



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

7:00 P.M. Monday, August 5, 2024

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 by Mayor Barnes</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:08 PM	V. <u>Interim City Manager Report</u>	
7:15 PM 7:25 PM	VI. <u>Presentations</u> A. Jon Moxey of Fleis & Vandenbrink – General Updates B. DDA Director ConnerWellman – Downtown Report	
7:30 PM	VII. <u>Public Hearing(s)</u> - None	
7:35 PM	VIII. <u>Old Business</u> - None	
7:30 PM	IX. <u>New Business</u>	Decision
7:30 PM	A. Motion to Engage the Services of Labor Attorney David Revore, of McGinty, Hitch, Person, Anderson & Revore, P.C.	Decision
7:35 PM	B. Proposed Resolution 24-60 to Approve Legal Services Provided by Dickinson Wright PLLC	Decision
7:40 PM	C. Proposed Resolution 24-61 Approving Pay Request No. 2 to State of Michigan for Work Done on the Kent Street Improvement Project	Decision
7:42 PM	D. Proposed Resolution 24-62 Approving Fleis & VandenBrink’s Invoice for Construction Engineering Services for the Kent Street Improvement Project	Decision
7:45 PM	E. Proposed Resolution 24-63 Approving Payment to F&V Construction for Work Performed for the Wastewater Treatment Plant Project	Decision
7:47 PM	F. Proposed Resolution 24-64 Approving a Proposal from GRP Engineering to Provide Engineering Services for the Transition to a Single Voltage Distribution System	Decision
7:50 PM	G. Proposed Resolution 24-65 Approving the Purchase of Transformers the Electric Department	Decision
7:52 PM	H. Proposed Resolution 24-66 Appointing an Officer Delegate to Represent the City at the 2024 MERS Conference	Decision
7:53 PM	I. Proposed Resolution 24-67 Approving Fleis & VandenBrink’s Proposal to Provide Bridge Inspection Services for 2024	Decision

Estimated Time		<u>Desired Outcome</u>
7:55 PM	<p>X. <u>Consent Agenda</u></p> <ul style="list-style-type: none"> A. Minutes and Synopsis of the Regular City Council Meeting held on July 15, 2024, Closed Session Minutes of the City Council Work Session held on July 23, 2024, and Minutes of the City Council Special Meeting to hold City Manager Interviews on July 31, 2024 B. Payment of Invoices in the Amount of \$598,317.59 and Payroll in the Amount of \$338,259.49 for a Total of \$936,577.08 C. Purchase Orders over \$5,000.00 <ul style="list-style-type: none"> 1. BS&A Software in the Amount of \$6,038.00 for Annual Support Services 2. Timber Tree Services LLC in the Amount of \$6,587.50 for Tree Trimming, Removal, and Grinding 3. Fire Pros in the Amount of \$11,128.52 to Replace Sprinkler Heads at City Hall 4. Lansing Community College in the Amount of \$11,259.00 for State of Michigan Sponsorship of Police Recruits <p>XI. <u>Communications</u></p> <ul style="list-style-type: none"> A. Board and Commissions Application – Mike Fox B. Award of State Disaster Assistance – Lower Peninsula Severe Storms and Tornadoes of August 2023 C. DDA Minutes for June 18, 2024 D. Utility Billing Report for June 2024 E. Water Department Report for July 2024 F. Wastewater Treatment Plant Report for June 2024 G. Ionia County Board of Commissioners Agenda for July 23, 2024 H. Ionia County Central Dispatch Report for June 2024 I. Ionia County Central Dispatch Report for July 2024 	Decision
7:57 PM	<p>XII. <u>Other Business</u> – None</p>	
8:00 PM	<p>XIII. <u>Interim City Manager Comments</u></p>	
8:05 PM	<p>XIV. <u>Council Comments</u></p>	
8:10 PM	<p>XV. <u>Adjournment</u></p>	Decision

McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C.

ATTORNEYS AT LAW
3410 BELLE CHASE WAY, SUITE 600
LANSING, MICHIGAN 48911
TELEPHONE (517) 351-0280
FAX (517) 351-3583
www.mcgintylaw.com

David M. Revore, Esq.

August 2, 2024

Hon. James E. Barnes, and
City Council
City of Portland

Delivery Via Email

Regarding: Legal Services

Dear Mayor Barnes and City Council Members,

First, our appreciation to you and Mr. Terry for contacting me regarding the provision of legal services.

About our Firm:

McGinty Hitch Law Firm was established in 1968. Currently, we have 12 total employees, 8 attorneys and 5 staff members, 3 law clerks, and several openings. Collectively, our attorneys have 175 years of Municipal Law experience; and in addition, 40+ years in Workers Compensation defense. Our firm represents 4 cities as City Attorney, 15+ townships, 7 fire departments (including 3 fire authorities), and 8 police agencies.

Briefly, I have been a municipal attorney since 2007, representing over twenty public (municipal) corporations and authorities, including cities, villages, charter and general law townships, and fire authorities, as general counsel, special counsel, and municipal prosecutor. I've held MCOLES police certification since 1992, with experience in patrol, special operations, major narcotics, training, command, and corrections while in law school. (Please see my resume for further information.) In addition, I serve as an adjunct professor at Michigan State University College of Law, my 11th semester is scheduled for Fall 2024.

For the City of Portland, we propose \$185.00 for civil legal matters including labor and employment legal services. For your consideration, please find enclosed a proposed Retainer Agreement.

Thank you for your consideration of our firm and the materials enclosed.

Respectfully submitted,



McGinty, Hitch, Person,
Anderson & Revore, P.C.

C: Doug Terry,
City Manager (int.)

RETAINER AGREEMENT FOR LEGAL SERVICES

This Agreement, effective as the last date below, between McGinty, Hitch, Person, Anderson & Revore, P.C. (“Attorneys”) and the City of Portland (hereinafter referred to as “Client”), (collectively, the “parties”).

City of Portland requests legal services regarding labor and employment representation; and, therefore wishes to retain said Attorneys to handle such matters; and the City of Portland agrees that work relating to these services will be done by attorneys and/or staff employed or contracted by Attorneys at the discretion of the supervising attorney, David M. Revore, with assistance from other members of the firm, or legal contractors, as appropriate. Attorneys reserve the right to decline work or representation as provided under law, Michigan Court Rules, Michigan Rules of Professional Conduct, and State Bar Ethics Opinions.

1. The Client agrees to be invoiced during the first half of a month for the prior month’s services, and similarly periodically invoiced thereafter. Attorneys invoice at \$185.00 per hour (billed in minimum .10-hour increments). Attorneys reserve the right to waive or reduce fees and costs.

2. Client agrees that the fees are based not merely fixed amount of attorney time, but also on Rule 1.5 of the Michigan Rules of Professional Conduct, including:

- a. The time and labor required, the novelty and difficulty of the questions involved, and the expertise and skill requisite to perform the legal services properly.
- b. The likelihood, if apparent to Client, that the acceptance of the particular employment will preclude other employment by Attorneys.
- c. The amount involved and the results obtained.
- d. The time limitations imposed by Client or by the circumstances.
- e. The experience, reputation and ability of the lawyer or lawyers performing the legal services.

3. Attorneys agree to accept this fee arrangement from the Client and to perform necessary legal services with diligence and dispatch in connection with this representation.

4. Client agrees to accept this fee arrangement from the Attorneys and that any fees owed to Attorneys shall be paid within twenty (20) days of the billing for services performed. Any amount due and owing after twenty (20) days shall incur interest at the rate of seven (7%) percent annually, which should be payable along with the principal amount owed to Attorneys. Interest shall continue to accrue on the unpaid balance until the total amount is paid in full.

5. In addition to the foregoing hourly fees, Client agrees to pay all “out-of-pocket” costs (“Costs”) of the firm directly related to the representation of the Client including, among other items, telephone calls; fax and copy costs at the rate of \$.10 cents per

copy; mileage at the currently reimbursable rate in accordance with IRS guidelines (presently 67.0 cents per mile); and travel time shall be billed at 1/2 the normal hourly rate.

6. Client understands that Michigan Rules of Professional Conduct 1.16 (copy to be furnished upon request) allows Attorneys to withdraw from representation of Client if any of the following occur:

- a. Client insists upon pursuing a course of action that Attorneys consider repugnant or imprudent.
- b. Client fails to pay the fees required under this contract after reasonable warning that non-payment will result in withdrawal.
- c. Continued representation will result in unreasonable financial burden on Attorneys.

7. It is further understood that the within this Agreement the Attorneys may accept requests for legal service from the City Manager, Mayor, Mayor Pro-Tem, or employees that are necessary to effectuate the legal service, regarding City business only.

8. The parties hereby acknowledge receipt of a copy of this Retainer Agreement for Legal Services. This agreement is terminable at will by either party hereto upon thirty (30) days' written notification delivered to the other party via US Mail or email addressed to the undersigned, or designee(s).

CLIENT/CITY OF PORTLAND

DATED: _____

James E. Barnes, Mayor

DATED: _____

Nikki Miller, Clerk

**MCGINTY, HITCH, PERSON,
ANDERSON & REVORE, P.C.**

DATED: _____

David M. Revore, Attorney

David M. Revore
(517) 351-0280
davidrevore@mcgintylaw.com

Legal Experience:

Present **Attorney/Shareholder - McGinty, Hitch, Person, Anderson & Revore, P.C.**
Holt and Marshall, Michigan. City Attorney for Grand Ledge, Marshall, and Charlotte;
Mason Assistant City Attorney.

2019- **President – Revore Law Firm, P.L.C.**
2022 Lansing and Marshall MI 49068

Fall 2019- **Adjunct Law Professor – Michigan State University College of Law**
Present 648 N. Shaw Lane, East Lansing, MI 48824

2017- **Attorney/Partner – Bauckham, Sparks, Thall, Seeber & Kaufman, P.C.**
2019 Kalamazoo and Lansing, MI 48917

2007- **Attorney/Shareholder (2015) - Thrun Law Firm P.C.**
2017 Municipal & Government/School/Labor & Employment, Human Resource
2900 West Road, Suite 400, East Lansing, MI 48823-2575

Practice Areas: City Attorney for Grand Ledge, Marshall, and Charlotte; Mason Assistant City Attorney, numerous Townships, public authorities and Elsie village. Municipal & local government law, marijuana law, civil state and federal court litigation, zoning/land use, tax tribunal, ordinance and traffic enforcement, labor arbitration and mediation, labor & employment and human resource law for public and private sector employer, public school law, employer internal investigations. Extensive public speaking experience: Marijuana law, FOIA, OMA, Labor & Employment.

Professional Membership: Michigan State Bar (Membership in Bar sections: Administrative & Regulatory, Alternative Dispute Resolution, Labor & Employment, Marijuana Law, and Public Corporation), Ingham County Bar, Kalamazoo County Bar, Calhoun County Bar and American Bar Association, and Federal Bar Association. Membership in Michigan Municipal League and Michigan Townships Association.

Admitted to Practice:

State Bar of Michigan (P68929) U.S. District Court, Western District of Michigan and U.S. District Court, Eastern District of Michigan.

Education:

Graduation 12/2004	Juris Doctor - Michigan State University - College of Law <ul style="list-style-type: none">• Jurisprudence Achievement Award for Law Practice Management (Upper Level Writing Requirement) – Spring 2004• Letter of Commendation from Arbitrator George T. Roumell, Jr. for course work in Labor Arbitration – Spring 2003• Advanced labor and employment law course work: Workers' Compensation, Arbitration, Alternative Dispute Resolution, Mediation, Negotiation, and Employment Law.• Dean's List: Spring 2002, Fall 2003, Spring 2004, and Fall 2004	East Lansing, MI
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- G.P.A. 3.20
- MSU-College of Law Continuing Legal Education Courses: Advanced Negotiation, Mediation, and Mediator State Certification (as set forth in Court Rules 2.410 and 2.411)
- Hillman Trial Advocacy Program – Civil Section

Grand Rapids, MI

Summer 2004 **Legal Externship - Office of Prosecuting Attorney** Kalamazoo County, MI

Graduation **Bachelor of Arts - Western Michigan University** Kalamazoo, MI
 1992 Majors (2): Criminal Justice and Sociology
 Concentrated Study: Law Enforcement/Police Administration
 G.P.A. 3.6 major, 3.35 cumulative
Internship: Battle Creek Police Department Battle Creek, MI

Graduation **Associate of Applied Sciences - KVCC** Kalamazoo, MI
 1990 Concentrated Study: Law Enforcement

Community Activities:

2015-2018 Zoning Board of Appeals Member Marshall, MI
 (Resigned due to City Attorney appointment.)

2013-2014 Marshall City Council Member Marshall, MI

2011-2013 Marshall Planning Commission Marshall, MI

2009-Present Recipient Rights Review Committee Member – Summit Pointe Battle Creek, MI

1/01-1/05 President (3 terms), V.P., and Trustee - Fraternal Order of Police Lodge 98 Kalamazoo, MI

Professional Experience:

4/10-10/2020 KVCC DPS - Legal Advisor/Policy Review Kalamazoo, MI

10/00-09/07 Kalamazoo County Sheriff's Office - Sergeant, Deputy Sheriff Kalamazoo, MI

9/94 - 10/00 Kalamazoo Township Police Dept. - Police Officer/Firearms Instructor Kalamazoo, MI

1/97- 12/98 Assigned to Michigan State Police - Southwest Enforcement Team (SWET)
 (from Kalamazoo Twp. P.D.)

Professional Awards and Honors:

- **Commendation** - Federal Bureau of Investigation
- **Recognition** - Drug Enforcement Administration
- **Police Medal of Honor** - Michigan Association of Chiefs of Police
- **Sheriff's Awards for Excellence** - Kalamazoo County Sheriff's Office
- **Staff Services Medal** - Kalamazoo County Sheriff's Office
- **Medal of Bravery** - Kalamazoo Township Police Department
- **Special Tribute Certificate** – Gov. John Engler/Michigan State Senate – Ninetieth Legislature
- **Peace Officer of the Year** - Michigan State Fraternal Order of Police

David M. Revore

David M. Revore is a partner in the law firm of McGinty, Hitch, Person, Anderson & Revore, P.C. David received his Juris Doctor from Michigan State University-College of Law (2004) where he earned academic honors in Law Practice Management and recognition in Labor Arbitration. David graduated from Western Michigan University (B.A.).

David serves as City Attorney for the Cities of Charlotte, Marshall and Grand Ledge, and Assistant City Attorney for the City of Mason, in addition to several townships and other municipal authorities. David a past member of the Marshall City Council, Zoning Board of Appeals and Planning Commission. David is an adjunct professor at Michigan State University – College of Law, since Fall Semester 2019. David's practice area includes Municipal & local government law, marijuana law, civil state and federal court litigation, zoning/land use, tax tribunal, ordinance and traffic enforcement, labor arbitration and mediation, labor & employment and human resource law for public and private sector employer, public school law, and employer internal investigations. David frequently presents on marijuana law, public labor, employment and human resource law, Open Meetings Act, Freedom of Information Act, tax tribunal appeals, and zoning and law enforcement matters.

David is admitted to practice in Michigan and various federal district courts. He is a member of the State Bar of Michigan, and several sections: Marijuana Law, Public Corporations, Administrative & Regulatory, Labor & Employment Law, and Alternative Dispute Resolution sections. David is a member of the Federal Bar Association, Ingham County, Kalamazoo County, and Calhoun Bar Associations.

Before joining McGinty Hitch, David formed Revore Law Firm, and was a partner with Bauckham Sparks, Thall, Seeber & Kaufman, P.C., and a shareholder with the Thrun Law Firm, P.C. Prior to entering private practice, David served in law enforcement and earned the distinction of Michigan State FOP Peace Officer of the Year, Michigan Association of Chiefs of Police Medal of Honor, Medal for Bravery, and the Sheriff's Award for Excellence. In addition, he received recognition from the Federal Bureau of Investigation and the DEA. David is a past-president of the Kalamazoo Area Fraternal Order of Police.

David lives in the Marshall area where he is active in the community, hiking, biking, and SCUBA diving throughout the region.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-60

**A RESOLUTION TO APPROVE LEGAL SERVICES PROVIDED BY
DICKINSON WRIGHT PLLC**

WHEREAS, the City of Portland has incurred legal expenses, in the amount of \$19,698.00 from the law office of Dickinson Wright PLLC; and

WHEREAS, the fees are associated with expenses related to personnel issues; and

WHEREAS, efforts were made to seek payment through the Michigan Municipal League Liability & Property Pool; and

WHEREAS, the City of Portland is obligated to pay for services rendered; and

WHEREAS, the City Administration recommends City Council render payment.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves payment to Dickinson Wright PLLC for legal services, in the amount \$19,698.00, a copy of the agreement 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: August 5, 2024

Monique I. Miller, City Clerk

IN ACCOUNT WITH



200 OTTAWA AVENUE, N.W., SUITE 900
GRAND RAPIDS, MI 49503-2427
TELEPHONE: (616) 458-1300
http://www.dickinsonwright.com
FEDERAL I.D. #38-1364333

INVOICE DATE: JUNE 30, 2024
INVOICE NO.: 1937204

PORTLAND, CITY OF
259 KENT STREET
PORTLAND, MI 48875-1495

ATTN: S. TUTT GORMAN

CLIENT/MATTER NO.: 057672-00001

RE: GENERAL -- MUNICIPAL

PRIVILEGED AND CONFIDENTIAL

FOR PROFESSIONAL SERVICES THROUGH MAY 31, 2024

USD

TOTAL FEES CURRENT INVOICE	\$	<u>10,260.00</u>
TOTAL CURRENT INVOICE	\$	<u>10,260.00</u>

Remittance Instructions			
Terms: Due and Payable Upon Receipt			
Mail To:	Pay Online:	Wire Instructions:	ACH Instructions:
Dickinson Wright PLLC 2600 W. Big Beaver Suite 300 Troy, MI 48084	Credit Card and ACH/eCheck Payments We accept Visa®, Mastercard®, American Express® and Discover® https://www.dickinson-wright.com/invoice-payment	JP Morgan Chase Bank N.A. 28660 Northwestern Highway Southfield, MI 48034 ABA Number: 021 000 021 Swift Code: CHASUS33 (International) Account# 38852	JP Morgan Chase Bank N.A. 28660 Northwestern Highway Southfield, MI 48034 ABA Number: 072 000 326 Account# 38852
(Please reference your client/invoice numbers when paying electronically)			

IN ACCOUNT WITH



200 OTTAWA AVENUE, N.W., SUITE 900
GRAND RAPIDS, MI 49503-2427
TELEPHONE: (616) 458-1300
http://www.dickinsonwright.com
FEDERAL I.D. #38-1364333

INVOICE DATE: JULY 9, 2024
INVOICE NO.: 1939254

PORTLAND, CITY OF
259 KENT STREET
PORTLAND, MI 48875-1495

ATTN: S. TUTT GORMAN

GROUP ID: 057672

PRIVILEGED AND CONFIDENTIAL

FOR PROFESSIONAL SERVICES THROUGH JUNE 30, 2024

TOTAL FEES CURRENT INVOICE	\$	9,438.00
TOTAL CURRENT INVOICE	\$	9,438.00

OUTSTANDING INVOICES ON THE MATTER BILLED ON THIS CURRENT INVOICE AS OF JULY 9, 2024

<u>INVOICE</u>	<u>DATE</u>	<u>BILLED VALUE</u>	<u>PAYMENTS</u>	<u>OUTSTANDING</u>
1937204	06/30/24	10,260.00	(0.00)	10,260.00

TOTAL OUTSTANDING FROM PRIOR INVOICES	\$	10,260.00
TOTAL AMOUNT DUE	\$	19,698.00

Remittance Instructions

Terms: Due and Payable Upon Receipt

Mail To:	Pay Online:	Wire Instructions:	ACH Instructions:
Dickinson Wright PLLC 2600 W. Big Beaver Suite 300 Troy, MI 48084	Credit Card and ACH/eCheck Payments We accept Visa®, Mastercard®, American Express® and Discover® https://www.dickinson-wright.com/invoice-payment	JP Morgan Chase Bank N.A. 28660 Northwestern Highway Southfield, MI 48034 ABA Number: 021 000 021 Swift Code: CHASUS33 (International) Account# 38852	JP Morgan Chase Bank N.A. 28660 Northwestern Highway Southfield, MI 48034 ABA Number: 072 000 326 Account# 38852

(Please reference your client/invoice numbers when paying electronically)

IN ACCOUNT WITH



200 OTTAWA AVENUE, N.W., SUITE 900
GRAND RAPIDS, MI 49503-2427
TELEPHONE: (616) 458-1300
<http://www.dickinsonwright.com>
FEDERAL I.D. #38-1364333

PORTLAND, CITY OF
CLIENT NO. 057672

INVOICE DATE: JULY 9, 2024
INVOICE NO.: 1939254
PAGE: 2

CLIENT/MATTER BILLING SUMMARY

<u>CLIENT-MATTER</u>	<u>FEES</u>	<u>COSTS</u>	<u>TOTAL</u>
GENERAL -- MUNICIPAL 057672-00001	9,438.00	0.00	9,438.00
TOTAL CURRENT INVOICE	\$ <u>9,438.00</u>	\$ <u>0.00</u>	\$ <u>9,438.00</u>

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-61

**A RESOLUTION APPROVING PAY REQUEST NO. 2 TO STATE OF MICHIGAN
FOR WORK DONE ON THE KENT STREET IMPROVEMENT PROJECT**

WHEREAS, the City was awarded a grant by Michigan Department of Transportation to construct certain street improvements to Kent Street Reconstruction Project and is grant administrator; and

WHEREAS, Fleis & Vanderbrink has submitted Pay Request No. 2 requesting a progress payment for work completed through June 30, 2024, a copy of Pay Request No. 2 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Pay Request No. 2 and is recommending that the City Council approve payment in the amount of \$312,443.73.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 2 and authorizes payment in the amount of \$312,443.73 to the State of Michigan for work completed through June 30, 2024.
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 5, 2024

Monique I. Miller, City Clerk



July 22, 2024

Via Email: citytreasurer@portland-michigan.org

Mindy Tolan, Treasurer
City of Portland
259 Kent Street
Portland, MI 48875

RE: Kent Street Improvements – Review of MDOT Invoice Dated 7/4/24

Dear Mindy

We have reviewed MDOT's invoice dated July 4, 2024 for the Kent Street Improvements project. The invoicing covers Pay Estimates 3 and 4 made to CL Trucking. MDOT set up their invoicing to apply their funding for 81.85% of eligible costs until the grant amounts have been reached. The breakdown is as follows:

Activity	Total Cost	MDOT Grant Applied	City Share
Road/General	\$126,029.56	\$103,155.19	\$22,874.37
Water	\$135,705.00	N/A	\$135,705.00
Sewer	\$148,405.00	N/A	\$148,405.00
Advertising (Road)	\$0.00	\$0.00	\$0.00
Streetscape	\$30,079.15	\$24,619.79	\$5,459.36
Advertising (Streetscape)	\$0.00	\$0.00	\$0.00
Total	\$440,218.71	\$127,774.98	\$312,443.73

Based on our review of the invoicing, we recommend payment in the amount of \$312,443.73, as indicated. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.
Project Manager

Cc: Doug Terry, Interim City Manager (dterry@portland-michigan.org)

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

STATEMENT	Customer Name	PAGE 1
	CITY OF PORTLAND	
Remit to: State of Michigan Attn: Finance Cashier P.O. Box 30648 Lansing MI 48909	Customer Account Number	Statement Closing Date
	MDOT00282	07-04-24
	AR Dept/BPRO	Due Date
	591:ACT51	08-03-24
	Amount Enclosed	

Bill to:
CITY OF PORTLAND
PORTLAND CITY TREASURER
259 KENT STREET
PORTLAND MI 48875

Payment Method: Check Money Order

Please write Customer Account No. on front of Check or Money Order.
DO NOT MAIL CASH

Please check if address has changed. Write correct address on back of stub and attach with payment.

Please detach the above stub and return with your remittance payable to Dept. of Transportation

Transportation



ORIGINAL

Customer Account Number	Statement Closing Date
MDOT00282	07-04-24
Customer Name	IF YOU HAVE ANY QUESTIONS, PLEASE CALL
CITY OF PORTLAND	

Current Period Charges

Description	Date	Transaction ID	Charges
-	06-28-24	CARE1591REIM24001322	\$22,874.37
-	06-28-24	CARE1591REIM24001322	\$284,110.00
-	06-28-24	CARE1591REIM24001322	\$5,459.36

Important Customer Information

CONTACT :	591
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MDOT
 Michigan Department of Transportation
 Statement Date: 07/08/2024

MDOT00282 - CITY OF PORTLAND

Program: 209474CON

Federal Project: 23A0992

Description: Kent St Reconstruct Kent Street from Academy Street to Grand River Avenue in conjunction with streetscape improvements and non-participating water main, sanitary sewer, and city electrical system improvements.

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85	2023-5474 CITY OF PORTLAND			
			Current Budget	Cash Expenditures	Collected
Federal			415,438.30	257,181.38	
Local			222,095.70	57,029.23	0.00
					Balance Due
					22,874.37

Funding Profile	Fed Pro Rata	Jrnl Description			
A00184		2023-5474 CITY OF PORTLAND			
			Current Budget	Cash Expenditures	Collected
Local			827,185.00	761,863.00	0.00
					Balance Due
					284,110.00

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85				
			Current Budget	Cash Expenditures	Collected
Federal			163.70	27.06	
Local			36.30	6.00	0.00
					Balance Due
					0.00

Program: 217936CON

Federal Project: 23A1026

Description: Kent St Pedestrian Safety Improvements including widening of existing sidewalks expansion of curb bump-outs, tree and streetlight relocation or removal, addition of planter areas, signage and bike racks, and replacement of settled brick pavers.

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85	2023-5475 CITY OF PORTLAND			
			Current Budget	Cash Expenditures	Collected
Federal			322,718.15	135,129.99	
Local			342,229.85	29,964.67	0.00
					Balance Due
					5,459.36

Funding Profile	Fed Pro Rata	Jrnl Description			
A00166					
			Current Budget	Cash Expenditures	Collected
Local			2,000.00	0.00	0.00
					Balance Due
					0.00

MDOT
 Michigan Department of Transportation
 Statement Date: 07/08/2024

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85				
	Current Budget	Cash Expenditures	Collected	Balance Due	
Federal	81.85	27.06			
Local	18.15	6.00	0.00	0.00	

Vendor Code	Vendor Legal Name	Vendor Alias/DBA Name
MDOT00282	CITY OF PORTLAND	

Instruction: Instruction: Remit this listing of Balance Due by Program with the payment. Payments will be applied to all programs with a balance due, unless otherwise noted.

Statement Date: 07/08/2024
 Pay in Full (default if neither box is checked)
 Manual allocation specified by Program in Paid Amount below

Remittance information:
 State of Michigan
 Attention: Finance Cashier
 P.O. Box 30648
 Lansing, MI 48909

Program	Balance Due
209474CON -	306,984.37
217936CON -	5,459.36

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-62

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S INVOICE FOR
CONSTRUCTION ENGINEERING SERVICES FOR THE KENT STREET
IMPROVEMENT PROJECT**

WHEREAS, Fleis and VandenBrink is providing construction engineering services for the Kent Street Improvement Project (the Project); and

WHEREAS, Fleis and VandenBrink has provided Invoice 70206 in the amount of \$58,658.54, attached as Exhibit A; and

WHEREAS, the Finance Director has reviewed the invoice and is recommending the City Council approve the payment.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's Invoice 70206, in the amount of \$58,658.54 for construction engineering services for the Kent Street Improvement Project as outlined in the attached Exhibit A
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: August 5, 2024

Monique I. Miller, City Clerk



Invoice

Mindy Tolan
 Treasurer
 City of Portland
 259 Kent Street
 Portland, MI 48875

July 10, 2024
 Project No: 853960
 Invoice No: 70206

Project 853960 City of Portland - Kent St Improvements
Services Included: Construction Administration, Staking, Observation & Testing
For professional services rendered for the period May 26, 2024 to June 29, 2024

Professional Services

	Hours	Billing
Total	454.75	
		53,467.25
Reimbursable Expenses		
Expenses		5,191.29
Total		5,191.29
	Total this Invoice	\$58,658.54

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

Terms: Net 15 days

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-63

**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 \$74,609.00, 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 \$74,609.00, 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: August 5, 2024

Monique I. Miller, City Clerk

To (Owner):	City of Portland 259 Kent Street Portland, MI 48875	Project: Wastewater System Improvements CWSRF No. 5758-01	Invoice No.: 2283
DESIGN-BUILDER:	F&V Construction 2960 Lucerne Drive SE Grand Rapids, MI 49546	<div style="border: 1px solid red; padding: 5px; background-color: #ffffcc;"> <p>Important Update Effective July 1, 2024, our ACH bank account information has changed. Please update your payment records accordingly.</p> <p>Bank Name: Comerica Bank Routing Number: 072000096 Account Number: 1853988358</p> <p>We encourage clients to pay via ACH for enhanced security and efficiency. However, if you prefer to continue paying by check, please remit payment to the address on this invoice.</p> <p>To confirm the details of this change, or for any other questions related to your invoice, please contact your F&V support team at 616.977.1000.</p> </div>	Application No.: 30 Application Date: July 31, 2024 Period to: July 31, 2024 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	\$ -
Change Order No. 2	\$ 14,723.00	\$ -
Change Order No. 3	\$ 6,836.00	\$ -
Change Order No. 4	\$ 21,544.00	\$ -
Change Order No. 5	\$ 1,887,894.00	\$ -
Change Order No. 6	\$ -	\$ (32,116.76)
TOTALS	\$ 1,959,646.69	\$ (32,116.76)
Approved this Month		
TOTALS	\$ -	\$ -
Net Change by Change Orders	\$ 1,959,646.69	\$ (32,116.76)

1. ORIGINAL CONTRACT SUM	\$ 12,750,000.00
2. NET CHANGE BY CHANGE ORDERS	\$ 1,927,529.93
3. ADJUSTED CONTRACT SUM TO DATE	\$ 14,677,529.93
(Line 1 + Line 2)	
4. TOTAL COMPLETED & STORED TO DATE	\$ 12,455,644.24
5. RETAINAGE	\$ 100,000.00
6. TOTAL ELIGIBLE TO DATE (Line 4 - Line 5)	\$ 12,355,644.24
7. LESS PREVIOUS PAYMENTS	\$ 12,281,035.24
8. CURRENT PAYMENT DUE	\$ 74,609.00
9. BALANCE TO FINISH, PLUS RETAINAGE	\$ 2,321,885.69
(Line 3 - Line 4 + Line 5)	

AMOUNT CERTIFIED

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

\$ 74,609.00

DESIGN-BUILDER:

Cory Turner

By: _____ Date: July 31, 2024

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. 30

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	\$ 1,540,156.00	\$ 3,097,196.00	\$ 1,566,846.00	\$ -	\$ 1,566,846.00	\$ 1,530,350.00	51%
C2	Concrete	\$ 684,595.00	\$ 21,172.00	\$ 705,767.00	\$ 697,500.00	\$ -	\$ 697,500.00	\$ 8,267.00	99%
C3	General Trades	\$ 656,125.00	\$ 53,373.65	\$ 709,498.65	\$ 709,498.65	\$ -	\$ 709,498.65	\$ -	100%
C4	Painting	\$ 210,568.00	\$ 56,605.00	\$ 267,173.00	\$ 226,729.00	\$ 40,444.00	\$ 267,173.00	\$ -	100%
C5	Mechanical	\$ 4,527,209.20	\$ 59,166.39	\$ 4,586,375.59	\$ 4,577,595.59	\$ 8,780.00	\$ 4,586,375.59	\$ -	100%
C6	Electrical, Instrumentation & Control	\$ 1,072,737.00	\$ 60,228.00	\$ 1,132,965.00	\$ 1,132,965.00	\$ -	\$ 1,132,965.00	\$ -	100%
C7	Biosolids Storage Tank	\$ 488,780.00	\$ -	\$ 488,780.00	\$ 488,780.00	\$ -	\$ 488,780.00	\$ -	100%
C8	Sanitary Sewer Improvements (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C9	Cured-in-Place Pipe	\$ -	\$ 149,837.00	\$ 149,837.00	\$ -	\$ -	\$ -	\$ 149,837.00	0%
C10	River Crossing (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C11	Masonry	\$ 225,000.00	\$ -	\$ 225,000.00	\$ 225,000.00	\$ -	\$ 225,000.00	\$ -	100%
C12	Concrete Demo (Included in C1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C13	Owner's System Integrator WWTP	\$ 49,900.00	\$ 5,750.00	\$ 55,650.00	\$ 49,900.00	\$ 5,750.00	\$ 55,650.00	\$ -	100%
	Owner's System Integrator Lift Stations	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	100%
	General Conditions	\$ 313,700.00	\$ 44,000.00	\$ 357,700.00	\$ 319,300.00	\$ -	\$ 319,300.00	\$ 38,400.00	89%
	Design-Builder's Fee	\$ 831,800.00	\$ 158,600.00	\$ 990,400.00	\$ 837,421.00	\$ 19,635.00	\$ 857,056.00	\$ 133,344.00	87%
	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	\$ 118,900.00	\$ 908,700.00	\$ 806,000.00	\$ -	\$ 806,000.00	\$ 102,700.00	89%
	Design-Builder's Contingency	\$ 602,745.80	\$ (343,758.11)	\$ 258,987.69	\$ -	\$ -	\$ -	\$ 258,987.69	0%
	Contract Total	\$ 12,750,000.00	\$ 1,927,529.93	\$ 14,677,529.93	\$ 12,381,035.24	\$ 74,609.00	\$ 12,455,644.24	\$ 2,221,885.69	85%

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
CWSRF No. 5758-01	\$ 12,750,000.00	\$ 39,635.93	\$ 12,789,635.93	\$ 12,381,035.24	\$ 74,609.00	\$ 12,455,644.24	\$ 333,991.69	97%
Other Funds	\$ -	\$ 1,887,894.00	\$ 1,887,894.00	\$ -	\$ -	\$ -	\$ 1,887,894.00	0%

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-64

**A RESOLUTION APPROVING A PROPOSAL FROM GRP ENGINEERING TO
PROVIDE ENGINEERING SERVICES FOR THE TRANSITION TO A SINGLE
VOLTAGE DISTRIBUTION SYSTEM**

WHEREAS, following the installation and commissioning of the Grant Street Substation in early 2026 the Electric Department will transition 4,160 circuits to 12,470-volt distribution circuits over a 3-5 year period; and

WHEREAS, to reliably deliver this conversion a Circuit Upgrade and Voltage Conversion Plan is needed; and

WHEREAS, GRP Engineering has successfully conducted voltage conversion planning, engineering, and field implementation for several municipal utilities; and

WHEREAS, the Electric Superintendent recommends approving the proposal from GRP Engineering to provide engineering services related to the single voltage distribution system for a total not to exceed \$40,000.00, a copy of the proposal and memo from the Electric Superintendent, are attached as Exhibit A; and

WHEREAS, at its meeting on July 30, 2024, 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 GRP Engineering to provide engineering services related to the single voltage distribution system for a total not to exceed \$40,000.00, 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 5, 2024

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Doug Terry, Interim City Manager
Nikki Miller, City Clerk

Date: 7-30-2024

Re: **Action Item BLP 24-7B:** GRP Circuit Upgrade and Voltage Conversion Plan

Following the installation and commissioning of the Grant Street Substation in early 2026 the CoP-BLP will systematically transition the South, East and North Circuits from 4160 volt distribution circuits to 12,470 volt distribution circuits over a 3-5 year period. To reliably deliver this conversion we need to start with a *Circuit Upgrade and Voltage Conversion Plan*. GRP Engineering (GRP) has historically provided distribution system design and modelling for the CoP-BLP. Further GRP has successfully conducted voltage conversion planning, engineering and field implementation oversight for several municipal utilities. We have solicited a proposal from GRP to prepare a *Circuit Upgrade and Voltage Conversion Plan*. Additional engineering and implementation proposals will be requested in successive years.

Action Item BLP 24-7B – Recommend City Council approve GRP’s proposal for engineering services to support the CoP - BLP plan for the transition to a single voltage distribution system following substation construction and commissioning. The lump sum not to exceed cost for this engineering/planning effort is \$40,000.

July 11, 2024

Todd Davlin
Superintendent Electric Department
City of Portland
259 Kent Street
Portland, MI 48875

**RE: Engineering Service Proposal
Circuit Upgrade & Voltage Conversion Plan**

Dear Todd:

GRP Engineering, a Verdantas company, is pleased to present this proposal to the City of Portland for engineering services to complete a Circuit Upgrade & Voltage Conversion Plan. This plan is being developed to guide the City of Portland in transitioning 2.4/4.16kV circuit load to the higher capacity 7.2/12.5kV system following connection to the new substation.

The City of Portland currently has five distribution circuits operating off four individual reclosers from the existing CE 46kV:4.16kV substation. The majority of the Industrial & West circuits are already operating at 7.2/12.5kV though step-up transformers, but the South, East, and Downtown/North circuits operate at the lower 2.4/4.16kV voltage. Each of these five circuits will be connected to the new 46kV:12.5kV substation and operated at 7.2/12.5kV. Converting the 5kV circuit load to 7.2/12.5kV throughout the system will increase circuit capacity by a factor of three, will allow for increased sectionalizing, and will reduce system losses. This plan will provide steps to upgrade the circuits as needed, shift circuits to the new substation at the existing substation vault, and to complete the voltage conversion. Design for the five 12.5kV distribution circuits from the new substation to the vault north of the existing substation has already been completed in conjunction with the substation design.

Data available for completing this plan includes circuit mapping in GIS, Milsoft WindMil computer model, spot load measurements taken during the vault switch installation project, and 2024 circuit peak load readings that will be taken in late August or early September. Additional data required to complete the plan includes obtaining any voltage conversion and circuit changes completed since July 2022, proposed load additions, and growth areas. This information will be the basis for preparing the plan to upgrade the mainline distribution circuits, connect to the new substation at the existing substation vault, and to convert the voltage to 7.2/12.5kV.

Methodology utilized to develop the plan will first include calculating load on both mainline and major tap sections of both 5kV & 15kV circuits. This will be completed through obtaining the 2024 circuit peak load plus retrieving historical spot load measurements, plus estimating load on portions circuits where necessary. Analysis of the mainline circuits will include conductor size and age plus circuit backup capabilities including locations of vault switches. This analysis will lead to preparation of a proposed circuit map showing system configuration following connection to the new substation via the existing vault and completion of the voltage conversion including proposed tie points.

A phased approach for moving to the proposed circuit configuration including converting the circuit voltage will be prepared. Critical information will be requested from the City of Portland on straight voltage (2.4kV) transformers and areas with 5kV insulated underground cable where not available in the GIS data. The voltage conversion plan will incorporate currently scheduled circuit upgrade projects, plus include a review of circuit ties created and lost during the process. Attention will be given to backup ties for large and critical customers. Input from City of Portland staff will be requested and incorporated into the voltage conversion plan. The plan will include calculated 12.5kV circuit and substation transformer load following complete conversion. High-level switching orders will be prepared for completing circuit voltage conversion including an estimate for number of transformers that will be converted in each step which will be a guide for determining if contracted services will be required. The plan will be prepared based on the City's goal to complete voltage conversion by 2028.

The final document will include a written plan for the phased approach to complete voltage conversion for the South, North & East Circuits so that they can be served by the new substation through the existing vault including any necessary circuit upgrades. Maps will be included showing the proposed 12.5kV circuits and voltage conversion steps. Cost estimates will be prepared for any necessary circuit upgrades and the voltage conversion including circuit outages. Detailed cost estimates for each circuit lead and tap requiring voltage conversion will not be created. Instead, high level estimates based on line length, number of transformers requiring replacement, and proposed outage time will be utilized.

Circuit Upgrade & Voltage Conversion Plan Scope of Services

The scope of services for the System Voltage Conversion & Circuit Upgrade Plan includes the following:

- Project kickoff meeting with City of Portland staff.
- Gather required data including spot load measurements on file from the vault switch installation project, 2024 peak circuit load data, recent circuit changes, proposed circuit upgrades, and any known proposed load additions from the City of Portland.
 - Circuit load data will be reviewed when the system peaks which is typically at the end of August or early September.
- Analyze mainline circuit size and age, review connection to the new 12.5kV substation circuit exits, plus circuit backup capabilities. Determine where mainline circuit upgrades or new construction is required.
 - Circuit design for the five 12.5kV distribution circuits from the new substation to the connection point at the vault north of the existing substation has already been completed in conjunction with the substation design.
- Review connection for existing hydro generation and provide recommendations for upgrades.
- Review circuit backup ties created and lost including those for large and critical customers.
- Determine potential locations of step-down transformers required for the voltage conversion process and for areas with 5kV rated underground cable.
- Prepare detailed cost estimates for new construction or replacement of mainline circuits plus high-level estimates for converting areas served by leads or taps including proposed costs for outage time.
- Prepare written plan including phased approach for completion, existing and proposed circuit maps, plus maps depicting the proposed voltage conversion phases. Plan to be provided in electronic (PDF) format.
- Present draft Circuit Upgrade & Voltage Conversion Plan to City of Portland staff in person.
- Complete voltage conversion plan updates following initial review.
- Submit final Voltage Conversion Plan in electronic (PDF) format plus three bound copies.
- Present Circuit Upgrade & Voltage Conversion Plan to City of Portland Board of Light & Power via virtual meeting.
- Conduct in-person final presentation of the Voltage Conversion Plan to the Portland City Council.

This proposal is based on City of Portland providing their electric system map in ERSI format, assisting with obtain peak circuit load readings, providing updated information on projected large load additions and locations, list of straight voltage transformers where not noted in GIS, and areas with 5kV insulated cable.

Completion time for this voltage conversion plan is approximately four months from notice to proceed. GRP Engineering understands the City of Portland's goal to receive the final plan in October 2024 with presentations in November 2024, therefore notice to proceed will be required no later than the end of July.

GRP Engineering proposes to complete the Circuit Upgrade & Voltage Conversion Plan engineering services for a lump sum fee of \$40,000 including expenses. All services performed for the City of Portland within this scope will be billed on a monthly basis. Should additional services be required outside the scope of this proposal, we will complete those tasks per hourly rates in effect at the time services are rendered.

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions.

Sincerely,
GRP Engineering
Michael P.
McGeehan
Michael P. McGeehan, P.E.

Digitally signed by Michael P.
McGeehan
Date: 2024.07.11 17:47:22 -04'00'

Accepted:

City of Portland

Date

Enclosures

**VERDANTAS GRP AREA
2024 STANDARD BILLING RATE SCHEDULE**

<u>Professional Services</u>	<u>Hourly Rate</u>	<u>Survey</u>	<u>Hourly Rate</u>
Senior Consultant I	\$240.00	Staff Surveyor I	\$115.00
Senior Consultant II	\$270.00	Staff Surveyor II	\$135.00
Senior Consultant III	\$300.00	Staff Surveyor III	\$150.00
Project Manager	\$200.00	Surveyor	\$170.00
Senior Project Manager	\$215.00	Senior Surveyor	\$200.00
		Survey Crew Member	\$85.00
Staff Engineer I	\$120.00	Survey Crew Chief	\$115.00
Staff Engineer II	\$135.00	Survey Crew	\$200.00
Staff Engineer III	\$160.00		
Engineer	\$185.00	<u>CAD/GIS/Data Management</u>	<u>Hourly Rate</u>
Senior Engineer	\$215.00	Senior Project Designer	\$150.00
		Project Designer	\$135.00
<u>Support</u>	<u>Hourly Rate</u>	CAD Designer I	\$115.00
Administrative	\$80.00	CAD Designer II	\$130.00
Technician I	\$85.00	CAD Technician I	\$100.00
Technician II	\$95.00	CAD Technician II	\$115.00
Technician III	\$110.00	CAD Technician III	\$120.00
Senior Technician	\$125.00	Senior GIS Analyst	\$150.00
		GIS Analyst I	\$120.00
		GIS Analyst II	\$130.00
		GIS Technician I	\$100.00
		GIS Technician II	\$115.00
		Senior Data Manager	\$150.00
		Data Manager	\$135.00

NOTES:

1. Standard Billing Rates: Our standard billing rates are reviewed no less than annually and may be adjusted at those times.
2. Mileage: The mileage for personal vehicles will be billed at the current United States Internal Revenue Service reimbursement rate.
3. General Terms and Conditions: Please refer to the General Terms and Conditions for further details.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-65

**A RESOLUTION APPROVING THE PURCHASE OF TRANSFORMERS
FOR THE ELECTRIC DEPARTMENT**

WHEREAS, the Electric Department conducted transformer asset management activities and have identified several transformers in need of replacement; and

WHEREAS, the Electric Superintendent has obtained quotes to replace six dual voltage 25 kva transformers and four dual voltage 50 kva transformers; and

WHEREAS, at the regularly scheduled meeting of the Board of Light and Power, the Board recommended the approval of the quote attached as Exhibit A, in the amount of \$43,330.00.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. City Council approves the purchase of ten transformers in the amount of \$43,330.00, a copy of the quote and memo from the Electric Department, 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 5, 2024

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Doug Terry, Interim City Manager,
Nikki Miller, City Clerk

Date: 7-30-2024

Re: **Action Item BLP 24-7A:** ERMCO Transformers supplied by RESCO

In the process of conducting transformer asset management activities, throughout the South and North circuits, we have identified several transformers in need of replacement. To conduct the replacement activities, and to prepare for the transition from a mix voltage 4,160/12,470 volt distribution system to a single voltage 12,470 volt distribution, we need to purchase six dual voltage 25 KVA transformers and four dual voltage 50 KVA transformers. We solicited three electrical equipment suppliers for transformers and received the following four options:

RESCO	ERMCO XFMRs	\$43,330	15-20 Weeks
Powerline Supply	Midwest REMAN XRMRS	\$53,990	8-12 Weeks
Powerline Supply	Eaton XFMRs	\$97,132	170 Weeks
Powerline Supply	JST XFMRs	\$110,672	30 Weeks

Action Item BLP 24-7A – Recommend City Council approve the purchase of six dual voltage 25 KVA transformers and four dual voltage 50 KVA ERMCO transformers from RESCO. The total cost of the transformers is \$43,330 plus shipping.

CUSTOMER COPY

QUOTE # 729898-00
QUOTED DATE 6/26/24

BILL TO:
RESCO
P.O. BOX 44430

SHIP TO:
CITY OF PORTLAND
ELECTRIC DEPT
723 EAST GRAND RIVER AVE

MADISON

WI53744

PORTLAND

MI48875

DESCRIPTION PRODUCT NUMBER QTY UNIT PRICE EXT PRICE

TRANSFORMER LOSS DATA IS BASED ON ANSI C57.12.00:

LOSS GRT: AVE VOLT% : 100

NL TEMP BASIS: 85 LL TEMP BASIS: 85

-QUOTED PER THE DESCRIPTION PROVIDED WITH THE RFQ ONLY, NO SPECIFICATION ON FILE.

-EVALUATED TO MEET DOE 2016 REQUIREMENTS.

PRICES ARE GOOD FOR RECEIPT OF AN ORDER WITHIN 30 DAYS FROM 06/26/24 BUT SUBJECT TO REVIEW AT TIME OF SHIPMENT.

ITEM 1

PADMOUNT DIST. TRANSFORMER PADMOUNT

ITEM# : 1.00

INTERLACED N TANK DIAM .0 NON-MAG N

NL= 50 LL= 333

OPTIONS BEGIN.....

TYP2A LOW PROFILE, ANSI STD. TYPE II

L LOOP FEED WITH 200 AMP STRAP

025 25 KVA

309 4.16GY/2.4x12.4GY/7.2 95BIL 1BU

309G 4.16GRDY/2.4 x 12.47GRDY/7.2

001 NO TAPS

441 240/120 (3 LVBU ONLY) LHL

E58 GENERIC DUAL/LOAD (DS) BAYO & ISO

A00 ECI ISOLATION LINK BY CONFIGURATOR

003 GENERIC HV BUSH WELL 3-98 OR 3-135

100 ERMCO STANDARD INSERTS

000 COPPER STUD SECONDARY BUSHINGS.

400 4 HOLE NEMA H SPADES 3.50 WIDE

014 14GA MILD STEEL DOOR

0 STD TX MINERAL OIL

OPTIONS END.....

ITEM 2

PADMOUNT DIST. TRANSFORMER PADMOUNT

ITEM# : 2.00

INTERLACED N TANK DIAM .0 NON-MAG N

NL= 25 LL= 731

OPTIONS BEGIN.....

6 \$ 3705.00/each

Pricing subject to change at time of shipment. Pricing is not firm. Estimated shipping to be mid 4th quarter 2024.

4 \$ 5275.00/each

Pricing subject to change at time of shipment. Pricing is not firm. Estimated shipping to be mid 4th quarter 2024.

\$ 22,230

\$ 21,100

CUSTOMER COPY

QUOTE # 729898-00
QUOTED DATE 6/26/24

BILL TO:
RESCO
P.O. BOX 44430

SHIP TO:
CITY OF PORTLAND
ELECTRIC DEPT
723 EAST GRAND RIVER AVE

MADISON

WI53744

PORTLAND

MI48875

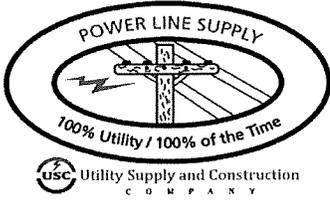
<u>DESCRIPTION</u>	<u>PRODUCT NUMBER</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXT PRICE</u>
TYP2A	LOW PROFILE, ANSI STD. TYPE II			
L	LOOP FEED WITH 200 AMP STRAP			
050	50 KVA			
309	4.16GY/2.4x12.4GY/7.2	95BIL		1BU
309G	4.16GRDY/2.4 x 12.47GRDY/7.2			
001	NO TAPS			
441	240/120 (3 LVBU ONLY) LHL			
E58	GENERIC DUAL/LOAD (DS) BAYO & ISO			
A00	ECI ISOLATION LINK BY CONFIGURATOR			
003	GENERIC HV BUSH WELL 3-98 OR 3-135			
100	ERMCO STANDARD INSERTS			
000	COPPER STUD SECONDARY BUSHINGS.			
400	4 HOLE NEMA H SPADES 3.50 WIDE			
014	14GA MILD STEEL DOOR			
0	STD TX MINERAL OIL			
OPTIONS END.....				

*Total \$ 43,330
+ shipping*

FLAT BED TRAILER

100% CTR W/ SHIPMENT

24 HOUR NOTICE



Power Line Supply
 420 Roth Street Suite A
 Reed City, MI 49677
 US
 231-832-2297

QUOTATION

Order Number	
12780394	
Order Date	Page
07/01/2024 06:33:43	1 of 1

Bill To:

Portland, City Of
 259 Kent Street
 Portland, MI 48875
 US

517-647-6912

Attn: Tammy Meyers

Customer ID: 100482

Ship To:

Portland, City Of
 723 E. Grand River
 Electric Department
 Portland, MI 48875
 US

Requested By: Mr. Todd Davlin

PO Number	Freight	Carrier	Taker
Trans Mfg Midwest Transformers	Bill to Customer		LORI_MANACK

Quantities					Item ID Item Description	Pricing UOM/Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				

Order Note: Remanufactures transformers, lead time 8-12 weeks, ARO, warranty 1 year, FREIGHT IS PRE-PAID & ADD, Pricing valid till 7/12/24

Order Note: see attached quote terms and conditions

Delivery Instructions: FREIGHT IS PRE-PAID & ADD

6.0000	0.0000	6.0000	EA	(001) 25KVA 1PH PADMT Transformer	EA 1.0	5,101.0000	30,606.00
<p>HV: 4160Y/2400 x 12470Y/7200 95kv Bil LV: 240/120 30kb Bil no taps Dead Front Loop feed 2 well and 15kv bushing insert HV Bushings 3 Stud LV Bushings Mineral Oil</p> <p>Lead Time Days ARO: 0</p>							
4.0000	0.0000	4.0000	EA	(002) 50KVA 1PH PAD Transformer	EA 1.0	5,846.0000	23,384.00
<p>HV: 4160Y/2400 x 12470Y/7200 95kv Bil LV: 240/120 30kb Bil no taps Dead Front Loop feed 2 well and 15kv bushing insert HV Bushings 3 Stud LV Bushings Mineral Oil</p> <p>Lead Time Days ARO: 0</p>							

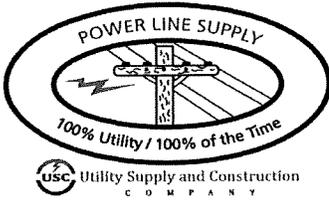
Total Lines: 2 THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT: [HTTPS://WWW.USCCO.COM/TERMS/TACA.ASPX](https://www.uscco.com/terms/taca.aspx) OR WE WILL SEND YOU A COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 53,990.00
TAX: 0.00

Please note: Due to extreme market volatility surrounding Sections 232 and 301 tariffs, all quoted prices are subject to confirmation at time of order shipment. We continue to monitor the changing market conditions and appreciate your understanding during these unprecedented times.

AMOUNT DUE: 53,990.00
 U.S. Dollars





Power Line Supply
 420 Roth Street Suite A
 Reed City, MI 49677
 US
 231-832-2297

QUOTATION

Order Number	
12780399	
Order Date	Page
07/01/2024 07:30:38	1 of 2

Bill To:

Portland, City Of
 259 Kent Street
 Portland, MI 48875
 US

517-647-6912

Attn: Tammy Meyers

Customer ID: 100482

Ship To:

Portland, City Of
 723 E. Grand River
 Electric Department
 Portland, MI 48875
 US

Requested By: Mr. Todd Davlin

<i>PO Number</i>	<i>Freight</i>	<i>Carrier</i>	<i>Taker</i>
Transformers Mfg JST	Prepaid		LORI_MANACK

<i>Quantities</i>					<i>Item ID</i> <i>Item Description</i>	<i>Pricing</i> <i>UOM/Size</i>	<i>Unit</i> <i>Price</i>	<i>Extended</i> <i>Price</i>
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i> <i>Unit Size</i>	<i>Disp.</i>				

Order Note: lead time 30 weeks, ARO

Order Note: see attached quote specs, terms and conditions

Order Note: Freight cost includes delivery of transformers to the site on flatbed trailers at a mutually agreed to time and date. Offloading time allowed per truck is 2 hours, and any extra time may be charged at \$150 per hour.

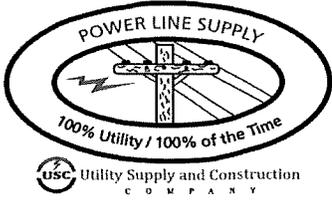
Order Note: JST's standard warranty is 12 months from operation / 18 months from delivery, whichever comes first.

Order Note: This quote is valid for 30 days. Please reconfirm price 30 days after the date of this quotation.

6.0000	0.0000	6.0000	EA	(001) 25KVA 1PH PADMT	EA 1.0	10,476.0000	62,856.00
			1.0	Transformer	Lead Time Days ARO: 0		
				HV: 4160Y/2400 x 12470Y/7200 95kv Bil LV: 240/120 30kv Bil no taps Dead Front Loop feed Mineral Oil			
4.0000	0.0000	4.0000	EA	(002) 50KVA 1PH PAD	EA 1.0	11,954.0000	47,816.00
			1.0	Transformer	Lead Time Days ARO: 0		
				HV: 4160Y/2400 x 12470Y/7200 95kv Bil LV: 240/120 30kv Bil no taps Dead Front Loop feed Mineral Oil			



Document ID: 12780399



Power Line Supply
 420 Roth Street Suite A
 Reed City, MI 49677
 US
 231-832-2297

QUOTATION

Order Number	
12780399	
Order Date	Page
07/01/2024 07:30:38	2 of 2

Quantities					Item ID Item Description	Pricing UOM/Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				

Total Lines: 2 THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR
 STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT:
[HTTPS://WWW.USCCO.COM/TERMS/TACA.ASPX](https://www.uscco.com/terms/taca.aspx) OR WE WILL SEND YOU A
 COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

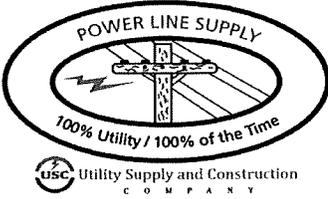
SUB-TOTAL: 110,672.00
TAX: 0.00

Please note: Due to extreme market volatility surrounding Sections 232 and 301 tariffs, all quoted prices are
 subject to confirmation at time of order shipment. We continue to monitor the changing market conditions and
 appreciate your understanding during these unprecedented times.

AMOUNT DUE: 110,672.00
 U.S. Dollars



Document ID: 12780399



Power Line Supply
 420 Roth Street Suite A
 Reed City, MI 49677
 US
 231-832-2297

QUOTATION

Order Number	
12780404	
Order Date	Page
07/01/2024 07:50:37	1 of 1

Bill To:

Portland, City Of
 259 Kent Street
 Portland, MI 48875
 US

517-647-6912
 Attn: Tammy Meyers

Customer ID: 100482

Ship To:

Portland, City Of
 723 E. Grand River
 Electric Department
 Portland, MI 48875
 US

Requested By: Mr. Todd Davlin

PO Number	Freight	Carrier	Taker
Transformers Mfg Eaton	Prepaid		LORI_MANACK

Quantities					Item ID Item Description	Pricing UOM/Size	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				

Order Note: quote valid till 8/7/24
Order Note: see attached quote, specs, terms and conditions
Order Note: FOB Destination Freight prepaid and allowed
Order Note: lead time 165 weeks, ARO and after drawing approval, lead time for drawings 5 weeks, ARO

6.0000	0.0000	6.0000	EA		(001) 25KVA 1PH PADMT Transformer HV: 4160GY/2400 x 12470GY/7200 95kv Bil LV 240/120 30kb Bil no taps Loop feed Mineral Oil	EA 1.0	8,562.0000	51,372.00
						Lead Time Days ARO: 0		
4.0000	0.0000	4.0000	EA		(002) 50KVA 1PH PAD Transformer HV: 4160GY/2400 x 12470GY/7200 95kv Bil LV 240/120 30kb Bil no taps Loop feed Mineral Oil	EA 1.0	11,440.0000	45,760.00
						Lead Time Days ARO: 0		

Total Lines: 2 THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT: [HTTPS://WWW.USCCO.COM/TERMS/TACA.ASPX](https://www.uscco.com/terms/taca.aspx) OR WE WILL SEND YOU A COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 97,132.00
TAX: 0.00

Please note: Due to extreme market volatility surrounding Sections 232 and 301 tariffs, all quoted prices are subject to confirmation at time of order shipment. We continue to monitor the changing market conditions and appreciate your understanding during these unprecedented times.

AMOUNT DUE: 97,132.00
 U.S. Dollars



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-66

A RESOLUTION APPOINTING AN OFFICER DELEGATE TO REPRESENT THE CITY AT THE 2024 MERS CONFERENCE

WHEREAS, each participating municipality may send an employee delegate and officer delegate to the annual Municipal Employee Retirement System (MERS) conference; and

WHEREAS, the employee delegate is selected by ballots cast by employees and the officer delegate is appointed by the governing body; and

WHEREAS, the City Manager recommends that the Council appoint the Finance Director, Mindy Tolan as the City's Officer Delegate for the MERS conference, October 10-11, 2024, at the Amway Grand Plaza Hotel.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the City Manager's recommendation and appoints the Finance Director, Mindy Tolan as the City's officer delegate for the 2024 Municipal Employee Retirement System (MERS) conference.
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 5, 2024

Monique I. Miller, City Clerk



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, July 15, 2024

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; Interim City Manager Terry; City Clerk Miller; Police Chief Thomas; Finance Director Tolan; Parks & Recreation Director Brown; DDA Director ConnerWellman

Absent: Council Member Sheehan

Guests: Jerry Tolan; Kathy Parsons

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

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the proposed Agenda amended to add a motion to excuse Council Member Sheehan

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Absent: Sheehan

Adopted

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

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sheehan

Adopted

There was no Public Comment.

Under Interim City Manager Report, Interim City Manager Terry noted he would provide comments under the Interim City Manager Comments at the end of the meeting.

There were no presentations.

Under New Business, the Council considered Resolution 24-48(A) approving two Easement Agreements with Tri-County Electric Cooperative to install fiber lines and a fiber system.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 24-48(A) approving and authorizing execution of two Easement Agreements with Tri-County Electric Cooperative.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Sheehan

Adopted

The Council considered Resolution 24-57 to approve renovations to the River Trail between Kent Street, along I-96, Market Street, and Canal Street to Bridge Street and awarding the project to CL Trucking & Excavating, LLC.

Interim City Manager Terry noted prices on the contract came in higher than expected due to the current price of asphalt.

Parks & Recreation Director Brown noted the turf restoration work was removed from the contract to lower the cost. City crews will provide labor for this portion of the project. He further noted a different asphalt mix is being considered to lower the costs.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 24-57 approving River Trail Renovation and Awarding the Project to CL Trucking & Excavating, LLC.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Sheehan

Adopted

The Council considered Resolution 24-58 to approve a payment to F&V Construction in the amount of \$754,321.16, for work performed for the Wastewater Treatment Plant Project.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 24-58 approving payment to F&V Construction for work performed for the Wastewater Treatment Plant Project.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Sheehan

Adopted

The Council considered Resolution 24-59 to approve the lease/purchase of a new power cot, power loads, and a Lucas for the Ambulance Department. The lease/purchase is for a period of six years at 7.25% interest. The lease/purchase payment will include two payments of \$20,000.00 and four payments of \$25,692.70.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 24-59 approving the lease/purchase of a new power cot, power loads, and a Lucas for the Ambulance Department.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sheehan

Adopted

Under the Consent Agenda, Interim City Manager Terry provided information related to the creation of a new Groundsman position for the Electric Department required to meet new safety standards. The transfer of the 2017 Ford Explorer from the Police Department to the Electric Department is to provide a vehicle for this new position.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on July 1, 2024, payment of invoices in the amount of \$146,504.85, and payroll in the amount of \$178,106.05, for a total of \$324,610.90. Purchase orders to the Portland Police Department in the amount of \$6,500.00 for the purchase of a 2017 Ford

City Council Minutes – July 15, 2024

Explorer for the Electric Department, and the Portland Area Fire Authority in the amount of \$36,013.31 for 1st Quarter Fire Services were also included.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Absent: Sheehan

Adopted

Under Interim City Manager Comments, Interim City Manager Terry commended Finance Director Tolan and Electric Superintendent Davlin for their efforts in establishing the new Groundsman position. He further extended his compliments to all City staff on their professionalism and noted they've been a pleasure to work with.

The Kent Street Improvement Project has been moving along very well. A meeting was held with the contractors to evaluate the planters that were installed at Kent Street and Bridge Street intersection. They did not meet City standards so they will be redesigned and reinstalled.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck noted the VFW Golf Outing will be held Saturday, July 27, 2024, with a meal following. The cost is \$60.00.

He warned residents of the potentially severe weather that has been forecast for the region and reminded everyone to be aware. He also commented on the benefit of having the splash pad as a cooling locations during the recent period of hot weather.

Council Member Johnston noted the Civic Players Summer Program will hold their performances this week.

Mayor Barnes thanked Chief Thomas and the Police Department for their efforts with holding the 4th of July parade. He also thanked Council Member Sheehan for her efforts in planning the parade.

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

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Adopted

Meeting adjourned at 7:24 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the July 15, 2024, 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; Interim City Manager Terry; City Clerk Miller; Police Chief Thomas; Finance Director Tolan; Parks & Recreation Director Brown; DDA Director ConnerWellman

Absent – Council Member Sheehan

Approval of Resolution 24-48(A) approving and authorizing execution of two Easement Agreements with Tri-County Electric Cooperative.

All in favor. Adopted.

Approval of Resolution 24-57 approving River Trail Renovation and Awarding the Project to CL Trucking & Excavating, LLC.

All in favor. Adopted.

Approval of Resolution 24-58 approving payment to F&V Construction for work performed for the Wastewater Treatment Plant Project.

All in favor. Adopted.

Approval of Resolution 24-59 approving the lease/purchase of a new power cot, power loads, and a Lucas for the Ambulance Department.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:24 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



City of Portland

Portland, Michigan

Minutes of the City Council Special Meeting

Held on Monday, July 31, 2024

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; Interim City Manager Terry; City Clerk Miller

Guests: James Freed of The Pivot Group; Andrew Dymczyk; Jacob VanBoxel; Frank Walsh; Rachel Gross; Tim, Kyla, Hannah, and Madalie Fuller; Jill and Chase Watson; Doug Logel; Kathy Parsons; Erin Gorman; Jodi Woodman; Eric Gibbs; Roy & Cena Schneider; DJ; April Vogl; Rex Waltersdorf; Jerry Tolan; Finance Director Mindy Tolan; Chad Miller; Parks & Recreation Director Neil Brown; Electric Superintendent Todd Davlin; DDA Director ConnerWellman; Wastewater Treatment Plant Superintendent Tony Smith; Police Chief Star Thomas; Police Officer Max McCrory; City of Portland Employees Tammy Meyers, Barb Brown, Erin Fair, Tim Krizov

The meeting was called to order at 6:00 P.M. by Mayor Barnes with the Pledge of Allegiance.

Motion by Fitzsimmons, supported by Johnston, to approve the proposed Agenda.

Yeas: Fitzsimmons, Johnston, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Mr. Freed provided a recap of the City Manager Search process.

Interim City Manager Terry introduced Andrew Dymczyk.

Mr. Dymczyk was interviewed by the City Council.

There was a 5-minute recess.

Interim City Manager Terry introduced Jacob VanBoxel.

Mr. VanBoxel was interviewed by the City Council.

There was a 5-minute recess.

Interim City Manager Terry introduced Frank Walsh.

There was a 5-minute recess.

Under Public Comment, Rachel Gross thanked the City Council and former City Manager for their hard work and noted her concern with the red flags that have been raised this week regarding questions about

transparency. She asked how the Council got to the three candidates interviewed tonight. She requested more time be taken for an impartial search firm to be involved in the City Manager search process. She stated that all three candidates have controversial backgrounds and asked that more time be taken for consideration of the right candidate. She stated this seems to be a sudden, rash decision and would like transparency in the process.

Tim Fuller stated that he echoes the concerns raised by Rachel. He further stated each candidate has a recent complaint and asked if those issues had happened in Portland would they have been a cause for dismissal. He stated that Portland seems to have lost its former City Manager because of an “issue”. He further stated that as stated 100’s of applications for the City Manager position were received and were narrowed down to these three were any of the other candidates free of scandal? He stated he would like to have the candidates list who they know or who has had previous relationships with the City of Portland. He would like to see Portland have a fresh start with a new City Manager. He stated very little was heard from the candidates from the “human perspective” in how to create a healthy and safe place to work and how the candidates would handle conflict resolution from the community and/or employees. He further stated there are serious questions to ask of the candidates and noted the City is not in a position to make a decision on the City Manager position at this time, more time needs to be taken.

DJ echoed Mr. Fuller’s comments and noted more time is needed to make this decision.

Rachel Gross stated that a recent newspaper article in Hastings states a female commented during an interview process that a hostile work environment was created in Portland by the former City Manager. It is also noted in the article that Mayor Barnes would hire the former City Manager back. She noted this is a huge discrepancy.

Mayor Barnes stated that in regard to the incident in Barry County, a City employee has made a serious allegation regarding the City’s work environment that did not follow City procedure. The City employee hired an attorney to pursue the matter. The City knew nothing of the issue prior to hearing from the employee’s attorney. As a result of the employee’s choice, the City has hired legal counsel to engage with the employee’s attorney to gather evidence to the allegations. To this point, this has been a slow process, with no significant evidence forthcoming. While the City has been aware of the allegations Mr. Gorman left employment under positive circumstances pursuant to a job search that began before the allegations were made. He further stated that transparency does not apply in all situations at all times. When this matter is resolved the intent is to address the issues that resulted in what happened. The Council is not in a position to respond at this time.

Under Search Coordinator Recap and City Council Decision, Mr. Freed outlined the process in the hiring of The Pivot Group to handle the City Manager selection process. He noted that news stories do not equate to scandals, most often they are a result of difficult decisions. He stated a background investigation will be part of this process. He informed the Council they can decide to move forward with a candidate with the selection of a lead candidate which will begin an in-depth background investigation.

The City Council discussed the candidates.

Mayor Barnes stated that Mr. Walsh was knowledgeable and has experience in comparison to the other candidates.

Council Member Johnston stated she has ruled out Mr. VanBoxel as he was not confident in his answers and that she does not feel he is the right fit for the community.

Council Member Sheehan agreed with Council Member Johnston and noted her feeling that Mr. VanBoxel was saying what he felt like the Council wanted to hear. She stated she liked both Mr. Dymczyk and Mr. Walsh.

Mayor Pro-Tem VanSlambrouck noted that all three candidates have shown great character by being here tonight. He stated he was impressed by Mr. Dymczyk but feels that either Mr. Walsh or Mr. Dymczyk would be a good fit for the community.

Council Member Fitzsimmons stated that in his opinion the candidates' responses to their past failures was telling. Mr. Walsh is the only candidate that had what he felt was an honest response to the question and he appreciated his honesty. For that reason, Mr. Walsh is the frontrunner for the position.

Council Member Johnston noted Mr. Walsh and Mr. Dymczyk are two very different candidates.

Mayor Pro-Tem VanSlambrouck noted that during the review process to narrow down the candidates the Council based their decision on redacted copies of the candidate resume packets. They had no names or affiliated jurisdictions.

Mayor Barnes stated this is not a public decision. The Council Members are public officials designated to make decisions on behalf of the public.

Mayor Barnes entertained a motion to name Mr. Walsh as the lead candidate and to form a committee with Mr. Freed, Mr. Terry and himself to negotiate a contract for future approval.

Council Member Fitzsimmons made the motion as outlined by Mayor Barnes.

There was no support for the motion.

Motion by Johnston, supported by Sheehan, to name Mr. Dymczyk as the lead candidate and to form a committee with Mr. Freed, Mr. Terry, and Mayor Barnes to negotiate a contract for future approval.

Yeas: Johnston, Sheehan, Fitzsimmons

Nays: VanSlambrouck, Barnes

Adopted

Under Interim City Manager Comments, Interim City Manager Terry introduced himself and shared his professional experience. He stated that a serious allegation has been made. He welcomed the community and noted the job of the City Manager is to look out for the health, safety and welfare of the people. Portland is blessed with the city it has; he has been impressed with the staff. The City Council shares the same philosophy to protect the health, safety and welfare of the community. There have been emotional issues that have put a strain on the organization. Despite the allegations, Mr. Gorman served the City well as the staff, working together, equally serves the City well. He stated that his door is open to the community at any time.

Under Council Comments, Mayor Barnes stated the job as Council Member is not always easy. He further stated the perceived lack of transparency that exists is not intentional or reflective of their desire to not share what the City Council does. He thanked everyone for attending the meeting tonight.

Interim City Manager Terry asked Mayor Barnes if it would be possible to reinvite the candidates to come back for a second interview.

Mayor Barnes noted that if the process is messed up, then asking for trouble.

Mr. Freed stated it was a difficult decision, both candidates were a good choice.

Under Council Comments, Mayor Pro-Tem VanSlambrouck stated that he suggested to the Council holding off on hiring a new City Manager until the current allegations are resolved. The process continued and did the job they had to do as presented. The Council is moving on as a City by hiring a City Manager and the process is correct.

Council Member Fitzsimmons stated this was a fair process tonight and apologized for the perceived lack of transparency. He further stated that hours have been spent on this process.

Council Member Johnston stated the Council is responsible for the City Manager, the budget, and planning for the future. The Council is elected to represent the people and they try to do their best.

Council Member Sheehan stated the vote tonight is the first time the Council has not made a unanimous decision. The Council Member all have different backgrounds and will continue to work together. She thanked everyone for coming tonight and encouraged them to continue coming if looking for transparency. She further stated the community would have known about hiring a consulting company to hire a new City Manager had they come to the Council meetings or read the minutes. She further stated that Facebook is not the right avenue to address issues, if there is an issue people should come to the Council, address the City Manager, or Council Members individually.

Council Member Fitzsimmons noted the Council is not always unanimous in budget meetings, but they agree on the final proposed budget. The decisions the Council makes throughout the year are mostly a result of implementing the budget.

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

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 9:19 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AUTOMATED BUSINESS EQUIPMENT	00027	FP MAINTENANCE - GEN	357.50
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF JULY 2024 - ASSE	1,630.83
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,258.00
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MEETING SYNOPSIS - GEN	489.90
CULLIGAN	02130	WATER X2 CITY HALL - GEN	16.00
SHERWIN-WILLIAMS	01746	PAINT COLOR MATCH - WW	248.19
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	465.85
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	36.84
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	626.10
GRANGER	00175	REFUSE - REFUSE	16,356.36
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	150.85
CONSUMERS ENERGY	00095	GAS SERVICE -	265.18
CONSUMERS ENERGY	00095	GAS SERVICE -WATER	35.12
CONSUMERS ENERGY	00095	GAS SERVICE -PARKS	78.99
CONSUMERS ENERGY	00095	GAS SERVICE - WW	37.37
CONSUMERS ENERGY	00095	GAS SERVICE - WW	18.26
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	16.00
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	16.00
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	40.75
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	17.50
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	52.83
MUNICIPAL SUPPLY CO.	00324	MARKING PAINT - WATER	72.00
BESCO WATER TREATMENT	02735	WATER SOFTENER - ELECTRIC	80.78
TRUGREEN	02830	GROUND MAINTENANCE - ELECTRIC	161.98
TRUGREEN	02830	GROUNDS MAINTENANCE - ELECTRIC	146.84
PREMIER SAFETY	02465	CALIBRATION & REPAIR - ELECTRIC	247.19
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING JULY 2024 - GEN	672.34
CULLIGAN	02130	COOLER RENTAL - WW	15.00
CULLIGAN	02130	WATER X1 - WW	9.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MENARDS	00260	HARDWARE - ELECTRIC	379.84
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	499.79
POWER SYSTEM ENGINEERING	02761	AMI ENGINEERING SUPPORT - ELECTRIC	1,550.00
CHERRY HILL ESTATES	02081	3RD QTR ASSOC ASSESS - ECON DEV	90.09
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - POLICE	177.50
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - ELECTIONS	19.50
LANSING SANITARY SUPPLY	02485	STAINLESS STEEL CLEANER - PARKS	134.50
SPECTRUM PRINTERS, INC.	02648	BLANK BALLOT PAPER - ELECTIONS	51.98
CULLIGAN	02130	WATER X4 - POLICE	23.00
AMERIGAS -5248	00398	PROPANE TANK RENTAL FEE - WW	187.77
PINE REST CHRISTIAN MENTAL HEALTH	02890	ANNUAL EAP & PROGRAM FEE - GEN	800.00
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	894.34
JOHN DEERE FINANCIAL	01818	TRIMMER - LOC STS	91.17
GANNETT HOLDINGS LLC CENTRAL	02753	IONIA SENTINAL STANDARD 52 WKS SUB - GEN	78.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	3,036.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	5,390.00
FOSTER, SWIFT, COLLINS & SMITH PC	02866	LEGAL SVCS - POLICE	61.50
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	270.00
WEST MICHIGAN POWDER COATING	02889	REPAIRS WING PLOW - MAJ, LOC STS	900.00
FAMILY FARM & HOME	01972	WEED KILLER - PARKS, CEM	99.98
MENARDS	00260	SUPPLIES - PARKS, CEM	324.27
KEUSCH TIRE & AUTO	00228	TIRE REPAIR - PARKS, CEM	79.00
MUNICIPAL SUPPLY CO.	00324	FIELD MARKING PAINT - REC	164.00
KENDALL ELECTRIC	00225	KENT ST PROJECT - MAJ STS	161.45
KENDALL ELECTRIC	00225	KENT ST PROJECT - MAJ STS	401.67
BS&A SOFTWARE	00029	ANNUAL SOFTWARE SVC & SUPPORT - GEN	6,038.00
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS	31.98
DORNBOS SIGN, INC.	00067	SIGN- LOC STS	19.55
DORNBOS SIGN, INC.	00067	SUPPLIES - MAJ STS	12.36
MPARKS	00296	MEMBERSHIP DUES - PARKS, REC	835.00
WEST MICHIGAN INTERNATIONAL LLC	02546	BRAKE PARTS - MTR POOL	998.34

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RESCO	00392	SAFETY STICKERS FOR TRANSFORMERS - ELECTRIC	3,450.00
PLEUNE SERVICE COMPANY INC.	00741	BUILDING MAINTENANCE- ELECTRIC	743.89
RANGE TELECOMMUNICATIONS	02872	ON CALL SERVICES - ELECTRIC	32.00
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	88.22
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	901.78
MUNICIPAL SUPPLY CO.	00324	METER COUPLING - WATER	129.39
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	112.00
TODD GOODMAN	MISC	REFUND BLDG PERMIT FEE	145.00
VISCO	00793	DECORATIVE BASE SOCKETS - ELECTRIC APPR CONS AG	9,942.00
VISCO	00793	ACRYLIC GLOBE FINIAL HOLE - ELEC, APP CONS AGEN	11,398.00
VC3 INC.	02745	SERVER PAYMENT FOR CITY HALL - COM PROMO APPRV	14,367.00
VISION METERING, LLC	02816	METERS - ELECTRIC, APP RES 23-83	10,740.00
VISION METERING, LLC	02816	METERS - ELECTRIC, APP RES 23-83	16,887.50
VISION METERING, LLC	02816	METERS - ELECTRIC, APP RES 23-83	31,335.00
KENDALL ELECTRIC	00225	KENT ST PROJ DDA - MAJ STS	1,603.74
KENDALL ELECTRIC	00225	KENT ST PROJ DDA - MAJ STS	1,336.45
CULLIGAN	02130	WATER X 2 - PARKS, CEM	16.00
STAR THOMAS	01654	POSTAGE, CHARGER REIM - POLICE	62.70
DORNBOS SIGN, INC.	00067	RIV TR SIGN REPLACEMENT - PARKS	86.52
FAMILY FARM & HOME	01972	GLUE - PARKS, CEM	9.99
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS	166.96
MENARDS	00260	BROOM/DUST PANS - WW	111.28
USA BLUEBOOK	01850	PIPET TIP, TNT ETC - WW	758.54
MENARDS	00260	SUPPLIES - LOC STS	48.96
FLEIS & VANDENBRINK	00153	GEN CONSULT SVCS - GEN	559.50
FLEIS & VANDENBRINK	00153	TMF EGLE PROJECT - WATER	4,240.00
FLEIS & VANDENBRINK	00153	DIVINE HWY ENG SVCS - MAJ STS	3,726.45
D & E ELECTRIC LLC	02640	20 AMP DUPLEX OFFICE - INCOME TAX	104.50
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	450.00
FAMILY FARM & HOME	01972	HOME DEF INSECT KILL REFILL - WATER	43.95
SCOTT HONSOWITZ	00192	CLOTHING ALLOW - ELECTRIC	166.50

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MOYER CONSTRUCTION	00316	SIDEWALK REPLACEMENT WTR LINE - WATER	750.00
CULLIGAN	02130	WATER X3 CITY HALL - GEN	23.00
APPLIED IMAGING	02493	PRINTER INVOICE - VARIOUS DEPTS	535.49
J H OIL COMPANY	02887	GAS TANK REFILL - PARKS, CEM	652.41
INDUSTRIAL SAFETY LLC	02891	MSA AUTX SENSORS - WW	2,178.00
MUZZALL GRAPHICS	00326	BUSINESS CARDS D TERRY - CITY MANAGER	67.50
PINE REST CHRISTIAN MENTAL HEALTH	02890	SENSITIVITY TRAINING - GEN	50.00
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	632.21
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	1,800.68
FIRE PROS, LLC	00151	REPLACE SPRINKLER HEADS - CITY HALL	11,128.52
CINTAS	00083	RESTOCK MED CABINET - CITY HALL	18.45
PAMA	01370	40% CONT TO PAMA - COM PROMO	232.53
CINTAS	00083	RESTOCK MED CABINET - WW	7.15
FAMILY FARM & HOME	01972	SUPPLIES - WW	183.91
CINTAS	00083	RESTOCK MED CABINET - ELECTRIC	7.15
CINTAS	00083	RESTOCK MED CABINET - ELECTRIC	7.15
CINTAS	00083	RESTOCK MED CABINET DAM - ELECTRIC	31.55
TRUGREEN	02830	LAWN SERVICE DAM - ELECTRIC	46.80
TRUGREEN	02830	LAWN SERVICE - ELECTRIC	87.36
PLEUNE SERVICE COMPANY INC.	00741	BUILDING MAINTENANCE - ELECTRIC	170.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	200.00
POWER LINE SUPPLY COMPANY	00389	SAFETY GLASSES - ELECTRIC	204.00
FAMILY FARM & HOME	01972	MOUSE TRAPS/BAIT - WATER	75.97
THE SHERWIN WILLIAMS CO	00918	PAINT - WATER	389.90
LANSING SANITARY SUPPLY	02485	NABC BATHROOM CLEANER - PARKS	53.74
LANSING COMMUNITY COLLEGE	02892	POLICE ACADEMY GRANT SPONSORSHIP - POLICE	11,259.00
MENARDS	00260	SUPPLIES - WW	335.11
CINTAS	00083	RESTOCK MED CABINET - PARKS, CEM	7.15
HOMETOWN SPORTS, INC.	01326	TEES, SCREEN FOR TENNIS - REC	1,430.00
HOMETOWN SPORTS, INC.	01326	STAFF TEES - REC	208.00
CONSUMERS CONCRETE CORPORATION	00094	CONCRETE KENT ST LIGHTS - ELECTRIC	1,528.50

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
NUCOR REBAR FABRICATION MIDWEST	LL02893	REBAR - ELECTRIC	525.00
EJ USA INC	02368	ELECTRIC MH COVERS - ELECTRIC	824.06
EJ USA INC	02368	MH RINGS - ELECTRIC	539.34
KENDALL ELECTRIC	00225	SUPPLIES KENT ST - ELECTRIC	733.66
CULLIGAN	02130	WATER X3 - PARK, CEM	23.00
LOGAN SEAL	MISC	ZONING VARIANCE REFUND - ZONING	100.00
RAPID SHRED	02719	SHREDDING - GEN	41.96
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1.41
GRANGER	00175	REFUSE- POLICE, COM PROMO	97.65
GRANGER	00175	REFUSE - ELECTRIC	97.65
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	17.66
KEUSCH BROTHERS	MISC	REFUND NSF FEE FROM CUST BANK WR ACH AMT - GEN	25.00
DICKINSON WRIGHT PLLC	02244	MAY 2024 LEGAL SVC CITY MANAGER - GEN	10,260.00
DICKINSON WRIGHT PLLC	02244	JUNE 2024 LEGAL SVC CITY MANAGER - GEN	9,438.00
STATE OF MICHIGAN	00428	KENT ST PROJ PAY #2- MAJ STS, WTR, WW	312,443.73
FLEIS & VANDENBRINK	00153	KENT ST ENGINEERING - MAJ STS, WTR, WW	58,658.54
VC3 INC.	02745	MONTHLY PAYMENT ANNUAL CONTRACT SVC - GEN	1,650.75
PAMA	01370	40% CONT TO PAMA - COM PROMO	275.00
Total:			\$598,317.59

**BI-WEEKLY
WAGE REPORT
July 22, 2024**

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.	16,136.64	31,297.80	3,256.22	7,809.45	19,392.86	39,107.25
ASSESSOR	-		-	-		
CEMETERY	6,163.37	13,317.87	566.76	3,326.88	6,730.13	16,644.75
POLICE	22,658.48	47,805.56	8,061.32	16,763.86	30,719.80	64,569.42
CODE ENFORCEMENT	18.01	72.70	1.38	5.56	19.39	78.26
PARKS	5,541.77	11,218.91	509.59	1,460.34	6,051.36	12,679.25
INCOME TAX	5,315.71	8,127.61	994.38	1,762.27	6,310.09	9,889.88
MAJOR STREETS	3,925.79	9,436.04	1,117.29	3,696.10	5,043.08	13,132.14
LOCAL STREETS	3,673.03	7,324.19	993.94	2,652.92	4,666.97	9,977.11
RECREATION	1,664.45	3,346.46	340.30	836.79	2,004.75	4,183.25
AMBULANCE	25,242.15	45,986.07	3,635.07	7,446.24	28,877.22	53,432.31
DDA	2,682.17	5,367.66	377.99	887.44	3,060.16	6,255.10
ELECTRIC	24,240.17	50,639.23	4,966.25	15,894.05	29,206.42	66,533.28
WASTEWATER	10,344.90	20,263.00	1,912.76	4,932.94	12,257.66	25,195.94
WATER	7,479.55	13,925.33	1,916.27	4,914.75	9,395.82	18,840.08
MOTOR POOL	1,188.34	2,187.01	285.99	611.06	1,474.33	2,798.07
TOTALS:	136,274.53	270,315.44	28,935.51	73,000.65	165,210.04	343,316.09

**BI-WEEKLY
WAGE REPORT
August 5, 2024**

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.	16,663.61	47,961.41	3,392.45	11,201.90	20,056.06	59,163.31
ASSESSOR	-		-	-		
CEMETERY	6,208.94	19,526.81	2,577.55	5,904.43	8,786.49	25,431.24
POLICE	20,069.43	67,874.99	7,272.23	24,036.09	27,341.66	91,911.08
CODE ENFORCEMENT	31.78	104.48	2.43	7.99	34.21	112.47
PARKS	4,941.98	16,160.89	869.69	2,330.03	5,811.67	18,490.92
INCOME TAX	3,090.16	11,217.77	368.08	2,130.35	3,458.24	13,348.12
MAJOR STREETS	4,112.66	13,548.70	1,768.57	5,464.67	5,881.23	19,013.37
LOCAL STREETS	5,153.91	12,478.10	3,007.90	5,660.82	8,161.81	18,138.92
RECREATION	1,569.67	4,916.13	456.09	1,292.88	2,025.76	6,209.01
AMBULANCE	26,091.59	72,077.66	4,321.93	11,768.17	30,413.52	83,845.83
DDA	2,718.50	8,086.16	494.56	1,382.00	3,213.06	9,468.16
ELECTRIC	23,897.97	74,537.20	10,808.27	26,702.32	34,706.24	101,239.52
WASTEWATER	9,921.86	30,184.86	2,891.34	7,824.28	12,813.20	38,009.14
WATER	6,548.02	20,473.35	2,865.11	7,779.86	9,413.13	28,253.21
MOTOR POOL	694.04	2,881.05	239.13	850.19	933.17	3,731.24
TOTALS:	131,714.12	402,029.56	41,335.33	114,335.98	173,049.45	516,365.54

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 07/31/2024
MEETING DATE 08/05/2024

Fund	Description	Beginning Balance 07/11/2024	Total Cash in	Total Cash out	Cash Balance 07/31/2024	Time Certificates	Ending Balance 07/31/2024
101	GENERAL FUND	1,854,641.93	407,908.50	(382,520.55)	1,880,029.88	218,908.00	2,098,937.88
105	INCOME TAX FUND	245,461.99	771,969.25	(782,386.65)	235,044.59	10,000.00	245,044.59
150	CEMETERY PERPETUAL CARE FUND	67,532.51	100.00	-	67,632.51		67,632.51
202	MAJOR STREETS FUND	399,236.94	97,371.64	(32,367.90)	464,240.68		464,240.68
203	LOCAL STREETS FUND	74,999.18	26,076.90	(32,658.83)	68,417.25		68,417.25
208	RECREATION FUND	36,329.44	10,796.07	(15,584.12)	31,541.39		31,541.39
210	AMBULANCE FUND	3,736.48	251,507.34	(137,504.99)	117,738.83		117,738.83
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	623,738.14	16,020.48	(24,485.74)	615,272.88		615,272.88
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	21,326.37	14,117.73	(81.60)	35,362.50		35,362.50
582	ELECTRIC FUND	5,473,240.19	760,742.92	(618,929.32)	5,615,053.79	468,768.00	6,083,821.79
590	WASTEWATER FUND	1,369,666.05	1,890,155.17	(1,702,594.69)	1,557,226.53		1,557,226.53
591	WATER FUND	451,626.85	262,695.17	(81,658.84)	632,663.18	407,700.00	961,615.96
661	MOTOR POOL FUND	184,771.51	18,780.67	(25,064.90)	178,487.28		178,487.28
703	CURRENT TAX FUND	163,445.87	245,925.80	(268,735.76)	140,635.91		140,635.91
	TOTAL - ALL FUNDS	10,973,115.70	4,774,167.64	(4,104,573.89)	11,642,709.45	1,105,376.00	12,669,338.23
					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 *
	*Customer Deposit Breakdown				PERPETUAL CARE CD	130,000.00	130,000.00
	Electric	128,000.00			INCOME TAX SAVINGS	2,042,790.90	2,042,790.90
	Wastewater	21,000.00			ELECTRIC-PRIN & INT ESCROW	43,440.21	43,440.21
					ELECTRIC- GOLT BOND RESERVE 23	110,040.20	110,040.20
	Water	21,000.00			WASTEWATER DEBT ESCROW	318,631.26	318,631.26
		<u>170,000.00</u>			WASTEWATER REPAIR ESCROW	380,667.31	380,667.31
					WASTEWATER 2022 BOND RESERVE	267,365.49	267,365.49
					DDA-PRIN & INT ESCROW	501.78	501.78
					WATER BOND ESCROW	86,147.22	86,147.22
							<u>16,842,385.04</u>

User: ABAUM

DB: Portland

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2024 NORMAL (ABNORMAL)	MONTH 06/30/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,218,862.00	1,269,053.43	0.00	(50,191.43)	104.12
101-000-432.000	PILOT-GOLDEN BRIDGE MANOR	1,800.00	1,830.47	1,830.47	(30.47)	101.69
101-000-432.001	PILOT- WODA (OLD SCHOOL MANOR)	3,200.00	3,330.91	0.00	(130.91)	104.09
101-000-445.000	PENALTY & INTEREST	4,500.00	6,301.03	0.00	(1,801.03)	140.02
101-000-447.000	TAX COLLECTION FEES	49,000.00	46,567.10	0.00	2,432.90	95.03
101-000-451.000	SPECIAL ASSESSMENT FEES	0.00	5.12	0.00	(5.12)	100.00
101-000-476.000	BUSINESS PERMITS	100.00	100.00	0.00	0.00	100.00
101-000-477.000	CABLE TV FEES	14,000.00	11,605.81	0.00	2,394.19	82.90
101-000-490.000	NON-BUSINESS PERMITS	85,000.00	47,522.60	4,973.00	37,477.40	55.91
101-000-543.000	ACT 302 POLICE TRAINING GRANT	500.00	1,946.40	0.00	(1,446.40)	389.28
101-000-543.001	MCOLES CE	0.00	3,000.00	3,000.00	(3,000.00)	100.00
101-000-568.000	CONTRIBUTION FROM STATE -GRANT	0.00	24,000.00	0.00	(24,000.00)	100.00
101-000-570.000	LIQUOR FEES	3,900.00	6,327.75	0.00	(2,427.75)	162.25
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	0.00	10,711.70	0.00	(10,711.70)	100.00
101-000-574.000	REVENUE SHARING-CONST SALES	414,503.00	410,122.00	62,992.00	4,381.00	98.94
101-000-574.001	REVENUE SHARING-STAT SALES	121,006.00	124,051.00	20,776.00	(3,045.00)	102.52
101-000-574.002	REVENUE SHARING -PUBLIC SAFETY	0.00	2,990.00	1,394.00	(2,990.00)	100.00
101-000-609.000	SEX OFFENDER REGISTRATION FEES	100.00	50.00	0.00	50.00	50.00
101-000-620.000	PBT TESTING FEES	0.00	7.00	0.00	(7.00)	100.00
101-000-623.000	TRANSCRIPT FEES	400.00	1,044.61	110.00	(644.61)	261.15
101-000-624.000	MISCELLANEOUS FEES	0.00	0.63	0.00	(0.63)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	442,992.00	442,991.52	36,915.96	0.48	100.00
101-000-630.000	CEMETERY LOT SALES	10,000.00	17,825.00	3,675.00	(7,825.00)	178.25
101-000-633.000	CEMETERY CARE FEES	6,000.00	11,824.00	1,489.60	(5,824.00)	197.07
101-000-634.000	GRAVE OPENING FEES	13,000.00	15,900.00	3,100.00	(2,900.00)	122.31
101-000-656.000	DISTRICT COURT FINES	6,800.00	11,202.94	1,241.50	(4,402.94)	164.75
101-000-661.000	PARKING FINES	1,400.00	400.00	30.00	1,000.00	28.57
101-000-663.000	MISCELLANEOUS FINES	1,200.00	1,311.00	61.00	(111.00)	109.25
101-000-665.000	INTEREST INCOME	5,600.00	9,910.58	414.03	(4,310.58)	176.97
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	500.00	2,349.19	5.65	(1,849.19)	469.84
101-000-667.000	RENTAL INCOME	7,000.00	9,940.00	3,270.00	(2,940.00)	142.00
101-000-676.001	DONATIONS-MISCELLANEOUS	100.00	125.00	0.00	(25.00)	125.00
101-000-676.004	DONATION-RED MILL BUILDING	10,000.00	2,500.00	0.00	7,500.00	25.00
101-000-678.000	MERS FOREITURE REVENUES	2,500.00	10,370.79	0.00	(7,870.79)	414.83
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	6,000.00	8,738.24	0.00	(2,738.24)	145.64
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	25,000.00	95,353.47	9,058.46	(70,353.47)	381.41
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	1,932.00	0.00	68.00	96.60
101-000-693.000	SALE OF EQUIPMENT	4,900.00	194.18	0.00	4,705.82	3.96
101-000-699.150	TRANSFER FROM PERP CARE	175.00	360.65	31.02	(185.65)	206.09
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	109,391.00	109,391.00	0.00	0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	52,750.00	52,750.00	0.00	0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	39,200.00	39,200.00	0.00	0.00	100.00

TOTAL REVENUES	2,663,379.00	2,815,137.12	154,367.69	(151,758.12)	105.70
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Expenditures						
100	COUNCIL	61,690.00	60,566.68	726.67	1,123.32	98.18
172	CITY MANAGER	236,566.00	200,590.73	18,650.27	35,975.27	84.79
201	GENERAL ADMINISTRATION	704,091.00	616,341.72	38,209.34	87,749.28	87.54
257	ASSESSING	64,390.00	61,064.82	5,022.41	3,325.18	94.84
262	ELECTIONS	15,130.00	10,955.91	448.73	4,174.09	72.41
265	CITY HALL	112,100.00	97,261.44	5,886.56	14,838.56	86.76
301	POLICE	1,007,351.00	876,181.07	91,132.17	131,169.93	86.98
371	CODE ENFORCEMENT	32,670.00	25,519.95	1,320.90	7,150.05	78.11
567	CEMETERY	221,805.00	197,051.86	25,546.63	24,753.14	88.84

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	06/30/2024	MONTH 06/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND								
Expenditures								
707	COMMUNITY PROMOTIONS	431,400.00	403,207.47		47,912.55		28,192.53	93.46
728	ECONOMIC DEVELOPMENT	30,000.00	28,532.85		2,203.36		1,467.15	95.11
751	PARKS	376,002.00	306,837.30		31,077.86		69,164.70	81.61
TOTAL EXPENDITURES		3,293,195.00	2,884,111.80		268,137.45		409,083.20	87.58
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		2,663,379.00	2,815,137.12		154,367.69		(151,758.12)	105.70
TOTAL EXPENDITURES		3,293,195.00	2,884,111.80		268,137.45		409,083.20	87.58
NET OF REVENUES & EXPENDITURES		(629,816.00)	(68,974.68)		(113,769.76)		(560,841.32)	10.95

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2024 NORMAL (ABNORMAL)	MONTH 06/30/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
TOTAL REVENUES		939,400.00	1,240,672.52	79,706.97	(301,272.52)	132.07
TOTAL EXPENDITURES		3,200,801.00	899,997.77	613,923.47	2,300,803.23	28.12
NET OF REVENUES & EXPENDITURES		(2,261,401.00)	340,674.75	(534,216.50)	(2,602,075.75)	15.06
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		2,805,122.00	1,011,556.46	566,077.62	1,793,565.54	36.06
TOTAL EXPENDITURES		3,184,204.00	1,032,768.46	109,167.95	2,151,435.54	32.43
NET OF REVENUES & EXPENDITURES		(379,082.00)	(21,212.00)	456,909.67	(357,870.00)	5.60
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		526,497.00	394,530.49	34,881.37	131,966.51	74.93
TOTAL EXPENDITURES		598,837.00	497,017.83	198,410.98	101,819.17	83.00
NET OF REVENUES & EXPENDITURES		(72,340.00)	(102,487.34)	(163,529.61)	30,147.34	141.67
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		114,100.00	128,230.81	11,735.53	(14,130.81)	112.38
TOTAL EXPENDITURES		139,275.00	132,978.97	11,310.03	6,296.03	95.48
NET OF REVENUES & EXPENDITURES		(25,175.00)	(4,748.16)	425.50	(20,426.84)	18.86
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		878,790.00	926,446.06	44,737.00	(47,656.06)	105.42
TOTAL EXPENDITURES		1,059,320.00	1,009,380.96	84,704.36	49,939.04	95.29
NET OF REVENUES & EXPENDITURES		(180,530.00)	(82,934.90)	(39,967.36)	(97,595.10)	45.94
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
TOTAL REVENUES		317,000.00	324,632.18	2,949.40	(7,632.18)	102.41
TOTAL EXPENDITURES		251,340.00	205,495.62	9,687.08	45,844.38	81.76
NET OF REVENUES & EXPENDITURES		65,660.00	119,136.56	(6,737.68)	(53,476.56)	181.44
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
TOTAL REVENUES		198,600.00	181,487.02	17,227.84	17,112.98	91.38
TOTAL EXPENDITURES		197,000.00	177,541.81	0.00	19,458.19	90.12
NET OF REVENUES & EXPENDITURES		1,600.00	3,945.21	17,227.84	(2,345.21)	246.58
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		5,431,900.00	4,859,148.00	431,801.29	572,752.00	89.46
TOTAL EXPENDITURES		6,451,542.00	4,757,102.49	396,950.15	1,694,439.51	73.74
NET OF REVENUES & EXPENDITURES		(1,019,642.00)	102,045.51	34,851.14	(1,121,687.51)	10.01
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		3,426,300.00	3,140,994.60	211,486.69	285,305.40	91.67
TOTAL EXPENDITURES		1,962,901.00	1,166,230.05	105,123.01	796,670.95	59.41
NET OF REVENUES & EXPENDITURES		1,463,399.00	1,974,764.55	106,363.68	(511,365.55)	134.94

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	06/30/2024 NORMAL (ABNORMAL)	MONTH 06/30/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 591 - WATER FUND								
Fund 591 - WATER FUND:								
	TOTAL REVENUES	1,063,283.00	852,889.24	126,277.78	210,393.76	80.21		
	TOTAL EXPENDITURES	1,339,393.99	737,680.04	46,576.93	601,713.95	55.08		
	NET OF REVENUES & EXPENDITURES	(276,110.99)	115,209.20	79,700.85	(391,320.19)	41.73		
Fund 661 - MOTOR POOL FUND								
Fund 661 - MOTOR POOL FUND:								
	TOTAL REVENUES	357,182.00	262,831.79	13,983.94	94,350.21	73.58		
	TOTAL EXPENDITURES	536,885.00	318,812.53	20,645.12	218,072.47	59.38		
	NET OF REVENUES & EXPENDITURES	(179,703.00)	(55,980.74)	(6,661.18)	(123,722.26)	31.15		
TOTAL REVENUES - ALL FUNDS								
	TOTAL REVENUES	16,058,174.00	13,323,419.17	1,540,865.43	2,734,754.83	82.97		
TOTAL EXPENDITURES - ALL FUNDS								
	TOTAL EXPENDITURES	18,921,498.99	10,935,006.53	1,596,499.08	7,986,492.46	57.79		
	NET OF REVENUES & EXPENDITURES	(2,863,324.99)	2,388,412.64	(55,633.65)	(5,251,737.63)	83.41		



PURCHASE ORDER

City of Portland

P.O. 15290

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

VENDOR BS+A Software

DATE: 8/1/24

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Annual Software Services + Support 2024 Aug - Aug 2025	101-201-810-000		6038.00
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	6038.00

MT

Treasurer Initials

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

BS&A Software

14965 Abbey Lane
 Bath, MI 48808

INVOICE

Invoice Number: 155637
 Invoice Date: Aug 1, 2024
 Page: 1

Phone: 517-641-8900

Bill To:
CITY OF PORTLAND 259 KENT PORTLAND, MI 48875 IONIA

Customer ID	Customer PO	Payment Terms	
PORTLCYIONI	3		
Sales Rep ID	Shipping Method	Ship Date	Due Date
			8/31/24

Quantity	Description	Unit Price	Amount
1.00	General Ledger/Budgeting System - annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st, 2025	614.00	614.00
1.00	Accounts Payable System - annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st, 2025	521.00	521.00
1.00	Cash Receipting System - annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st, 2025	521.00	521.00
1.00	Payroll System - annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st, 2025	668.00	668.00
1.00	Miscellaneous Receivables System- annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st, 2025	521.00	521.00
1.00	Utility Billing System - annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st, 2025	1,289.00	1,289.00
1.00	Delinquent Personal Property System - annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st, 2025	306.00	306.00
1.00	Human Resource System - annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st,	580.00	580.00

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

Check/Credit Memo No:

BS& A Software14965 Abbey Lane
Bath, MI 48808**INVOICE**Invoice Number: 155637
Invoice Date: Aug 1, 2024
Page: 2

Phone: 517-641-8900

Bill To:
CITY OF PORTLAND 259 KENT PORTLAND, MI 48875 IONIA

Customer ID	Customer PO	Payment Terms	
PORTLCYIONI	3		
Sales Rep ID	Shipping Method	Ship Date	Due Date
			8/31/24

Quantity	Description	Unit Price	Amount
1.00	2025 Tax System - annual service/support fee per contract for the coverage dates of August 1st, 2024-August 1st, 2025	1,018.00	1,018.00

Subtotal	6,038.00
Sales Tax	
Total Invoice Amount	6,038.00
Payment/Credit Applied	
TOTAL	6,038.00

Check/Credit Memo No:



PURCHASE ORDER

City of Portland

P.O. 14901

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

VENDOR Timber Tree Services LLC
7924 Sunfield Hwy
Portland MI 48875

DATE: 7-12-24 # 1588

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Tree Services	202-463-804		4,850.00
Trimming, Removal, Grinding	203-463-804		1,737.50
	23/24		
DEPARTMENT HEAD (UP TO \$500) <u>K. Cervantes</u>		TOTAL	\$ 6,587.50

MT

Treasurer Initials

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



INVOICE # 1588

Timber Tree Services, LLC
Commercial & Residential
7924 Sunfield Hwy. • Portland, MI 48875
(517) 526-1201

NAME City of Portland DATE 6-25-24
ADDRESS Kent St
CITY Portland STATE MI ZIP CODE 48975

HOME TELEPHONE		OFFICE TELEPHONE
QTY.	DESCRIPTION	AMOUNT
	212 Brush Remove 1 Elm	500 ⁰⁰
	730 Brush Remove 1 Pine	375 ⁰⁰
	1042 E Grand River Remove 1 Elm	375 ⁰⁰
	650 Riverside Trim Hangers	175 ⁰⁰
CRANE	314 N West St Remove 1 Oak	1500 ⁰⁰
	339 Pleasant St Remove 1 Maple	375 ⁰⁰
CRANE	219 Quarterline Remove 1 Maple	2100 ⁰⁰
	1002 Marshall Remove 1 Oak	375 ⁰⁰
	133 Trim off Roof Elm St	375 ⁰⁰
	306 Hangers on Maple (2)	150 ⁰⁰
	EAST ST 2 Stumps 50" 65"	287.50
	W/Clean up	
		SUBTOTAL

Thank You

Paid Charged
CK # _____

TOTAL		6,587.50
<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK	

SIGNATURE _____



INVOICE

2710 Northridge Dr NW, Suite F
 Grand Rapids, MI 49544
 Phone (616) 453-4800 Fax (616) 453-5883
 E.I.N. 82-4840874 www.FirePros.com

INVOICE #: INV-0213270
 DATE OF SERVICE: 07/19/2024
 DUE DATE: 08/18/2024
 CUSTOMER ID: C0964666

BILL CITY OF PORTLAND
TO: ATTN: ACCOUNTS PAYABLE
 259 KENT STREET
 PORTLAND, MI 48875

SHIP Portland (City of) City Hall
TO: 259 Kent Street
 Portland, MI 48875

PURCHASE ORDER#	JOB NUMBER	PAYMENT TERMS	DUE DATE
work to be done after July 1st	ST35359990	N30	08/18/2024

DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
Air / Water Gauge	Each	1	\$48.95	\$48.95
Head - 1/2" Pendent - Chrome - 155 QR	Each	26	\$34.38	\$893.88
5 Year Hydro Static Test - FDC / Standpipe	Each	1	\$825.00	\$825.00
Labor - Quoted Lump Sum (Sprinkler)	Each	1	\$4,160.00	\$4,160.00
Head - 1/2" Concealed 155 QR	Each	60	\$47.58	\$2,854.80
2 1/2in grooved coupling	Each	1	\$35.53	\$35.53
Truck & Service Charge - Standard	Each	1	\$74.50	\$74.50
Head - 1/2" Sidewall - Chrome - 155 QR	Each	2	\$43.73	\$87.46
Fuel Charge	Each	1	\$10.00	\$10.00
Escutcheon - 1/2" Chrome MD-E - Viking	Each	28	\$19.80	\$554.40
Escutcheon - White Concealed Cover - Viking	Each	60	\$26.40	\$1,584.00

Subtotal	\$11,128.52
Sales Tax	\$0.00
Total	\$11,128.52
PAYMENTS RECEIVED	\$0.00
TOTAL DUE	\$11,128.52

[Click Here to Pay Online](#)

Or go to www.firepros.com/ and Click on Make A Payment

Description of Work Performed:

Please ACH/Wire Funds To: Routing #:072000096 Comerica Bank. Acct # 1853354403
 Please email remittance advice to Payments@FirePros.com
[Click Here to Pay Your Invoice Now!](#)



Portland Police Department

Star Thomas, *Chief of Police*

July 30, 2024

To: Doug Terry, Interim City Manager
Mindy Tolan, Finance Director

Mr. Terry and Ms. Tolan,

The City of Portland previously approved application to the State of Michigan to employ a pre-service police recruit; the candidate, entered into the Lansing Police Academy in January of 2024 and graduated in May of 2024. The process began in November of 2022; however, the terms of the grant were different compared to when the grant was first considered. The original letter containing the terms of the grant are attached.

The State of Michigan recently provided payment in the amount of \$24,000 to the City of Portland; \$11,259.00 is intended to be paid back to Lansing Community Colleges to cover the cost of the police academy while the remaining \$12,741.00 is wage reimbursement.

Sincerely,


Star Thomas
Chief of Police



Third Party Fee Statement Billing Invoice

Student Finance
309 N Washington Square
Suite 200
Lansing, Michigan 48933

<http://www.lcc.edu/studentfinance>

Student_Finance@star.lcc.edu

Page Number: 1

Portland Police Department
ATTN: Star Thomas
773 E Grand River Ave
Portland, MI 48875-1478

LCC Sponsor ID: X00879564
Semester: Spring 2024
Statement Date: 16 February 2024
Amount Due: \$11,259.00

PAST DUE

TERM	DATE	DESCRIPTION	CHARGES	CREDITS
		* PREVIOUS BILLED BALANCE *	.00	
		- CURRENT CHARGES/CREDITS -		
202420	16-FEB-24	MOU Agreement -Velasco, V	-2,252.50	
		* CURRENT BILLED BALANCE *		2,252.50
		PRE-AUTHORIZED CHARGES		
202420	X00721023	Velasco, Vanessa		
	STU REF:	MOU AGREEMENT		
	16-FEB-24	Course Fee	3,500.00	
	16-FEB-24	Course Fee Non-Refundable	400.00	
	16-FEB-24	Tuition	9,009.00	
	16-FEB-24	Student Support Fee	577.50	
	16-FEB-24	Registration Fee	25.00	
		STUDENT TOTALS	13,511.50	.00
		PRE-AUTH CHG BALANCE	13,511.50	
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NOTE: Non-cash credits are estimated based on current term charges

- Please issue a separate check for the exact amount of this bill. It must be received in Student Finance within 30 days of receipt of the bill.
- A separate check is required for payments made for past semesters.
- If you find discrepancies, please call 517-483-5242 or 517-483-1284
- Remit check payments to: Student Finance - Lansing Community College
309 N Washington Square, Suite 200
Lansing, MI 48933
- Federal Tax ID - 381787641
- Return one copy of this bill with payment. Use the address above.

CITY OF PORTLAND
BOARD AND COMMISSION
APPLICATION

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

Please print your responses

Date: 7-25-24

Name: Mike Fox

Address: 610 Detroit St

Telephone No [REDACTED]

E-mail address [REDACTED]

Employer retired

Telephone No. — NA

How long have you lived in the City of Portland? 7 years

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

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

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish. *I have the ability to listen and make informed decisions. I work well with groups and am a good communicator.*

Education
see back of page

Are you a high school graduate?

yes

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

Engineering classes MSU, bachelor's degree Northwood University

Professional and work experience

34 years TRW Industrial Engineer, Environmental Coordinator

Community activities, interests, and service

Vietnam Veteran VFW Honor Guard member and Bar Board President.
Various committees at St Patrick Volunteer with Elara Caring
Hospice, Vet to Vet program.

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



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JAMES F. GRADY II
DIRECTOR

July 30, 2024

Ms. Melinda Tolin, Finance Director
City of Portland
259 Kent Street
Portland, Michigan 48875

Dear Ms. Tolin:

The Emergency Management and Homeland Security Division (EMHSD) has reviewed your application for state disaster assistance, which was requested based on costs incurred in response to the Lower Peninsula Severe Storms and Tornadoes of August 2023. On behalf of Gov. Gretchen Whitmer, I am pleased to inform you that financial assistance from the State Disaster and Emergency Contingency fund has been approved for your jurisdiction in the amount of \$51,738 pursuant to Section 19 of Public Act 390 of 1976, as amended.

The funding is being made available to the City of Portland to assist with expenses incurred in responding to the disaster. The decision to grant this assistance was based on the information provided in your application. The EMHSD, Risk Reduction and Recovery Section has reviewed the documentation submitted and verified cost eligibility. The award is conditional due to projects included in the application for assistance that still need to be completed, payments made to the appropriate vendors, and substantiating documentation provided to the EMHSD before any reimbursements can be processed. If you have any further questions regarding your application and/or payment, please contact me at 517-898-0551.

The EMHSD is available to provide further advice and guidance about preparing your community for any future emergency or disaster events. If you have any questions or would like additional information, please contact the EMHSD District Coordinator for your area, Lt. Orville Theaker at 269-953-6099.

Sincerely,

Penny Burger

Ms. Penny Burger
Manager, Risk Reduction and Recovery Section
Emergency Management
and Homeland Security Division

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

Held on Tuesday, June 18, 2024
In the Council Chambers at City Hall

Members Present: Madarang, Williamson, Vogl, Barnes, Briggs, Sandborn

Members Absent: Gorman, Ward

Staff: Director ConnerWellman, City Clerk Miller

Guests: Mike Judd

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

Motion by Williamson, supported by Briggs, to approve the proposed agenda.
All in favor. Adopted.

There was no Public Comment.

Motion by Williamson, supported by Vogl, to approve the minutes of the May 28, 2024, regular meeting.
All in favor. Adopted.

There is no Treasurer Report due to the early meeting date.

Under Team Reports, Director ConnerWellman provided an update on the Kent Street Construction and the Looking Glass Plaza Projects. The Kent Street Project is well ahead of schedule, there is a possibility the street will be open by Labor Day. The Plaza Project is going out to bid this week, construction is expected to begin in August.

Member Vogl provided an update on the Biz Promo's taking place throughout the Kent Street Project. There was nothing new to report but she noted the "Walk about Wednesday" events have been going well. There has been good attendance and positive feedback.

Member Williamson reported volunteers are secured and preparations are complete for the 4th of July fireworks to be held at dusk on Friday, June 28, 2024, at Bogue Flats.

Under Old Business, Director ConnerWellman noted the terms for both Chair Madarang and Secretary Brigg's would be renewed this month.

Chair Madarang stated he will be resigning his term and his last meeting will be in September so that he can spend more time with his family.

Under New Business, Director ConnerWellman distributed the Annual Agreement & Conflict of Interest for review and signature by each of the members.

Director ConnerWellman presented a request to amend the budget for Fiscal Year 2023-2024 to add \$14,000.00 for the placement of infrastructure for downtown lighting and music displays and \$500.00 - \$800.00 for removal of the tree at Scout Park.

Motion by Williamson, supported by Vogl to approve the request to amend the budget for Fiscal Year 2023-2024 as written.

All in favor. Adopted.

Director ConnerWellman presented requests to amend the budget for Fiscal Year 2024-2025 to spend \$28,000.00 from the \$40,000.00 savings for TIF projects.

Motion by Briggs, supported by Sandborn, to amend the budget in the amount of \$14,000.00 for Fiscal Year 2024-2025 for increase in administrative fees to the City.

Mayor Barnes recused himself due to his role on the City Council.

All in favor. Adopted.

Motion by Williamson, supported by Sandborn, to amend the budget in the amount of \$5,000.00 for Fiscal Year 2024-2025 for a storage facility that will be an accessory structure to the DPW building.

All in favor. Adopted.

Motion by Williamson, supported by Vogl, to amend the budget in the amount of \$5,000.00 for Fiscal Year 2024-2025 for a living fence to serve as camouflage from the utilities and parking lot at Scout Park.

All in favor. Adopted.

Motion by Williamson, supported by Barnes, to amend the budget in the amount of \$6,000.00 for Fiscal Year 2024-2025 to purchase movable site furnishings for both the Looking Glass Plaza and Scout Park.

All in favor. Adopted.

Director ConnerWellman provided names of area residents and business owners for possible recruitment to serve on the DDA board.

There was a discussion.

Director ConnerWellman provided the Director's Report.

Under Board Member comments, Mayor Barnes provided an update and information on the hiring of Interim City Manager Doug Terry and the process to hire a new City Manager.

There was a discussion.

Motion by Williamson, supported by Briggs, to adjourn the meeting at 7:51 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

July 22, 2024
June 1-30, 2024

Kwh Consumed	3,431,933
DIESEL PRODUCTION	0
HYDRO GENERATION	135,170

Total Kwh Purchased	3,296,763	Total Dollars Paid	\$ 257,236.87
----------------------------	------------------	---------------------------	----------------------

Kwh Billed

Residential	2,229,004
Commercial	2,391,950
Large General	1,053,940
City St. Lites Metered	8,149
St. Lites Unmetered	
Rental Lights	
Demand	2,005

Total Kwh Billed 5,685,048

Arrears after billing	\$ 11,296.33
Penalties Added	\$ 439.31
Arrears end of month	\$ 32,885.08
Fuel Cost Billed	\$ 40,460.70
Amount Collected	\$ 435,031.79
Total Adjustments	\$ 439.31

Residential Customers	2,224
Commercial Customers	333
Large General	15
Total Customers	2,572

07/02/24

Dollars Billed

PCA Billed	\$ 37,296.30
Residential	\$ 277,566.61
Residential EO Charge	\$ 3,736.45
Geothermal Discount	\$ -
Commercial	\$ 284,330.53
Commercial/LG EO Charge	\$ 2,475.93
Large General	\$ 86,882.96
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 833.78
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 15,971.84
Tax	\$ 30,470.47

Total Dollars Billed \$ 741,360.66

Power Cost Adj. .00657



CITY OF PORTLAND
July-24

WATER DEPARTMENT REPORT

MONTH	Jun-24	PERIOD COVERED	June 1-30, 2024
Customers Billed		Penalties Added	\$ 339.40
City	1,857	Dollars Collected	\$ 68,127.15
Rural	25	Arrears at end of Month	\$ 4,920.83
Total Customers	1,882	Adjustments	\$ (864.76)
		Gallons Pumped	12,467,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	15,541,917		\$ 90,545.00
Rural	262,546		\$ 2,943.53
Total	<u>15,804,463</u>		<u>\$ 93,488.53</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,799	Dollars Billed	\$152,485.10
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 152,485.10

Penalties Added	\$ 801.92
Dollars Collected	\$ 149,929.67
Arrears at end of Month	\$ 9,872.40
Adjustments	\$ (2,493.06)
Gallons Treated per Million	8.613



City Of Portland
Water Department
Monthly Water Report
July 2024

Monthly Water Production

Well #4	6,071,000 Gallons
Well #5	0 Gallons
Well #6	8,071,000 Gallons
Well #7	0 Gallons

Daily Water Production

Well #4	195,838 Gallons
Well #5	0 Gallons
Well #6	260,354 Gallons
Well #7	0 Gallons

Daily Average Water Production for All Wells 456,192 Gallons

Total Water Production for the Month 14,142,000 Gallons

Total Water Production for the Previous Month 12,467,000 Gallons

Total Production increased by 1,675,000 Gallons

Total Production for This Month from the Previous Year 15,649,000 Gallons

Total Production decreased by 1,507,000 Gallons

Rodney D. Smith Jr.
Water Technician



July 15, 2024

Mr. Douglas Terry, Interim City Manager

City of Portland

259 Kent Street

Portland, MI 48775

RE: June 2024 Monthly Operation Report

Dear Mr. Terry:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of June 2024. I will submit future progress reports on a monthly basis for your review. All information and data used to compile this report is available for your review. If you have any questions, please email me at, tsmith@portland-michigan.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "T Smith", is written over a horizontal line.

Tony Smith

City of Portland WWTP Superintendent

● ADMINISTRATIVE REPORT

The June 2024 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The average influent flow was 278,000 gallons per day. The daily maximum flow was 353,000 GPD. The WWTP discharged a total of 8.613 MG (million gallons) of final effluent to the Grand River for the month of June and treated a total of 9.889 MG (million gallons) of influent (raw wastewater). The Monthly Operating Report (MOR) is included in this report.

● Action Items

-The WWTP staff continues to work with contractors to dial in the automated control features with the new equipment upgrades. The 3 main automated features include Sludge withdrawal, sludge thickening and sludge transfer. We have been able to run all 3 to some extent to work out some of the programming issues. We are currently waiting for an automated valve that is on back-order for the sludge withdrawal from the final clarifiers. We are able to manually withdraw the sludge currently but this will be an automated feature in the near future.

- WWTP staff has been organizing and reclaiming areas of the WWTP that have been under construction for the past 19 months. We will be working on some ground's maintenance in July, including caulking and painting windows and doors and other areas that were not included in the SRF project. Staff also purchased needed storage for tools and equipment organization for the new service garage.

- City Staff along with F&V and contractors continue to work through the items remaining on the punch list. City staff and F&V have also continued conversations about best use of the remaining funds from contingency funds and also remaining funds from the appropriations. Items include WWTP lab upgrades, which would include a suitable break room, shower and locker room for employees, windows and HVAC system. Also on the list is a portable 6" trash pump for high flow events, CIPP- fixing of known trouble spots in the collection system and painting and coating in the Main 3 floor headworks building and digester buildings.

-Contractors are preparing for finish grade and hydroseeding of the WWTP grounds.

● WASTEWATER MAINTENANCE

-The WWTP staff completed 158 preventative maintenance work orders from our HIPPO computerized maintenance program (CMMS).

-The WWTP staff has been spending a great deal of time troubleshooting and cleaning the UV (ultraviolet) disinfection channel. This consists of two banks of UV bulbs submerged in the effluent channel. We have noticed that the switch over from ferrous chloride to ferric chloride has caused the bulbs to become blinded, which in turn decreases the intensity of the UV treatment. Plant staff has been compiling UVT (ultra violet transmitting intensity) data 2 times daily to see if the bulbs themselves are in need of service. With both MBBR trains and process's online for the past month the UV treatment has improved overall.

-WWTP and DPW staff has been taking turns assisting the Electric Dept potholing light structures on the I-200 blocks of Kent St. with the Gap Vac truck. The new truck allows us to hydro excavate which is safer and takes up a much smaller footprint than digging.

-Plant staff removed the concrete pad that was underneath the old process air blowers. The demo was not included in the upgrade and we felt it didn't make sense to keep a trip hazard in the middle of our building. The newly acquired space will allow us to have a spare parts storage area.

-WWTP plant staff cleaned and root cut 4500 feet of sewer main during the month of June. With the warmer upon us staff will be out completing street maintenance 2-3 times weekly. With the use of the Gap-Vac truck the city is able to clean and root cut around 40-50,000 feet of main annually.

● OPERATIONS/ UPGRADE NOTES

-The WWTP continues to work with contractors throughout the upgrade process. We are discussing daily how the new process is being adjusted and continue to learn the new system. The new valving and pumping process's have proven to be pretty versatile.

-Parkson and Superior electric assisted in troubleshooting the new fine screen. The unit control panel was not properly sealed allowing moisture to enter the panel. The issue has been resolved. The unit panel is now properly sealed and has desiccant bags inside to decrease moisture from condensation.

-Atlas was on-site to replace the broken fan and cover that failed early on after the compressor start-up. The compressor aids in mixing the contents in our aerobic digestion process in both digestors.

-The WWTP construction has been going on now for nearly 19 months, it has had some ups and downs along the way but staff and contractors have worked well together to keep the process and project on track. The process was altered countless times throughout construction and I'm pleased to say we have been able to meet all NPDES permit requirements thus far.

● EMERGENCY ALARM CALL-OUTS

-There was 1 after hours call outs for the month of June 2024. A home on Kearney St. had their sewer lateral backup. The backup was caught before any damages occurred and the city employees were able to clear a root mass that was causing the line to back up. City staff also televised the line for the homeowner per their request.

-WWTP staff assisted water dept with 2 after hour water service breaks.

● DAILY FLOW SUMMARY

The wastewater flow was monitored using the facility's influent and effluent flow meters. The chart below shows the flow readings for the month of June 2024. The average influent flow during this period was 3330,000 gallons per day and the average effluent flow during this period was 287,000 gallons per day. We had (9) days with measurable precipitation which totaled 2.96 inches. The influent flow is higher than the effluent flow due to solids removal and due to recycle flows which are measured twice.

PORTLAND WWTP DAILY DISCHARGE MONITORING REPORT

PERMITTEE NAME: City of Portland WWTP
 MAILING ADDRESS: 259 Kent St.
 Portland, MI 48875
 FACILITY: Portland WWTP
 LOCATION: 259 Kent St.
 Portland, MI 48875

PERMIT NUMBER: MGS070220
 DISTRICT: West Michigan
 COUNTY: Ionia
 MONITORING POINT: 001A
 MONITORING PERIOD: Jun-24

PARAMETER	Flow	Total Suspended Solids 7 Day Ave	Total Suspended Solids 7 Day Ave	Total Suspended Solids 7 Day Ave	Carbonaceous Biochemical Oxygen Demand 7 Day Ave	Carbonaceous Biochemical Oxygen Demand 7 Day Ave	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Ammonia Nitrogen (as N)	Ammonia Nitrogen (as N)	Total Phosphorus (as P)	Fecal Coliform 7 Day Ave	Fecal Coliform	CBOD	Total Suspended Solids	Outfall Observation	PH MIN	PH MAX	Dissolved Oxygen
NAME	CODE	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT	UNIT
	50050	001A	mg/l	530.0	530.0	530.0	80082.0	610.00	610.00	665.00	74055.00	74055	Percent Removal	Percent Removal	001A	400	400.00	300
	1	B	mg/l	19.0	19.0	19.0	5.6	13.9	13.9	13.9	1.00	1	1.00	1	001A	1.00	1.00	1
	MGD			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1	S.U.	S.U.	S.U.	mg/l
	0.254			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.281			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.250			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.313			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.276			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.268			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.307			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.280			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.301			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.275			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.257			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.297			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.298			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.281			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.289			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.284			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.313			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.295			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.321			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.318			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.280			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.265			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.262			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.268			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.308			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.353			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.266			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.265			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.295			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.273			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
	0.276			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
Average	0.000			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
MIN	0.000			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				
MAX	0.353			13.9	13.9	13.9	5.6	13.9	13.9	13.9	1.00	1	1.00	1				

June 2024

FINAL EFFLUENT

DAY	CBOD -5					T.S.S					V.S.S mg/l	TOTAL PHOSPHORUS			pH su	DO mg/l	FECAL		AMMONIA			
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%		mg/l	mg/l	lbs/day			%	Rem.	cts/100 ml	7-day	mg/l	lbs/day
	7-day		7-day		Rem.	7-day		7-day		Rem.		Rem.					GEO	COLIFORM	NITROGEN			
	Avg		Avg			Avg		Avg														
1																						
2																	#REF!					
3																	####					
4	7.5		19.6		98	9.5		24.8		97	9.0	0.993	2.6	86	7.2	5	59	59	2.86	7.6		
5	4.6		10.6		98	6.7		15.4		97	4.3	0.894	2.1	87	7.1	5.5	156	96				
6	4.7		11.7		98	6.7		16.7		97	5.0	0.524	1.3	92	7.2	5.5	94	95				
7		5.6		13.9			7.6		19.0									95				
8		5.6		13.9			7.6		19.0									95				
9		5.6		13.9			7.6		19.0									95				
10		5.6		13.9			7.6		19.0									95				
11	6.0	5.1	12.9	11.7	98	10.8	8.1	23.1	18.4	96	6.4	0.852	1.8	89	6.6	5.6	25	72	0.45	1.1		
12	4.8	5.2	11.9	12.1	98	6.3	7.9	15.6	18.5	97	5.3	0.792	2.0	88	7.1	5.5	25	39				
13	4.3	5.0	10.7	11.8	99	6.4	7.8	15.9	18.2	98	5.2	0.851	2.1	86	6.9	6.1	9	18				
14		5.0		11.8			7.8		18.2									18				
15		5.0		11.8			7.8		18.2									18				
16		5.0		11.8			7.8		18.2									18				
17		5.0		11.8			7.8		18.2									18				
18	5.3	4.8	13.0	11.9	99	5.6	6.1	13.8	15.1	99	3.6	0.846	2.1	91	7.1	5.6	20	17				
19	3.9	4.5	10.4	11.4	98	8.0	6.7	21.4	17.0	97	6.0	0.793	2.1	86	7.3	5.9	16	14	0.54	1.4		
20	5.1	4.8	13.5	12.3	98	7.6	7.1	20.1	18.4	98	5.2	0.835	2.2	85	7.2	6.1	40	23				
21		4.8		12.3			7.1		18.4									23				
22		4.8		12.3			7.1		18.4									23				
23		4.8		12.3			7.1		18.4									23				
24		4.8		12.3			7.1		18.4									23				
25	5.3	4.8	13.6	12.5	98	8.0	7.9	20.5	20.7	98	4.8	0.863	2.2	89	7.2	5.8	48	31				
26	6.5	5.6	19.1	15.4	98	3.2	6.3	9.4	16.7	99	2.0	1.030	3.0	86	7.1	5.3	8	25				
27	6.1	6.0	13.0	15.3	98	4.6	5.3	9.8	13.3	98	3.4	0.920	2.0	85	7.1	5.4	3	10				
28		6.0		15.3			5.3		13.3									10				
29		6.0		15.3			5.3		13.3									10				
30	4.4	5.6	10.0	13.9	96	6.8	5.7	15.5	13.8	98	4.4	0.759	1.7	90	7.6	6.3	6	9	1.31	0.0		
M/M																						
TL																						
GA																						
ME	5.3		13.1		98	6.9		17.1		98	5.0	0.84	2.1	88	7.1	5.7	22.7		1.3	2.5		
WGA																						
WA																						
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																						
REMARKS:																						

Total pounds are the multiplication of the monthly average by the number of days in the month.

City of Portland, MI

June 2024

MBBR

DAY	Aeration Volume KCF	Detent. Time Hours	CRT Days	DO W	DO E	AIR SUPPLY CuFt./D	WAS gal	WAS lbs	Air Volume
1	24	11.4	#DIV/0!	5.2		1.44	0.00	0	10
2	24	10.3	#DIV/0!	5.3		1.44	0.00	0	10
3	24	10.2	#DIV/0!	9.9	5.0	1.44	31.20	0	10
4	24	9.2	#DIV/0!	7.8	5.2	1.44	0.00	0	10
5	24	9.6	#DIV/0!	7.3	6.8	1.44	19.81	0	10
6	24	9.4	#DIV/0!	7.7	6.7	1.44	0.00	0	10
7	24	9.4	#DIV/0!	7.7	6.7	1.44	0.00	0	10
8	24	9.9	#DIV/0!	6.6	7.3	1.44	15.12	0	10
9	24	9.8	#DIV/0!	7	7.3	1.44	0.00	0	10
10	24	10.4	#DIV/0!	6.5	6.1	1.44	0.00	0	10
11	24	10.0	#DIV/0!	6.2	7.2	1.44	26.54	0	10
12	24	9.6	#DIV/0!	6.4	7.6	1.44	0.00	0	10
13	24	9.6	#DIV/0!	6	7.4	1.44	0.00	0	10
14	24	9.4	#DIV/0!	5.3	7.6	1.44	26.83	0	10
15	24	10.1	#DIV/0!	5.5	8.2	1.44	0.00	0	10
16	24	10.4	#DIV/0!	5.5	8.2	1.44	0.00	0	10
17	24	9.6	#DIV/0!	5.28	7.1	1.44	0.00	0	10
18	24	9.2	#DIV/0!	5.79	7.6	1.44	20.00	0	10
19	24	8.9	#DIV/0!	6.03	7.7	1.44	0.00	0	10
20	24	9.0	#DIV/0!	5.4	5.9	1.44	0.00	0	10
21	24	9.2	#DIV/0!	5.55	6.0	1.44	22.37	0	10
22	24	9.7	#DIV/0!	5.41	5.7	1.44	0.00	0	10
23	24	10.0	#DIV/0!	5.23	5.3	1.44	0.00	0	10
24	24	9.8	#DIV/0!	4.29	4.3	1.44	24.00	0	10
25	24	9.5	#DIV/0!	3.82	3.6	1.44	0.00	0	10
26	24	10.5	#DIV/0!	3.5	3.6	1.44	0.00	0	10
27	24	10.0	#DIV/0!	3.5	3.3	1.44	21.77	0	10
28	24	11.1	#DIV/0!	4.4	4.1	1.44	0.00	0	10
29	24	10.2	#DIV/0!	4.3	4.3	1.44	0.00	0	10
30	24	10.2	#DIV/0!	5.2	5.2	1.44	0.00	0	10
TL							207.64	0	
ME	24	#DIV/0!	#DIV/0!	6	6.1	1.44	6.92	0	
REMARKS:									

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

June 2024

MISCELLANEOUS DATA

DAY	OUTFALL OBSERVATION	GRIT	NAT. GAS	ELECT. WWTP	ELECT. Riverside Lift Stat.	ELECT. Canal Lift Stat.	ELECT. Cutler Lift Stat.	FERRIC CHLORIDE	Polymer Sludge Thickener
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	lbs
SF				1					
1	n		0	144				249	0.0
2	n		0	128	105	27	34	249	0.0
3	n		0	152				276	18.0
4	y	54.0	0	168	33		14	276	29.0
5	y		0	184				276	11.0
6	y		0	160	26	26	19	276	0.0
7	n		300	144				276	0.0
8	n		200	160				276	0.0
9	n		200	144	32	42	38	276	0.0
10	n		400	152				276	8.0
11	y	54.0	500	160	35	27	20	276	12.5
12	y		400	160				276	0.0
13	y		0	168	26	31	18	276	0.0
14	y		0	176				276	0.0
15	n		0	168				276	0.0
16	n		0	176	30	40	28	276	0.0
17	n		0	176				276	4.6
18	y	54.0	0	200	20	25	12	276	0.0
19	y		0	208				276	0.0
20	y		0	176	20	28	15	276	0.0
21	n		0	184				276	0.0
22	n		0	184				276	0.0
23	n		0	176		42	29	276	0.0
24	n		0	208				276	0.0
25	y	54.0	0	176	17	28	18	276	0.0
26	y		0	176				276	0.0
27	y		0	208	18	28	19	276	0.0
28	n		0	208				276	0.0
29	n		0	208				276	0.0
30	y		0	184	26	40	31	276	0.0
TL		216.0	2000.0	5216	388	384	295	8226	83.1
ME		54.0	67	174	32	32	23	274	2.8
REMARKS:									

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

City of Portland, MI

June 2024

SOLIDS DISPOSAL

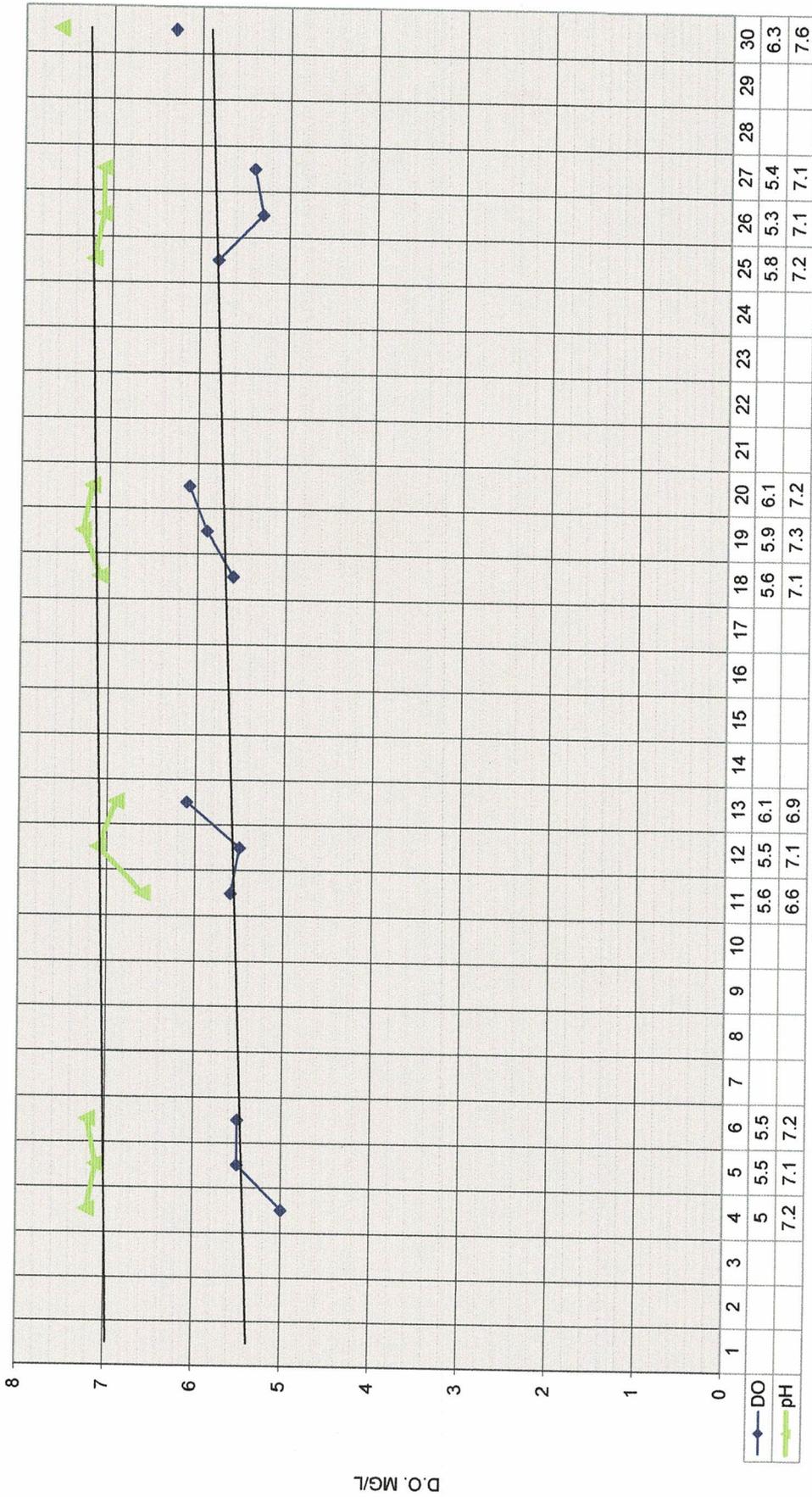
DAY	SUPERNATANT							BIOSOLIDS DISPOSAL			SITE #	DRY TONS APPLIED.	
	AMT.	PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL			VOL.
			SOLIDS	SOLIDS	SOLIDS			TO BED	HAULED	SOLIDS			SOLIDS
	gal.		%	%	mg/l	mg/l	lbs	lbs	gal	%			%
1	0							0.0					
2	0							0.0					
3	0							0.0					
4	18655							0.0					
5	6396							0.0					
6	3198							0.0					
7	3198							0.0					
8	0							0.0					
9	0							0.0					
10	0							0.0					
11	0							0.0					
12	0							0.0					
13	0							0.0					
14	15990							0.0					
15	3198							0.0					
16	3198							0.0					
17	3198							0.0					
18	0							0.0					
19	0							0.0					
20	0							0.0					
21	0							0.0					
22	2132							0.0					
23	2132							0.0					
24	0							0.0					
25	19188							0.0					
26	19188							0.0					
27	0							0.0					
28	0							0.0					
29	0							0.0					
30	0							0.0					
31	0							0.0					
TL	99671							0.0	0				
ME													

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

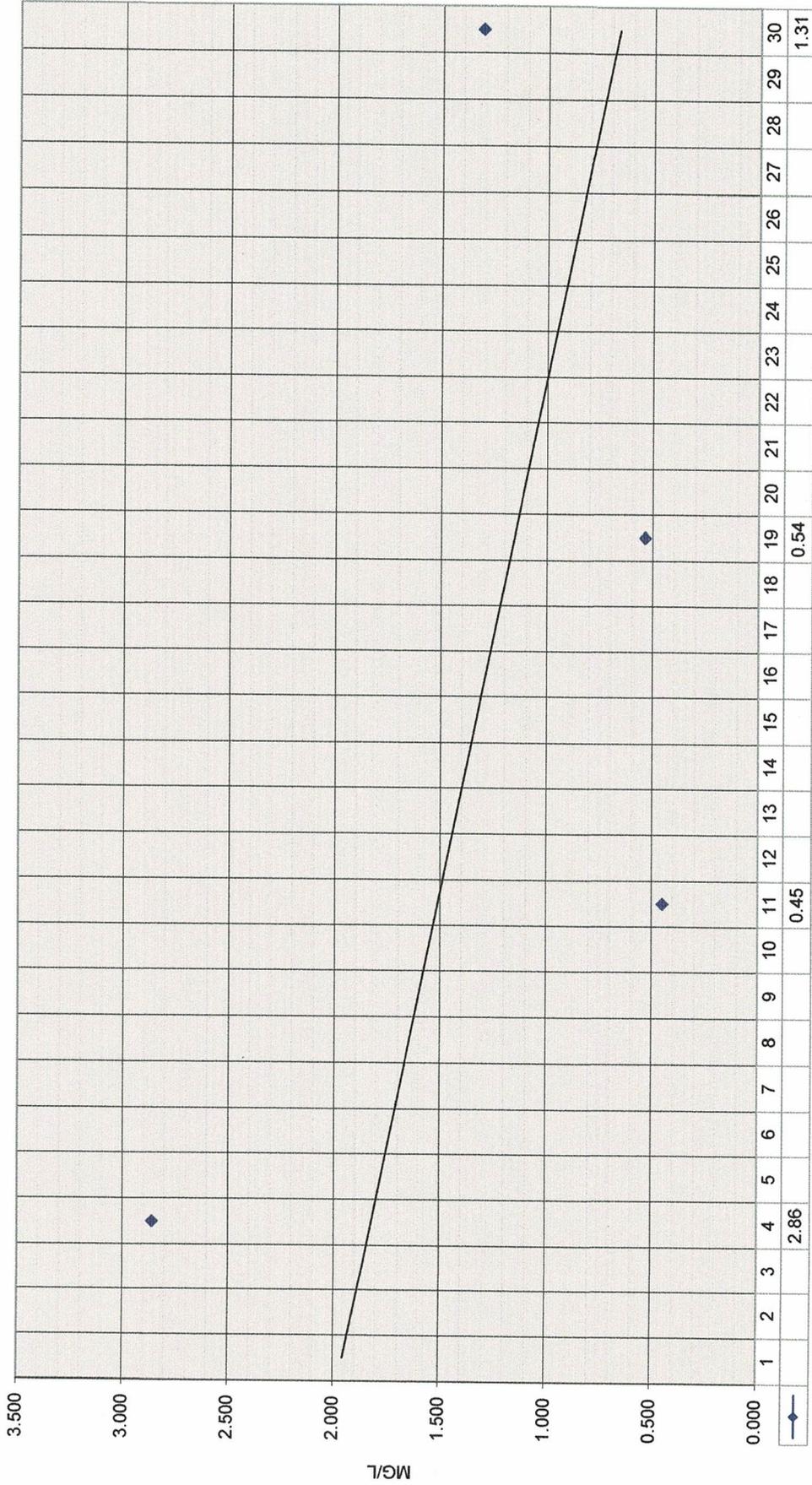
Date	Filtrate Meter Reading		Total Filtrate Gal	Total Equalization Gal	WAS Gal
	Start	Stop			
1	70633.09	70633.09	0	0	0
2	70633.09	70633.09	0	0	0
3	70633.09	70636.77	3680	0	31200
4	70636.77	70636.77	0	0	0
5	70636.77	70644.17	7400	0	19806
6	70644.17	70644.59	420	0	0
7	70644.59	70672.53	27940	0	0
8	70672.53	70672.53	0	0	15118
9	70672.53	70672.53	0	0	0
10	70672.53	70673.7	1170	0	0
11	70673.7	70683.73	10030	0	26540
12	70683.73	70683.73	0	0	0
13	70683.73	70683.73	0	0	0
14	70683.73	70685.33	1600	0	26830
15	70685.33	70685.33	0	0	0
16	70685.33	70685.51	180	0	0
17	70685.51	70689.72	4210	0	0
18	70689.72	70689.72	0	0	20003
19	70689.72	70689.72	0	0	0
20	70689.72	70689.72	0	0	0
21	70689.72	70707.5	17780	0	22373
22	70707.5	70707.5	0	0	0
23	70707.5	70707.5	0	0	0
24	70707.5	70707.5	0	0	23999
25	70707.5	70707.5	0	0	0
26	70707.5	70707.5	0	0	0
27	70707.5	70707.5	0	0	21769
28	70707.5	70707.5	0	0	0
29	70707.5	70707.5	0	0	0
30	70707.5	70707.5	0	0	0
31			0	0	0
Total	-70633.09		74410	0	207638
Average			2400	0	6698

Remarks: Flow meter was placed into service on 3/15/2012.

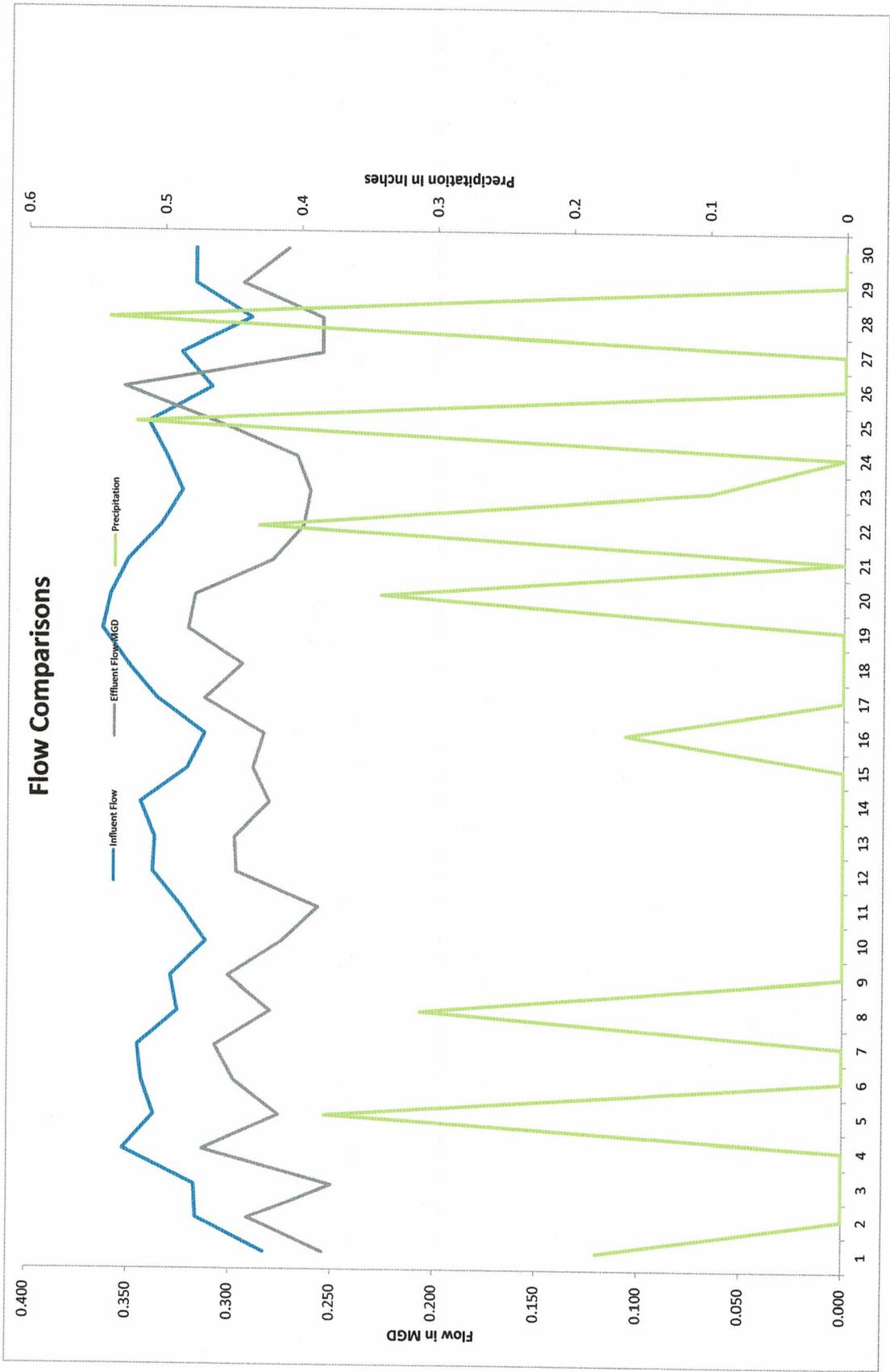
pH & D.O.



AMMONIA NITROGEN



Flow Comparisons



IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
JULY 23, 2024 – 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)
 - B. Approve per diem and mileage
 - C. Approve payments of Common Cash and General Fund Payroll for the month of June 2024- \$2,134,464.89
 - D. Approve payments of Health Department payroll and accounts payable for the month of June 2024-\$ 131,017.05
 - E. Approve payments of Road Department payroll and accounts payable for the month of June 2024-\$ 1,385,784.53
 - F. Approve payments from Trust and Agency for the month of June 2024-\$229,722.26
- VII. Unfinished Business**
- VIII. New Business**
 - A. 2023 Audit/Financial Statements-Bernadette Blonde
 - B. Update on Ionia County Pension- Jack Kasko
 - C. Request Approval of Agreement with Michigan Department of Health and Human Services Amendment #3-Chad Shaw
 - D. Request Approval of Software/Maintenance Renewal for Central Square- Lance Langdon
 - E. Request Approval of Electrical work for Central Dispatch-Lance Langdon
 - F. Ionia Fire Radio System Loan-Lance Langdon

- G. Request Approval to Contract for Consulting and Engineering Services for the Ionia County Airport-Rod Steel
- H. Request Approval to have Engineered Drawings and Specifications for District Court Probation Office Remodel-Rod Steel
- I. Request to Award contract for Management of Ionia County Airport-Patrick Jordan
- J. Request Approval to accept bid for Greenview Point Park Fishing Deck-Patrick Jordan

IX. Department Reports

- A. Central Dispatch
- B. Building Department
- C. Public Defenders

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-Review of County Administrator

XIV. Adjournment

Board and/or Commission Vacancies

- Economic Development Corporation/Brownfield Redevelopment Authority – Two- three-year terms.
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- 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
- Land Bank Authority- one-three-year term

Appointments for consideration in the month of July 2024:

- NONE

Appointments for consideration in the month of August 2024:

- Substance Use Disorder Oversight Policy Board

Monthly Report

June Activity

- 911 Calls— **1920**
- Administrative Calls— **6293**
- Text to 911— **15**
- 911 Hang up Calls— **168**
- Calls for Service Initiated — **3484**

- Total Mental Health Calls — **57**
- Suicidal Calls — **10**
- 988 Calls Received — **0**
- 988 Calls Transferred — **0**
- CPR Performed — **3**
- Stroke Related Calls — **13**
- Child birth calls — **0**



Unit Responses / Activities

- Law Enforcement— **2789**

- Fire— **379**

- EMS— **629**

Special Programs Available

Share Medical Information with your 911 call.



www.emergencyprofile.com

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

What3words.com



Statistics— All Dispatch Activity/Calls for Service.

JULY - 4827			
CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	168	Lost Property / Found	20
988 Calls	0	MDOP	25
Abandoned Vehicle	20	MED 1	239
Active Violence Incident	0	MED 2	75
Alarm	48	MED 3	110
Ambulance Transport	114	Medical Call / Amb Dispatch	6
Assault	21	Mental Health	57
Assist Jail	1	Missing Person	11
Assist Medical	0	Motor Vehicle Theft / UDAA	10
Assist Other Agency	11	Non Criminal	106
Assist Outside Agency	17	OWI / OUID	22
Bomb Threat	0	PDA Traffic	125
Burglary	8	Phone / Internet Harassment	24
Burn Permit	36	PIA Traffic	28
Civil Dispute	95	PPO Violation	5
Conservation / Wildlife	24	Property Check	4
CSC - Criminal Sexual Conduct	20	Repossession	10
Disorderly Conduct	78	Request - Wrecker	2
Domestic Assault	40	Road Closure	32
DPW Request	10	Robbery / Hold up	0
Drugs	14	Spam to Center	515
Duplicate Call	3	Structure Fire	7
Family Abuse / Neglect	20	Suspicious Situations	208
Fire All Other	37	Test Call / System Test	80
Fireworks	6	Thunder Storm/Tornado Warning	5
Follow Up	197	Traffic / Officer Stop	237
Fraud	24	Traffic Offense All Other	862
General Assist	276	Tree Down	38
Grass / Wildland Fire	8	Trespassing	19
Health & Safety / Animal	123	Vehicle Fire	9
Hit and Run	19	Verbal Domestic	20
Homicide	0	Vin Inspections / All Inspections	11
Juvenile Problems & Runaways	48	Warrant Arrest / Fugitive	86
Kidnapping	0	Weapons Offenses All	11
Larceny	45	Wires Down / Arching	29
Liquor / MIP	0	Unclassified	248

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Ionia County Central Dispatch

545 Apple Tree Drive, Ionia MI 48846

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400

ADMINISTRATION: (616) 522-0911

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

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

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

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

Supervisor: Jeremiah Wittenbach (Night Shift)
(616) 527-5617 jwittenbach@ioniacounty.org

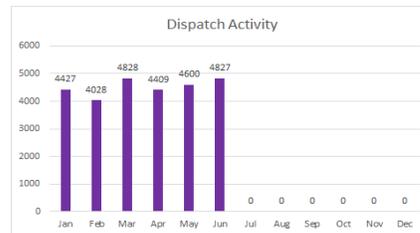
Supervisor: Roy McCarver (Night Shift)
(616) 527-5616 rmccarver@ioniacounty.org

FOIA Requests - 911 Records Only-No Police Repts.
Form available at: <http://ioniacounty.org/foia>
Send or Email to: CentralDispatch@ioniacounty.org

Agency Individual Responses / Activity

Animal Control— 39	Total YTD 223
Belding Fire— 65	Total YTD 468
Belding Police— 299	Total YTD 1713
Berlin-Orange Fire— 42	Total YTD 211
Clarksville Fire— 13	Total YTD 88
Department of Natural Resources Law— 9	Total YTD 24
Freeport Fire— 0	Total YTD 4
Hubbardston Fire— 9	Total YTD 48
Ionia County Sheriff's Office— 1157	Total YTD 5362
Ionia Department Public Safety Law — 433	Total YTD 2744
Ionia Department Public Safety Fire— 86	Total YTD 438
Lake Odessa Fire— 23	Total YTD 192
Lake Odessa Police— 45	Total YTD 292
Life EMS— 521	Total YTD 3080
Lyons-Muir Fire— 13	Total YTD 96
Michigan State Police— 604	Total YTD 3861
Orleans Fire— 15	Total YTD 92
Pewamo Fire— 3	Total YTD 53
Portland EMS— 108	Total YTD 576
Portland Fire— 18	Total YTD 109
Portland Police— 242	Total YTD 1389
Ronald Fire— 8	Total YTD 78
Roxand Fire— 0	Total YTD 11
Saranac Fire— 69	Total YTD 312
Sunfield Fire— 11	Total YTD 45

Central Dispatch Activity



Monthly Report

July Activity

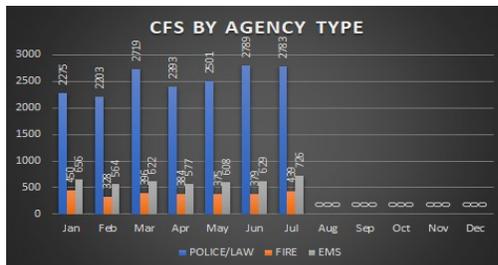


911 Calls— **2311**
 Administrative Calls— **6946**
 Text to 911— **14**
 911 Hang up Calls— **201**
 Calls for Service Initiated — **3948**

Total Mental Health Calls — **65**
 Suicidal Calls — **8**
 988 Calls Received — **0**
 988 Calls Transferred — **0**
 CPR Performed — **3**
 Stroke Related Calls — **11**
 Child birth calls — **0**

Unit Responses / Activities

Law Enforcement— **2783**
 Fire— **439**
 EMS— **726**



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Statistics— All Dispatch Activity/Calls for Service.

JULY - 4953			
CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	201	Lost Property / Found	FALSE
988 Calls	0	MDOP	38
Abandoned Vehicle	22	MED 1	269
Active Violence Incident	0	MED 2	90
Alarm	47	MED 3	129
Ambulance Transport	125	Medical Call / Amb Dispatch	7
Assault	26	Mental Health	65
Assist Jail	8	Missing Person	10
Assist Medical	0	Motor Vehicle Theft / UDAA	2
Assist Other Agency	9	Non Criminal	122
Assist Outside Agency	12	OWI / OUID	26
Bomb Threat	1	PDA Traffic	127
Burglary	8	Phone / Internet Harassment	35
Burn Permit	31	PIA Traffic	41
Civil Dispute	77	PPO Violation	13
Conservation / Wildlife	29	Property Check	7
CSC - Criminal Sexual Conduct	25	Repossession	11
Disorderly Conduct	79	Request - Wrecker	3
Domestic Assault	39	Road Closure	25
DPW Request	11	Robbery / Hold up	0
Drugs	8	Spam to Center	721
Duplicate Call	19	Structure Fire	9
Family Abuse / Neglect	23	Suspicious Situations	224
Fire All Other	30	Test Call / System Test	7
Fireworks	23	Thunder Storm/Tornado Warning	2
Follow Up	196	Traffic / Officer Stop	222
Fraud	29	Traffic Offense All Other	750
General Assist	254	Tree Down	23
Grass / Wildland Fire	4	Trespassing	19
Health & Safety / Animal	114	Vehicle Fire	4
Hit and Run	18	Verbal Domestic	18
Homicide	0	Vin Inspections / All Inspections	11
Juvenile Problems & Runaways	49	Warrant Arrest / Fugitive	63
Kidnapping	0	Weapons Offenses All	8
Larceny	67	Wires Down / Arching	16
Liquor / MIP	1	Unclassified	232

Central Dispatch Activities

- The first 911 Advisory Board meeting was held in the new conference room this month.
- The Center hosted the Townships Officers Association Quarterly Meeting
- Center Staff made our first appearance at the Ionia County Fair where we spent time recruiting and discussing calling 911 with families and individuals that stopped by. We look forward to doing more at the various events around the County.
- Oral Board interviews took place, three that were moved forward were not hired.
- Weekly Tornado Sirens Tests have been started.
- Congratulations Lisa-3rd year completed, Krista- 2nd year completed with the center, keep up the good work.

Information received from callers is often incorrect. This often results in the 911 Dispatcher providing incorrect location or other information to First Responders.

Inside 9-1-1 Focus Stories

Public Outreach, Recruiting and Education

The Ionia Free Fair saw a new group setting up shop at this years fair. ICCD staff participated in recruiting and education at this years fair, and are hoping to have some people think about a career with us. We have received a few applications that we believe were the result of our efforts. Way to go Natalie for spear heading this, thank you!.



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Freeport Fire— 0	Total YTD 5
Hubbardston Fire— 4	Total YTD 52
Ionia County Sheriff's Office— 959	Total YTD 6321
Ionia Department Public Safety Law — 473	Total YTD 2712
Ionia Department Public Safety Fire— 85	Total YTD 590
Lake Odessa Fire— 31	Total YTD 223
Lake Odessa Police— 62	Total YTD 354
Life EMS— 608	Total YTD 3688
Lyons-Muir Fire— 19	Total YTD 115
Michigan State Police— 719	Total YTD 4580
Orleans Fire— 14	Total YTD 106
Pewamo Fire— 14	Total YTD 67
Portland EMS— 118	Total YTD 694
Portland Fire— 14	Total YTD 123
Portland Police— 262	Total YTD 1651
Ronald Fire— 11	Total YTD 89
Roxand Fire— 0	Total YTD 89
Saranac Fire— 77	Total YTD 389
Sunfield Fire— 7	Total YTD 52

Central Dispatch Activity

