27	2788	2252	37	133	1.9	1.44	0.7063	0.5752	19.99	1178	0.226
13	24	7.6	6.0	0.27	2671	2165	29	108	0.6	1.44	0.4459	0.3604	17.99	669	0.238
14	24	7.6	6.2	0.26	2639	2092	31	117	1.0	1.44	0.4008	0.3211	18.88	631	0.244
15	24	7.5	2.6		2350		29	123	0.7	1.44	0.6789		23.64	1338	0.243
16	24	7.6	3.6		2350		29	123	0.8	1.44	0.6789		17.06	966	0.246
17	24	7.9	13.0		2378		26	109	0.9	1.44	0.3873		8.46	273	0.245
18	24	7.9	15.0		2639		28	106	1.6	1.44	0.3694		8.51	262	0.231
19	24	7.7	6.8	0.28	2703	2203	30	111	1.3	1.44	0.4406	0.3452	16.15	593	0.240
20	24	8.0	7.1	0.31	2660	2166	30	113	1.7	1.44	0.4065	0.3292	16.58	562	0.235
21	24	7.9	6.7	0.31	2663	2141	30	113	1.3	1.44	0.4120	0.3125	17.34	596	0.226
22	24	7.9	7.4		2537		27	106	2.1	1.44	0.3800		16.11	511	0.232
23	24	8.0	6.8		2520		28	111	1.0	1.44	0.4145		16.08	556	0.225
24	24	8.5	14.6		2434		27	111	3.8	1.44	0.3537		8.46	250	0.221
25	24	8.2	10.7		2701		29	107	1.7	1.44	0.5378		8.40	377	0.207
26	24	8.0	6.8	0.19	2838	2205	32	113	0.8	1.44	0.4427	0.3204	17.00	628	0.222
27	24	7.9	4.9	0.18	2801	2338	26	93	0.8	1.44	0.5081	0.4240	20.00	847	0.225
28	24	8.0	3.9	0.24	2633	2206	24	91	0.5	1.44	0.6983	0.5637	17.52	1021	0.225
29	24	8.2	6.9		2624		24	91	0.7	1.44	0.3850		17.62	566	0.222
30	24	8.1	8.3		2540		22	87	1.1	1.44	0.3435		16.00	458	0.218
TL													464.31	18271	6.767
ME	24	#DIV/0!	#DIV/0!	0.24	2624	2204	29	110	1.7	1.44	0.4600	0.3834	15.48	589	0.226
REMARKS:															

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

City of Portland, MI

April 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	n		1800	128				10	21.0
2	n		2500	128				10	23.0
3	n		1700	128				10	9.0
4	n		1600	120		45	67	10	7.0
5	y		2200	128				11	31.0
6	y	40.5	2800	128				11	15.0
7	y		2400	120	29	15	29	11	20.0
8	n		2000	120				10	21.0
9	n		1700	128				10	20.0
10	n		1500	128				10	8.0
11	n		1400	152				10	9.0
12	n		3700	120				10	29.0
13	y		5900	136				10	28.0
14	y		2500	128				10	25.0
15	n		2000	128	26	41	242	8	29.0
16	n		1800	120				8	22.0
17	n		1800	128		11		8	10.0
18	n		1300	112	11	6	36	8	10.0
19	y		2400	144				8	17.0
20	y	40.5	2000	120		14	26	8	15.0
21	y		2300	128				8	19.0
22	n		2300	136	13	15	25	11	17.0
23	n		2400	128				11	13.0
24	n		1700	120				11	9.0
25	n		2400	136				11	8.0
26	y		2100					11	21.0
27	y	27.0	1600	128	18			11	27.0
28	y		1400	128				11	20.0
29	n		2100	128			76	5	20.0
30	n		1900	128	25	52	33	5	18.0
TL		108.0	65200.0	3704	122	199	534	286	541.0
ME		36.0	2173	128	20	25	67	10	18.0
	REMARKS:								

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

City of Portland, MI

April 2021

DIGESTER BIOSOLIDS

	RAW SLUDGE						BIOSOLIDS						
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE	
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS	
	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION	
SF													
DAY													
1	3571												
2	3753												
3	1271												
4	1241												
5	5872												
6	4510												
7	5206	7.6	73	0.15	6.9	17.2	29.5	6.9	1.9	64	0.18	34	
8	2694												
9	2784												
10	878												
11	938												
12	3541												
13	3935												
14	3602												
15	4661	7.6	81	0.15	7.1	14.8	27.1	7.1	1.5	63	0.2	60	
16	2845												
17	908												
18	1211												
19	2784												
20	2209												
21	2724	6.9	82	0.08	6.8	16.7	30.2	7.0	1.5	61	0.04	66	
22	2906												
23	3904												
24	1271			0.00									
25	1120												
26	3783												
27	3874												
28	2936	7.4	78	0.09	6.8	18.7	29.6	6.8	1.5	62	0.07	54	
29	2936												
TL	83867												
ME	2890	7.4	79	0.08	6.9	16.9	29.1	7.0	1.6	63		53	
	REMARKS:	Loading Rate = .02 -.10 lb/cu. ft.											

Digester Volume:
 Primary: 14700
 Secondary: 14700

Process Pattern:
 Primary, Secondary, Land Application

City of Portland, MI

April 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	SOLIDS	SOLIDS		
1	2665							0.0					
2	2665							0.0					
3	1865.5							0.0					
4	1332.5							0.0					
5								0.0					
6								0.0	84000			05N05W12-LH01	
7								0.0	48000			05N05W12-LH01	
8								0.0					
9								0.0					
10								0.0					
11								0.0					
12								0.0					
13								0.0					
14								0.0					
15								0.0					
16								0.0					
17								0.0					
18								0.0					
19								0.0					
20								0.0					
21								0.0					
22								0.0					
23								0.0					
24								0.0					
25								0.0					
26								0.0					
27								0.0					
28								0.0					
29								0.0					
30								0.0					
TL	5863							0.0	132000				
ME													

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

APPENDIX “B”



Completed Work Order Note Report

5/20/2021

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Completed	Equipment Number	Task	WO #	Type
4/1/2021	LB-129	Weekly Vacuum Pump Maintenance	3158.01	Scheduled
Note	Task complete- TK/TS			
4/1/2021	AT-105	Weekly D.O Sensor Maintenance	3146.01	Scheduled
Note	Task complete- TS			
4/1/2021	SB-202	Weekly NP Booster System Maintenance	3157.01	Scheduled
Note	Task complete- TK/TS			
4/1/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3156.01	Scheduled
Note	Task complete- TK			
4/1/2021	Laboratory/ Office	Laboratory Housekeeping	3155.01	Scheduled
Note	Task complete- TK/TS			
4/1/2021	GB-111	Monthly MUA-1 Maintenance	3139.01	Scheduled
Note	Task complete, TS			
4/1/2021	GB-101	Fine Screen Semi- Annual Maintenance	3174.01	Scheduled
Note	Task complete, TS			
4/1/2021	SB-302	Monthly Influent Pump Maintenance	3170.03	Scheduled
Note	Task complete, TS			
4/1/2021	SB-301	Monthly Influent Pump Maintenance	3170.02	Scheduled
Note	Task complete, TS			
4/1/2021	SB-300	Monthly Influent Pump Maintenance	3170.01	Scheduled
Note	Task complete, TS			
4/5/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3191.01	Scheduled
Note	Task complete, TS			
4/5/2021	AT-105	Weekly D.O Sensor Maintenance	3190.01	Scheduled
Note	Task complete, TS			
4/5/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3189.01	Scheduled
Note	Task complete, TS			
4/5/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3188.01	Scheduled
Note	Task complete, TS			
4/5/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3187.01	Scheduled
Note	Task complete, TS			
4/5/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3186.01	Scheduled
Note	Task complete, TS			
4/5/2021	Aeration Tanks	Monthly Hosing of the Aeration Tanks	3175.01	Scheduled
Note	Task complete, TS			
4/5/2021	DB-301	Monthly Greasing of the Sludge Recirculation Pumps	3179.01	Scheduled
Note	Task complete, TS			
4/5/2021	FC-100	Monthly Power Washer of Secondary Clarifiers	3181.01	Scheduled
Note	Task complete, TS			
4/6/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3173.01	Scheduled
Note	Task complete, TS			
4/6/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3172.01	Scheduled
Note	Task complete, TS			
4/6/2021	AT-101	Monthly Anoxic Surface Mixer Maintenance	3176.01	Scheduled
Note	Task complete, TS			
4/6/2021	GB-104	Monthly Grit Auger & Classifier Maintenance	3180.01	Scheduled
Note	Task complete, TS			
4/6/2021	TB-104	Monthly Thickener Maintenance	3183.01	Scheduled
Note	Task complete, TS			
4/6/2021	UV-100	Monthly Trojan 3000 UV Maintenance	3185.01	Scheduled
Note	Task complete, TS			

Completed Work Order Note Report

5/20/2021

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Completed	Equipment Number	Task	WO #	Type
4/7/2021	UV-100	Weekly UV Maintenance	3212.01	Scheduled
Note	Task complete, TS			
4/7/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3211.01	Scheduled
Note	Task complete, TS			
4/7/2021	Tool Room	Weekly Storage Room.	3210.01	Scheduled
Note	Task complete, TS			
4/7/2021	TB-104	Weekly Charter Thckener Maintenance	3209.01	Scheduled
Note	Task complete, TS			
4/7/2021	TB-100	Weekly Thickener Building Housekeeping	3208.01	Scheduled
Note	Task complete, TS			
4/7/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3207.01	Scheduled
Note	Task complete, TS			
4/7/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3206.01	Scheduled
Note	Task complete, TS			
4/7/2021	SA-102	Portland Monthly Emergency Lighting Checks	3178.01	Scheduled
Note	Task complete, TS			
4/7/2021	LB-131	Monthly LB-131 Water Heater Maintenance	3184.01	Scheduled
Note	Task complete, TS			
4/8/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3205.01	Scheduled
Note	Task complete, TS			
4/8/2021	SB-201	Weekly Composite Sampler Maintenance	3204.01	Scheduled
Note	Task complete, TS			
4/8/2021	GB-101	Weekly Fine Maintenance	3203.01	Scheduled
Note	Task complete, TS			
4/8/2021	LB-129	Weekly Vacuum Pump Maintenance	3202.01	Scheduled
Note	Task complete, TS			
4/8/2021	SB-202	Weekly NP Booster System Maintenance	3201.01	Scheduled
Note	Task complete, TS			
4/8/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3200.01	Scheduled
Note	Task complete, TS			
4/8/2021	Laboratory/ Office	Laboratory Housekeeping	3199.01	Scheduled
Note	Task complete, TS			
4/8/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3198.01	Scheduled
Note	Task complete, TS			
4/8/2021	GB-101	Monthly Fine Screen Maintenance	3182.01	Scheduled
Note	Task complete, TS			
4/9/2021	Boiler Room	Boiler Room Housekeeping	3197.01	Scheduled
Note	Task complete, TS			
4/9/2021	GB-104	Weekly Grit Classifier Maintenance	3196.01	Scheduled
Note	Task complete, TS			
4/9/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	3195.01	Scheduled
Note	Task complete, TS			
4/9/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3194.01	Scheduled
Note	Task complete, TS			
4/9/2021	DB-200	Weekly Gas Mixer Maintenance	3193.01	Scheduled
Note	Task complete, TS			
4/9/2021	LB-125	Weekly Eyewash & Shower Exercise	3192.01	Scheduled
Note	Task complete, TS			
4/9/2021	Headworks Building	Weekly Headworks Housekeeping	3169.01	Scheduled
Note	Task complete, TS			
4/12/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3220.01	Scheduled
Note	Task complete, TK			

Completed Work Order Note Report

5/20/2021

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Completed	Equipment Number	Task	WO #	Type
4/12/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3221.01	Scheduled
Note	Task complete, TK			
4/12/2021	AT-105	Weekly D.O Sensor Maintenance	3222.01	Scheduled
Note	Task complete, TK			
4/12/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3223.01	Scheduled
Note	Task complete, TK			
4/12/2021	LB-125	Weekly Eyewash & Shower Exercise	3224.01	Scheduled
Note	Task complete, TK			
4/12/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3226.01	Scheduled
Note	Task complete, TK			
4/12/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	3227.01	Scheduled
Note	Task complete, TK			
4/12/2021	GB-104	Weekly Grit Classifier Maintenance	3228.01	Scheduled
Note	Task complete, TK			
4/12/2021	Boiler Room	Boiler Room Housekeeping	3229.01	Scheduled
Note	Task complete, TK			
4/12/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3230.01	Scheduled
Note	Task complete, TK			
4/14/2021	GB-101	Weekly Fine Maintenance	3235.01	Scheduled
Note	Task complete, TK, CSM			
4/14/2021	UV-100	Weekly UV Maintenance	3244.01	Scheduled
Note	Task complete, CSM			
4/14/2021	DB-200	Weekly Gas Mixer Maintenance	3225.01	Scheduled
Note	Task complete, CSM			
4/14/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3219.01	Scheduled
Note	CSM Task complete			
4/14/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3218.01	Scheduled
Note	Task complete CSM			
4/14/2021	Headworks Building	Weekly Headworks Housekeeping	3213.01	Scheduled
Note	Task complete, TK			
4/14/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3214.01	Scheduled
Note	Task complete, TK			
4/14/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3215.01	Scheduled
Note	Task complete, TK			
4/14/2021	Laboratory QA/QC Program	Monthly QAQC Data & Analysis Checks	3216.01	Scheduled
Note	Task complete, TK			
4/15/2021	Laboratory/ Office	Laboratory Housekeeping	3231.01	Scheduled
Note	Task complete, TK			
4/15/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3232.01	Scheduled
Note	Task complete, TK			
4/15/2021	SB-202	Weekly NP Booster System Maintenance	3233.01	Scheduled
Note	Task complete, TK			
4/15/2021	LB-129	Weekly Vacuum Pump Maintenance	3234.01	Scheduled
Note	Task complete, TK			
4/15/2021	SB-201	Weekly Composite Sampler Maintenance	3236.01	Scheduled
Note	Task complete, TK			
4/15/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3237.01	Scheduled
Note	Task complete, TK			
4/15/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3238.01	Scheduled
Note	Task complete, TK			

Completed	Equipment Number	Task	WO #	Type
4/15/2021	DB-202	Quarterly Sediment Trap Maintenance	3217.01	Scheduled
Note	Task complete, TK			
4/16/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3239.01	Scheduled
Note	Task complete, TK			
4/16/2021	TB-100	Weekly Thickener Building Housekeeping	3240.01	Scheduled
Note	Task complete, TK			
4/16/2021	TB-104	Weekly Charter Thckener Maintenance	3241.01	Scheduled
Note	Task complete, TK			
4/16/2021	Tool Room	Weekly Storage Room.	3242.01	Scheduled
Note	Task complete, TK			
4/16/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3243.01	Scheduled
Note	Task complete, TK			
4/19/2021	Headworks Building	Weekly Headworks Housekeeping	3245.01	Scheduled
Note	Task complete.			
4/19/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3246.01	Scheduled
Note	Task complete.			
4/19/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3247.01	Scheduled
Note	Task complete.			
4/19/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3248.01	Scheduled
Note	Task complete.			
4/19/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3249.01	Scheduled
Note	Task complete.			
4/19/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3250.01	Scheduled
Note	Task complete.			
4/19/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3251.01	Scheduled
Note	Task complete.			
4/20/2021	AT-105	Weekly D.O Sensor Maintenance	3252.01	Scheduled
Note	Task complete.			
4/20/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3253.01	Scheduled
Note	Task complete.			
4/20/2021	LB-125	Weekly Eyewash & Shower Exercise	3254.01	Scheduled
Note	Task complete.			
4/20/2021	DB-200	Weekly Gas Mixer Maintenance	3255.01	Scheduled
Note	Task complete.			
4/20/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3256.01	Scheduled
Note	Task complete.			
4/20/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	3257.01	Scheduled
Note	Task complete.			
4/20/2021	GB-104	Weekly Grit Classifier Maintenance	3258.01	Scheduled
Note	Task complete.			
4/20/2021	Boiler Room	Boiler Room Housekeeping	3259.01	Scheduled
Note	Task complete.			
4/20/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3260.01	Scheduled
Note	Task complete.			
4/20/2021	Laboratory/ Office	Laboratory Housekeeping	3261.01	Scheduled
Note	Task complete.			
4/20/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3262.01	Scheduled
Note	Task complete.			
4/21/2021	SB-202	Weekly NP Booster System Maintenance	3263.01	Scheduled
Note	Task complete.			

Completed	Equipment Number	Task	WO #	Type
4/21/2021	LB-129	Weekly Vacuum Pump Maintenance	3264.01	Scheduled
Note	Task complete.			
4/21/2021	GB-101	Weekly Fine Maintenance	3265.01	Scheduled
Note	Task complete.			
4/21/2021	SB-201	Weekly Composite Sampler Maintenance	3266.01	Scheduled
Note	Task complete.			
4/21/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3267.01	Scheduled
Note	Task complete.			
4/21/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3268.01	Scheduled
Note	Task complete.			
4/21/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3269.01	Scheduled
Note	Task complete.			
4/22/2021	TB-100	Weekly Thickener Building Housekeeping	3270.01	Scheduled
Note	Task complete.			
4/22/2021	TB-104	Weekly Charter Thckener Maintenance	3271.01	Scheduled
Note	Task complete.			
4/22/2021	Tool Room	Weekly Storage Room.	3272.01	Scheduled
Note	Task complete.			
4/22/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3273.01	Scheduled
Note	Task complete.			
4/22/2021	UV-100	Weekly UV Maintenance	3274.01	Scheduled
Note	Task complete.			
4/26/2021	SB-202	Monthly NP Booster System Maintenance	3281.01	Scheduled
Note	Task complete			
4/27/2021	FC-100	Semi-Annual East & West Secondary Clarifier Maintenance	3141.01	Scheduled
Note	Task complete			
4/28/2021	Aeration Tanks	Weekly Aeration & Diffuser Maintenance	3284.01	Scheduled
Note	Task complete			
4/28/2021	AT-101	Weekly Surface Mixer Inspection & Maintenance	3285.01	Scheduled
Note	Task complete			
4/28/2021	Bathroom	Weekly Bathroom/Locker Room Housekeeping	3286.01	Scheduled
Note	Task complete			
4/28/2021	Secondary Clarifiers West & East	Secondary Clarifier Cleaning	3287.01	Scheduled
Note	Task complete			
4/28/2021	AT-105	Weekly D.O Sensor Maintenance	3288.01	Scheduled
Note	Task complete			
4/28/2021	FC-100	Weekly East & West Secondary Clarifier Maintenance	3289.01	Scheduled
Note	Task complete			
4/28/2021	LB-125	Weekly Eyewash & Shower Exercise	3290.01	Scheduled
Note	Task complete			
4/28/2021	DB-200	Weekly Gas Mixer Maintenance	3291.01	Scheduled
Note	Task complete			
4/28/2021	Gas Mixing Room	Weekly Gas Mixing Room Housekeeping	3292.01	Scheduled
Note	Task complete			
4/28/2021	Process Blowers	Weekly Grit & Aerartion Blower Maintenance	3293.01	Scheduled
Note	Task complete			
4/28/2021	GB-104	Weekly Grit Classifier Maintenance	3294.01	Scheduled
Note	Task complete			
4/28/2021	Boiler Room	Boiler Room Housekeeping	3295.01	Scheduled
Note	Task complete			

Completed	Equipment Number	Task	WO #	Type
4/28/2021	DB-301	Weekly Inspection of the Sludge Recirculation Pumps	3296.01	Scheduled
Note	Task complete			
4/28/2021	Laboratory/ Office	Laboratory Housekeeping	3297.01	Scheduled
Note	Task complete			
4/28/2021	Laboratory QA/QC Program	Weekly Lab Analysis Checks	3298.01	Scheduled
Note	Task complete			
4/28/2021	SB-202	Weekly NP Booster System Maintenance	3299.01	Scheduled
Note	Task complete			
4/28/2021	LB-129	Weekly Vacuum Pump Maintenance	3300.01	Scheduled
Note	Task complete			
4/28/2021	GB-101	Weekly Fine Maintenance	3301.01	Scheduled
Note	Task complete			
4/28/2021	SB-201	Weekly Composite Sampler Maintenance	3302.01	Scheduled
Note	Task complete			
4/28/2021	Service Building 1st Floor	Service Building 1st Floor Housekeeping	3303.01	Scheduled
Note	Task complete			
4/28/2021	Service Building 2nd Floor	Weekly Service Building 2nd Floor Housekeeping	3304.01	Scheduled
Note	Task complete			
4/28/2021	Service Building 3rd Floor	Service Building 3rd Floor Housekeeping	3305.01	Scheduled
Note	Task complete			
4/28/2021	TB-100	Weekly Thickener Building Housekeeping	3306.01	Scheduled
Note	Task complete			
4/28/2021	TB-104	Weekly Charter Thckener Maintenance	3307.01	Scheduled
Note	Task complete			
4/28/2021	Tool Room	Weekly Storage Room.	3308.01	Scheduled
Note	Task complete			
4/28/2021	UIS Cruise Scada Alarm System	Weekly Alarm System Testing	3309.01	Scheduled
Note	Task complete			
4/28/2021	UV-100	Weekly UV Maintenance	3310.01	Scheduled
Note	Task complete			
4/28/2021	GB-111	Monthly MUA-1 Maintenance	3280.01	Scheduled
Note	Task complete			
4/30/2021	Digester Building Basement	Weekly Digester Building Housekeeping	3278.01	Scheduled
Note	Task complete			
4/30/2021	Ferrous Room	Weekly Ferrous Feed Room Housekeeping	3279.01	Scheduled
Note	Task complete			
4/30/2021	Headworks Building	Weekly Headworks Housekeeping	3275.01	Scheduled
Note				

IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
MAY 25, 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 April 2021-\$1,285,314.02
 - D. Approve payment of Road Department payroll and accounts payable for the month of April 2021-\$735,148.06
 - E. Approve Health Department accounts payable and payroll for the month of April 2021-\$182,014.98
- VII. Unfinished Business**
- VIII. New Business**
 - A. Resolution Authorizing Refunding Bonds for water and sewer
 - Jeffrey Aronoff, Attorney with Miller Canfield
 - B. Request adoption of the Budget Calendar- Finance Department
 - C. Approval of PA116- Christopher Fox
- IX. Department Reports**
- 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:

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
JUNE 8, 2021 - 3:00 P.M.**

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
- VII. Unfinished Business**
- VIII. New Business**
 - A. Resolution for Gayle Stevenson
 - B. Request to add mechanical system upgrades and roof replacement to the Commission on Aging renovation project
 - C. Request to create a new position for a part-time Michigan Medicare/Medicaid assistance program Counselor for Commission on Aging
 - D. Request for approval to enter into a rental contract with City of Ionia Dept of Parks and Recreation
- IX. Department Reports**
- 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: