



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

7:00 P.M. Monday, August 7, 2023

City Council Chambers

City Hall, 259 Kent St, Portland, MI 48875

Estimated Time		<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>	
7:05 PM	VI. <u>Presentations</u>	
7:15 PM	A. DDA Director ConnerWellman – Downtown Report	
7:15 PM	VII. <u>Public Hearing(s)</u> - None	
7:15 PM	VIII. <u>Old Business</u> - None	
7:15 PM	IX. <u>New Business</u>	Decision
7:20 PM	A. Proposed Resolution 23-50 Approving a Proposal from Moyer Construction Company to Perform Concrete Repairs for the Electric Department	Decision
7:22 PM	B. Proposed Resolution 23-51 Approving a Proposal from Integrity Mobile Services to Paint Transformers and Electric Cabinets for the Electric Department	Decision
7:22 PM	C. Proposed Resolution 23-52 Approving a Proposal from Hydro Partners to Provide Operation and Maintenance Services for the City's Hydro Dam	Decision
7:24 PM		
7:24 PM		
7:24 PM		
7:27 PM	X. <u>Consent Agenda</u>	Decision
7:27 PM	A. Minutes and Synopsis of the Regular City Council Meeting held on July 17, 2023	
7:27 PM	B. Payment of Invoices in the Amount of \$215,336.60 and Payroll in the Amount of \$147,920.44 for a Total of \$363,257.04	
7:27 PM	C. Purchase Orders over \$5,000.00	
7:27 PM	1. BS&A Software in the Amount of \$5,746.00 for Annual Software Services and Support	
7:27 PM	2. Joint Michigan Apprentice Program in the Amount of \$6,000.00 for Training	
7:27 PM	3. IT Right in the Amount of \$7,684.50 for Replacement of Network Server	

<u>Estimated Time</u>
7:30 PM
7:35 PM
7:40 PM
7:45 PM

4. Badger Meter in the Amount of \$9,120.72 for Orion Cellular Service Unit Fees

**XI. Communications**

- A. DDA Minutes for June 20, 2023
- B. DDA Treasurer’s Report for July 24, 2023
- C. Water Department Report for July 2023
- D. Utility Billing Report for June 2023
- E. Ionia County Board of Commissioners Agenda for July 25, 2023
- F. Ionia County Board of Commissioners Agenda for August 8, 2023
- G. Ionia County Central Dispatch Report for June 2023
- H. Ionia County Central Dispatch Report for July 2023
- I. MPSC Notice of Hearing for Consumers Energy

**XII. Other Business – None**

**XIII. City Manager Comments**

**XIV. Council Comments**

**XV. Adjournment**

<u>Desired Outcome</u>
Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-50**

**A RESOLUTION APPROVING A PROPOSAL FROM MOYER  
CONSTRUCTION COMPANY TO PERFORM CONCRETE REPAIRS  
FOR THE ELECTRIC DEPARTMENT**

**WHEREAS**, the Electric Department has areas of damaged concrete at its facility located on Grand River Avenue; and

**WHEREAS**, the Electric Superintendent and City Manager recommend approving the proposal from Moyer Construction Company to perform concrete repairs at the Electric Department for an estimated cost of \$6,182.50, a copy of the estimate and memo from the Electric Superintendent, are attached as Exhibit A; and

**WHEREAS**, at its regular meeting on July 25, 2023, the Board of Light and Power voted to recommend that City Council approve same.

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

1. The City Council approves the Board of Light and Power's recommendation to approve the proposal from Moyer Construction Company to perform concrete repairs at the Electric Department for an estimated cost of \$6,182.50, a copy of the estimate and memo from the Electric Superintendent, 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:** August 7, 2023

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

# Memo



**To:** Board of Light & Power  
**From:** Todd Davlin, Electric Superintendent  
**Cc:** Tutt Gorman, City Manager  
**Date:** 7-25-2023  
**Re:** Action Item BLP7B – Moyer Concrete

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There are several sections of cracking and heaving concrete in the drive and walkway areas out front of, and adjacent to, the BLP office and power plant. Cracked sections of pavement closest to existing substation are not being repaired until the substation is retired and the final use of that portion of the property is planned. We've received a quote from Moyer Concrete to repair the sections that have significant cracking and or heaving.

Action Item BLP7B – Recommend City Council approve the Moyer Concrete repair proposal for concrete located around the south and west drive and walkways of the BLP office and Power Plant. The estimated cost of these repairs is \$6,182.50.

**MOYER CONSTRUCTION CO.**  
 5913 E. GRAND RIVER AVE  
 PORTLAND, MI 48875  
 PHONE 517-647-4798  
 FAX 517-647-4040

# Estimate

DATE	ESTIMATE #
7/17/2023	7042

CITY OF PORTLAND ELECTRIC DEPT. 723 E GRAND RIVER PORTLAND MI 48875	PHONE	E-MAIL
	TODD (517) 526-3815	electricssuper@portland-michigan.org

QTY	DESCRIPTION
80	LF. SAW CUT FOR REMOVAL OF CONCRETE
324	SF. EXCAVATE UP TO 6" UNREINFORCED CONCRETE & DISPOSE
1	EA. UP TO 2 YDS. SAND OR STONE INSTALLED & COMPACTED
1.5	SHEETS OF 2" FOAM UNDER SLAB
30	EA. DRILL & DOWEL INTO EXISTING
324	SF. 6" SIDEWALK & DRIVE APPROACH INFILLS w/ WIRE

SIGNATURE	<b>TOTAL</b>	<b>\$6,182.50</b>
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Please contact the office for scheduling and questions regarding this estimate, (517) 647-4798.

A residential builder, maintenance/alteration contractor is required to be licensed under article 24 of act 299 of the public acts of 1980, as amended, being sections 339.2401 to 339.2412 of the Michigan complied laws. Moyer Construction Co. is licensed to provide the above contracted improvment. License Number 2102125152.

We are not responsible for defects in exterior concrete poured from October 1 to April 1. Correct foundation measurements/specifications are the responsibility of the builder/owner. After November 1, winter concrete charges will be added. Bulldozer, wrecker, concrete, and water pump charges are extra. Owner is responsible for properly dug site & to provide access to site so vehicles can move on their own power. We assume no responsibility for damages to sidewalks, buildings, trees, shrubs, etc. We are not responsible for water in basement due to lack of positive flow away from house and/or no eavestroughs installed. Estimates are valid for 60 days. Cancellation without one week prior notification will recieve a \$250.00 fee. A fuel surcharge may be added. Payment is due by the 10th of the month. A 1.5% service fee on all amounts not paid by the 25th of following month. Customer agrees to pay all costs incurred to force collection of amounts owed including actual attorney fees.

ACCEPTANCE OF ESTIMATE \_\_\_\_\_

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-51**

**A RESOLUTION APPROVING A PROPOSAL FROM INTEGRITY  
MOBILE SERVICES TO PAINT TRANSFORMERS AND ELECTRIC  
CABINETS FOR THE ELECTRIC DEPARTMENT**

**WHEREAS**, the Electric Department operates and maintains several transformers and electric cabinets throughout the City that require ongoing maintenance and repair to remain in good condition; and

**WHEREAS**, the Electric Superintendent and City Manager recommend approving the proposal from Integrity Mobile Services to paint approximately 150 transformers and electric cabinets throughout the electric distribution system for an estimated cost of \$14,750.00 NTH, a copy of the proposal and memo from the Electric Superintendent, are attached as Exhibit A; and

**WHEREAS**, at its regular meeting on July 25, 2023, the Board of Light and Power voted to recommend that City Council approve same.

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

1. The City Council approves the Board of Light and Power's recommendation to approve the proposal from Integrity Mobile Services to paint approximately 150 transformers and electric cabinets throughout the electric distribution system for an estimated cost of \$14,750.00 NTH, a copy of the proposal and memo from the Electric Superintendent, 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:** August 7, 2023

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

# Memo



**To:** Board of Light & Power  
**From:** Todd Davlin, Electric Superintendent  
**Cc:** Tutt Gorman, City Manager  
**Date:** 7-25-2023  
**Re:** Action Item BLP7C – Integrity Mobile Solutions

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Transformer and electrical cabinets installed throughout the electrical distribution system are constructed of painted steel. To minimize rust and maximize the life of the equipment, the transformers and cabinets should be painted every 5-10 years or as otherwise needed. We began a painting campaign last year. The objective is to paint all the pad-mounted cabinets and transformers in the system over a 5-year period. This year's focus will be the East Circuit and Downtown Area. Integrity mobile services has painted fire hydrants in Portland for a few years and painted transformers and electrical equipment last year. Last year we sought bids for transformers and cabinets, and Integrity Mobile Solutions was our sole respondent. The work completed was both cost effective and good quality.

Action Item BLP 7C – Recommend City Council approve Integrity Mobile Services' proposal to paint approximately 150 transformers and electrical cabinets through the distribution system for an estimated cost of \$14,750.



**INTEGRITY**  
**MOBILE SERVICES**

# TRANSFORMER PROPOSAL

Michael Perkins

INTEGRITY MOBILE SERVICES, LLC 11911 Sandborn Rd, Portland, MI 48875

**Integrity Mobile Services, LLC**  
11911 Sandborn Rd Portland, MI 48875  
Phone: (517)391-4920  
Email: Integmobile@gmail.com

**City – Portland Electric Department**  
259 Kent Street  
Portland, MI 48875  
(517) 647-6912  
Email: tdavlin@portland-michigan.org

## **BID PROPOSAL**

### **INTEGRITY MOBILE SERVICES:**

Integrity Mobile Services was founded in 2014 working with Container companies refurbishing their equipment. Since then, Integrity Mobile has grown into working with water departments, municipalities as well as electric companies.

### **COMMENTS OR SPECIAL INSTRUCTIONS:**

ALL PRICING IS BASED UPON, TIME, MATERIAL, LABOR AND TRAVEL. CONTRACTOR WILL SUPPLY ALL MATERIAL.

### **JOB FULFILLMENT:**

Integrity Mobile Services will complete 100 single Phase Transformers/small electrical cabinets and 50 3Phase Transformers/large electrical cabinets within the city of Portland. Time of completion is in a two-three-week fulfillment (weather permitting) from beginning to end.

Each Transformer will be inspected for damage or repairs prior to work. Transformer will be masked, buffed/scraped before paint is applied. Each Transformer is complete after masking and cleanup is done.

### **BILLING:**

Integrity Mobile Services uses QuickBooks billing systems. At the end of all Transformer completion, Integrity Mobile Services will send a bill via QuickBooks with a Net30, as well as a breakdown of work completed. Each Transformer will be placed into a work summary with description. Description of Transformers include; Transformer phase, large or small, Transformer location, cabinet, date completed and amount completed.

**PAINT PRODUCT:** Paint supplier,  
SpKish Industries  
600 W Seminary St,  
Charlotte, MI 48813

The paint that will be used is an exterior industry standard paint. It is a water reducible alkyd with a 200+hr salt spray (corrosion resistance). This paint is long lasting and will not chalk over time, it's also UV resistant and will maintain gloss.

### **PRICING:**

Integrity Mobile Services will charge at a rate of \$85.00 for single Phase Transformers/small electrical cabinets and \$125.00 for 3 Phase Transformers/large electrical cabinets. This bid is valid for the year of 2023 and expires on December 1<sup>st</sup>, 2023.



**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 23-52**

**A RESOLUTION APPROVING A PROPOSAL FROM HYDRO PARTNERS TO PROVIDE OPERATION AND MAINTENANCE SERVICES FOR THE CITY'S HYDRO DAM**

**WHEREAS**, the Electric Department operates and maintains the hydro dam as a critical asset for the City and its electric distribution system; and

**WHEREAS**, the Electric Superintendent and City Manager recommend approving the proposal from Hydro Partners to perform various operation and maintenance services for the City's Hydro Dam for an estimated cost of \$12,500.00, a copy of the proposal and memo from the Electric Superintendent, are attached as Exhibit A; and

**WHEREAS**, at its regular meeting on July 25, 2023, the Board of Light and Power voted to recommend that City Council approve same.

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

1. The City Council approves the Board of Light and Power's recommendation to approve the proposal from Hydro Partners to perform various operation and maintenance services for the City's Hydro Dam for an estimated cost of \$12,500.00, a copy of the proposal and memo from the Electric Superintendent, 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:** August 7, 2023

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

# Memo



**To:** Board of Light & Power

**From:** Todd Davlin, Electric Superintendent

**Cc:** Tutt Gorman, City Manager

**Date:** 7/25/2023

**Re:** Action Item BLP7A – Hydro Partners

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The Board of Light and Power and City Council approved some planning and assessment work at the dam from Hydro Partners. Task one of the attached proposal was completed, and the work confirmed the need for formal O&M planning at the dam supported by resources to prioritize, risk assess and manage a number of repairs at the dam. To support these efforts, and to document an operation and maintenance plan for the dam, the city requires additional support from Hydro Partners as outlined in their proposal prepared January of 2023.

RECOMMENDATION: Action Item BLP7A – Recommend City Council approve scope items 2,3,4 and 5 of the Hydro Partners proposal date January 26, 2022 to support the City of Portland with professional services associated with operations and maintenance of the City of Portland Municipal Dam. The estimated cost for these activities is \$12,500.



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](mailto: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/alarming (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
<b>(1) Equipment Condition Assessment</b>	40	\$125	TBD	\$5,000.00
<b>(2) Expense &amp; Capital Budgets</b>	10	\$125	TBD	\$1,250.00
<b>(3) Operations Audit</b>	20	\$125	TBD	\$2,500.00
<b>(4) Inspection &amp; Maintenance Manual</b>	50	\$125	TBD	\$6,250.00
<b>(5) 2023 Annual Outage</b>	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](mailto:sklabunde@hydropartners.onmicrosoft.com)

Sincerely,

Scott R. Klabunde  
HYDRO Partners INC.



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, July 17, 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, Johnston, and Sheehan; City Manager Gorman; Finance Director Tolan; Police Chief Thomas

Guests: Kathy Parsons

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 Agenda.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Gorman reported the City expects to receive the \$3 million from the State of Michigan through appropriations for the Wastewater Treatment Improvement Project sometime in October. This will allow for an evaluation of exactly how these funds will be used.

Construction of the fiber infrastructure continues to proceed quickly. The project seems to be on schedule at this time. Customer hookups are expected to begin this fall.

Plans for construction of the Kent Street Improvement Project are being finalized. Plans will be submitted to MDOT for approval in the next few weeks with the bid letting expected to take place Fall 2023. Construction is expected to take place April – November 2024.

The environmental clearance is nearly complete for the Divine Hwy. Bridge Project and design work has begun. Construction is possible in 2024 but is likely to take place in 2025.

The Ionia County Hazard Mitigation Plan is currently under review. Once the plan is complete a resolution will be submitted to Council for its approval.

There were no presentations.

Under New Business, the Council considered Resolution 23-48 to approve an agreement with Jogan Health LLC to provide temporary staffing services to the Ambulance Department where shifts need to be filled in order to maintain operations.

There was discussion regarding the need for these temporary services.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 23-48 approving an agreement with Jogan Health LLC to provide temporary staffing services to the Ambulance Department.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 23-49 to confirm the Mayor's appointment to City Boards and Commissions.

Motion by Johnston, supported by Sheehan, to approve Resolution 23-49 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Sheehan, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on July 5, 2023, payment of invoices in the amount of \$466,365.84 and payroll in the amount of \$150,545.29 for a total of \$616,911.13. Purchase orders to S.A. Morman in the amount of \$5,705.00 for new doors and installation at Alton Park, Brush Street Park, and Community Lake Park, Bio-Tech Agronomics, Inc. in the amount of \$12,155.00 for biosolids land application, VC3, Inc. in the amount of \$19,809.00 for 2023/2024 I.T. services, and Portland Area Fire Authority in the amount of \$31,682.91 for 1<sup>st</sup> Quarter fire services were also included.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, Beer on the Bridge will be held Saturday, August 12, 2023. Looking forward to a fun, safe event.

Volley on the Grand, volleyball tournament, was held at the Flats over the weekend. It was a fun, well-attended event.

Under Council Comments, Mayor Pro-Tem VanSlambrouck reminded residents to consider entering contracts with Wow, AT&T, etc. The quality of the fiber infrastructure from Homeworks Connect will be much faster.

Council Member Johnston noted the new car wash at Shell is now open. She further noted the Portland Civic Players Summer Theatre Productions will begin this week.

Mayor Barnes thanked Finance Director Tolan for stepping in tonight while City Clerk Miller is out of town.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 7:23 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the July 17, 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, Johnston, and Sheehan; City Manager Gorman; Finance Director Tolan; Police Chief Thomas

**Approval of Resolution 23-48** approving an agreement with Jogan Health LLC to provide temporary staffing services to the Ambulance Department.

All in favor. Adopted.

**Approval of Resolution 23-49** confirming the Mayor’s appointments to City Boards and Commissions.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:23 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
TRAVIS TRIERWEILER	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	50.00
CULLIGAN	02130	2X WATER CITY HALL - GEN	15.50
GRANGER	00175	REFUSE - REFUSE	16,157.46
MENARDS	00260	SUPPLIES - ELECTRIC	208.96
CMP DISTRIBUTORS INC.	01745	BALLISTIC VEST - POLICE	854.00
HOMETOWN SPORTS, INC.	01326	SUMMER TENNIS SHIRTS - REC	1,350.00
UIS SCADA	00462	WELL 7 TROUBLE SHOOT/REPAIRS - WATER	486.00
RCP	02265	COPY OF BLUEPRINTS - ELECTRIC	35.00
REED & HOPPES, INC.	00390	HARDWARE FOR DAM RIGGING - ELECTRIC	408.10
REED & HOPPES, INC.	00390	HARDWARE FOR DAM RIGGING - ELECTRIC	350.00
SPECTRUM PRINTERS, INC.	02648	PRECINCT KIT/SUPPLIES - ELECTIONS	80.39
MOYER CONSTRUCTION	00316	SIDEWALK REPAIRS - MAJ, LOC STS	4,898.00
HERITAGE-CRYSTAL CLEAN, LLC	MISC	USED OIL PICKUP - ELECTRIC	19.00
CONCRETE RAISING & LEVELING	02755	SIDEWALK REPAIRS - MAJ, LOC STS	2,500.00
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ STS	161.60
APWA MEMBERSHIP	02701	MEMBERSHIP FEES -MTR POOL	432.00
WEST MICHIGAN INTERNATIONAL LLC	02546	PARTS/REPAIRS #911 - MTR POOL	268.24
FAMILY FARM & HOME	01972	HARDWARE - MTR POOL	0.48
MUZZALL GRAPHICS	00326	PURCHASE ORDERS - VAR DEPTS	804.36
HUTSON, INC.	02677	JD ZTRACK MOWER 950M - PARKS, CEM, CONS AGENDA	6,240.00
POLYDYNE INC.	02196	CLARIFLOC PURIFIER - WW	3,074.04
VAN BRO'S IRRIGATION INC.	01762	IRRIGATION REPAIR - CITY HALL	124.75
SLC METER LLC	02286	WATER METERS - WTR APPRV RES 22-79	22,100.00
SLC METER LLC	02286	WATER METERS - WATER APPR RES 22-79	15,500.00
BADGER METER INC.	02247	ORION CELLULAR LTE SVC - WATER	9,120.72
FAMILY FARM & HOME	01972	GLOVES - WATER	14.99
FAMILY FARM & HOME	01972	5 BAGS OF LIME - WW	59.95
FAMILY FARM & HOME	01972	FENCE POST - CEM	69.90
CORRIGAN OIL CO, NO. 11	02693	DIESEL - MTR POOL	224.95
CHERRY HILL ESTATES	02081	2ND QRT JUL-SEPT 2023 ASSOC ASSESS - ECON DEV	90.09
STAR THOMAS	01654	TRAINING SUBSCRIPT REIMB - POLICE	144.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GALL'S LLC	00159	UNIFORM PANTS - POLICE	113.32
NORTH CENTRAL LABORATORIES	00959	WHATMAN FILTER PAPER - WW	491.51
MANER COSTERISAN	02588	AUDIT - VAR DEPTS	7,000.00
BS&A SOFTWARE	00029	ANNUAL SOFTWARE SERV/SUPP - GEN	5,746.00
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - POLICE	3,299.00
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - GEN	1,013.00
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	685.00
NORTH CENTRAL LABORATORIES	00959	CARTRIDGES/FILTER - WW	712.42
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	549.56
UIS SCADA	00462	ANNUAL CALIBRATION OF FLOW MTR - WW	800.00
HOMETOWN SPORTS, INC.	01326	TENNIS STAFF TEES - REC	84.00
ALT PRINTING CO.	02712	MENS SOFTBALL CHAMP SHIRTS - REC	88.00
KEUSCH TIRE & AUTO	00228	TIRE REPAIR, GATOR- PARKS, CEM	25.00
MIKE JUDD	02450	JBOR - ASSESSOR	45.00
HERB MOSSER	02434	JBOR - ASSESSOR	45.00
DOUG LOGEL SR.	02451	JBOR - ASSESSOR	45.00
J.M. POWER AGGREGATES INC.	02824	STOP DOOR LEAKS AT HYDRO - ELECTRIC	1,895.00
USA BLUEBOOK	01850	DESICCANT, POLYMER, LAB MULTI TOOL - WW	501.57
GRP ENGINEERING INC.	01994	KENT ST UNDERGROUND PROJ - ELECT	2,490.00
MIDWEST DIAL TONE LLC	02813	PHONE SERVICE FOR JUNE - GEN	661.58
MIDWEST DIAL TONE LLC	02813	PHONE SERVICE JULY - GEN	668.31
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	465.64
PURE GREEN LAWN AND TREE	02812	LAWN TREATMENT TOAN PARK - PARKS	93.00
PURE GREEN LAWN AND TREE	02812	LAWN TREATMENT- CITY HALL	65.00
PRINTING SYSTEMS, INC.	00375	INCOME TAX CHECKS - INCOME TAX	184.40
OLD DOMINION BRUSH	00341	BRUSH ASSEMBLES - MTR POOL	1,148.50
SPECTRUM PRINTERS, INC.	02648	TEST DECK - ELECTIONS	45.00
FLEIS & VANDENBRINK	00153	GEN CONSULT - GEN	812.97
F&V OPERATIONS & RESOURCE MANAGMNT	02564	WWTP O&M - WW	273.44
IONIA COUNTY ECONOMIC ALLIANCE	00205	INVESTMENT - ECON DEV	1,750.00
MUNICIPAL SUPPLY CO.	00324	VALVE BOX RISER, CURB BOX/STOP - WATER	770.54

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GANNETT HOLDINGS LLC CENTRAL	02753	IONIA SENTINAL STANDARD 52 WKS SUB - GEN	78.00
PIONEER	00947	ATHLETIC MARKER - REC	280.00
BUILDERS HARDWARE CO	02697	ELEC DOOR LOCKS - PARKS	2,441.74
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	112.00
MUNICIPAL SUPPLY CO.	00324	PART/SUPPLIES - WATER	198.56
MPOWER TECHNOLOGIES, INC.	02825	GIS SERVICES - ELECTRIC APPR CONS AGENDA 6-5-23	7,398.44
FLEIS & VANDENBRINK	00153	DIV HWY BRIDGE - MAJ STS	17,594.25
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	113.46
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	231.57
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	18.88
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	60.04
CONSUMERS ENERGY	00095	GAS SERVICE - WW	16.32
CONSUMERS ENERGY	00095	GAS SERVICE - WW	18.56
CONSUMERS ENERGY	00095	GAS SERVICE -PARKS	22.09
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	22.22
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	16.32
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	1,505.59
JOHN DEERE FINANCIAL	01818	VAR PURCHASES- VAR DEPTS	276.98
UIS SCADA	00462	OVERLOAD STARTER SWITCHES- WW	2,295.00
UPS	02587	SHIPPING HACH CO - WW	52.39
UPS	02587	SHIPPING PREMIER SAFETY -WTR	9.07
RYAN HONSOWITZ	00191	CLOTHING ALLOW - CEM, MTR POOL	158.99
GATEHOUSE MEDIA MICHIGAN HOLDINGS	02738	MEETING SYNOPSIS, ELE NOM PET- GEN, ELECTIONS	623.50
KARA DOUGHERTY	02767	ASSESSING SERVICES 1/2 HALF OF JULY 2023 - ASSE	1,583.33
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	7,960.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
FAMILY FARM & HOME	01972	TERMIMAL CONNECTORS - PARKS, CEM	12.95
FLEIS & VANDENBRINK	00153	KENT ST IMPROV - MAJ STS	15,666.50
FOSTER BLUE WATER OIL, LLC	02301	GAS TANK REFILL - PARKS, CEM	603.81
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	225.09

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
WESTPHALIA MILLING CO.	00480	ATHLETIC CHALK - REC	65.40
CULLIGAN	02130	WATER 3X- PARKS, CEM	22.25
FAMILY FARM & HOME	01972	CONCRETE - PARKS	8.98
CULLIGAN	02130	WATER 4X - PARKS, CEM	29.00
MENARDS	00260	CEMENT, SCREWS, TOOLS - CEM	217.93
PAMA	01370	LAWN CARE 40% CONT - COMM PROMO	66.00
PAMA	01370	40% CONT TO PAMA PAINT OVHD DOORS - COMM PROMO	431.84
USA BLUEBOOK	01850	SUPPLIES - WW	583.84
CULLIGAN	02130	WATER 1X - WW	8.75
CULLIGAN	02130	WATER 2X - WW	15.50
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	400.00
GRAINGER, INC.	00172	HOSE, REEL, SHIRTS - WW	207.60
CULLIGAN	02130	WATER 4X CITY HALL - GEN	29.00
KEUSCH TIRE & AUTO	00228	TIRE REPAIR MOWER - PARKS, CEM	40.99
STAPLES BUSINESS CREDIT	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	156.54
RIVERSIDE INTEGRATED SYSTEMS	01441	ANNUAL MONITORING FEE JULY 2024- CITY HALL	300.00
CAPITAL ASPHALT LLC	02578	3.04 TONS ASPHALT - WATER	243.20
CREATIVE PRODUCT SOURCE INC.	01665	CAUTION TAPE/SHIPPING - POLICE	367.10
ROBERT LAMSON PHD	02795	PRE EMPLOY PSYCH - POLICE	465.00
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	1,052.52
LANSING UNIFORM COMPANY	00962	EMS PANTS - AMB	169.90
ROCHESTER CREATIONS	02359	EMS T SHIRTS - AMB	52.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	287.88
FAMILY FARM & HOME	01972	ORGANIZER - AMB	12.99
KEUSCH TIRE & AUTO	00228	TIRE REPAIR #45- AMB	30.00
RAPID SHRED	02719	DOC SHRED - GEN	48.12
KEUSCH TIRE & AUTO	00228	CAR #302 REPAIRS - POLICE	1,983.48
PLB PLANNING GROUP LLC	02504	CONSULTATION - CODE	1,000.00
DIGICOM GLOBAL INC	02661	PORTABLE RADIO VP6000 - POLICE	2,842.30
STAR THOMAS	01654	SUPPLIES, POSTAGE, REIM - POLICE	60.01
STAR THOMAS	01654	SUPPLIES, RUG REIM - POLICE	140.27

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BRIAN RUSSELL	00593	OFFICIAL - REC	2,345.00
TANNER BROWNELL	02800	OFFICIAL - REC	156.00
PEERLESS-MIDWEST, INC.	01519	TESTING & PM SVC WELL 4 & 6 - WATER	800.00
CROWN TROPHY	MISC	MENS SOFTBALL TROPHY - REC	55.00
CULLIGAN	02130	WATER 4X - PARKS, CEM	29.00
MUNICIPAL SUPPLY CO.	00324	RED FLAGS - ELECTRIC	250.00
GRAINGER, INC.	00172	SHOP DESK - ELECTRIC	518.02
JOINT APPRENTICESHIP & TRAIN TRUST	02503	TRAINING T KRIZOV - ELECTRIC	6,000.00
CORRIGAN OIL CO, NO. 11	02693	DIESEL FOR GENERATOR - ELECTRIC	2,937.75
BORDER STATES INDUSTRIES INC	02799	CODING TAPE - ELECTRIC	72.50
GRAINGER, INC.	00172	ENGINE ROOM SEAT - ELECTRIC	219.39
GRAINGER, INC.	00172	TRASH CANS - ELECTRIC	341.66
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	250.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	10,903.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	1,036.00
Total:			\$215,336.60

**BI-WEEKLY  
WAGE REPORT  
August 7, 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.	11,265.13	33,740.58	4,155.15	11,349.87	15,420.28	45,090.45
ASSESSOR		-		-	-	-
CEMETERY	6,898.78	17,342.18	2,184.41	4,941.34	9,083.19	22,283.52
POLICE	17,283.96	54,249.64	5,224.99	14,905.62	22,508.95	69,155.26
CODE ENFORCEMENT	81.45	218.95	6.23	16.76	87.68	235.71
PARKS	5,156.14	16,037.46	802.93	2,127.32	5,959.07	18,164.78
INCOME TAX	2,721.82	8,006.32	746.31	2,135.01	3,468.13	10,141.33
MAJOR STREETS	2,903.00	11,601.75	1,285.04	4,741.75	4,188.04	16,343.50
LOCAL STREETS	3,913.56	10,829.86	2,327.64	4,686.09	6,241.20	15,515.95
RECREATION	1,562.71	4,593.90	444.32	1,183.28	2,007.03	5,777.18
AMBULANCE	18,207.83	60,428.13	3,708.94	11,589.84	21,916.77	72,017.97
DDA	2,653.06	7,723.51	525.18	1,382.63	3,178.24	9,106.14
ELECTRIC	21,015.11	59,506.61	8,163.61	20,236.62	29,178.72	79,743.23
WASTEWATER	9,068.33	30,663.02	3,819.95	9,636.69	12,888.28	40,299.71
WATER	7,258.85	20,334.18	3,078.54	7,404.30	10,337.39	27,738.48
MOTOR POOL	1,088.18	2,612.08	369.29	787.32	1,457.47	3,399.40
<b>TOTALS:</b>	<b>111,077.91</b>	<b>337,888.17</b>	<b>36,842.53</b>	<b>97,124.44</b>	<b>147,920.44</b>	<b>435,012.61</b>

**BI-WEEKLY CASH BALANCE ANALYSIS**  
**AS OF 08/02/2023**  
**MEETING DATE 08/07/2023**

Fund	Description	Beginning Balance 07/13/2023	Total Cash in	Total Cash out	Cash Balance 08/02/2023	Time Certificates	Ending Balance 08/02/2023
101	GENERAL FUND	1,988,248.12	307,394.27	(363,901.60)	1,931,740.79	218,908.00	2,150,648.79
105	INCOME TAX FUND	201,436.57	181,851.28	(185,435.17)	197,852.68	10,000.00	207,852.68
150	CEMETERY PERPETUAL CARE FUND	64,632.51	280.20	(30.20)	64,882.51		64,882.51
202	MAJOR STREETS FUND	383,371.65	78,065.46	(21,566.77)	439,870.34		439,870.34
203	LOCAL STREETS FUND	169,261.73	29,431.76	(19,091.07)	179,602.42		179,602.42
208	RECREATION FUND	44,156.96	5,864.28	(7,441.15)	42,580.09		42,580.09
210	AMBULANCE FUND	76,257.57	229,059.30	(71,339.15)	233,977.72		233,977.72
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	519,321.80	4,864.32	(25,873.14)	498,312.98		498,312.98
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	17,195.71	14,133.79	(370.80)	30,958.70		30,958.70
582	ELECTRIC FUND	2,364,662.47	420,710.63	(642,498.89)	2,142,874.21	468,768.00	2,611,642.21
590	WASTEWATER FUND	(15,019.98)	4,300,712.60	(4,287,204.34)	(1,511.72)		(1,511.72)
591	WATER FUND	359,594.16	86,560.72	(58,612.28)	387,542.60	407,700.00	717,619.06
661	MOTOR POOL FUND	207,356.44	17,176.70	(37,299.93)	187,233.21		187,233.21
703	CURRENT TAX FUND	166,916.04	255,640.74	(414,011.07)	8,545.71		8,545.71
	<b>TOTAL - ALL FUNDS</b>	<b>6,550,754.00</b>	<b>5,931,746.05</b>	<b>(6,134,675.56)</b>	<b>6,347,824.49</b>	<b>1,105,376.00</b>	<b>7,375,576.95</b>
					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	2,000,049.36	2,000,049.36
					ELECTRIC-PRIN & INT ESCROW	51,027.21	51,027.21
					WASTEWATER DEBT ESCROW	315,129.67	315,129.67
					WASTEWATER REPAIR ESCROW	319,263.31	319,263.31
					WASTEWATER 2022 BOND RESERVE	208,627.67	208,627.67
					DDA-PRIN & INT ESCROW	501.78	501.78
					WATER BOND ESCROW	85,060.16	85,060.16
							<b>11,278,698.55</b>

\*Customer Deposit Breakdown

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



**BS& A Software**

14965 Abbey Lane  
Bath, MI 48808

# INVOICE

Invoice Number: 148916  
Invoice Date: Aug 1, 2023  
Page: 1

Voice: 517-641-8900  
Fax: 517-641-8960

<b>Bill To:</b>
CITY OF PORTLAND 259 KENT PORTLAND, MI 48875 IONIA

Customer ID	Customer PO	Payment Terms	
PORTLCTYONI	3		
Sales Rep ID	Shipping Method	Ship Date	Due Date
			8/31/23

Quantity	Description	Unit Price	Amount
1.00	Human Resource System - annual service/support fee per contract for the coverage dates of August 1st, 2023-August 1st, 2024	552.00	552.00
1.00	General Ledger/Budgeting System - annual service/support fee per contract for the coverage dates of August 1st, 2023-August 1st, 2024	584.00	584.00
1.00	Accounts Payable System - annual service/support fee per contract for the coverage dates of August 1st, 2023-August 1st, 2024	496.00	496.00
1.00	Cash Receipting System - annual service/support fee per contract for the coverage dates of August 1st, 2023-August 1st, 2024	496.00	496.00
1.00	Payroll System - annual service/support fee per contract for the coverage dates of August 1st, 2023-August 1st, 2024	636.00	636.00
1.00	Miscellaneous Receivables System- annual service/support fee per contract for the coverage dates of August 1st, 2023-August 1st, 2024	496.00	496.00
1.00	Utility Billing System - annual service/support fee per contract for the coverage dates of August 1st, 2023-August 1st, 2024	1,226.00	1,226.00
1.00	Delinquent Personal Property System - annual service/support fee per contract for the coverage dates of August 1st,	291.00	291.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
<b>TOTAL</b>	<b>Continued</b>

Check/Credit Memo No:

**BS& A Software**14965 Abbey Lane  
Bath, MI 48808**INVOICE**Invoice Number: 148916  
Invoice Date: Aug 1, 2023  
Page: 2Voice: 517-641-8900  
Fax: 517-641-8960

<b>Bill To:</b>
CITY OF PORTLAND 259 KENT PORTLAND, MI 48875 IONIA

Customer ID	Customer PO	Payment Terms	
PORTLCTYIONI	3		
Sales Rep ID	Shipping Method	Ship Date	Due Date
			8/31/23

Quantity	Description	Unit Price	Amount
1.00	2023-August 1st, 2024 Tax System - annual service/support fee per contract for the coverage dates of August 1st, 2023-August 1st, 2024	969.00	969.00

Check/Credit Memo No:

Subtotal	5,746.00
Sales Tax	
Total Invoice Amount	5,746.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>5,746.00</b>



# PURCHASE ORDER

## City of Portland

P.O. 12665

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

VENDOR Joint Michigan Apprentice Program

DATE: 8/1/23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<u>JMAP Training for Tim Kuzov</u>	<u>582.539.960</u>		<u>\$ 6,000.00</u>
DEPARTMENT HEAD (UP TO \$500) <u>[Signature]</u>		TOTAL	<u>\$ 6,000.00</u>

[Signature]

Treasurer Initials

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

**JOINT MICHIGAN  
APPRENTICE PROGRAM**

10125 W. Watergate Road, Cadillac, MI 49601  
Phone: Fax:

**Bill To:** City of Portland  
259 Kent Street  
Portland, MI 48875

**Customer ID:** 10015

Invoice Date	Invoice Number	Due Date
July 26, 2023	112300054	August 25, 2023

Start Date	Student / Step	Cost
10/16/2023	Krizov, Tim : Y1W1 & Y1W2	\$ 6,000.00

<b>Total</b>	\$ 6,000.00
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**ACH Payment Instructions**

Bank Name: Horizon Bank  
Routing Number: 071201320  
Account Number: 2552416832

**Check Payment Instructions**

**Joint Apprenticeship & Training Trust Fund**  
c/o Wolverine Power Cooperative  
10125 W. Watergate Road  
Cadillac, MI 49601

**Contact Information**

Billing Questions: Kelsey Beck  
Program Questions: Kasey Wiltzer

kbeck@wpsci.com  
kwiltzer@wpsci.com

(231) 779-3419  
(231) 779-3393

Withdrawal Policy	Refund
- Prior to start of class	100%
- After classes start	0%



# PURCHASE ORDER

## City of Portland

P.O. 12005

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

VENDOR I.T. Right  
5815 Clark Rd  
Bath, MI 48808

DATE: 07/20/2023

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Replacement of Network Server / labor			\$7,684.50
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	\$7,684.50

Treasurer Initials

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



**Estimate For**

**City of Portland, MI**  
 Star Thomas  
 259 Kent Street  
 Portland, MI 48875  
 United States

**Phone** (517) 647-2934  
**Fax**

**QUOTE**

**Number** VC3Q25642

**Date** Mar 2, 2023

Here is the quote you requested.

From The Desk Of	Phone	Ship Via	Terms
Jon Thelen			Net 15

Line	Qty	Description	Unit Price	Ext. Price
1	1	Certera T2304 w/HBA - RAID 1 SSD(OS) RAID 1 2TB - Supermicro X12STL-F - mATX - Intel C252 Chipset - 6x SATA + 1x M.2 - Dual Intel 1-Gigabit Ethernet (RJ45) - Supermicro SNK-P0046A4 Heatsink - Quad-Core Intel Xeon E-2314 Processor 2.8GHz 8MB Cache (65W) - 2 x 16GB PC4-25600 3200MHz DDR4 ECC UDIMM - Chenbro SR209 Series - ATX Tower Server Chassis - Black - Chenbro AC 384-10501-2102A0 3. - 2 x 500GB Crucial MX500 2.5" SATA 6.0Gb/s Solid State Drive - 2 x 1.92TB Micron 5400 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive - Broadcom MegaRAID 9540-8i SAS3/SATA 8-Port RAID Controller - PCIe 4.0 x8 - LG 24x Super Multi DVD+/-RW with M-DISC (SATA) - Microsoft Windows Server 2022 Standard (16-core) - Supermicro Update Manager (SUM) (OOB Management Package) - 3 Year Advanced Parts Replacement Warranty (Zone 0) - 2 x 5-Device Client Access License (CAL) for Microsoft Windows Server 2022	\$4,437.50	\$4,437.50
2	1	APC by Schneider Electric Smart-UPS 1500VA LCD 120V with SmartConnect - Tower - 3 Hour Recharge - 7 Minute Stand-by - 120 V AC Input - 120 V AC, 110 V AC, 127 V AC Output - Sine Wave - 8 x NEMA 5-15R	\$687.00	\$687.00
3	16	Labor	\$160.00	\$2,560.00

**\*Quotes are Subject to Availability. Prices may vary if substitutions become necessary. Shipping charges included upon invoice.**

**5815 Clark Rd, Bath MI 48808**  
**1.855.487.4448**

Line	Qty	Description	Unit Price	Ext. Price
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Please contact me if I can be of further assistance.

<b>SubTotal</b>	\$7,684.50
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$7,684.50</b>

**\*Quotes are Subject to Availability. Prices may vary if substitutions become necessary.  
Shipping charges included upon invoice.**

**5815 Clark Rd, Bath MI 48808  
1.855.487.4448**



# Portland Police Department

Star Thomas, *Chief of Police*

To: Tutt Gorman  
From: Star Thomas  
Date: July 21, 2023  
Re: Purchase of Network Server

Mr. Gorman,

The attached purchase order from I.T. Right / VC3 is for replacement of the IT network server at the police department.

The current server is 7 years old. The life expectancy of this equipment is typically 5 – 7 years old, and the system is beginning to fail (limited access to network accessed information). Additionally, the operating system – Windows Server 2012 R2 – will no longer be supported as of October 23, 2023, creating a compromised security risk and preventing further technology updates.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read "Star Thomas".

Star Thomas, Chief  
Portland Police Department



# PURCHASE ORDER

INV 80125156

## City of Portland

P.O. 12379

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

VENDOR Bodger Metce  
P.O. Box 88223  
Milwaukee, WI 53288

DATE: 7-21-23

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
ORION Cellular SERV units			9120.72
10248.000			
May 23 - APRIL 24			
	591.441.85300		
DEPARTMENT HEAD (UP TO \$500) <u>Rodney D. Smith</u>		TOTAL	\$ 9,120.72

MD

Treasurer Initials

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

INVOICE



4545 W Brown Deer Rd. P.O. Box 245036  
 Milwaukee, WI 53224-9536 (414) 355-0400  
 Credit Inquiries - credit@badgermeter.com

Mail all remittances to:  
 Box 88223  
 Milwaukee, WI 53288-8223

INVOICE NUMBER	DATE
80125156	04/28/23
D-U-N-S 00-606-9710	
NET 30 DAYS	

FED I.D. #39-0143280  
 GST# 123746141

SOLD TO CUSTOMER: 17414  
 CITY OF PORTLAND  
 WATER DEPARTMENT  
 259 KENT ST  
 PORTLAND, MI 48875

SHIP TO CUSTOMER: 1  
 CITY OF PORTLAND  
 259 KENT ST  
 PORTLAND, MI 48875

CUSTOMER PO#	SHIPPING TERMS	FREIGHT CARRIER
BADGER SERVICES	FREIGHT PREPAID	
ORDER DATE	INCO TERMS	TRACKING NUMBER
04/28/23	FCA FACTORY	
PROPOSAL #	FINAL DESTINATION	WAREHOUSE / ORDER#
	UNITED STATES	MM 1166063

LINE	PRODUCT DEFINITION	UNIT PRICE	EXTENDED PRICE USD
1	Badger Meter Item: 68886-104 Description: ORION CELLULAR LTE SERV UNIT Ordered: 10248.000 Shipped: 10248.000 5767 SLC METER LLC 5767 12 0 AA A4 SERVICES FOR MAY 2023 PROJECTED THROUGH APRIL 2024  Sub Total  Total  BEACON SERVICES INVOICE, SALES REPRESENTATIVE # 5767	0.8900	9120.72
			9120.72
			9120.72

This invoice is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>. Terms and conditions related to service units, training, and professional services can be found here: <https://badgermeter.com/service-units-terms-and-conditions>. Goods covered by this invoice were produced in compliance with the provisions of the Fair Labor Standards Act of 1938 as amended.

**Minutes of the Downtown Development Authority**  
**City of Portland**  
Held on Monday, June 20, 2023  
In the Council Chambers at City Hall

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

Staff: Director ConnerWellman, City Clerk Miller

Guests: Mike Judd; April Vogl of Om's Garden

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

Motion by Briggs, supported by Williamson, to approve the revised agenda revising the content of the Director's Report.

All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Williamson, to approve the minutes of the May 22, 2023, as presented.

All in favor. Adopted.

Motion by Williamson, supported by Briggs, to approve the June 2023 Treasurer's Report as presented.

All in favor. Adopted.

Under Team Reports, Director ConnerWellman provided information on the Façade Pitch Program and how she addressed concerns of some community members that did not understand the scoring of the submissions.

City Manager Gorman stated he is working with Fire Chief Krizov to evaluate the safety of holding the fireworks due to the extremely dry conditions.

There was discussion.

Director ConnerWellman noted the RAP 2.0 Grant was submitted today, on the due date.

Under Old Business, Director ConnerWellman noted the terms for both Chair Grimminck and Member Williamson will expire at the end of June. Both have submitted their applications for reappointment to the City Clerk.

City Manager Gorman provided an update on planning for the Kent Street Improvement Project. The plans are being finalized and will be submitted to MDOT for approval. The bid letting is

expected to take place later this summer or early fall with construction planned for April – November 2024.

Director ConnerWellman noted volunteers and sponsors are still needed for the 4<sup>th</sup> of July fireworks.

Director ConnerWellman provided an update on the TIF Citizen Council required for the TIF review process. Three members are still needed for the recommended 9-person committee.

Director ConnerWellman presented information on the request from the City to increase the administrative charges from the current \$300.00/month to \$900.00/month based on the recent Cost Allocation Study that was completed. The Cost Allocation Study recommended \$4,625.00 should be paid by the DDA to the City.

Motion by Williamson, supported by Briggs, to approve the requested \$900.00/month administrative charges to the City based on the Cost Allocation Study.  
All in favor. Adopted.

Under New Business, Director ConnerWellman distributed the Agreement & Conflict of Interest Annual Review document to be signed by the Board Members.

Director ConnerWellman announced that April Vogl of Om's Garden has submitted her application to the City Clerk for appointment to the DDA Board.

Director ConnerWellman provided an update on the TIF Steering Committee and provided a project list and timeline for the Board to rate by priority.

There was a discussion.

Under the Director's Report, Director ConnerWellman presented her downtown report.

Under Board Member Comments, City Manager Gorman provided updates on City-related business.

Director ConnerWellman noted the tribute former DDA member Tom Antaya will be presented at the Wednesday, July 5, 2023, City Council meeting.

Motion by Williamson, supported by Madarang, to adjourn the meeting at 7:41 P.M.  
All in favor. Adopted

Respectfully submitted,

---

Margery Briggs, Secretary



Date: July 24, 2023

**REPORT OF FUNDS IN DDA AS OF: June 16, 2023**

**PRINCIPAL & INTEREST ACCOUNT**

PREVIOUS BALANCE:	<u>5/30/2023</u>	<u>\$ 501.78</u>
<b>NEW BALANCE:</b>	<b><u>6/30/2023</u></b>	<b><u>\$ 501.78</u></b>

**PRIME ACCOUNT**

PREVIOUS BALANCE:	<u>5/30/2023</u>	<u>\$ 22,475.14</u>
DEPOSITS:		\$ (47.59)
Due to customers:		\$ -
<b>NEW BALANCE:</b>	<b><u>6/30/2023</u></b>	<b><u>\$ 22,427.55</u></b>

**REGULAR ACCOUNT**

PREVIOUS BALANCE:	<u>6/16/2023</u>	<u>\$ 497,863.94</u>
INTEREST EARNED:		\$ 124.51
DEPOSITS:		
Beerfest		\$ 1,750.00
Fireworks		\$ 1,610.09

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge July 2023	\$ 900.00
	Bank fee - Fraud Protection	\$ 30.00
2408	City of Portland, credit card reimbursement, postage, phones	\$ 2,707.72
2407	City of Portland, Reimb for insurances	\$ 130.83
2409	ICEA- Right Place - Co-Sponsor & MI Pitch Business start comp	\$ 600.00
2410	PE Office Solutions, Laminated Logo	\$ 5.00
2411	Prestige, Mixing/Pint glasses	\$ 403.61
2412	Tina Conner Wellman, Phone, Education & Travel Reimbursement	\$ 40.00

\$ (4,817.16)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 06/17/2023 - 07/16/2023 \$ (6,300.81)

TOTAL EXPENSES: \$ (11,117.97)

**NEW BALANCE:** 7/16/2023 **\$ 490,230.57**

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

City Of Portland  
Water Department  
Monthly Water Report  
July 2023

Monthly Water Production

Well #4	8,712,000 Gallons
Well #5	0 Gallons
Well #6	6,618,000 Gallons
Well #7	319,000 Gallons

Daily Water Production

Well #4	281,032 Gallons
Well #5	0 Gallons
Well #6	213,483 Gallons
Well #7	10,290 Gallons

Daily Average Water Production for All Wells 504,805 Gallons

Total Water Production for the Month 15,649,000 Gallons

Total Water Production for the Previous Month 16,121,000 Gallons

Total Production decreased by 472,000 Gallons

Total Production for This Month from the Previous Year 16,057,000 Gallons

Total Production decreased by 408,000 Gallons

Rodney D. Smith Jr.  
Water Technician

**CITY OF PORTLAND**

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

July 21, 2023  
June 1-30, 2023

<b>Kwh Consumed</b>	3,190,331
<b>DIESEL PRODUCTION</b>	0
<b>HYDRO GENERATION</b>	94,188

<b>Total Kwh Purchased</b>	<b>3,096,143</b>	<b>Total Dollars Paid</b>	<b>\$ 231,962.58</b>
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**Kwh Billed**

Residential	1,279,330
Commercial	721,120
Large General	654,060
City St. Lites Metered	9,533
St. Lites Unmetered	
Rental Lights	
Demand	2,027
<b>Total Kwh Billed</b>	<b>2,666,070</b>

**Dollars Billed**

PCA Billed	\$ 77,595.31
Residential	\$ 172,522.95
Residential EO Charge	\$ 2,368.12
Geothermal Discount	\$ (0.97)
Commercial	\$ 93,168.82
Commercial/LG EO Charge	\$ 2,486.71
Large General	\$ 56,643.96
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 908.89
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 16,151.42
Tax	\$ 16,039.95
<b>Total Dollars Billed</b>	<b>\$ 439,680.95</b>

Arrears after billing	\$ 1,775.44
Penalties Added	\$ 1,627.37
Arrears end of month	\$ 30,005.86
Fuel Cost Billed	\$ 45,456.69
Amount Collected	\$ 376,445.93
Total Adjustments	\$ 1,683.49

Power Cost Adj. .02922

Residential Customers	2,243
Commercial Customers	332
Large General	15
<b>Total Customers</b>	<b>2,590</b>

07/06/23



**CITY OF PORTLAND**  
**July-23**

**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Jun-23	<b>PERIOD COVERED</b>	June 1-30, 2023
Customers Billed		Penalties Added	\$ 400.72
City	1,883	Dollars Collected	\$ 64,853.80
Rural	24	Arrears at end of Month	\$ 6,538.95
Total Customers	1,907	Adjustments	\$ 155.37
		Gallons Pumped	16,121,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	12,829,879		\$ 77,717.16
Rural	218,060		\$ 2,465.28
Total	<u>13,047,939</u>		<u>\$ 80,182.44</u>

**SEWER DEPARTMENT REPORT**

Customers Billed	1,822	Dollars Billed	\$112,982.54
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 112,982.54

Penalties Added	\$ 804.07
Dollars Collected	\$ 115,699.19
Arrears at end of Month	\$ 11,731.59
Adjustments	\$ 6.86
Gallons Treated per Million	7.268



**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**JULY 25, 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 June 2023- \$ 1,533,903.78
  - D. Approve payments of Health Department payroll and accounts payable for the month of June 2023-\$ 121,939.42
  - E. Approve payments of Road Department payroll and accounts payable for the month of June 2023-\$ 1,558,286.86
- VII. Unfinished Business**
- VIII. New Business**
  - A. Michigan Employees’ Retirement System (MERS) Service Credit Blanket Resolution- Priscilla Walden/Patrick Jordan
  - B. Approve selection of Central Michigan Building for Dispatch Remodel-Lance Langdon
- IX. Department Reports**
  - A. Building Department
  - B. Register of Deeds
- 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 – Three- three-year terms.
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- Parks Advisory Board- One-Two-year term, Member-at-Large from Lyons Area
- Solid Waste Planning Committee-one-two-year term serving as industrial waste generator representative, one-two year term serving as City Government Representative, one-two year term serving as General Public Representative
- Area Agency on Aging of Western Michigan Advisory Council-one three year term

**Appointments for consideration in the month of July 2023:**

- NONE

**Appointments for consideration in the month of August 2023:**

- NONE

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**AUGUST 8, 2023 - 3:00 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)
- VII. Unfinished Business**
- VIII. New Business**
  - A. Appointment to the Economic Development Corporation/Brownfield Redevelopment Authority
    - Gordon Kelly-three year term
  - B. Request Approval to Allocate the Michigan Pension Grant-Tim Dame
- 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**
  - A. Discussion on Union Wages

## **XIV. Adjournment**

### **Board and/or Commission Vacancies**

- Economic Development Corporation/Brownfield Redevelopment Authority – Three- three-year terms.
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- Parks Advisory Board- One-Two-year term, Member-at-Large from Lyons Area
- Solid Waste Planning Committee-one-two-year term serving as industrial waste generator representative, one-two year term serving as General Public Representative
- Area Agency on Aging of Western Michigan Advisory Council-one three year term

### **Appointments for consideration in the month of August 2023:**

- NONE

### **Appointments for consideration in the month of September 2023:**

- Commission on Aging Board

# Monthly Report

## May Activity

911 Calls— **2470**  
Administrative Calls— **5912**  
Text to 911— **16**  
911 Hang up Calls— **101**  
Calls for Service Initiated — **3708**

Total Mental Health Calls — **56**  
Suicidal Calls — **6**  
988 Calls Received — **1**  
988 Calls Transferred — **0**  
CPR Performed — **7**  
Stroke Related Calls — **6**  
Child birth calls —**1**



### Special Programs Available

Smart 911— Share Medical Information with your 911 call.

[Smart911.com](http://Smart911.com)



What 3 Words— App that provides location information to a 10 meter square.

[What3words.com](http://What3words.com)



## Unit Responses / Activities

Law Enforcement— **2438**  
  
Fire— **396**  
  
EMS— **583**



## Statistics—Calls for Service.

<b>Call for Service Type</b>	<b>Amount</b>	<b>Call for Service Type</b>	<b>Amount</b>
911 Hang up Call	101	Liquor / MIP	1
988 Calls	1	Lost Property / Found	7
Abandoned Vehicle	26	MDOP	34
Active Violence Incident	0	MED 1	218
Alarm	36	MED 2	81
Ambulance Transport	93	MED 3	129
Assault	16	Medical Call / Amb Dispatch	7
Assist Jail	0	Mental Health	56
Assist Medical	2	Missing Person	6
Assist Other Agency	6	Motor Vehicle Theft / UDAA	12
Assist Outside Agency	13	Non Criminal	59
Bomb Threat	0	OWI / OUID	16
Burglary	7	PDA Traffic	103
Civil Dispute	80	Phone / Internet Harassment	21
Conservation / Wildlife	24	PIA Traffic	13
CSC - Criminal Sexual Conduct	30	PPO Violation	6
Disorderly Conduct	62	Property Check	0
Domestic Assault	30	Road Closure	9
DPW Request	11	Robbery / Hold up	0
Drugs	22	Structure Fire	14
Duplicate Call	9	Suspicious Situations	178
Family Abuse / Neglect	17	Test Call / System Test	108
Fire All Other	73	Thunder Storm Warning	2
Fireworks	8	Traffic Offense All Other	234
Follow Up	26	Traffic / Officer Stop	709
Fraud	24	Tree Down	22
General Assist	181	Trespassing	35
Grass / Wildland Fire	12	Vehicle Fire	4
Health & Safety / Animal	107	Verbal Domestic	24
Hit and Run	20	Vin Inspections / All Inspections	12
Homicide	0	Warrant Arrest / Fugitive	64
Juvenile Problems & Runaways	52	Weapons Offices All	8
Kidnapping	1	Wires Down / Arching	25
Larceny	48	Unclassified	353

## Central Dispatch Activity

- Work continues with our remodel project, Site visits with contractors held on the 28th, bids due in August 18th.
- Interns for 2023 doing well, one under background investigation for full time employment
- Director still working with state and NENA workgroups on 988 and VRS IP Relay.
- Bi-weekly calls for radio system infrastructure improvements continue, Tower work scheduled - Radio equipment to be added to tower sites
- Fire Pager programming and training to start in July, with system testing on July 4th.
- Latest Dispatcher Hire moved to Phase 3 of training.
- We have set the date for this years 911 Field Day, October 12, 2023

*Dispatcher's can only provide information to first responders that is provided to them by the reporting parties, often is in not complete or correct.*

## Inside 9-1-1 Focus Story

### Who should I call?



**988** SUICIDE & CRISIS  
LIFELINE

24/7 CONFIDENTIAL  
MENTAL HEALTH SERVICE

Reasons for calling 9-8-8 include, but are not limited to:

- Thoughts of Suicide
- Self-harm
- Experiencing mental health related distress
- Support for substance use disorders
- Worried about the mental well-being of a loved one
- Emotional Support
- Connection to mental health and substance use disorder services

If you or someone you know needs support, call or text 9-8-8 or chat via [988lifeline.org](https://988lifeline.org)



**911**  
POLICE FIRE MEDICAL  
EMERGENCY

24/7 ACCESS TO TOOLS &  
RESOURCES TO HELP  
LOCATE CALLERS

Reasons for calling 9-1-1 include, but are not limited to:

- Imminent Danger
- Life Safety
- Suicide attempt made
- Self-harm
- Crime in progress/ committed
- Suspicious activity
- Believe someone is in danger
- Police/Medical/Fire Emergency

Text to 9-1-1 is available.  
Call if you can, text if you can't.



911



**We are Hiring!**

Looking forward to July 16th, 988 will be one year old.

Attached is a flyer that they have developed to help people to know when they should call 988 or 911.

Prepared by the 9-1-1/9-8-8 Workgroup of Michigan



## Agency Individual Responses / Activity

### Ionia County Central Dispatch

**Mission:** To enhance the quality of life in Ionia County for all people, providing professional, efficient, courteous, and responsive public safety communications.

**Vision:** To be the example for other Public Safety Dispatch Centers providing exceptional service.

**Our Values: D.I.S.P.A.T.C.H.E.R.**

**D. Detail-oriented:** Able to pay close attention, notice the minor details.

**I. Innovative:** Share new ideas that can improve ICCD for the better, embrace change.

**S. Strong Work Ethic:** Consistently performing our job to the best of our ability.

**P. Professionalism:** Communicating respectfully, effectively, and appropriately leading by example.

**A. Adaptability:** Flexibility, responding effectively to changes or various situations.

**T. Teamwork:** Work together toward a collective goal with good communication, patience, and dedication.

**C. Caring:** Feeling or showing concern for or kindness to others.

**H. Honesty:** Uprightness, fairness, truthfulness, sincerity, or frankness in communications and deeds.

**E. Empathy:** Connecting with someone, sensing people's emotions or feelings.

**R. Respectful:** Being appreciative, considerate, polite and gracious to all those we serve and serve with.

### Ionia County Central Dispatch

545 Apple Tree Drive  
Ionia MI 49946

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400

ADMINISTRATION: (616) 522-0911

Director: Lance Langdon, ENP  
(616) 527-5611 llangdon@ioniacounty.org

Office Manager: Cathi Brodbeck  
(616) 522-0911 cbrodbeck@ioniacounty.org

Supervisor: Kevin Booth  
(616) 527-5613 kbooth@ioniacounty.org

Supervisor: Natalie Hearld  
(616) 527-5612 nhearld@ioniacounty.org

Supervisor: Jeremiah Wittenbach  
(616) 527-5617 nhearld@ioniacounty.org

FOIA Requests - 911 Records Only  
Form available at: <http://ioniacounty.org/foia>

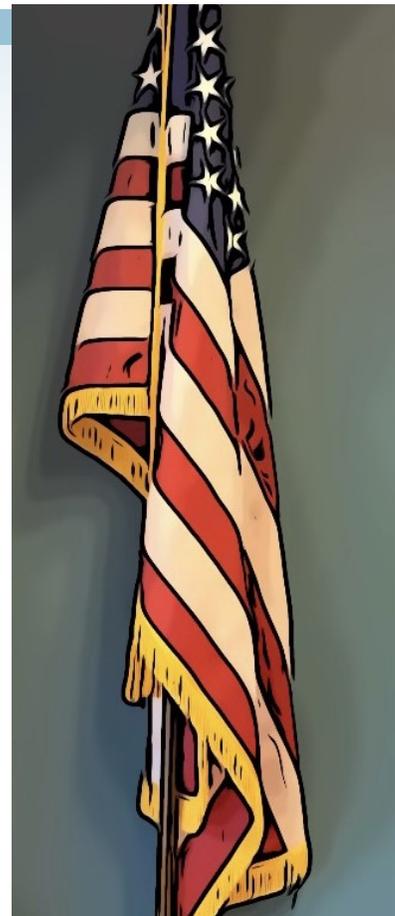
Send or Email to:  
CentralDispatch@ioniacounty.org

Belding Fire— <b>71</b>	YTD— 425
Berlin-Orange Fire— <b>45</b>	YTD— 204
Clarksville Fire— <b>20</b>	YTD— 93
Freeport Fire— <b>1</b>	YTD— 3
Hubbardston Fire— <b>9</b>	YTD— 40
Ionia Department Public Safety Fire— <b>75</b>	YTD— 493
Lake Odessa Fire— <b>44</b>	YTD— 225
Lyons-Muir Fire— <b>10</b>	YTD— 95
Orleans Fire— <b>14</b>	YTD— 106
Pewamo Fire— <b>15</b>	YTD— 60
Portland Fire— <b>19</b>	YTD— 87
Ronald Fire— <b>15</b>	YTD— 79
Saranac Fire— <b>57</b>	YTD— 290
Sunfield Fire— <b>9</b>	YTD— 49
Life EMS— <b>484</b>	YTD— 2959
Portland EMS— <b>99</b>	YTD— 581
Animal Control— <b>60</b>	YTD— 253
Belding Police— <b>232</b>	YTD— 1513
Department of Natural Resources Law— <b>9</b>	YTD— 44
Ionia County Sheriff's Office— <b>785</b>	YTD— 4513
Ionia Department Public Safety Law— <b>351</b>	YTD— 2160
Lake Odessa Police— <b>211</b>	YTD— 1240
Michigan State Police— <b>464</b>	YTD— 2989
Portland Police— <b>197</b>	YTD— 1024

# Monthly Report

## May Activity

- 911 Calls— **2232**
- Administrative Calls— **5844**
- Text to 911— **26**
- 911 Hang up Calls— **222**
- Calls for Service Initiated — **4389**
  
- Total Mental Health Calls — **64**
- Suicidal Calls — **7**
- 988 Calls Received — **2**
- 988 Calls Transferred — **0**
- CPR Performed — **2**
- Stroke Related Calls — **9**
- Child birth calls — **0**



## Unit Responses / Activities

- Law Enforcement— **2748**
  
- Fire— **408**
  
- EMS— **591**

### Special Programs Available

Smart 911— Share Medical Information with your 911 call.

[Smart911.com](http://Smart911.com)



What 3 Words— App that provides location information to a 10 meter square.

[What3words.com](http://What3words.com)



## Statistics—Calls for Service.

<b>Call for Service Type</b>	<b>Amount</b>	<b>Call for Service Type</b>	<b>Amount</b>
911 Hang up Call	222	Lost Property / Found	28
988 Calls	2	MDOP	46
Abandoned Vehicle	32	MED 1	227
Active Violence Incident	0	MED 2	91
Alarm	49	MED 3	116
Ambulance Transport	85	Medical Call / Amb Dispatch	4
Assault	20	Mental Health	64
Assist Jail	0	Missing Person	18
Assist Medical	0	Motor Vehicle Theft / UDAA	18
Assist Other Agency	12	Non Criminal	83
Assist Outside Agency	26	OWI / OUID	9
Bomb Threat	0	PDA Traffic	77
Burglary	7	Phone / Internet Harassment	40
Burn Permit	31	PIA Traffic	36
Civil Dispute	79	PPO Violation	3
Conservation / Wildlife	21	Property Check	1
CSC - Criminal Sexual Conduct	18	Repossession	2
Disorderly Conduct	73	Request - Wrecker	19
Domestic Assault	30	Road Closure	9
DPW Request	18	Robbery / Hold up	2
Drugs	13	Spam to Center	53
Duplicate Call	2	Structure Fire	10
Family Abuse / Neglect	23	Suspicious Situations	230
Fire All Other	61	Test Call / System Test	58
Fireworks	7	Thunder Storm Warning	2
Follow Up	229	Traffic Offense All Other	237
Fraud	36	Traffic / Officer Stop	873
General Assist	219	Tree Down	52
Grass / Wildland Fire	4	Trespassing	30
Health & Safety / Animal	130	Vehicle Fire	5
Hit and Run	11	Verbal Domestic	34
Homicide	1	Vin Inspections / All Inspections	8
Juvenile Problems & Runaways	39	Warrant Arrest / Fugitive	60
Kidnapping	0	Weapons Offices All	9
Larceny	36	Wires Down / Arching	36
Liquor / MIP	5	Unclassified	263

## Central Dispatch Activity

- Work continues with our remodel project, Central Michigan Builders has been chosen as our contractor for the project. Staff have moved to new office locations in the building.
- Interns for 2023, Jimmy was hired and started this month, we are looking at possibly two more in late August.
- In service training on changes in policy and business processes done for all staff.
- Radio system infrastructure improvements continue, coordinating with Motorola and MPSCS, still waiting on some parts.
- Fire Pager programming and training to be done by 8/2/23.
- Latest Dispatcher Hires, Jimmy Parish phase one, Don Eady cleared shadow now working on his own, and Krista Melcher is now off probation.
- Other Hiring information, Testing set first week of August and Oral boards to follow about 10 days later.

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*Dispatcher's can only provide information to first responders that is provided to them by the reporting parties, often is in not complete or correct & changes.*

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## Inside 9-1-1 Focus Stories

### Changes to Statistics

The management team has been working to improve the use of our Computer Aided Dispatch (CAD) system. In the past we have used excel spread sheets to document work activities that center staff perform, as well as activities of our public safety partners.

With this months statistical reports we have new Call for service (CFS) codes and updating data entry, to better track activities of first responders and center staff. They include burn permits, follow up reporting on calls, spam calls to the center, repossession of vehicle and Vehicle tow/wrecker request calls.

This information then will be better for a quick search to locate CFS's by the call types and put all our information in our CAD system.

With these changes this months agency stats will see an increase as we are now better tracking the data.

### 911 Field Day 2023

We are sad to report that Mr. Nelson is no longer with the Ionia Career Center, (the old Heartlands program). With his leaving and with the centers remodel project we have decided that we will not be having the Field Day in October this year.

Our plan is to work with the Career Center and the person that takes over for Mr. Nelson to bring it back again in 2024

The event saw 325 young people last year, with one possibly more of the students join the center as a new Dispatcher.

More to come on this for 2024.



## Agency Individual Responses / Activity

### Ionia County Central Dispatch

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**D. Detail-oriented:** Able to pay close attention, notice the minor details.

**I. Innovative:** Share new ideas that can improve ICCD for the better, embrace change.

**S. Strong Work Ethic:** Consistently performing our job to the best of our ability.

**P. Professionalism:** Communicating respectfully, effectively, and appropriately leading by example.

**A. Adaptability:** Flexibility, responding effectively to changes or various situations.

**T. Teamwork:** Work together toward a collective goal with good communication, patience, and dedication.

**C. Caring:** Feeling or showing concern for or kindness to others.

**H. Honesty:** Uprightness, fairness, truthfulness, sincerity, or frankness in communications and deeds.

**E. Empathy:** Connecting with someone, sensing people's emotions or feelings.

**R. Respectful:** Being appreciative, considerate, polite and gracious to all those we serve and serve with.

### Ionia County Central Dispatch

545 Apple Tree Drive  
Ionia MI 49946

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400

ADMINISTRATION: (616) 522-0911

Director: Lance Langdon, ENP  
(616) 527-5611 llangdon@ioniacounty.org

Office Manager: Cathi Brodbeck  
(616) 522-0911 cbrodbeck@ioniacounty.org

Supervisor: Kevin Booth  
(616) 527-5613 kbooth@ioniacounty.org

Supervisor: Natalie Hearld  
(616) 527-5612 nhearld@ioniacounty.org

Supervisor: Jeremiah Wittenbach  
(616) 527-5617 nhearld@ioniacounty.org

FOIA Requests - 911 Records Only  
Form available at: <http://ioniacounty.org/foia>

Send or Email to:  
CentralDispatch@ioniacounty.org

Belding Fire— <b>72</b>	YTD— 497
Berlin-Orange Fire— <b>35</b>	YTD— 239
Clarksville Fire— <b>8</b>	YTD— 101
Freeport Fire— <b>1</b>	YTD— 4
Hubbardston Fire— <b>4</b>	YTD— 44
Ionia Department Public Safety Fire— <b>105</b>	YTD— 598
Lake Odessa Fire— <b>39</b>	YTD— 264
Lyons-Muir Fire— <b>22</b>	YTD— 117
Orleans Fire— <b>13</b>	YTD— 119
Pewamo Fire— <b>15</b>	YTD— 75
Portland Fire— <b>24</b>	YTD— 111
Ronald Fire— <b>13</b>	YTD— 92
Roxand Fire— <b>4</b>	YTD— 10
Saranac Fire— <b>46</b>	YTD— 336
Sunfield Fire— <b>7</b>	YTD— 56
Life EMS— <b>488</b>	YTD— 3447
Portland EMS— <b>103</b>	YTD— 684
Animal Control— <b>50</b>	YTD— 303
Belding Police— <b>317</b>	YTD— 1830
Department of Natural Resources Law— <b>4</b>	YTD— 48
Ionia County Sheriff's Office— <b>911</b>	YTD— 5424
Ionia Department Public Safety Law— <b>448</b>	YTD— 2608
Lake Odessa Police— <b>301</b>	YTD— 1541
Michigan State Police— <b>555</b>	YTD— 3544
Portland Police— <b>212</b>	YTD— 1236

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-21409**

- Consumers Energy Company requests Michigan Public Service Commission’s approval of the build transfer agreement for the Sunfish Solar 2 project as a Voluntary Green Pricing resource.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission’s website at: [michigan.gov/mpscedockets](https://michigan.gov/mpscedockets).
- A pre-hearing will be held:

**DATE/TIME: Thursday, August 3, 2023 at 9:00 AM**

**BEFORE: Administrative Law Judge Lesley Fairrow**

**LOCATION: Video/Teleconferencing**

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov) in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company’s (Consumers Energy) April 28, 2023 application requesting the Commission to approve: 1) Consumers Energy’s application of the Build Transfer Agreement related to the Sunfish Solar 2 project pursuant to MCL 460.1028, the Orders issued in Case Nos. U-15800, U-15805, and U-20984, and other applicable law; 2) the Transfer Prices as proposed by Consumers Energy with respect to the Sunfish Solar 2 Build Transfer Agreement; 3) the recovery of the full actual costs of the Sunfish Solar 2 project through the combined application of the Transfer Price mechanism, the renewable energy surcharges, and, subsequent to the end of the Renewable Energy Plan period, an appropriate ratemaking mechanism in accordance with MCL 460.1047(6); and 4) to grant Consumers Energy other and further relief that the Commission finds just and reasonable.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by July 27, 2023. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's attorney, Gary A. Gensch Jr., One Energy Plaza, Jackson, MI 49201.

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

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21409**. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

U-21409