



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

7:00 P.M. Monday, March 6, 2023

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
7:04 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>	
	A. DDA Director ConnerWellman – Downtown Report	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 23-15 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Bridge Street Bridge over the Grand River	Decision
7:23 PM	B. Proposed Resolution 23-16 Approving Payment to F&V Construction for Work Performed for the Wastewater Treatment Plant Project	Decision
7:25 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes and Synopsis of the Regular City Council Meeting held on February 21, 2023	
	B. Payment of Invoices in the Amount of \$193,757.65 and Payroll in the Amount of \$136,486.46 for a Total of \$330,244.11	
	C. Purchase Orders over \$5,000.00	
	1. Hydro Partners in the Amount of \$5,000.00 for an Operational Equipment Condition Assessment of the Hydro Dam	
	2. Fredrickson Supply in the Amount of \$6,790.00 for Wireless Bluetooth Safety Headsets and Communication Base Station	
	3. EJ USA, Inc. in the Amount of \$7,193.36 for Two Fire Hydrants	
	XII. <u>Communications</u>	
	A. DDA Minutes for January 23, 2023	
	B. DDA Treasurers Report for February 27, 2023	
	C. Water Department Report for February 2023	
	D. Utility Billing Report for January 2023	
	E. Ionia County Board of Commissioners Agenda for February 28, 2023	

**Estimated
Time**

7:30 PM

7:35 PM

7:40 PM

7:45 PM

XIII. Other Business – None

XIV. City Manager Comments

XV. Council Comments

XVI. Adjournment

**Desired
Outcome**

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 23-15

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

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

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

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

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Bridge Street Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED

Dated: March 6, 2023

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 23-16

**A RESOLUTION APPROVING PAYMENT TO F&V CONSTRUCTION FOR
WORK PERFORMED FOR THE
WASTEWATER TREATMENT PLANT PROJECT**

WHEREAS, Fleis & VandenBrink, through F&V Construction is serving as the design-builder for the wastewater treatment plant project; and

WHEREAS, F&V Construction has performed work in accordance with the design-build agreement and has submitted a request for payment in the amount of \$83,105.10, a copy of which is attached as Exhibit A.

WHEREAS, the City Manager and Finance Director have reviewed the pay request and recommends that City Council approves same.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the pay request from F&V Construction for work performed for the wastewater treatment plant project in the amount of \$83,105.10, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 6, 2023

Monique I. Miller, City Clerk

APPLICATION & CERTIFICATE FOR PAYMENT

To (Owner):	City of Portland 259 Kent Street Portland, MI 48875	Project:	Wastewater System Improvements CWSRF No. 5758-01	Invoice No.:	2127
				Application No.:	13
				Application Date:	February 28, 2023
DESIGN-BUILDER:	F&V Construction 2960 Lucerne Drive SE Grand Rapids, MI 49546			Period to:	February 28, 2023
				FVC Proj No.:	1221
				Contract Date:	December 23, 2021

DESIGN-BUILDER'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

CHANGE ORDER SUMMARY

Change Orders Approved	ADDITIONS	DELETIONS
Change Order No. 1	\$ 28,649.69	\$0.00
TOTALS	\$ 28,649.69	\$ -
Approved this Month		
TOTALS	\$ -	\$ -
Net Change by Change Orders	\$ 28,649.69	\$ -

1. ORIGINAL CONTRACT SUM	\$ 12,750,000.00
2. NET CHANGE BY CHANGE ORDERS	\$ 28,649.69
3. ADJUSTED CONTRACT SUM TO DATE (Line 1 + Line 2)	\$ 12,778,649.69
4. TOTAL COMPLETED & STORED TO DATE	\$ 1,183,431.00
5. RETAINAGE	\$ 44,343.10
6. TOTAL ELIGIBLE TO DATE (Line 4 - Line 5)	\$ 1,139,087.90
7. LESS PREVIOUS PAYMENTS	\$ 1,055,982.80
8. CURRENT PAYMENT DUE	\$ 83,105.10
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 - Line 4 + Line 5)	\$ 11,639,561.79

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied for.)

\$ 83,105.10

DESIGN-BUILDER:

By:  Date: 2/28/2023

This Certification is not negotiable. The AMOUNT CERTIFIED is payable only to party named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Design-Builder under this Contract.

APPROVALS:

By: _____ Date: _____
CITY OF PORTLAND

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the above application, the Design-Builder certifies to the Owner that to the best of the Design Builder's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Design-Builder is entitled to payment of the AMOUNT CERTIFIED.

Payment Application No. 13

City of Portland | Wastewater System Improvements, CWSRF No. 5758-01

Contract No.	Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previously Invoiced	Work Completed this Period	Total Completed to Date	Balance to Finish	Percent Complete
C1	Site Work & Excavation	\$ 1,557,040.00	\$ 15,000.00	\$ 1,572,040.00	\$ 52,000.00	\$ 53,895.00	\$ 105,895.00	\$ 1,466,145.00	7%
C2	Concrete	\$ 684,595.00	\$ -	\$ 684,595.00	\$ -	\$ -	\$ -	\$ 684,595.00	0%
C3	General Trades	\$ 656,125.00	\$ -	\$ 656,125.00	\$ -	\$ -	\$ -	\$ 656,125.00	0%
C4	Painting	\$ 210,568.00	\$ -	\$ 210,568.00	\$ -	\$ -	\$ -	\$ 210,568.00	0%
C5	Mechanical	\$ 4,527,209.20	\$ 11,405.69	\$ 4,538,614.89	\$ -	\$ -	\$ -	\$ 4,538,614.89	0%
C6	Electrical, Instrumentation & Control	\$ 1,072,737.00	\$ -	\$ 1,072,737.00	\$ -	\$ -	\$ -	\$ 1,072,737.00	0%
C7	Biosolids Storage Tank	\$ 488,780.00	\$ -	\$ 488,780.00	\$ 122,195.00	\$ -	\$ 122,195.00	\$ 366,585.00	25%
C8	Sanitary Sewer Improvements (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
C9	Cured-in-Place Pipe (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
C10	River Crossing (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
C11	Masonry	\$ 225,000.00	\$ -	\$ 225,000.00	\$ -	\$ -	\$ -	\$ 225,000.00	0%
C12	Concrete Demo (Included in C1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
C13	Owner's System Integrator	\$ 49,900.00	\$ -	\$ 49,900.00	\$ -	\$ -	\$ -	\$ 49,900.00	0%
	General Conditions	\$ 313,700.00	\$ -	\$ 313,700.00	\$ 98,700.00	\$ 7,800.00	\$ 106,500.00	\$ 207,200.00	34%
	Design-Builder's Fee	\$ 831,800.00	\$ 2,244.00	\$ 834,044.00	\$ 23,197.00	\$ 5,244.00	\$ 28,441.00	\$ 805,603.00	3%
	Basic Services - Design, VE & Pre-Con	\$ 740,000.00	\$ -	\$ 740,000.00	\$ 740,000.00	\$ -	\$ 740,000.00	\$ -	100%
	Basic Services - PM, Admin, SS	\$ 789,800.00	\$ -	\$ 789,800.00	\$ 55,000.00	\$ 25,400.00	\$ 80,400.00	\$ 709,400.00	10%
	Design-Builder's Contingency	\$ 602,745.80	\$ -	\$ 602,745.80	\$ -	\$ -	\$ -	\$ 602,745.80	0%
	Contract Total	\$ 12,750,000.00	\$ 28,649.69	\$ 12,778,649.69	\$ 1,091,092.00	\$ 92,339.00	\$ 1,183,431.00	\$ 11,595,218.69	9%

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 21, 2023
In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Johnston; City Manager Gorman; City Clerk Miller; Electric Superintendent Davlin; Police Officer Smith

Absent: Council Member Sheehan

Guests: Corey Turner of Fleis & VandenBrink; Dave Eberle of Bloom, Sluggett, P.C.

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

Motion by Fitzsimmons, supported by VanSlambrouck, to approve the proposed revised agenda.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Sheehan

Adopted

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

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Sheehan

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman noted the Fiscal Year 2023/2024 budget process is underway.

The Department of Public Works and Police Department are monitoring the forecasted winter weather that is expected.

City Manager Gorman stated he issued a Public Service Announcement on Facebook last week to address the odor in the community emanating from the Sunset Ridge Mobile Home Community lagoon system. The City continues to have discussions with representatives of Sunset Ridge, the State of Michigan, and Portland Township to work toward a resolution for this ongoing issue.

City Manager Gorman noted that he and City Clerk Miller continue to work with Civic Plus on a “refresh” of the City’s website to improve both the look and its functionality. The City will be working with local photographer, Dillon Frye to provide updated photos and videos to be included on the website.

Under Presentations, Corey Turner of Fleis & VandenBrink provided an update on the Wastewater Treatment Plant Improvement Project.

There was discussion.

Under New Business, the Council considered Resolution 23-13 to approve an energy purchase to meet a portion of future load requirements for calendar years 2025 through 2028 through the Michigan Public Power Agency.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 23-13 approving an energy purchase through the Michigan Public Power Agency.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 23-14 to authorize a Conduit Lease Agreement and Letter of Understanding between the City of Portland and Homeworks Tri-County Electric Cooperative.

City Manager Gorman stated that there have been ongoing discussions with Homeworks Tri-County Electric Cooperative related to providing fiber service in the City of Portland. The proposed resolution would authorize the him to negotiate the Conduit Lease Agreement and Letter of Understanding. He further noted that Homeworks Tri-County Electric Cooperative has been a great partner throughout this process.

Mayor Barnes stated that he is thankful for City Manager Gorman and staff who have worked to ensure the City of Portland will be providing fiber service in the best way possible.

City Manager Gorman provided further information on the due diligence that has been undertaken throughout the entire process of evaluating fiber service for the City.

Mayor Pro-Tem VanSlambrouck echoed the Mayor’s sentiments and further commended former Electric Superintendent Mike Hyland for his foresight to have buried extra conduit during construction projects that can now be used to provide this service.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 23-14 authorizing a Conduit Lease Agreement and Letter of Understanding between the City and Homeworks Tri-County Electric Cooperative.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sheehan

Adopted

Motion by Fitzsimmons, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on February 6, 2023, payment of invoices in the amount of \$155,197.34 and payroll in the amount of \$119,215.88 for a total of \$274,413.22. Purchase orders to Bloom Sluggett, PC in the amount of \$6,931.50 for legal services related to the Fiber Project, and Fleis & VandenBrink in the amount of \$19,136.73 for the Kent Street Improvement Project were also included.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Sheehan

Adopted

Under City Manager Comments, City Manager Gorman noted the Daddy/Daughter Dance hosted by the Recreation Department will be held February 22 and 23, 2023 at the KC Hall.

Under Council Comments, Council Member Johnston noted the Portland High School Drama Department will perform the Addams Family production on March 9, 10, and 11 at Portland High School.

Mayor Barnes reminded residents to be vigilant and support law enforcement in their efforts to keep everyone safe, in the wake of the recent shooting at Michigan State University.

Mayor Barnes stated that Portland Township is in the process of updating their Master Plan. It is available for viewing and comment through March 27, 2023.

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

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sheehan

Adopted

Meeting adjourned at 7:44 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the February 21, 2023 City Council Meeting
In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, and Johnston; City Manager Gorman; City Clerk Miller; Electric Superintendent Davlin; Police Officer Smith

Absent – Council Member Sheehan

Presentation - Corey Turner of Fleis & VandenBrink provided an update on the Wastewater Treatment Plant Improvement Project.

Approval of Resolution 23-13 approving an energy purchase through the Michigan Public Power Agency.

All in favor. Adopted.

Approval of Resolution 23-14 authorizing a Conduit Lease Agreement and Letter of Understanding between the City and Homeworks Tri-County Electric Cooperative.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:44 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
UPS	02587	POSTAGE - ELECTRIC	12.40
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF FEB 2023- ASSESS	1,583.33
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	404.90
ELHORN ENGINEERING	00139	STENNER PUMP/TUBES - WATER	830.97
INTERSTATE BILLING SVC	00202	SEAT CABLE 910 - MTR POOL	107.96
GRAINGER, INC.	00172	SUPPLIES - MTR POOL	10.40
LITE'S PLUS INC	00243	14 LED FIXTURES - WATER, MTR POOL	1,200.50
FAMILY FARM & HOME	01972	TARP STRAPS - LOC STS	12.53
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES FEB 2023 -CITY HALL	400.00
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - GEN, ECON DEV, CODE	2,109.00
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	96.00
FLEIS & VANDENBRINK	00153	KENT ST IMPROV - MAJ STS, APPR CONS AGENDA 2-21	19,136.73
CULLIGAN	02130	3X WATER CITY HALL - GEN	22.25
JANET ROBINSON	MISC	ENERGY OPTZ REFUND - ELECTRIC	75.00
DAVID & SHARON BIGGS	MISC	ENERGY OPTZ REFUND - ELECTRIC	100.00
O'LEARY PAINT CO	02729	PAINT FOR ENGINE ROOM - ELECTRIC	224.85
KENDALL ELECTRIC	00225	POWER PACK - ELECTRIC	86.23
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES -VAR DEPTS	914.17
MID-STATES BOLT & SCREW CO.	02607	HARDWARE - ELECTRIC	7.75
MID-STATES BOLT & SCREW CO.	02607	HARDWARE - ELECTRIC	53.48
BESCO WATER TREATMENT	02735	WATER TREATMENT - ELECTRIC	51.30
KEUSCH SUPER SERVICE	00228	2 BATTERIES FOR TRUCK - ELECTRIC	452.85
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	200.00
CINTAS	00083	SAFETY SUPPLIES - ELECTRIC	361.88
MID-STATES BOLT & SCREW CO.	02607	HARDWARE - ELECTRIC	311.92
OTIS ELEVATOR	00970	MAINTENANCE CONTRACT 3/1/23-5/32/23 - CITY HALL	669.54
GRAINGER, INC.	00172	ENGINE REPAIR TRASH HOPPER - ELECTRIC	1,302.48
PLB PLANNING GROUP LLC	02504	CONSULTATION - CODE	160.00
PLB PLANNING GROUP LLC	02504	CONSULTATION - CODE	400.00
SLC METER LLC	02286	WATER METERS - WTR APPRV RES 22-02 1-17-22	63,220.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
LOOMIS, EWERT, PARSLEY, DAVIS, &	G02715	LEGAL SVCS - GEN	61.50
F&V CONSTRUCTION MANAGEMENT IN	00828	FEB WORK FOR WWTP PAY #13 - WW	83,105.10
CINTAS	00083	SAFETY CABINET CHECK - WW	29.26
DETROIT SALT COMPANY	01497	ROAD SALT MIDEAL - MAJ, LOC STS	6,925.02
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL - LOC STS	2,150.00
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL - LOC STS	1,950.00
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL - MAJ STS	375.00
TIMBER TREE SERVICES LLC	01817	TREE REMOVAL - MAJ STS	625.00
ENVIRONMENTAL SYSTEMS RESEARCH	INS02737	GIS SUBSCRIPTION 2023 - ELECTRIC	2,685.00
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTRIC	248.40
OTC BRANDS, INC	02725	DADDY/DAUGHTER GIFTS - REC	194.95
VAN BRO'S IRRIGATION INC.	01762	IRRIGATION CONTRACT - CITY HALL, PARKS, DDA	850.00
Total:			\$193,757.65

**BI-WEEKLY
WAGE REPORT
March 6, 2023**

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.	10,369.85	205,524.33	3,839.57	67,186.35	14,209.42	272,710.68
ASSESSOR	-	-	-	-	-	-
CEMETERY	2,192.55	75,748.19	840.26	19,373.16	3,032.81	95,121.35
POLICE	14,405.19	259,805.13	6,448.75	73,014.70	20,853.94	332,819.83
CODE ENFORCEMENT	40.04	1,469.89	3.12	114.13	43.16	1,584.02
PARKS	1,779.79	61,034.74	627.28	10,350.22	2,407.07	71,384.96
INCOME TAX	2,886.52	44,201.03	877.87	14,830.43	3,764.39	59,031.46
MAJOR STREETS	4,982.23	77,694.75	2,368.22	32,529.12	7,350.45	110,223.87
LOCAL STREETS	4,658.50	71,442.38	2,860.31	31,121.15	7,518.81	102,563.53
RECREATION	1,578.42	17,789.26	479.92	4,822.63	2,058.34	22,611.89
AMBULANCE	15,219.63	305,475.41	5,415.49	60,781.82	20,635.12	366,257.23
DDA	2,438.25	46,711.44	456.69	7,993.27	2,894.94	54,704.71
ELECTRIC	21,693.72	414,448.35	8,747.29	136,461.64	30,441.01	550,909.99
WASTEWATER	8,300.85	152,613.73	3,381.74	43,163.35	11,682.59	195,777.08
WATER	5,922.26	127,651.35	2,415.90	45,000.08	8,338.16	172,651.43
MOTOR POOL	946.39	15,451.37	309.86	4,915.34	1,256.25	20,366.71
TOTALS:	97,414.19	1,877,061.35	39,072.27	551,657.39	136,486.46	2,428,718.74

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 03/01/2023
MEETING DATE 03/06/2023

Fund	Description	Beginning Balance 02/02/2023	Total Cash in	Total Cash out	Cash Balance 02/15/2023	Time Certificates	Ending Balance 2/15/2023
101	GENERAL FUND	1,613,644.42	155,320.59	(188,717.65)	1,580,247.36	235,000.00	1,815,247.36
105	INCOME TAX FUND	248,634.08	17,744.61	(23,415.95)	242,962.74	10,000.00	252,962.74
150	CEMETERY PERPETUAL CARE FUND	63,582.51	75.00	-	63,657.51		63,657.51
202	MAJOR STREETS FUND	412,236.42	6,699.70	(15,775.11)	403,161.01		403,161.01
203	LOCAL STREETS FUND	108,640.06	5,350.28	(11,994.51)	101,995.83		101,995.83
208	RECREATION FUND	45,769.82	4,746.05	(7,939.91)	42,575.96		42,575.96
210	AMBULANCE FUND	193,015.43	21,438.39	(44,537.25)	169,916.57		169,916.57
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	558,983.98	2,804.16	(6,401.52)	555,386.62		555,386.62
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	20,325.90	8,156.83	(14,306.91)	14,175.82		14,175.82
582	ELECTRIC FUND	2,100,123.15	320,209.22	(270,673.73)	2,149,658.64	530,000.00	2,679,658.64
590	WASTEWATER FUND	(144,723.14)	76,006.21	(33,769.90)	(102,486.83)		(102,486.83)
591	WATER FUND	202,791.99	47,353.93	(30,049.38)	220,096.54	420,000.00	588,937.92
661	MOTOR POOL FUND	161,097.30	9,461.58	(40,363.64)	130,195.24		130,195.24
703	CURRENT TAX FUND	6,819.13	21,771.78	(21,771.78)	6,819.13		6,819.13
	TOTAL - ALL FUNDS	5,594,303.30	697,138.33	(709,717.24)	5,581,724.39	1,195,000.00	6,725,565.77
					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	1,530,866.02	1,530,866.02
					ELECTRIC-PRIN & INT ESCROW	126,269.72	126,269.72
					WASTEWATER DEBT ESCROW	291,786.22	291,786.22
					WASTEWATER REPAIR ESCROW	293,678.31	293,678.31
					WASTEWATER 2022 BOND RESERVE	104,151.87	104,151.87
					DDA-PRIN & INT ESCROW	501.78	501.78
					WATER BOND ESCROW	51,158.62	51,158.62
							10,047,440.75

*Customer Deposit Breakdown

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



PURCHASE ORDER

City of Portland

P.O. 10962

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

VENDOR Hydro Partners

DATE: 3/2/23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Operational Equipment Condition Assessment of Hydro Dam	582.53 9.937000		5,000.00
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	

MI
Treasurer Initials

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

Memo



To: Board of Light & Power
From: Todd Davlin, Electric Superintendent
Cc: Tutt Gorman, City Manager
Date: 2-25-2023
Re: Resolution COP-BLP2B – Hydro Partners

Scott Kablunde of Hydro Partners spent 25 years operating and managing small hydro-electric facilities. Scott understands the operational capabilities, industry production and efficiency standards, equipment suppliers and financial constraints for small dam operators. In order to ensure the long-term viability of the City of Portland's hydro-electric operations we need to establish informed operating practices that can be documented, repeated and passed on. Hydro Partners can assist the City of Portland in these activities. Hydro Partners prepared a multitask proposal for assessment, maintenance, and O&M procedure development. I am requesting that we begin with an operational equipment condition assessment.

RECOMMENDATION: Recommend City Council approve Scope Item 1 – Operational Equipment Condition Assessment of the Hydro Partners Proposal dated January 26, 2023, estimated to cost \$5,000.



January 26, 2023

Mr. Todd Davlin

City of Portland, Superintendent Electric Department

259 Kent Street

Portland, MI 48875

Office: 517.647.6912

Cell: 517.526.3815

Email: electricssuper@portland-michigan.org

Re: City Portland, MI Hydroelectric Plant
Hydro Consulting and Support Services

Dear Mr. Davlin,

It was a pleasure to meet you and Scott last week! Thank you for the tour of your hydro plant and your time in discussing your hydro operation. HYDRO Partners is pleased to provide this proposal to the City of Portland (City). We will assist you in adding value to your existing hydro asset through operation & maintenance practices and strategies. Currently the hydro units are not being operated for power and efficiency, and the existing maintenance practices are not fully aligned with your desire for achieving the most reliable and longest term operation. The overall appearance of the hydro plant (very clean and well organized) reflects your desire and commitment to protect and enhance your hydro generating asset.

HYDRO Partners has extensive experience in operating and maintaining similar (legacy) hydroelectric projects, and is prepared to support the City in a variety of important ways. We are pleased to offer the following deliverables, along with an estimate of the hours involved to accomplish each task,

1) Conduct an *Equipment Condition Assessment*.

Completing a "global" assessment of the existing hydro-equipment will be invaluable to the City in prioritizing, budgeting and planning. This evaluation would focus on the "critical path" items (specifically listed below). For the equipment assessment, the following items are considered "critical path",

- 1) Generators and Exciters
- 2) Station Batteries
- 3) Governors / Gate Actuation
- 4) Turbines and associated distributors bearings and shafting
- 5) Unit and Station Breakers



- 6) Controls, Protection, Instrumentation and Documentation
- 7) De-watering Gates and Related Hoisting and Rigging

For all equipment, hydro industry standards regarding inspection and testing for determination of health score indices will be used that are consistent with the most current hydro industry best practice. (please note that specialized equipment testing may be required by others, such as the electrical testing of the generator stator and poles, which we understand has not been completed recently)

- 2) Develop Short & Long Term "Risk-Based" *Expense & Capital Budgets*. Equipment condition assessments and life cycle evaluations will be crossed to risk to identify which component failures carry the highest risk to the City. We will rank all the equipment condition scores to City risk profiles, which will include the risks of project safety (Includes People, Equipment, Dam Safety), lost energy revenues (including current and future energy market opportunities), compliance and reputational risk. The equipment condition evaluations will be crossed with the associated risk(s) and presented in a short and long term "risk-based" expense and capital budget/schedule format. The budget will be prioritized based on risk with cost estimates provided.
- 3) Conduct an *Operations Audit*. This work comprises an in-depth review of all operations & maintenance practices with formal report of findings and recommendations. The costs and advantages of upgrading to a remote monitoring/alarms (cellular platform) system is included. The audit will also include a review of operational performance. An energy analysis, forced outage rate and plant factor review (water use efficiency) will be conducted based on industry standards.
- 4) Development of a formal project *Inspection & Maintenance Manual* (manual). The manual will be comprehensive of the entire plant, and contain detailed information related to operation, inspection & maintenance, testing and component calibration. All procedures will be based on hydro industry best practices, and will include the following,
 - a) detailed technical scope and procedures to be used for annual outages
 - b) daily, weekly, monthly, annual hydro plant *preventative routines*
 - c) critical spare parts inventory
 - d) testing and calibration program for all instruments



- 5) Participate in the **2023 Annual Outage**. This site visit will be used to conduct equipment condition assessments, review operational and maintenance practices and provide training to City personnel related to all aspects of operations and maintenance. Areas of concern will be identified and documented, with the findings used to build and augment the deliverables described above.

Estimated not-to-exceed (NTE) pricing has been developed along with a schedule for items #1-5 and is depicted below. Please note that the travel and subsistence expenses for trips to the project are depicted as "lump sum" per visit.

City of Portland - Estimated Hours & Pricing Schedule

Item#	Qty (hrs)	Rate/hr	Schedule	Est. Cost
(1) Equipment Condition Assessment	40	\$125	TBD	\$5,000.00
(2) Expense & Capital Budgets	10	\$125	TBD	\$1,250.00
(3) Operations Audit	20	\$125	TBD	\$2,500.00
(4) Inspection & Maintenance Manual	50	\$125	TBD	\$6,250.00
(5) 2023 Annual Outage	20*	\$125	April of 2023	\$2,500.00
Travel & Subsistence for Site Visits	1**	(lump sum) \$1,250 ea.	as req'd	\$1,250.00

* two (2) men on-site for one (1) 10-hour day

** per person

Terms: Net 30 days from dated invoice that follows the period for work completed

Thank you for this opportunity to assist you with your hydro needs. All of the above work and deliverables will be aligned with industry best practice, and will reflect the City's best interest in all aspects. We are confident that the proposed work will ensure the City's hydro assets will only increase in value. Please do not hesitate to contact me with any questions at (920) 570-2156 or by email at sklabunde@hydropartners.onmicrosoft.com

Sincerely,

Scott R. Klabunde
HYDRO Partners INC.



PURCHASE ORDER

City of Portland

P.O. 10961

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

VENDOR Fredrickson Supply

DATE: 03/02/23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Wireless Bluetooth	582.539.734000		6,790.00
Safety Headsets &			
Communication Base Station			
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	

Treasurer Initials

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

Memo



To: Board of Light & Power

From: Todd Davlin, Electric Superintendent

Cc: Tutt Gorman, City Manager

Date: 2/24/2023

Re: Resolution COP-BLP2A – Fredrickson Supply Wireless Bluetooth Safety Headsets

Engine plant operations, distribution line construction, distribution line restoration and tree cutting are all noisy tasks that require teamwork and communication. Fredrickson Supply sells Bluetooth enabled safety headsets. The CoP DPW department uses this equipment for operations and construction work and are very pleased with the quality of protection and communication. The headsets would be an improvement to operational safety and communication for the electric department.

RECOMMENDATION: Authorize and Recommend City Council approve Fredrickson Supply proposal dated January 27, 2023 for an estimated cost of \$6,790 for wireless Bluetooth safety headsets and communication base station

3901 Three Mile Road
Grand Rapids, MI 49506
www.fredricksonsupply.com



Quote

Date: 1/27/2023

To: Portland Electric Department
Todd Davlin
259 Kent Street
Portland, MI 48875

Ship to: SAME

Qty	Item #	Description	Price
5.00	APX377-BH	Sonetics Behind the Head (\$850/ea) Wireless, DECT7, 1,600ft Line-of-Sight Range, Stereo Listen-Through Situational Awareness, Full-Duplex, Noise Cancelling Microphone with Flex Style Boom, 24db Reduction, 24hr Battery	\$4,250.00
1.00	SCH305	Portable Wireless Base Station DECT7, Up to 1,600ft Line of Sight Range, Hands-Free Full-Duplex Intercom Plus Listen-Only Radio in Intercom Mode. Up to 5 Channels. Dual Internal Antennas. 24-hr Lithium Ion Battery. Housed in Pelican 1120 Case with Carry Bag.	\$2,450.00
1.00	Freight	FOB Portland, MI	\$90.00
Total			\$6,790.00

Pricing includes all PDI charges, freight, and delivery to above location.

PREPARED BY:

Alex Pummill
616.648-5064
Alex@fredricksonsupply.com

APPROVED BY:



PURCHASE ORDER

IN. 110 23000 9565

City of Portland

P.O. 10725

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

VENDOR EJ USA Inc.
P.O. Box 644873
Pittsburgh, PA 15264

DATE: 2-22-23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Fire Hydrants (2)	591-441-775		7,193.36

DEPARTMENT HEAD (UP TO \$500) Rody P. Smith

TOTAL \$7,193.36

MTD

Treasurer Initials

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



EJ USA, Inc.
 PO Box 644873
 Pittsburgh, PA 15264-4873
 800 626 4653

Invoice

110230008565

Invoice Date 02/09/23
 Due Date 03/10/23
 Order No. 0001608628
 Customer No. 20015130
 Customer PO HYD 9-22-22
 Job Name .
 Job Number S2

Bill To:
 4872 1 MB 0.531 E0148X I0274 D10278935295 S2 P9522491 0001:0001

Ship To:



CITY OF PORTLAND
 Attn Accounts Payable
 259 KENT ST
 PORTLAND MI 48875-1495

City of Portland
 DPW Kent St
 451 Morse Drive
 Portland MI 48875

Line	Item No.	Description	Sales Price	Inv. Qty.	Amount
10	81605D	PRO# STAKE TRUCK Carrier: TMS Integration only 5BR250 TVC HYD 6'6" 2AD OL	3,596.68	2	7,193.36

In order to ensure accurate application of your payments, please include the invoice number on all check or electronic payment remittance information.

For electronic payments, please send all remittance information to:

americas.ar@ejco.com

Ordered By:
 City of Portland MI
 Attn Accounts Payable
 259 Kent St
 Portland MI 48875

Payment Terms Net 30 Days
 Delivery Terms Ex-Works
 Delivery Date 02/09/23
 Delivery Ticket 3663158
 Delivery Method Truck - Common Carrier

Order Total	\$7,193.36
Tax	
Charges	

Thank you for your business. We are driven to deliver unparalleled customer service.

Pay this amount:
\$7,193.36 USD

A monthly finance charge will be added to any unpaid balance which is not paid when due. The finance charges are computed by a periodic rate of 1.5% per month (from and after the due date), which is an annual percentage rate of 18% applied to the unpaid balances after deducting payments made before the due dates and or credits. Payments received on account are applied against the amounts first due.

We hereby certify that these goods were produced in compliance with all applicable requirements of Sec. 6, 7, & 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Sec. 14 thereof.

Current Terms and Conditions are available at ejco.com

Please Remit To:
ACH Payment
 PNC Bank
 Routing Number: 021052053
 Account Number: 45487629
americas.ar@ejco.com

Check Payment
 EJ USA, Inc.
 PO Box 644873
 Pittsburgh, PA 15264-4873

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

Held on Monday, January 23, 2023
In the Council Chambers at City Hall

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

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: None

Chair Grimminck called the meeting to order at 7:01 P.M.

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

There was no Public Comment.

Motion by Williamson, supported by Briggs, to approve the minutes of the November 22, 2022, meeting as presented.
All in favor. Adopted.

Motion by Williamson, supported by Antaya, to approve the December 2022 and January 2023 Treasurer's Report.
All in favor. Adopted.

Under Team Reports, Chair Grimminck shared her takeaways from the Michigan Downtown Association Conference she attended with Director ConnerWellman. The DDA should take the time to invite community members to be a part of the DDA.

There was discussion.

Under Old Business, Director ConnerWellman noted the Winter Digest – semiannual public presentation and information session will be held at the February 27, 2023, DDA meeting.

Under New Business, Director ConnerWellman presented her recommendations for budget adjustments to the Fiscal Year 2022/2023 budget for consideration.

Director ConnerWellman presented a proposal from Paul Starr of ImABeerHound, organizer of Beerfest, to expand the Beerfest event.

There was discussion.

Director ConnerWellman presented the revised Façade Improvement Program overview and Competitive Façade Proposal.

Director ConnerWellman suggested that outside sales/vendors be restricted on the 4th of July fireworks event. The DDA would like for a nonprofit organization to take over this event for their own fundraising efforts.

There was discussion of the Blanket Transient Trader Permit for certain events in the City.

Under the Director’s Report, Director ConnerWellman presented her 2022 review of accomplishments.

Under Board Member Comments, City Manager Gorman provided a brief overview of City business and upcoming projects.

Motion by Williamson, supported by Antaya, to adjourn the meeting at 8:06 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: February 27, 2023

REPORT OF FUNDS IN DDA AS OF: February 16, 2023

PRINCIPAL & INTEREST ACCOUNT

PREVIOUS BALANCE:	<u>12/31/2022</u>	<u>\$ 501.78</u>
NEW BALANCE:	<u>1/31/2023</u>	<u>\$ 501.78</u>

PRIME ACCOUNT

PREVIOUS BALANCE:	<u>12/31/2022</u>	<u>\$ 25,488.99</u>
DEPOSITS:		\$ (1,385.98)
Due to customers:		\$ -
NEW BALANCE:	<u>1/31/2023</u>	<u>\$ 24,103.01</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>1/23/2023</u>	\$ 539,239.47
INTEREST EARNED:		\$ 137.49
DEPOSITS:		
Holiday Fest		\$ 150.00

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge February 2023	\$ 300.00
	Bank fee - Fraud Protection	\$ 30.00
	City of Portland , credit card reimbursement, postage, phones	\$ 475.74
	RCP , Thank you sign, Fabiano Family	\$ 187.34
	Tina Conner Wellman , Phone Reimbursement	\$ 40.00

\$ (1,033.08)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 01/17/2023 - 02/16/2023 \$ (6,192.51)

TOTAL EXPENSES: \$ (7,225.59)

NEW BALANCE: 2/27/2023 **\$ 532,301.37**

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

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

February 22, 2023
January 1-31, 2022

Kwh Consumed	2,982,138
DIESEL PRODUCTION	0
HYDRO GENERATION	249,547

Total Kwh Purchased	2,732,591	Total Dollars Paid	\$ 224,242.31
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Kwh Billed

Residential	1,376,129
Commercial	698,560
Large General	598,480
City St. Lites Metered	12,501
St. Lites Unmetered	
Rental Lights	
Demand	1,909
Total Kwh Billed	2,687,579

Dollars Billed

PCA Billed	\$ 71,013.30
Residential	\$ 183,317.18
Residential EO Charge	\$ 2,457.32
Geothermal Discount	\$ (242.83)
Commercial	\$ 91,174.04
Commercial/LG EO Charge	\$ 2,467.50
Large General	\$ 51,847.64
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 1,126.29
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 15,217.60
Tax	\$ 15,752.11
Total Dollars Billed	\$ 435,925.94

Arrears after billing	\$ 14,112.40
Penalties Added	\$ 1,478.44
Arrears end of month	\$ 33,216.05
Fuel Cost Billed	\$ 51,547.33
Amount Collected	\$ 400,947.50
Total Adjustments	\$ 2,085.87

Power Cost Adj. .02656

Residential Customers	2,242
Commercial Customers	329
Large General	15
Total Customers	2,586

02/01/23



CITY OF PORTLAND
February-23

WATER DEPARTMENT REPORT

MONTH	Jan-23	PERIOD COVERED	Jan. 1-31, 2022
Customers Billed		Penalties Added	\$ 315.54
City	1,837	Dollars Collected	\$ 54,975.66
Rural	24	Arrears at end of Month	\$ 4,950.34
Total Customers	1,861	Adjustments	\$ 144.71
		Gallons Pumped	9,138,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	8,213,318		\$ 59,665.16
Rural	172,237		\$ 2,144.98
Total	<u>8,385,555</u>		<u>\$ 61,810.14</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,798	Dollars Billed	\$112,995.02
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 112,995.02

Penalties Added	\$ 615.53
Dollars Collected	\$ 106,891.91
Arrears at end of Month	\$ 8,899.84
Adjustments	\$ (62.69)
Gallons Treated per Million	7.230



IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
FEBRUARY 28, 2023 - 7:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN

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 payments of General Fund Payroll and accounts payable for the month of January 2023- \$ 976,519.01
 - D. Approve payments of Health Department payroll and accounts payable for the month of January 2023-\$ 141,985.98
 - E. Approve payments of Road Department payroll and accounts payable for the month of January 2023-\$1,090,911.39
- VII. Unfinished Business**
 - A. Discussion of wage increase for staff within the Public Defenders Office
- VIII. New Business**
 - A. Request to change Home Health Aide wage to match Direct Care Worker-Carol Hanulcik
- IX. Department Reports**
 - A.
- 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. Adjournment

Board and/or Commission Vacancies

- Economic Development Corporation/Brownfield Redevelopment Authority – Four- three-year terms.
- Board of Public Works-Two-three-year terms
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- Parks Advisory Board- Two-Two-year terms, Member-at-Large from Lyons Area
- West Michigan Regional Planning Commission-Two-One-year term
- Land Bank Authority- two-three-year term
- Solid Waste Planning Committee-one-two-year term serving as industrial waste generator representative

Appointments for consideration in the month of February 2023:

- NONE

Appointments for consideration in the month of March 2023:

- Community Mental Health Services Board