



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

7:00 P.M. Monday, August 19, 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	VI. <u>Presentations</u> A. Jon Moxey of Fleis & Vandenbrink – Discussion of Plaza Project	
7:25 PM	VII. <u>Public Hearing(s)</u> - None	
7:30 PM	VIII. <u>Old Business</u> - None	
7:33 PM	IX. <u>New Business</u> A. Proposed Resolution 24-68 Approving, Authorizing, and Directing the Clerk to Sign an Agreement Between Andrew Dymczyk and the City of Portland for Service as City Manager	Decision
7:35 PM	B. Proposed Resolution 24-69 to Approve Legal Services Provided by Dickinson Wright PLLC	Decision
7:38 PM	C. Proposed Resolution 24-70 Approving Fleis & VandenBrink’s Invoice for Construction Engineering Services for the Kent Street Improvement Project	Decision
7:40 PM	D. Proposed Resolution 24-71 Approving, Authorizing, and Directing the Mayor and City Clerk to Sign a License Agreement to Permit Holding a Haunted House at the Red Mill	Decision
7:42 PM	E. Proposed Resolution 24-72 Confirming the Mayor’s Appointment to City Boards and Commissions	Decision
7:44 PM	F. Proposed Resolution 24-73 Approving the TMF Water Service Material Verification Project and Awarding the Project to Plummer’s Environmental Services	Decision
7:42 PM	X. <u>Consent Agenda</u> A. Minutes and Synopsis of the Regular City Council Meeting held on August 5, 2024	Decision

<u>Estimated Time</u>
7:50 PM
7:55 PM
8:00 PM
8:05 PM

- B. Payment of Invoices in the Amount of \$122,214.78 and Payroll in the Amount of \$172,936.56 for a Total of \$295,151.34
- C. Purchase Orders over \$5,000.00 - None

XI. Communications

- A. Rachele Breeden – Boards & Commissions App
- B. Fleis & VandenBrink Status Report – August 14, 2024
- C. August 6, 2024 Primary Election Results
- D. July 2024 Wastewater Treatment Plant Report
- E. Ionia County Board of Commissioners Agenda for August 13, 2024

XII. Other Business – None

XIII. Interim City Manager Comments

XIV. Council Comments

XV. Adjournment

<u>Desired Outcome</u>
Decision

RECOMMENDATION OF AWARD

August 15, 2024

Via Email: dterry@portland-michigan.org

Doug Terry, Interim City Manager
City of Portland
259 Kent Street
Portland, MI 48875

RE: City of Portland – 103 E. Grand River Avenue Plaza

Dear Doug,

As you are aware, the bid opening for the building demolition and plaza development project at 103 E. Grand River Avenue was held on Tuesday, August 13. While there were multiple potential bidders on the planholders list and that attended the pre-bid meeting, we only received one bid on the project from E.T, MacKenzie Company (ETMC) of Grand Ledge, Michigan. We are in the process of contacting other planholders to better understand why they didn't submit a bid, in case the City elects to re-scope and/or re-bid the project.

We requested bids based on both fall 2024 construction and spring 2025 construction in an attempt to provide contractors with greater flexibility and encourage more bidders. ETMC's bid price for fall construction is \$750,402.49 and their bid price for spring construction is \$755,782.18. Both prices significantly exceed the amount budgeted for construction on the project. While a number of items came in slightly over our estimate, the majority of the difference is on several items, and based on feedback from ETMC, we understand the cost is driven by an inability to find subcontractors, especially masonry and siding. The bid tabulation is attached, and we included a column with a recommended award that excludes certain items, if the City wishes to proceed with the ETMC bid. We have confirmed that ETMC is open to a partial award. The specific items are as follows:

- Item 7, Wall Restoration: After the 103 building is removed, a large portion of the east wall of 104 W. Grand River Avenue (Fabiano's) will be newly exposed. This item includes the cost of masonry repairs and installing board and batten siding to match the rest of the wall. Our plan would be to work with the adjacent property owner (Bill Fabiano) and reach out to contractors he used for the rest of his recent exterior renovations.
- Item 16, Tree Removal: The project includes removal of approximately 6 trees that have grown up along the north wall of 103 which are in the way of the concrete retaining wall repair work and would eventually block the view of the river and Two Rivers Park. The trees are proposed to be cut near ground level with the stumps remaining to avoid further disturbance of the bank area. Our plan would be to have the removal done by the DPW or a local tree contractor that they use often.

- Items 25-29, Water Service: The project includes repurposing the existing water service for the building for a new frost free yard hydrant in the planter wall, with a meter pit. Our plan would be to have that work done by the DPW.
- Item 41, Sidewalk Refinishing: The plans included salvaging an area of concrete on the east side of the site where the dumpsters are currently positioned. The concrete surface has grease stains and other discoloration. This item was included to sand blast and re-seal the concrete surface to provide visual consistency (the condition of the concrete is fair to good). Our plan would be for the DPW to try power washing as an interim measure and if that is not adequate, to address this at a later date.
- Item 44, Brick Columns: A series of brick columns was included to be mounted on the concrete retaining wall along the north side of the property. They were designed to provide visual consistency with the columns along Maple Street and Grand River Avenue in the area. Our plan would be to contract with a local mason to complete this work. If that isn't viable, the columns could be eliminated.
- Item 45, Dumpster Enclosure: The project includes a dumpster enclosure in the northeast area of the property. Masonry walls and black steel doors were chosen to provide visual consistency with the brick columns, streetlight poles and other decorative elements in the area. Our plan would be to contract with a local mason and steel fabricator to complete this work. If that isn't viable, the enclosure could be redesigned to vinyl fencing or another less costly option.

After removing these items and adding back budget for using local contractors for various elements, there is a budget gap of approximately \$150,000. We are in the process of evaluating the remaining funds in the \$3M State of Michigan budget appropriation that the City received, as this project has long term impacts on the sanitary sewer crossing that will be installed under this property (the routing of that crossing was selected with the assumption that the building would no longer be above it and the retaining wall would be repaired). We are also in the process of preparing a current cost projection for the Kent Street project to determine the amount of contingency budgeted for that project that we anticipate to go unused.

ETMC is prequalified by the Michigan Department of Transportation in a variety of applicable categories including building demolition, special structures, grading and drainage structures, concrete pavement and flatwork and landscaping. ETMC completed a project on Cutler Road in 2014-2015. That project had several disputed claims over compensation for extra work but the project was completed successfully with an acceptable quality of work. We have worked with ETMC's building demolition division as well and feel they are capable of successfully completing the project, if the City decides to move forward with their bid.

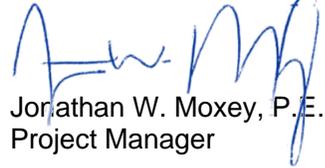
We have identified several recommended courses of action for the City to consider:

1. Issue an award to E.T. MacKenzie Company in an amount of \$445,837.48 (the bid amount for fall construction less the items indicated above), conditional on City staff confirming that there is adequate funding available to eliminate the \$150,000 gap. Once staff is comfortable with the funding, we will issue the Notice of Award to ETMC so that they can obtain their bonds and insurances to execute the contract for the project. At the same time, we will work on identifying local contractors to obtain quotes for the items that the DPW isn't able to perform in-house. We anticipate this course of action would allow construction to be completed in fall 2024, depending on when we were able to issue the Notice of Award (we anticipate it would be issued the week of August 19, which would allow construction to begin in early to middle of September with a fall Substantial Completion date of December 12, 2024).
2. Continue to work with ETMC on value engineering options in an attempt to bring the construction cost in line with the budget. In this course of action, we would be working from a slightly higher amount, as it would be for spring 2025 construction. If we are successful, we would bring the results back to the City with a Recommendation of Award.
3. Reject the bid that was received, continue to communicate with those contractors that did not submit bids for the project and modify the scope, design and/or break it into multiple contracts in an attempt to reduce the cost. Re-bid the project this fall for spring 2025 construction.

We look forward to discussing these options in greater detail and appreciate the opportunity to assist you with this project. We are ready to implement the next steps regardless of the direction the City feels is in its best interest.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in blue ink, appearing to read 'Jonathan W. Moxey', written over the printed name.

Jonathan W. Moxey, P.E.
Project Manager

Enclosure

Cc: Ken Gensterblum, Superintendent of Public Works
Mindy Tolan, Treasurer
Tina CW, DDA Director
Nikki Miller, Clerk
Neil Brown, Director of Parks, Recreation and Cemetery

City of Portland
103 E. Grand River Avenue Plaza
Bid Tabulation



Project No.: 863880
 By: JWM
 Date: 8/13/2024

ITEM NO.	ITEM DESCRIPTION	UNIT	EST. QTY.	Engineer's Estimate		E.T. MacKenzie Company		E.T. MacKenzie Company		Proposed Award (Alt 1 less key items)		
				ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BASE BID UNIT PRICE	BASE BID PRICE	ALT 1 BID UNIT PRICE	ALT 1 BID PRICE	AWARD QTY.	ALT 1 BID UNIT PRICE	ALT 1 BID PRICE
1	General Conditions, Bonds and Insurance, Max 5%	LSUM	1	\$ 19,600.00	\$ 19,600.00	\$ 20,795.49	\$ 20,795.49	\$ 39,503.48	\$ 39,503.48	1	\$ 39,503.48	\$ 39,503.48
2	Preconstruction Video Survey	LSUM	1	\$ 2,000.00	\$ 2,000.00	\$ 3,303.72	\$ 3,303.72	\$ 3,303.72	\$ 3,303.72	1	\$ 3,303.72	\$ 3,303.72
3	Temporary Traffic Control	LSUM	1	\$ 10,000.00	\$ 10,000.00	\$ 3,320.32	\$ 3,320.32	\$ 3,320.32	\$ 3,320.32	1	\$ 3,320.32	\$ 3,320.32
4	Erosion Control, Inlet Protection, Fabric Drop	Ea	3	\$ 150.00	\$ 450.00	\$ 153.31	\$ 459.93	\$ 153.31	\$ 459.93	3	\$ 153.31	\$ 459.93
5	Building Demolition & Universal Waste Disposal	LSUM	1	\$ 80,000.00	\$ 80,000.00	\$ 43,421.80	\$ 43,421.80	\$ 43,102.61	\$ 43,102.61	1	\$ 43,102.61	\$ 43,102.61
6	Asbestos Abatement	LSUM	1	\$ 20,000.00	\$ 20,000.00	\$ 10,735.71	\$ 10,735.71	\$ 10,735.71	\$ 10,735.71	1	\$ 10,735.71	\$ 10,735.71
7	Wall Restoration	LSUM	1	\$ 20,000.00	\$ 20,000.00	\$ 99,167.27	\$ 99,167.27	\$ 99,167.27	\$ 99,167.27	0	\$ 99,167.27	\$ -
8	Non-Hazardous Contaminated Material Handling and Disposal	Cyd	20	\$ 100.00	\$ 2,000.00	\$ 109.88	\$ 2,197.60	\$ 108.08	\$ 2,161.60	20	\$ 108.08	\$ 2,161.60
9	Concrete Retaining Wall, Rem	Sft	460	\$ 100.00	\$ 46,000.00	\$ 125.21	\$ 57,596.60	\$ 125.21	\$ 57,596.60	460	\$ 125.21	\$ 57,596.60
10	Dr Structure, Rem	Ea	3	\$ 600.00	\$ 1,800.00	\$ 1,182.92	\$ 3,548.76	\$ 1,182.92	\$ 3,548.76	3	\$ 1,182.92	\$ 3,548.76
11	Sewer, Rem, Less than 24 inch	Ft	56	\$ 20.00	\$ 1,120.00	\$ 58.29	\$ 3,264.24	\$ 58.29	\$ 3,264.24	56	\$ 58.29	\$ 3,264.24
12	Bollard, Rem	Ea	6	\$ 200.00	\$ 1,200.00	\$ 274.27	\$ 1,645.62	\$ 274.27	\$ 1,645.62	6	\$ 274.27	\$ 1,645.62
13	Pavt, Rem	Syd	425	\$ 15.00	\$ 6,375.00	\$ 8.37	\$ 3,557.25	\$ 15.49	\$ 6,583.25	425	\$ 15.49	\$ 6,583.25
14	Sidewalk, Rem	Syd	60	\$ 10.00	\$ 600.00	\$ 9.04	\$ 542.40	\$ 8.67	\$ 520.20	60	\$ 8.67	\$ 520.20
15	Curb and Gutter, Rem	Ft	90	\$ 20.00	\$ 1,800.00	\$ 9.66	\$ 869.40	\$ 9.66	\$ 869.40	90	\$ 9.66	\$ 869.40
16	Tree, Rem, 6 inch to 18 inch	Ea	5	\$ 250.00	\$ 1,250.00	\$ 1,183.66	\$ 5,918.30	\$ 1,183.66	\$ 5,918.30	0	\$ 1,183.66	\$ -
17	Soil Gas Well, Abandon	Ea	3	\$ 250.00	\$ 750.00	\$ 217.19	\$ 651.57	\$ 217.19	\$ 651.57	3	\$ 217.19	\$ 651.57
18	Monitoring Well, Adj	Ea	6	\$ 400.00	\$ 2,400.00	\$ 510.26	\$ 3,061.56	\$ 510.26	\$ 3,061.56	6	\$ 510.26	\$ 3,061.56
19	Concrete Retaining Wall, Reinforced	Sft	530	\$ 140.00	\$ 74,200.00	\$ 147.58	\$ 78,217.40	\$ 142.54	\$ 75,546.20	530	\$ 142.54	\$ 75,546.20
20	Sewer Tap, 12 inch	Ea	1	\$ 300.00	\$ 300.00	\$ 1,473.43	\$ 1,473.43	\$ 1,473.43	\$ 1,473.43	1	\$ 1,473.43	\$ 1,473.43
21	Storm Sewer, 8 inch	Ft	68	\$ 50.00	\$ 3,400.00	\$ 169.01	\$ 11,492.68	\$ 169.01	\$ 11,492.68	68	\$ 169.01	\$ 11,492.68
22	Storm Sewer, 12 inch	Ft	15	\$ 60.00	\$ 900.00	\$ 247.68	\$ 3,715.20	\$ 247.68	\$ 3,715.20	15	\$ 247.68	\$ 3,715.20
23	Dr Structure, 24 inch Dia	Ea	3	\$ 2,000.00	\$ 6,000.00	\$ 2,477.59	\$ 7,432.77	\$ 2,477.59	\$ 7,432.77	3	\$ 2,477.59	\$ 7,432.77
24	Dr Structure Cover, ADA	Ea	3	\$ 1,000.00	\$ 3,000.00	\$ 926.67	\$ 2,780.01	\$ 926.67	\$ 2,780.01	3	\$ 926.67	\$ 2,780.01
25	Water Service, Connect	Ea	1	\$ 500.00	\$ 500.00	\$ 5,660.26	\$ 5,660.26	\$ 5,660.26	\$ 5,660.26	0	\$ 5,660.26	\$ -
26	Meter Pit	Ea	1	\$ 1,000.00	\$ 1,000.00	\$ 5,228.56	\$ 5,228.56	\$ 5,228.56	\$ 5,228.56	0	\$ 5,228.56	\$ -
27	Water Service, 1 inch	Ft	60	\$ 50.00	\$ 3,000.00	\$ 124.76	\$ 7,485.60	\$ 124.76	\$ 7,485.60	0	\$ 124.76	\$ -
28	Yard Hydrant	Ea	1	\$ 1,000.00	\$ 1,000.00	\$ 2,296.33	\$ 2,296.33	\$ 2,296.33	\$ 2,296.33	0	\$ 2,296.33	\$ -
29	Curb Box	Ea	1	\$ 800.00	\$ 800.00	\$ 1,362.15	\$ 1,362.15	\$ 1,362.15	\$ 1,362.15	0	\$ 1,362.15	\$ -
30	Site Grading	LSUM	1	\$ 10,000.00	\$ 10,000.00	\$ 35,952.52	\$ 35,952.52	\$ 7,178.14	\$ 7,178.14	1	\$ 7,178.14	\$ 7,178.14
31	Subbase, CIP	Cyd	100	\$ 25.00	\$ 2,500.00	\$ 38.57	\$ 3,857.00	\$ 38.57	\$ 3,857.00	100	\$ 38.57	\$ 3,857.00
32	Utility MH, Adj	Ea	1	\$ 400.00	\$ 400.00	\$ 512.23	\$ 512.23	\$ 512.23	\$ 512.23	1	\$ 512.23	\$ 512.23
33	Valve Box, Adj	Ea	1	\$ 400.00	\$ 400.00	\$ 510.26	\$ 510.26	\$ 510.26	\$ 510.26	1	\$ 510.26	\$ 510.26
34	Curb, Conc, Det E2	Ft	3	\$ 20.00	\$ 60.00	\$ 163.24	\$ 489.72	\$ 121.89	\$ 365.67	3	\$ 121.89	\$ 365.67
35	Curb and Gutter, Conc, Det F3	Ft	70	\$ 40.00	\$ 2,800.00	\$ 71.47	\$ 5,002.90	\$ 57.19	\$ 4,003.30	70	\$ 57.19	\$ 4,003.30
36	Curb and Gutter, Conc, Det F4	Ft	70	\$ 30.00	\$ 2,100.00	\$ 69.65	\$ 4,875.50	\$ 55.36	\$ 3,875.20	70	\$ 55.36	\$ 3,875.20
37	Sidewalk Ramp, Conc, 6 inch	Sft	100	\$ 15.00	\$ 1,500.00	\$ 19.21	\$ 1,921.00	\$ 14.18	\$ 1,418.00	100	\$ 14.18	\$ 1,418.00
38	Detectable Warning Surface, Cast Iron	Ft	5	\$ 75.00	\$ 375.00	\$ 104.00	\$ 520.00	\$ 104.00	\$ 520.00	5	\$ 104.00	\$ 520.00
39	Sidewalk, Conc, 6 inch	Sft	5,300	\$ 9.00	\$ 47,700.00	\$ 14.90	\$ 78,970.00	\$ 14.27	\$ 75,631.00	5,300	\$ 14.27	\$ 75,631.00
40	Sidewalk, Conc, 8 inch	Sft	700	\$ 10.00	\$ 7,000.00	\$ 16.77	\$ 11,739.00	\$ 16.42	\$ 11,494.00	700	\$ 16.42	\$ 11,494.00
41	Sidewalk, Refinish	Sft	500	\$ 2.00	\$ 1,000.00	\$ 8.08	\$ 4,040.00	\$ 8.08	\$ 4,040.00	0	\$ 8.08	\$ -
42	Planter Wall	Ft	76	\$ 350.00	\$ 26,600.00	\$ 422.71	\$ 32,125.96	\$ 361.97	\$ 27,509.72	76	\$ 361.97	\$ 27,509.72
43	Decorative Railing, 42 inch	Ft	90	\$ 100.00	\$ 9,000.00	\$ 179.11	\$ 16,119.90	\$ 162.83	\$ 14,654.70	90	\$ 162.83	\$ 14,654.70
44	Brick Column	Ea	4	\$ 5,000.00	\$ 20,000.00	\$ 9,959.59	\$ 39,838.36	\$ 12,135.78	\$ 48,543.12	0	\$ 12,135.78	\$ -
45	Dumpster Enclosure	Ea	1	\$ 20,000.00	\$ 20,000.00	\$ 116,566.50	\$ 116,566.50	\$ 124,863.42	\$ 124,863.42	0	\$ 124,863.42	\$ -
46	Bollard, Removable	Ea	3	\$ 1,500.00	\$ 4,500.00	\$ 2,179.80	\$ 6,539.40	\$ 2,179.80	\$ 6,539.40	3	\$ 2,179.80	\$ 6,539.40
47	Electrical Allowance	Dir	5,000	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	5,000	\$ 1.00	\$ 5,000.00
				Total: \$ 472,380.00		\$ 755,782.18		\$ 750,402.49		\$ 445,837.48		

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-68

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE
CLERK TO SIGN AN AGREEMENT BETWEEN
ANDREW DYMCZYK AND THE CITY OF PORTLAND
FOR SERVICE AS CITY MANAGER**

WHEREAS, the City of Portland conducted a search and interviews for the position of City Manager; and

WHEREAS, the City of Portland and Andrew Dymczyk hereto desire to execute an Employment Agreement, Exhibit A, for services as City Manager of the City of Portland.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes, and directs the Mayor and Clerk to sign the proposed City Manager Agreement, 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 19, 2024

Monique I. Miller, City Clerk

CITY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT (“Agreement”) is made and entered into this ___day of _____2024, by and between the City of Portland, a State of Michigan Municipal Corporation (hereinafter referred to as “City”) and Andrew Dymczyk (hereinafter referred to as “Employee” or “Dymczyk”).

WITNESETH:

WHEREAS, the City desires to employ Andrew Dymczyk as its City Manager as provided in Portland City Charter, under the terms and conditions of this Agreement, and the City Personnel Manual where not in conflict with the City Charter or this Agreement, and;

WHEREAS, the Andrew Dymczyk desires employment as City Manager of the City;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the City and Employee do hereby agree as follows:

SECTION 1. Duties.

A. The City hereby agrees to employ Andrew Dymczyk as its City Manager to perform the functions and duties specified in this Agreement, the City Charter, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time direct or prescribe.

B. Employee agrees to comply with the Portland City Charter, this Agreement, City ordinances, policies, rules and regulations, and the City Personnel Manual where not in conflict with the City Charter or this Agreement.

C. Employee shall be responsible to the City Council for the efficient administration of all departments and operations of the City government.

D. The City Council and Employee will annually define such goals and objectives which they determine necessary for the proper operation of the City and shall prioritize those goals and objectives.

SECTION 2. Term.

A. This Agreement shall commence from its date of execution and Employee's actual start date for City Manager shall be _____. This Agreement shall run for a period of five (5) years or until said termination is effected as hereinafter provided.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the City, subject to the provision set forth in Section 3, Paragraph C of this Agreement.

C. The City shall allow limited outside employment by Employee with the understanding that such arrangements are subject to City Council disclosure and do not constitute interference or conflict with his responsibilities under this Agreement.

SECTION 3. Termination and Severance Pay.

A. In the event the Employee is terminated by the City for any reason (e.g., Employee no longer serves at the City's pleasure), not including cause or misconduct, then the City agrees to pay the Employee a severance payment equal to three (3) months' base salary, subject to any state and federal tax, and applicable state and federal withholding. The Employee's health benefits will be maintained for three (3) months following termination.

B. In the event the Employee is terminated by the City for conduct including, but not limited to, an unacceptable annual work performance evaluation, cause, or misconduct as identified herein, then said Employee shall not be entitled to any severance payment nor continuation of benefits, except as required under COBRA. For purposes of cause or misconduct, such shall include, but not limited to, the following:

1. Violation of the City Charter, or any local, state or federal law related to or pertaining to the functions of City Manager.
2. Violation of Employee's fiduciary duty or violation of the City's Conflicts of Interest policies or financial policies.

3. Intentional or deceitful falsification of public records or misrepresentation to the City Council with intent to mislead or defraud the City Council.
4. Gross negligence.
5. Misappropriation or misuse of City property or City resources.
6. Insubordination or refusal to carry out or obey a lawful directive of the City Council.
7. Unacceptable annual work performance evaluation.
8. Conviction of any felony, or conviction of any misdemeanor involving theft, violation of fiduciary duty or public trust; or conduct involving any crime of violence whether or not resulting in conviction.
9. Violation of Personnel Manual.

C. Removal of the City Manager shall be subject to the provisions of the City Charter, as may be amended. Employee is not entitled to the grievance procedure of the Personnel Manual.

D. In the event the Employee voluntarily resigns or retires from his position with the City, then the Employee shall give the City at least sixty (60) days written notice of his intention to resign or retire prior to the submission of said resignation or notice of retirement. Less than sixty (60) days written notice of his resignation or notice of retirement may be given with City Council approval. The Employee shall not be entitled to the severance payment hereinbefore provided in the event of voluntary resignation or retirement, unless approved by the City Council.

E. This Agreement may be terminated at any time by the mutual written consent of the parties. In the event of such a mutually agreeable termination, then the parties hereto shall immediately be released from all obligations hereunder and further shall give up and waive all rights, privileges and benefits hereunder.

SECTION 4. Salary and Employee's Employment Start Date.

The City agrees to pay Employee for his services rendered pursuant hereto an annual base salary of One Hundred Forty-Two Thousand Six Hundred (\$142,600.00) payable in installments at the same time as

other employees of the City are paid during the term of his employment, starting on the Employee's employment start date, September __, 2024. Any increase in base salary shall be at the sole discretion of the City Council, after the first year of continuous service, and thereafter as determined by the City Council. As an administrative and executive employee, Employee is not entitled to overtime compensation as defined in the Fair Labor Standards Act.

SECTION 5. Professional Development; Expenses, Dues, Subscriptions.

Employee may participate in the Michigan Municipal League, Michigan Municipal Executives, and other organizations related to the position of City Manager. The Employee may also participate in such other national, regional, state, and local associations and organizations as the City and the Employee may agree to for the continued professional growth and advancement of the Employee and for the good of the City. The City shall annually budget \$3,000 to pay the professional dues, subscriptions, travel, and subsistence expenses of the Employee necessary for participation in such approved organizations including annual conferences thereof. The City will pay the cost of the Employee's membership in one local service club. Employee shall not be entitled to any further educational or professional benefit under this Agreement or the Personnel Manual, unless approved by the City Council.

SECTION 6. Motor Vehicle.

A. In lieu of the purchase or lease of a municipal vehicle, Employee shall receive a monthly vehicle stipend during his employment as City Manager in the amount of \$200.00, subject to applicable state and federal taxation and withholdings. Employee may, if available, utilize a vehicle from the city for only out-of-town business travel in excess of 100 miles from the City of Portland. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon employee's vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.

SECTION 7. Computer and Cell Phone Stipend .

Employee shall be given and required to use, for work purposes only, an individual computer (“laptop”), subject to inspection at any time at the sole discretion of the City. Employee shall be given and telephone stipend of \$40.00 per month.

SECTION 8. Paid Time Off.

Upon the Employee’s employment start date, the Employee shall be credited with one hundred and sixty (160) hours of vacation, available to use during the first year of employment. Employee shall be credited with one hundred and sixty (160) hours of vacation annually on the Employee’s anniversary date of hire. Employee may choose to either “roll-over” up to eighty (80) unused vacation hours to the following calendar year or “cash-out” any unused vacation hours, not to exceed eighty (80) hours. At retirement, or separation of service for reasons not involving cause or misconduct, Employee may “cash-out any unused vacation hours.

SECTION 9. Other Benefits, Terms, and Conditions of Employment.

A. Life Insurance, ADD, LTD. The City agrees to provide life, ADD & LTD insurance at amount provided to other city personnel, as may be amended.

B. Retirement Contribution. City shall, starting ninety (90) days after Employee’s employment start date, shall provide Employee with the same pension benefits as provided other employees as indicated in the Employee Handbook, summarized below:

The City will provide Employee with the Michigan Municipal Employees’ Retirement System (MERS) B-4, V-10, FAC-5, retirement plan with an F-50/25 Rider and placed in a MERS Hybrid Pension Plan with a 1% Defined Benefit Pension Multiplier that cannot be increased and a Defined Contribution portion. Employee must contribute 3% of wages to the defined contribution portion. The City’s contribution is capped at 7%. If the defined benefit portion costs less than 7% the difference will be contributed to the Employee’s defined contribution portion.

Employee contributions shall be made with each bi-weekly payroll period. Employee MERS vesting period is six (6) years for Defined Benefit portion, and five (5) years for City contributions for MERS Defined

Contribution. Employee shall contribute 3% of Employee's base pay into a MERS Health Care Saving Program (HCSP) with each bi-weekly payroll period. 100% of the Employee's contribution shall vest to Employee.

C. Reduction in Salary or Benefits. The City shall not at any time during the term of the employment, reduce the salary, compensation or other financial benefits of the Employee, except to the degree of such a reduction across-the-board for all employees of the City not subject to a collective bargaining agreement.

D. Health Care Premiums. The City, starting on the 1st day of the following month of Employee's employment start date, agrees provide and to pay the premiums for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for the Employee and his/her dependents equal to that which is provided to all other employees of the city.

E. Work Schedule. Employee is exempt from the overtime payment provisions of the FLSA. It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the City, and to that end Employee shall be allowed to establish an appropriate work schedule. The Employee shall keep City staff informed regarding his whereabouts during normal working hours and shall be available by mobile communication during those portions of the normal working day when he is outside of the office. Employee shall be available during all times of absence from the office, use of PTO (see SECTION 8), and holidays by mobile communication during times as necessary to address emergencies or matters of imminent concern unless prior arrangements have been approved for alternate administrative management during Employee's absence.

F. Holidays. The City agrees to provide holiday benefits to Employee, as other full-time employees of the City, as provided under the Personnel Manual.

G. Annual Work Performance Evaluation. The City shall review and evaluate the performance of Employee. Said review and evaluation shall be in accordance with specific criteria developed, established,

or adopted by the City. Said criteria may be added to or deleted from the review as the City may from time to time determine. The City will provide Employee with a summary statement and an opportunity for Employee to discuss the review and evaluation with the City.

SECTION 10. Defense and Indemnification.

To the extent permitted by law and applicable insurance coverage, except as provided herein, City shall defend, save harmless, and indemnify Employee against any and all claims or demands, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of Employee's duties as City Manager, except as to those acts or omissions deemed to constitute gross negligence (which means conduct so reckless as to demonstrate a substantial lack of concern for whether or not any injury results), misconduct (as identified herein), and/or criminal acts. City shall provide, at no cost to Employee, the services of the City Attorney or other legal counsel to represent Employee. Except as provided herein, should Employee's employment be terminated, voluntarily or otherwise, while any such civil suit or claim is pending, in which Employee is a named party prior to termination of employment, City shall continue to provide such counsel and representation, on behalf of Employee, at City's sole expense, until such time as said claim or suit is settled, compromised, and/or adjudged, notwithstanding the termination of Employee's employment. City may compromise and settle any such claim or suit and shall pay the amount of any settlement or judgment rendered thereon. City shall indemnify Employee for any and all travel and/or lodging expenses which may be incurred by Employee as a result of any such claims. Employee shall cooperate fully with City in the investigation, prosecution, and/or defense of such claims. The provisions of this Section shall survive the termination and/or expiration of this Agreement.

This section shall be deemed to apply to any civil suit or claim which may arise after the termination of Employee's employment, in which Employee is a named party in his capacity as an officer and/or employee

of the City; provided, however, provided that such claim or suit does not allege any gross negligence, misconduct as identified above, and/or criminal act(s) by Employee.

SECTION 11. General Provisions.

A. City Authority. Employee agrees to observe and comply with the City Charter, City ordinances, Personnel Manual, policies, rules, and regulations of the City, as adopted by the City Council, either orally or in writing, and to carry out and to perform orders, directions and policies announced to Employee by the City Council or through its designee, from time to time, either orally or in writing. Employee specifically understands that the City Council shall have the final authority, the power to direct, control or supervise the manner and time of Employee's duties as is consistent with the City Charter, Personnel Manual, local regulation, rules and Council resolution, and laws of the State of Michigan.

B. Governing Law. In view of the fact that the City is a municipal corporation of the State of Michigan, it is understood and agreed that the construction and interpretation of this Agreement shall, at all times and in all respects, be governed by the laws of the State of Michigan, in the State Courts of Ionia County.

C. Entire Agreement. This Agreement contains the entire agreement and understanding by and between the City and Employee with respect to the employment of Andrew Dymczyk as City Manager, and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. Further, no elected or appointed official or employee of the City has the power or authority presently or hereafter to add to, waive, or modify any of the terms and conditions contained herein. No change or modification of this Agreement shall be valid or binding unless it is in writing and signed by the party intending to be bound, which in the case of the City means the City Council acting pursuant to official City Council action. No waiver of any provisions of this Agreement shall be valid unless it is in writing and signed by the party against whom the waiver is sought to be enforced, which in the case of the City means the City

Council acting pursuant to official Council action. No valid waiver of any provision of this Agreement, at any time, shall be deemed a waiver of any other provision of this Agreement at such time or at any other time.

D. Prohibition Against Assignment. Employee agrees on behalf of himself and his executors, administrators, heirs, legatees, distributees, and any other person or persons claiming any benefit under his by virtue of this Agreement, that this Agreement and the rights, interest and benefits hereunder shall not be assigned, transferred or pledged in any way.

E. Severability of Invalid Provision. The provisions of this Agreement shall be deemed severable; the invalidity or unenforceability of anyone or more of the provisions of this Agreement shall not affect the validity and enforceability of other provisions. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

CITY MANAGER,

**On Behalf of the
CITY OF PORTLAND,**

Andrew Dymczyk,
Employee

Nikki Miller,
Clerk

Date: _____

Date: _____

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-69

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

WHEREAS, the City of Portland has incurred legal expenses, in the amount of \$6,097.50 from the law office of Dickinson Wright PLLC; and

WHEREAS, the fees are associated with various 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 \$6,097.50, 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 19, 2024

Monique I. Miller, City Clerk



INVOICE DATE: AUGUST 7, 2024
 INVOICE NO.: 1949002

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

ATTN: S. TUTT GORMAN

GROUP ID: 057672

PRIVILEGED AND CONFIDENTIAL

FOR PROFESSIONAL SERVICES THROUGH JULY 31, 2024

TOTAL FEES CURRENT INVOICE	\$	<u>6,097.50</u>
TOTAL CURRENT INVOICE	\$	<u>6,097.50</u>

OUTSTANDING INVOICES ON THE MATTER BILLED ON THIS CURRENT INVOICE AS OF AUGUST 7, 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
1939254	07/09/24	9,438.00	(0.00)	<u>9,438.00</u>

TOTAL OUTSTANDING FROM PRIOR INVOICES	\$	19,698.00
TOTAL AMOUNT DUE	\$	<u>25,795.50</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)			

PORTLAND, CITY OF
CLIENT NO. 057672

INVOICE DATE: AUGUST 7, 2024
INVOICE NO.: 1949002
PAGE: 2

CLIENT/MATTER BILLING SUMMARY

<u>CLIENT-MATTER</u>	<u>FEES</u>	<u>COSTS</u>	<u>TOTAL</u>
GENERAL -- MUNICIPAL 057672-00001	6,097.50	0.00	6,097.50
TOTAL CURRENT INVOICE	\$ <u>6,097.50</u>	\$ <u>0.00</u>	\$ <u>6,097.50</u>

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-70

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

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

WHEREAS, Fleis & VandenBrink has provided Invoice 70440 in the amount of \$40,768.39, 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 & VandenBrink's Invoice 70440, in the amount of \$40,768.39 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 19, 2024

Monique I. Miller, City Clerk



Invoice

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

July 31, 2024
 Project No: 853960
 Invoice No: 70440

Project 853960 City of Portland - Kent St Improvements
Services Included: Construction Administration, Staking, Observation & Testing
For professional services rendered for the period June 30, 2024 to July 27, 2024
Professional Services

	Hours	Billing
Total	282.00	32,891.50
Reimbursable Expenses		
Expenses		7,876.89
Total		7,876.89
	Total this Invoice	\$40,768.39

*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

Important Update
 Effective July 1, 2024, our ACH bank account information has changed. Please update your payment records accordingly.

Bank Name: Comerica Bank
Routing Number: 07200096
Account Number: 1853988416

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.

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.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-71

**A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE
MAYOR AND CITY CLERK TO SIGN A LICENSE AGREEMENT TO
PERMIT HOLDING A HAUNTED HOUSE AT THE RED MILL**

WHEREAS, The Friends of the Red Mill has requested permission to hold a haunted house at the Red Mill building located on Water Street for purposes of raising funds for the Red Mill Pavilion Project; and

WHEREAS, the Friends of the Red Mill will be the sponsor of the Haunted House and provide liability insurance to protect the City; and

WHEREAS, the City Manager has prepared a license agreement between the City and the Friends of the Red Mill to allow the use of the Red Mill Property as a haunted house and to protect the City from any claims associated with the event, a copy of the proposed license agreement is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes, and directs the Mayor and City Clerk to sign the License Agreement to permit holding a haunted house at the Red Mill building, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: August 19, 2024

Monique I. Miller, City Clerk

LICENSE AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 2024, between the City of Portland, a Michigan municipal corporation, the address of which is 259 Kent Street, Portland, Michigan 48875, Attn: City Manager (the “City”) and the Friends of the Red Mill, (the “Licensee”).

RECITALS

- A. The City owns certain real property commonly known as the Red Mill located at 450 Water Street, Portland, Michigan (the “Red Mill”).
- B. The Licensee desires to use the Red Mill to hold a haunted house on the outside porch and a portion of the inside and to temporarily store construction materials for the haunted house inside the Red Mill prior to the event. The haunted house event will take place during the month of October.
- C. The City has agreed to grant a license to the Licensee to use the Red Mill for the purposes stated in paragraph B above subject to the terms of this Agreement.

NOW, THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

1. License. The City grants the Licensee, and the Licensee accepts from the City, a revocable, non-transferable license to use the Red Mill to hold a haunted house on the outside porch and a portion of the inside and to temporarily store construction materials for the haunted house inside the Mill prior to the event. This is a license, and the Licensee understands and agrees that it is only permission to temporarily use the Mill and does not constitute any legal or possessory interest in the site.
2. Use. The Licensee is permitted to use the Red Mill to hold a haunted house during the month of October 2024 and to temporarily store construction materials for the haunted house inside the Red Mill prior to the event subject to the following conditions:
 - i. Licensee shall not put any nails, screws or other fasteners into the wood porch or Red Mill building; and
 - ii. Licensee is responsible for clean-up and restoration of the property and shall leave the Red Mill in as good a condition as before the Licensee’s use.
3. Insurance. Licensee shall furnish a certificate of insurance showing that the Licensee has liability insurance in the minimum amount of \$1,000,000 per occurrence for bodily injury (including death).
4. Indemnification. The Licensee shall hold the City harmless from, indemnify it for and defend it against any and all liabilities, claims, damages, causes of action, losses, costs and expenses, including actual attorneys and other legal fees, for all injuries or death of

any person, or damage to any property, occurring directly or indirectly from the Licensee's use of the Red Mill for the purposes stated in paragraph 2 above. It is the intention of both parties that the City shall not be liable or in any way responsible for any damage, loss, or injury due to accident or mishap relating in any way to the use the Red Mill to hold a haunted house or to temporarily store construction materials for the haunted house inside the Red Mill prior to the event.

5. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to its subject matter and supersedes and replaces all other prior agreements as to its subject matter and it supersedes and replaces all prior or contemporaneous agreements.
6. Amendment. This Agreement may not be modified or amended except in writing signed by the parties.
7. Governing Law. This Agreement shall be construed and enforced under the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have caused this License to be signed as of the date and year first written above.

WITNESSES:

CITY OF PORTLAND

Monique I. Miller

James E. Barnes, Mayor

LICENSEE:

FRIENDS OF THE RED MILL

BY: _____
Noreen Logel

NBP1557090E

Renewal of Number

***** RENEWAL CERTIFICATE *****

Direct Bill Policy

POLICY DECLARATIONS

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

No. NBP1557090F

A Member Company of United States Liability Insurance Group

NAMED INSURED AND ADDRESS:
**FRIENDS OF THE RED MILL LLC
858 MAYNARD ST
PORTLAND, MI 48875**

This Policy is exempt from the filing requirements of
Section 2236 of the Insurance Code of 1956, 1956 PA 218
and MCL 500.2236

POLICY PERIOD: (MO. DAY YR.) From: 08/21/2024 To: 08/21/2025

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Non-Profit Management Liability

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NBP1557090E IS RENEWED FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Businessowners Liability Coverage Part	\$3,106.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$885.00

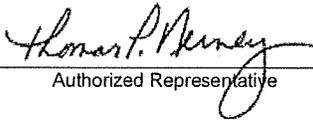
TOTAL: \$4,041.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **FB PARTNERS GROUP (4186)
7373 West Saginaw Highway
Lansing, MI 48917**

Issued: 07/23/2024 8:14 AM

By: 
Authorized Representative

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART
THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-72

**A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT TO
CITY BOARDS AND COMMISSIONS**

WHEREAS, City Council has established guidelines for appointments to City Boards and Commissions pursuant to Council Policy 96-1; and

WHEREAS, the Mayor has reviewed the applications for the various City Boards and Commissions and, in accordance with Council Policy 96-1, requests that the Council confirm the following appointments:

Board of Review

-Mike Fox to a term expiring December 31, 2027

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayor's appointment as set forth above.
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 19, 2024

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-73

**A RESOLUTION APPROVING THE TMF WATER SERVICE
MATERIAL VERIFICATION PROJECT AND AWARDING THE
PROJECT TO PLUMMER’S ENVIRONMENTAL SERVICES**

WHEREAS, the City of Portland was awarded \$256,500.00 Technical, Managerial, and Financial (TMF) Grant related to the lead service line replacement program through the Michigan Department of Environment, Great Lakes and Energy’s (EGLE); and

WHEREAS, Fleis & VandenBrink conducted bid letting services and recommends that the City award the project to Plummer’s Environmental Services in the amount of \$198,502.00, a copy of the recommendation and bid tabulation is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the recommendation from Fleis & VandenBrink to award the project to Plummer’s Environmental Services, a copy of the recommendation and bid tabulation 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 19, 2024

Monique I. Miller, City Clerk



August 12, 2024

Via email: dterry@portland-michigan.org

Doug Terry, Interim City Manager
City of Portland
256 Kent Street
Portland, MI 48875

RE: TMF Water Service Material Verification – Recommendation of Award

Dear Doug,

We have reviewed the bids received on July 30, 2024, for the above referenced project. Three bids were received, and the bid tabulation is attached. The “as read” low bidder was National Industrial Maintenance, Inc. of East Chicago, Indiana with a bid amount of \$666,311.99.

The bid amount exceeds the budgeted amount of \$198,100 in the EGLE grant for the project. This is not unexpected, as many communities across the State are in a similar position of completing water service material identification work to meet EGLE’s October deadline. We intentionally structured the contract to provide the City with flexibility to align the scope of work with the grant dollars available.

After adjusting the quantities to fit within the budgeted amount from the EGLE Grant, Plummer’s Environmental Services of Byron Center is the low bidder with \$198,502.00 (i.e. Plummer’s pricing allows the City to complete more water service verifications with the grant dollars than the other two bidders). We have worked with Plummer’s Environmental Services on previous projects, and we believe they are capable to perform the work. As such, we are recommending an award to Plummer’s Environmental Services in the amount of \$198,502.00 (based on the attached Summary of Award).

Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in blue ink, appearing to read "Peter Tierney", is placed below the company name.

Peter Tierney, P.E.
Project Manager

Enclosures

Cc: Ken Gensterblum, Director of Public Works

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



City of Portland
TMF Water Service Material Verification
Bid Tabulations

Job: 866480

Date: 7/30/2024

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	National Industrial Maintenance, Inc.		Duke's Root Control, Inc.		Plummer's Environmental Services	
				BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
1	Mobilization, Max 10%	LSum	1	\$60,000.00	\$60,000.00	\$6,125.80	\$6,125.80	\$5,000.00	\$5,000.00
2	Temporary Traffic Control	LSum	1	\$55,000.00	\$55,000.00	\$9,173.99	\$9,173.99	\$5,000.00	\$5,000.00
3	Pothole Corporation Stop	Ea	207	\$895.00	\$185,265.00	\$688.18	\$142,453.26	\$645.00	\$133,515.00
4	Pothole Private-Side Curb Stop Box	Ea	92	\$395.00	\$36,340.00	\$435.73	\$40,087.16	\$333.00	\$30,636.00
5	Pothole Both Public & Private-Side Curb Stop Box	Ea	207	\$1,295.00	\$268,065.00	\$518.67	\$107,364.69	\$393.00	\$81,351.00
6	Remove & Replace Concrete Driveway	Syd	18	\$0.01	\$0.18	\$175.14	\$3,152.52	\$395.00	\$7,110.00
7	Remove & Replace Concrete Sidewalk	Syd	66	\$0.01	\$0.66	\$170.07	\$11,224.62	\$295.00	\$19,470.00
8	Remove & Replace HMA Roadway	Syd	1242	\$0.01	\$12.42	\$165.51	\$205,563.42	\$195.00	\$242,190.00
9	Remove & Replace HMA Driveway	Syd	6	\$0.01	\$0.06	\$175.14	\$1,050.84	\$395.00	\$2,370.00
10	Surface Restoration	Syd	867	\$0.01	\$8.67	\$60.19	\$52,184.73	\$10.00	\$8,670.00
11	In-Home Verification	Ea	948	\$65.00	\$61,620.00	\$120.00	\$113,760.00	\$197.00	\$186,756.00
				Total:	\$666,311.99	Total:	\$692,141.03	Total:	\$722,068.00

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



City of Portland
TMF Water Service Material Verification
Summary of Award

Job: 866480

Date: 8/7/2024

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Plummer's Environmental Services		Duke's Root Control, Inc.		National Industrial Maintenance, Inc.	
				BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
1	Mobilization, Max 10%	LSum	1	\$5,000.00	\$5,000.00	\$6,125.80	\$6,125.80	\$60,000.00	\$60,000.00
2	Temporary Traffic Control	LSum	1	\$5,000.00	\$5,000.00	\$9,173.99	\$9,173.99	\$55,000.00	\$55,000.00
3	Pothole Corporation Stop	Ea	40	\$645.00	\$25,800.00	\$688.18	\$27,527.20	\$895.00	\$35,800.00
4	Pothole Private-Side Curb Stop Box	Ea	90	\$333.00	\$29,970.00	\$435.73	\$39,215.70	\$395.00	\$35,550.00
5	Pothole Both Public & Private-Side Curb Stop Box	Ea	194	\$393.00	\$76,242.00	\$518.67	\$100,621.98	\$1,295.00	\$251,230.00
6	Remove & Replace Concrete Driveway	Syd	0	\$395.00	\$0.00	\$175.14	\$0.00	\$0.01	\$0.00
7	Remove & Replace Concrete Sidewalk	Syd	0	\$295.00	\$0.00	\$170.07	\$0.00	\$0.01	\$0.00
8	Remove & Replace HMA Roadway	Syd	246	\$195.00	\$47,970.00	\$165.51	\$40,715.46	\$0.01	\$2.46
9	Remove & Replace HMA Driveway	Syd	0	\$395.00	\$0.00	\$175.14	\$0.00	\$0.01	\$0.00
10	Surface Restoration	Syd	852	\$10.00	\$8,520.00	\$60.19	\$51,281.88	\$0.01	\$8.52
11	In-Home Verification	Ea	0	\$197.00	\$0.00	\$120.00	\$0.00	\$65.00	\$0.00
Total:				\$198,502.00	\$198,502.00	Total:	\$274,662.01	Total:	\$437,590.98

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



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, August 5, 2024

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Johnston, and Sheehan; Interim City Manager Terry; City Clerk Miller; Finance Director Tolan; DDA Director ConnerWellman

Absent: Council Member Fitzsimmons

Guests: Jon Moxey of Fleis & VandenBrink; April and Anthony Vogl of OM's Garden; Eric Gibbs; Bill Fabiano; Denise Barnes; Jerry Tolan; Kathy Parsons; Mike Judd; Kathy Burns; Larry Tygesen; Tim Fuller; Rachel Gross; Erica Patrick; Dr. Jason Williamson; Rick Davison; DJ; City Employees Barb Brown and Erin Fair

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

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

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

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

Yeas: Johnston, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Under Public Comment, Tim Fuller noted the Council made an official statement at the July 31, 2024, City Council meeting regarding allegations made against the former City Manager and stated he was thrown back by the statement the allegations were not filed correctly, did not have merit, and has been held up by process. He stated he has been questioning the process and pulled the City Employee Handbook which states complaints should be sent to a Department Head or City Manager. Mr. Fuller read from the Handbook the procedure for how the City Manager is supposed to handle a complaint. He asked what provision addresses when the City Manager is the accused. He stated he went to the January 18, 2016, City Council minutes where the current City Employee Handbook was approved. The version of the handbook that was replaced allowed a complaint to be made to the City Council. He asked why this provision was changed and noted it appears the City Manager proposed the change. Mr. Fuller noted his expectation that the Council would've stepped up to the right thing and done an investigation as the accused person can't possibly decide the outcome of the issue. Mr. Fuller further noted the community continues to be stonewalled by what is happening with this situation. He extended kudos to Mayor Pro-Tem VanSlambrouck

for trying to do the right thing and noted he may be the only member of Council who remains. There is a group working with the Attorney General's office to have the Council removed and another group working on a recall of the Council. He stated that someone was hurt on the Council's watch. There are two whistleblowers ready to testify to violations of the Open Meetings Act in addition to the inappropriate handling of this complaint. Mr. Fuller stated the Mayor told the public last week the City Council was going to hire a new City Manager and didn't need the public's opinion; the Council will do what they need to do. He also noted the Mayor's comment that the City Manager is the Council's responsibility; and then stated it is the one and only employee the Council has to keep track of and the Council failed to do so. He stated his feeling that Mayor Pro-Tem VanSlambrouck is trying to do the right things but is being stifled. Mr. Fuller stated someone was hurt on the Council's watch and they did nothing to help. If the allegations come to light, he hopes the Council won't want to be known as protecting a predator. Mr. Fuller stated the Council sits there and still doesn't do the right thing. The Council's job is to listen to the people. He hopes the Council members have the guts to do the right thing; resign, or vote the others out. He further stated the first Council member that needs to go is the Mayor.

Mayor Barnes clarified the misstatements of what he said at the meeting last week. A City employee has made a serious allegation regarding the City's work environment. The employee chose not to follow City procedure but instead 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 engaged legal counsel to work 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 received by the City. Mayor Barnes further stated when he heard of the allegations they were immediately forwarded to the City's attorney and insurance company.

Eric Gibbs stated he heard the word "disgusting" after the meeting adjourned last Wednesday. The residents, even the Interim City Manager, requested more time be taken in the hiring of a new City Manager. Those requests were ignored. Mr. Gibbs read information related to how Andrew Dymczyk, the chosen City Manager candidate by the City Council, handled an incident involving a Police Officer at DeWitt Charter Township. He further noted the Council didn't have any questions for the candidates involving previous incidents in their communities. Regarding the changes made by Resolution 16-03 to the City of Portland Employee Handbook he asked why the City Council was removed from the complaint process. Employees with a complaint against the City Manager are left without a clear process to address their concerns. Mr. Gibbs stated that Mayor Barnes statement said evidence is being gathered. He noted Barry County Commissioner, Mike Callton's statement in regard to hiring former City Manager Gorman noted that Mayor Barnes told him he wouldn't hesitate to hire again but that Mr. Callton himself couldn't hire someone with that serious of an unresolved allegation. Mr. Gibbs noted what a stark difference between the City of Portland and Barry County and noted it raises critical questions about how this affects the confidence of City employees. Mr. Gibbs further noted that Mayor Barnes made it very clear that the decision to hire a new City Manager lies with the City Council and not the public. He stated the public can engage in grassroots efforts to inform the community about what is going on, they can contact news outlets, they can request the involvement of the Attorney General's office to review and address concerns, they can ensure the City Council will not run unopposed at the next election by getting 24 signatures, and they can recall the City Council. Mr. Gibbs requested the City Council undertake an independent, 3rd party investigation of the allegations and the reevaluation of the City Manager candidates. If these requests are not met, then the Council can expect a contentious remainder of their terms. He further stated his hope for the resolution of these issues for the betterment of the community.

Rick Davison stated that Mayor Barnes said in his statement that the employee didn't follow proper procedure and further noted the proper procedure would be for her to bring her complaint to the person she was accusing of violating her. He asked, why would she do that?

DJ noted he is not a tribe but is on team don't be an abhorrent human being. People need to do the right thing when someone is being hurt. Now is the time when complacency turns into complicity. People talk in small towns and the people want answers. He further noted the Council is losing the good faith of the community. Some sort of transparency is needed.

Jerry Tolan noted the Matthew West song, "Do Something". He stated that God created us to do something right. When allegations of sexual harassment come forward, he asked the Council what they would want done if these had happened to one of their loved ones. He noted we live in a country where people are innocent until proven guilty. Mr. Tolan further noted the lawyer statements made by the Mayor make some potentially defamation comments about the accuser. Typically would expect a lawyer's statement to note no comment about something when there is a pending investigation. If there is a pending investigation you wouldn't be able to say the evidence hasn't been strong, or the accuser followed the wrong protocol. Mr. Tolan further stated that during the tornado there were shirts that said "Portland Strong" and noted if the Council keeps going down the wrong path there might be shirts that say "Portland Wrong".

Under Interim City Manager Report, Interim City Manager Terry noted he had nothing at this time.

Under Presentations, Jon Moxey of Fleis & VandenBrink provided updates on ongoing projects including the bridge inspections, the Divine Highway Bridge design with construction targeted for next year's construction season, the Wastewater Treatment Plant Improvement Project which is nearly complete, the Sanitary Sewer Crossing, the Kent Street Improvement Project, the Looking Glass Plaza Project, the River Trail Improvement Project, and the TMF Water Service Project.

DDA Director ConnerWellman provided her Downtown Report.

Council Member Sheehan inquired about the development of a tequila bar that had been proposed several months ago.

DDA Director ConnerWellman stated there has been no movement on that project.

Under New Business, Interim City Manager Terry requested the approval to engage the services of Labor Attorney David Revore, of McGinty, Hitch, Person, Anderson & Revore, P.C. for assistance with updating the personnel policy and other issues the administration finds that need to be addressed.

Mayor Pro-Tem VanSlambrouck noted his appreciation for the efforts being made.

Motion by VanSlambrouck, supported by Sheehan, to engage the services of Labor Attorney David Revore, of McGinty, Hitch, Person, Anderson & Revore, P.C.

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 24-60 to approve the payment of legal services provided by Dickinson Wright PLLC, for the months of May and June, in the amount of \$19,698.00.

Tim Fuller asked what the legal services are for.

Interim City Manager Terry stated the legal services are for conversations related to personnel issues and former City Manager Gorman.

Motion by Johnston, supported by Sheehan, to approve Resolution 24-60 to approve the payment of legal services provided by Dickinson Wright PLLC.

Yeas: Johnston, Sheehan, Barnes
Nays: VanSlambrouck
Absent: Fitzsimmons
Adopted

The Council considered Resolution 24-61 to approve Pay Request No. 2 to the State of Michigan in the amount of \$312,443.73 for work done on the Kent Street Improvement Project through June 30, 2024.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-61 approving Pay Request No. 2 to the State of Michigan for work done on the Kent Street Improvement Project.

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

The Council considered Resolution 24-62 to approve Fleis & VandenBrink's invoice in the amount of \$58,658.54 for construction engineering services related to the Kent Street Improvement Project.

Motion by Sheehan, supported by Johnston, to approve Resolution 24-62 approving Fleis & VandenBrink's invoice for construction engineering services for the Kent Street Improvement Project.

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

The Council considered Resolution 24-63 approving payment to F&V Construction in the amount of \$74,609.00 for work performed for the Wastewater Treatment Plant Project.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-63 approving payment for work performed for the Wastewater Treatment Plant Project.

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

The Council considered Resolution 24-64 approving a proposal from GRP Engineering in the amount of \$40,000.00 to provide engineering services for the transition to a single voltage distribution system.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 24-64 approving a proposal from GRP Engineering to provide engineering services for the transition to a single voltage distribution system.

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

The Council considered Resolution 24-65 to approve the purchase of transformers from ERMCO Transformers in the amount of \$43,330.00 for the Electric Department.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-65 approving the purchase of transformers for the Electric Department.

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 24-66 to appoint Mindy Tolan as the Officer Delegate to represent the City at the 2024 MERS Conference.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-66 appointing an Officer Delegate to represent the City at the 2024 MERS Conference.

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

The Council considered Resolution 24-67 to approve Fleis & VandenBrink's proposal to provide Bridge Inspection Services for 2024 to the Grand River Ave Bridge and the Bridge Street Bridge in the amount of \$7,600.00.

Motion by Sheehan, supported by Johnston, to approve Resolution 24-67 approving Fleis & VandenBrink's proposal to provide Bridge Inspection Services for 2024.

Yeas: Sheehan, Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting on July 15, 2024, Closed and Open Session Minutes of the Council Work Session held on July 23, 2024, and minutes of the City Council Special Meeting to hold City Manager Interviews held on July 31, 2024, 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. Purchase orders to BS&A Software in the amount of \$6,038.00 for Annual Support Services, Timber Tree Services LLC in the amount of \$6,587.50 for tree trimming, removal, and grinding, Fire Pros in the amount of \$11,128.52 to replace sprinkler heads at City Hall, and Lansing Community College in the amount of \$11,259.00 for State of Michigan Sponsorship of Police Recruits were also included.

Yeas: VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Under Interim City Manager Comments, Interim City Manager Terry commended Finance Director Tolan for her efforts to secure the Award of State Disaster Funds for the widespread severe thunderstorms that occurred in late August 2023.

Interim City Manager Terry stated how impressive the Department Heads and staff for the City of Portland are. They are some of the best talent he has seen in his 42-year career.

Interim City Manager Terry stated the past week has been one of the toughest of his career. He reassured the staff and Council he will continue to work hard to ensure a safe working environment and noted that when the City gets through this period of time it will be better for it.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck stated he wants to see proper communication at the proper levels and to find correct, truthful answers that will be applied to justice. He further noted that his own integrity is on the line.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons

Adopted

Meeting adjourned at 8:13 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the August 5, 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 Johnston, and Sheehan; Interim City Manager Terry; City Clerk Miller; Finance Director Tolan; DDA Director ConnerWellman

Absent – Council Member Fitzsimmons

Public Comment – Several members of the public commented on the hiring of a new City Manager and ongoing personnel issues.

Presentation - Jon Moxey of Fleis & VandenBrink provided updates on ongoing projects.

Presentation - DDA Director ConnerWellman provided her Downtown Report.

Approval to Engage the Legal Services of Labor Attorney David Revore, of McGinty, Hitch, Person, Anderson & Revore, P.C.

All in favor. Adopted.

Approval of Resolution 24-60 to approve the payment of legal services provided by Dickinson Wright PLLC.

Three in favor. One opposed. Adopted.

Approval of Resolution 24-61 approving Pay Request No. 2 to the State of Michigan for work done on the Kent Street Improvement Project.

All in favor. Adopted.

Approval of Resolution 24-62 approving Fleis & VandenBrink's invoice for construction engineering services for the Kent Street Improvement Project.

All in favor. Adopted.

Approval of Resolution 24-63 approving payment to Fleis & VandenBrink for work performed for the Wastewater Treatment Plant Project.

All in favor. Adopted.

Approval of Resolution 24-64 approving a proposal from GRP Engineering to provide engineering services for the transition to a single voltage distribution system.

All in favor. Adopted.

Approval of Resolution 24-65 approving the purchase of transformers from ERMCO Transformers for the Electric Department.

All in favor. Adopted.

Approval of Resolution 24-66 appointing an Officer Delegate to represent the City at the 2024 MERS Conference.

All in favor. Adopted.

Approval of Resolution 24-67 approving Fleis & VandenBrink's proposal to provide Bridge Inspection Services for 2024.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:13 P.M.

All in favor. Adopted.

A copy of the approved Minutes is available upon request at City Hall, 259 Kent Street.

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	1,103.09
KARA DOUGHERTY	02767	ASSESSING SERVICES 1ST HALF OF AUG 2024 - ASSES	1,630.83
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	115.00
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 21-49	632.00
STAPLES	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	80.93
EDWARD LEIK	02201	REIMB FOR STONES FOR LEIK GROVE - COM PROMO	278.20
AMERICAN RED CROSS	02820	CPR CARD - AMB	25.00
BADGER METER INC.	02247	ORION CELLULAR LTE SVC - WATER	873.60
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	65.66
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	442.05
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ STS	203.00
CINTAS	00083	RESTOCK MEDICAL CABINET - MTR POOL	37.35
CIVIC PLUS LLC	02335	ANNUAL ONLINE CODE HOSTING - CODE	1,149.75
CULLIGAN	02130	WATER COOLER RENTAL - WW	15.00
DORNBOS SIGN, INC.	00067	SIGNS - MAJ STS	954.40
FAMILY FARM & HOME	01972	TAIL LIGHT KIT - MTR POOL	69.99
HAMMOND FARMS NORTH	02518	PRO SOIL - MAJ, LOC STS	228.00
MENARDS	00260	SUPPLIES - WW	111.17
THE SHERWIN WILLIAMS CO	00918	TRAFFIC PAINT - PARKS	513.80
USA BLUEBOOK	01850	SUPPLIES - WW	518.72
TIMBER TREE SERVICES LLC	01817	TREE TRIM, REMOVE, GRINDING - MAJ, LOC STS APP	6,587.50
MUNICIPAL SUPPLY CO.	00324	TRAFFIC PAINT - PARKS	72.00
FP MAILING SOLUTIONS	01758	MAIL METER UPGRADES - GEN	186.00
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	1,999.50
PLEUNE SERVICE COMPANY INC.	00741	INSTALL HEATING VALVE/REPAIRS - CITY HALL	1,766.55
PLEUNE SERVICE COMPANY INC.	00741	INSTALL HEATING VALVE/REPAIRS - CITY HALL	1,766.55
PLEUNE SERVICE COMPANY INC.	00741	INSTALL HEATING VALVE/REPAIRS - CITY HALL	1,766.55
GRANGER	00175	REFUSE - MP, PARKS, CEM	327.60
GRANGER	00175	REFUSE - WW	172.20
STATE OF MICHIGAN	00428	QUALITY ASSURANCE ASSESS- AMB	600.92
QUALITY CAR & TRUCK REPAIR	02839	REPAIR AMB 45 - AMB	1,362.20

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ACTIVE 911, INC.	MISC	LICENSED TO ACTIVE SUBS - AMB	42.05
CHROUCH COMMUNICATION, INC.	00082	REPLACE AMP BASE IN STATION - AMB	141.75
MHR BILLING	01780	JULY 2024 BILLING - AMB	2,825.00
MOYER CONSTRUCTION	00316	MULCH - PARKS, CEM	315.00
LAW OFFICE OF CRYSTAL MORGAN PLLC	02555	TRIBUNAL- ASSESSOR	39.00
KYLE ENZ	02651	CLOTHING ALLOW - MTR POOL	300.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	2,277.00
VICKI WILLIAMSON	MISC	ENERGY OPTZ REFUND PROGRAM - ELECTRIC	150.00
DANIEL LAWLESS	MISC	ENERGY OPTZ REFUND PROGRAM - ELECTRIC	30.00
CHRISTIAN JENSEN	MISC	ENERGY OPTZ REFUND PROGRAM -ELECTRIC	50.00
UPS	02587	SHIPPING - WW	57.82
CULLIGAN	02130	WATER X1 - WW	9.00
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESSIONAL SERVICES - WW	66.82
BLOOM SLUGGETT, PC	02783	LEGAL SVCS - ELECTION	367.46
BLOOM SLUGGETT, PC	02783	LEGAL SVCS - POLICE	632.50
PRIORITY ELECTRIC	MISC	PAID ELECTRIC PERMIT TWICE, REFUND - NONBUS PEF	110.00
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	144.00
UM HEALTH-SPARROW OCCUPATIONAL HLT	00340	PRE EMPLOY PHYSICAL E MUNGER - AMB	273.00
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	625.00
CULLIGAN	02130	WATER X2 CITY HALL - GEN	16.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	139.10
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	21.33
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	16.32
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	16.32
CONSUMERS ENERGY	00095	GAS SERVICE - WW	18.63
CONSUMERS ENERGY	00095	GAS SERVICE - WW	16.75
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	140.19
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	16.70
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	208.39
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	17.77
APPLIED IMAGING	02493	CITY HALL COPY MACHINE MAINT - GENERAL	50.11

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
APPLIED IMAGING	02493	COPY MACHINE MAINT - ELECTRIC	20.69
HOMEWORKS TRI-COUNTY ELECTRIC	02092	FIBER COST - VAR DEPTS	1,110.19
CMP DISTRIBUTORS INC.	01745	RADIO POUCH - POLICE	34.50
FAMILY FARM & HOME	01972	WEED KILLER, SUPPLIES - WW	134.96
FAMILY FARM & HOME	01972	HITCH FOR PATRO CAR - POLICE	14.99
FAMILY FARM & HOME	01972	CONCRETE/MORTOR MIX - MAJ STS	46.44
FAMILY FARM & HOME	01972	CONCRETE/MORTOR MIX - LOC STS	61.92
MENARDS	00260	STUDS - WW	41.10
KEUSCH TIRE & AUTO	00228	VEHICLE MAINTENANCE - ELECTRIC	95.38
KEUSCH TIRE & AUTO	00228	VEHICLE MAINTENANCE - ELECTRIC	95.38
RANGE TELECOMMUNICATIONS	02872	CALL OUT SERVICES - ELECTRIC	196.48
CULLIGAN	02130	WATER 3X - PARKS, CEM	23.00
FAMILY FARM & HOME	01972	SPLASH PAD REPAIR - PARKS	14.94
CHROUCH COMMUNICATION, INC.	00082	PAGER BATTERY REPAIR - AMB	105.95
VISION METERING, LLC	02816	INSTALL NEW METERS - ELECTRIC APPRV RES 23-83	18,034.50
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	486.05
CONSUMERS CONCRETE CORPORATION	00094	BLOCKS & BRICKS - MAJ STS	76.40
GRAINGER, INC.	00172	SUPPLIES - WW	108.37
GRAINGER, INC.	00172	SUPPLIES - WW	37.16
GRAINGER, INC.	00172	FIRST AID KITS - WATER	39.16
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ STS	162.50
O'LEARY PAINT CO	02729	KENT ST LIGHTS, PAINT - ELECTRIC	567.92
INTEGRITY MOBILE SERVICES, LLC	02749	REPAIR DECORATIVE LIGHTS KENT ST - ELECTRIC	4,900.00
MID-MICHIGAN WELDING LLC	02657	WELD ST LIGHTS KENT ST - ELECTRIC	600.00
KENDALL ELECTRIC	00225	FLUSH MOUNT VAULT - ELECTRIC	594.68
KENDALL ELECTRIC	00225	ELECTRIC COVER - ELECTRIC	391.44
KENDALL ELECTRIC	00225	FLUSH MOUNT VAULT - ELECTRIC	406.79
CORRIGAN OIL CO, NO. 11	02693	DIESEL/GAS - MTR POOL	971.12
BONNELL INDUSTRIES INC	02875	LINER, HARDWARE, SHIPPING - MTR POOL	1,085.25
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	1,878.45
FLEIS & VANDENBRINK	00153	KENT ST IMPROV- MAJ STS, WW, WATER	40,768.39

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FLEIS & VANDENBRINK	00153	EGLE TMF PROJ - WATER	1,100.00
FLEIS & VANDENBRINK	00153	RIVERTRAIL RENOVATION - PARKS	796.10
FLEIS & VANDENBRINK	00153	DIVINE HWY BRIDGE - MAJ STS	3,456.35
CHROUCH COMMUNICATION, INC.	00082	EMS PAGER REPAIR -AMB	299.00
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	2,573.61
DICKINSON WRIGHT PLLC	02244	PROFESS SERVICES JULY 2024 - GEN	6,097.50
Total:			\$122,214.78

**BI-WEEKLY
WAGE REPORT
August 19, 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.	19,479.50	67,440.91	2,090.88	13,292.78	21,570.38	80,733.69
ASSESSOR	-		-	-		
CEMETERY	5,561.46	25,088.27	509.68	6,414.11	6,071.14	31,502.38
POLICE	23,579.08	91,454.07	6,099.53	30,135.62	29,678.61	121,589.69
CODE ENFORCEMENT	20.14	124.62	1.54	9.53	21.68	134.15
PARKS	5,433.07	21,593.96	501.20	2,831.23	5,934.27	24,425.19
INCOME TAX	6,797.44	18,015.21	652.93	2,783.28	7,450.37	20,798.49
MAJOR STREETS	5,504.41	19,053.11	1,491.97	6,956.64	6,996.38	26,009.75
LOCAL STREETS	3,558.51	16,036.61	807.84	6,468.66	4,366.35	22,505.27
RECREATION	1,682.25	6,598.38	344.35	1,637.23	2,026.60	8,235.61
AMBULANCE	23,343.43	95,421.09	5,080.48	16,848.65	28,423.91	112,269.74
DDA	3,159.98	11,246.14	547.84	1,929.84	3,707.82	13,175.98
ELECTRIC	31,054.10	105,591.30	5,774.26	32,476.58	36,828.36	138,067.88
WASTEWATER	8,811.95	38,996.81	1,740.68	9,564.96	10,552.63	48,561.77
WATER	6,609.06	27,082.41	1,793.71	9,573.57	8,402.77	36,655.98
MOTOR POOL	748.94	3,629.99	156.35	1,006.54	905.29	4,636.53
TOTALS:	145,343.32	547,372.88	27,593.24	141,929.22	172,936.56	689,302.10

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 08/14/2024
MEETING DATE 08/19/2024

Fund	Description	Beginning Balance 08/01/2024	Total Cash in	Total Cash out	Cash Balance 08/14/2024	Time Certificates	Ending Balance 08/14/2024
101	GENERAL FUND	1,880,421.85	140,885.71	(289,692.95)	1,731,614.61	218,908.00	1,950,522.61
105	INCOME TAX FUND	258,777.22	81,657.98	(86,095.91)	254,339.29	10,000.00	264,339.29
150	CEMETERY PERPETUAL CARE FUND	67,663.99	175.00	(31.48)	67,807.51		67,807.51
202	MAJOR STREETS FUND	464,441.51	7,560.88	(97,924.18)	374,078.21		374,078.21
203	LOCAL STREETS FUND	68,446.06	13,528.51	(19,789.58)	62,184.99		62,184.99
208	RECREATION FUND	31,554.60	10,312.58	(6,570.36)	35,296.82		35,296.82
210	AMBULANCE FUND	117,789.34	172,926.51	(65,100.11)	225,615.74		225,615.74
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	615,397.82	7,568.86	(11,984.78)	610,981.90		610,981.90
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	35,377.54	5,051.73	(16,615.76)	23,813.51		23,813.51
582	ELECTRIC FUND	5,617,495.21	177,846.77	(258,611.69)	5,536,730.29	468,768.00	6,005,498.29
590	WASTEWATER FUND	1,558,338.77	61,102.15	(189,181.49)	1,430,259.43		1,430,259.43
591	WATER FUND	640,348.16	40,642.42	(178,811.56)	502,179.02	407,700.00	831,131.80
661	MOTOR POOL FUND	178,562.98	12,711.87	(10,980.20)	180,294.65		180,294.65
703	CURRENT TAX FUND	80.99	107,174.94	(2,421.89)	104,834.04		104,834.04
	TOTAL - ALL FUNDS	11,538,058.29	839,145.91	(1,233,811.94)	11,143,392.26	1,105,376.00	12,170,021.04
					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	2,121,922.14	2,121,922.14
	Wastewater	21,000.00			ELECTRIC-PRIN & INT ESCROW	51,698.21	51,698.21
					ELECTRIC- GOLT BOND RESERVE 23	110,066.37	110,066.37
	Water	21,000.00			WASTEWATER DEBT ESCROW	318,953.13	318,953.13
		<u>170,000.00</u>			WASTEWATER REPAIR ESCROW	380,667.31	380,667.31
					WASTEWATER 2022 BOND RESERVE	267,481.25	267,481.25
					DDA-PRIN & INT ESCROW	501.78	501.78
					WATER BOND ESCROW	86,147.22	86,147.22
							<u>16,430,920.89</u>

User: NBROWN

DB: Portland

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2024	MONTH 07/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,293,100.00	93,569.58	93,569.58	1,199,530.42	7.24
101-000-432.000	PILOT-GOLDEN BRIDGE MANOR	1,900.00	0.00	0.00	1,900.00	0.00
101-000-432.001	PILOT- WODA (OLD SCHOOL MANOR)	3,400.00	0.00	0.00	3,400.00	0.00
101-000-445.000	PENALTY & INTEREST	5,800.00	0.00	0.00	5,800.00	0.00
101-000-447.000	TAX COLLECTION FEES	50,000.00	2,660.24	2,660.24	47,339.76	5.32
101-000-477.000	CABLE TV FEES	11,000.00	2,381.65	2,381.65	8,618.35	21.65
101-000-490.000	NON-BUSINESS PERMITS	85,000.00	3,074.00	3,074.00	81,926.00	3.62
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,200.00	0.00	0.00	1,200.00	0.00
101-000-568.000	CONTRIBUTION FROM STATE -GRANT	112,500.00	0.00	0.00	112,500.00	0.00
101-000-570.000	LIQUOR FEES	4,000.00	0.00	0.00	4,000.00	0.00
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	8,000.00	0.00	0.00	8,000.00	0.00
101-000-574.000	REVENUE SHARING-CONST SALES	417,839.00	0.00	0.00	417,839.00	0.00
101-000-574.001	REVENUE SHARING-STAT SALES	135,927.00	0.00	0.00	135,927.00	0.00
101-000-574.002	REVENUE SHARING -PUBLIC SAFETY	2,517.00	0.00	0.00	2,517.00	0.00
101-000-609.000	SEX OFFENDER REGISTRATION FEES	100.00	0.00	0.00	100.00	0.00
101-000-623.000	TRANSCRIPT FEES	700.00	39.35	39.35	660.65	5.62
101-000-628.000	ADMINISTRATIVE CHARGES	480,352.00	42,029.33	42,029.33	438,322.67	8.75
101-000-630.000	CEMETERY LOT SALES	14,000.00	900.00	900.00	13,100.00	6.43
101-000-633.000	CEMETERY CARE FEES	10,000.00	2,836.00	2,836.00	7,164.00	28.36
101-000-634.000	GRAVE OPENING FEES	17,000.00	2,300.00	2,300.00	14,700.00	13.53
101-000-656.000	DISTRICT COURT FINES	9,500.00	1,265.62	1,265.62	8,234.38	13.32
101-000-661.000	PARKING FINES	500.00	0.00	0.00	500.00	0.00
101-000-663.000	MISCELLANEOUS FINES	1,600.00	109.00	109.00	1,491.00	6.81
101-000-665.000	INTEREST INCOME	9,000.00	386.13	386.13	8,613.87	4.29
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	2,000.00	5.84	5.84	1,994.16	0.29
101-000-667.000	RENTAL INCOME	12,500.00	990.00	990.00	11,510.00	7.92
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	125.00	125.00	(125.00)	100.00
101-000-678.000	MERS FOREITURE REVENUES	7,000.00	0.00	0.00	7,000.00	0.00
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	9,000.00	0.00	0.00	9,000.00	0.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	40,000.00	2,782.14	2,782.14	37,217.86	6.96
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	0.00	0.00	2,000.00	0.00
101-000-693.000	SALE OF EQUIPMENT	2,000.00	6,500.00	6,500.00	(4,500.00)	325.00
101-000-699.150	TRANSFER FROM PERP CARE	400.00	30.28	30.28	369.72	7.57
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	133,391.00	0.00	0.00	133,391.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	67,670.00	0.00	0.00	67,670.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	39,256.00	0.00	0.00	39,256.00	0.00
TOTAL REVENUES		2,990,152.00	161,984.16	161,984.16	2,828,167.84	5.42
Expenditures						
100	COUNCIL	34,860.00	21.21	21.21	34,838.79	0.06
172	CITY MANAGER	228,076.00	29,800.81	29,800.81	198,275.19	13.07
201	GENERAL ADMINISTRATION	584,207.00	25,229.71	25,229.71	558,977.29	4.32
257	ASSESSING	66,620.00	4,974.85	4,974.85	61,645.15	7.47
262	ELECTIONS	14,280.00	169.71	169.71	14,110.29	1.19
265	CITY HALL	82,235.00	17,394.02	17,394.02	64,840.98	21.15
301	POLICE	1,000,491.00	77,100.37	77,100.37	923,390.63	7.71
371	CODE ENFORCEMENT	25,325.00	998.05	998.05	24,326.95	3.94
567	CEMETERY	207,322.00	20,797.10	20,797.10	186,524.90	10.03
707	COMMUNITY PROMOTIONS	433,595.00	53,509.12	53,509.12	380,085.88	12.34
728	ECONOMIC DEVELOPMENT	28,750.00	881.49	881.49	27,868.51	3.07
751	PARKS	423,831.00	22,916.25	22,916.25	400,914.75	5.41
TOTAL EXPENDITURES		3,129,592.00	253,792.69	253,792.69	2,875,799.31	8.11

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	07/31/2024 NORMAL (ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	2,990,152.00	161,984.16	161,984.16	2,828,167.84	5.42
	TOTAL EXPENDITURES	3,129,592.00	253,792.69	253,792.69	2,875,799.31	8.11
	NET OF REVENUES & EXPENDITURES	(139,440.00)	(91,808.53)	(91,808.53)	(47,631.47)	65.84

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	07/31/2024 (ABNORMAL)	MONTH 07/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 105 - INCOME TAX FUND									
Fund 105 - INCOME TAX FUND:									
	TOTAL REVENUES	1,061,100.00		131,489.46		131,489.46		929,610.54	12.39
	TOTAL EXPENDITURES	2,161,401.00		20,031.45		20,031.45		2,141,369.55	0.93
	NET OF REVENUES & EXPENDITURES	(1,100,301.00)		111,458.01		111,458.01		(1,211,759.01)	10.13
Fund 202 - MAJOR STREETS FUND									
Fund 202 - MAJOR STREETS FUND:									
	TOTAL REVENUES	2,041,094.00		545.35		545.35		2,040,548.65	0.03
	TOTAL EXPENDITURES	2,188,814.00		29,177.40		29,177.40		2,159,636.60	1.33
	NET OF REVENUES & EXPENDITURES	(147,720.00)		(28,632.05)		(28,632.05)		(119,087.95)	19.38
Fund 203 - LOCAL STREETS FUND									
Fund 203 - LOCAL STREETS FUND:									
	TOTAL REVENUES	399,913.00		7,420.57		7,420.57		392,492.43	1.86
	TOTAL EXPENDITURES	420,683.00		22,342.90		22,342.90		398,340.10	5.31
	NET OF REVENUES & EXPENDITURES	(20,770.00)		(14,922.33)		(14,922.33)		(5,847.67)	71.85
Fund 208 - RECREATION FUND									
Fund 208 - RECREATION FUND:									
	TOTAL REVENUES	141,900.00		6,348.21		6,348.21		135,551.79	4.47
	TOTAL EXPENDITURES	141,900.00		14,747.34		14,747.34		127,152.66	10.39
	NET OF REVENUES & EXPENDITURES	0.00		(8,399.13)		(8,399.13)		8,399.13	100.00
Fund 210 - AMBULANCE FUND									
Fund 210 - AMBULANCE FUND:									
	TOTAL REVENUES	1,382,468.00		446,065.97		446,065.97		936,402.03	32.27
	TOTAL EXPENDITURES	1,405,588.00		365,178.30		365,178.30		1,040,409.70	25.98
	NET OF REVENUES & EXPENDITURES	(23,120.00)		80,887.67		80,887.67		(104,007.67)	349.86
Fund 248 - DDA FUND									
Fund 248 - DDA FUND:									
	TOTAL REVENUES	519,500.00		7,144.94		7,144.94		512,355.06	1.38
	TOTAL EXPENDITURES	702,147.00		18,812.06		18,812.06		683,334.94	2.68
	NET OF REVENUES & EXPENDITURES	(182,647.00)		(11,667.12)		(11,667.12)		(170,979.88)	6.39
Fund 520 - REFUSE SERVICE FUND									
Fund 520 - REFUSE SERVICE FUND:									
	TOTAL REVENUES	208,400.00		17,294.96		17,294.96		191,105.04	8.30
	TOTAL EXPENDITURES	207,000.00		0.00		0.00		207,000.00	0.00
	NET OF REVENUES & EXPENDITURES	1,400.00		17,294.96		17,294.96		(15,894.96)	1,235.35
Fund 582 - ELECTRIC FUND									
Fund 582 - ELECTRIC FUND:									
	TOTAL REVENUES	5,575,085.00		555,481.04		555,481.04		5,019,603.96	9.96
	TOTAL EXPENDITURES	6,021,668.00		407,108.14		407,108.14		5,614,559.86	6.76
	NET OF REVENUES & EXPENDITURES	(446,583.00)		148,372.90		148,372.90		(594,955.90)	33.22
Fund 590 - WASTEWATER FUND									
Fund 590 - WASTEWATER FUND:									
	TOTAL REVENUES	3,490,000.00		153,972.00		153,972.00		3,336,028.00	4.41
	TOTAL EXPENDITURES	2,208,453.00		53,102.28		53,102.28		2,155,350.72	2.40
	NET OF REVENUES & EXPENDITURES	1,281,547.00		100,869.72		100,869.72		1,180,677.28	7.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	07/31/2024	MONTH 07/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 591 - WATER FUND								
Fund 591 - WATER FUND:								
TOTAL REVENUES		1,013,800.00	100,515.52	100,515.52		913,284.48		9.91
TOTAL EXPENDITURES		1,220,972.00	43,919.68	43,919.68		1,177,052.32		3.60
NET OF REVENUES & EXPENDITURES		(207,172.00)	56,595.84	56,595.84		(263,767.84)		27.32
Fund 661 - MOTOR POOL FUND								
Fund 661 - MOTOR POOL FUND:								
TOTAL REVENUES		446,196.00	18,325.29	18,325.29		427,870.71		4.11
TOTAL EXPENDITURES		624,288.00	9,946.87	9,946.87		614,341.13		1.59
NET OF REVENUES & EXPENDITURES		(178,092.00)	8,378.42	8,378.42		(186,470.42)		4.70
TOTAL REVENUES - ALL FUNDS		16,279,456.00	1,444,603.31	1,444,603.31		14,834,852.69		8.87
TOTAL EXPENDITURES - ALL FUNDS		17,302,914.00	984,366.42	984,366.42		16,318,547.58		5.69
NET OF REVENUES & EXPENDITURES		(1,023,458.00)	460,236.89	460,236.89		(1,483,694.89)		44.97

Nikki Miller

From: noreply@civicplus.com
Sent: Wednesday, June 23, 2021 5:06 PM
To: Nikki Miller
Subject: Online Form Submittal: Board & Commission Application

Follow Up Flag: Follow up
Flag Status: Completed

Board & Commission Application

Name	Rachelle Breeden
Date	6/23/2021
Address	431 Academy St
Phone	[REDACTED]
Email	[REDACTED]
Employer	State of Michigan
Employer Phone	<i>Field not completed.</i>
How long have you lived in the City of Portland?	locally - 30 years
Please mark your choice(s).	Board of Review, Building Board of Appeals, Downtown Development Authority, Light and Power Board, District Library Board, Parks and Recreation Board, Planning Commission, Portland Area Municipal Authority, Tree Management Commission, Zoning Board of Appeals
If more than one please list them in order.	I can serve on any, please let me know a fit and suggestion for volunteer need
Please tell us your qualifications.	BA- Accounting and Humanities. Master's Degree in Public Administration-State and Local gov.
Are you a high school graduate?	Yes
Are you a college graduate?	Yes

List name of the college or university you attended and the level of degree earned.	BA- Accounting and Humanities. Master's Degree in Public Administration-State and Local gov.
List your professional and work experience.	Governmental experience in multiple capacities. Experience on and working with multiple Boards and Commissions
List your community activities, interests and service.	I am a local resident. I have two small children here in PPS.
References (optional)	<i>Field not completed.</i>
File Attachment	resume budget 2020.docx

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City of Portland
Status Report of Engineering Activities
August 14, 2024

General Consultation (F&V No. 01110G)

- Primary City Point of Contact: City Manager
- F&V Project Manager: Jon Moxey
- No current activities of significance. This is typically used for site plan reviews, smaller engineering questions and assignments, project planning and budgeting and other general activities.

Bridge Inspection and Funding (F&V No. 028771)

- Primary City Point of Contact: Ken Gensterblum
- F&V Project Manager: Jon Moxey
- The Bridge Street Bridge application was submitted in late April. The Grand Region Bridge Council will be meeting October 7 to select projects.
- **Routine bridge inspection work was completed on August 9. The depth and current on the Grand River was such that performing the fracture critical inspection on the Bridge Street Bridge with ladders from the channel was not practical. We are exploring alternatives.**

Wellhead Protection Work (F&V No. 03332G)

- Primary City Points of Contact: Ken Gensterblum, Rod Smith
- F&V Project Manager: Katie Strohauer
- F&V prepared and maintains the City's Wellhead Protection Plan, using EGLE grant funding (typically covers 50% of costs).
- F&V assisted the City with an application in the recent grant cycle for continuing efforts to identify and evaluate a new well site (submitted on June 11). There are no current issues – this is a proactive effort, for if/when a new site is needed.

Board of Light and Power Cleanup Management (F&V No. 802050/P20398)

- Primary City Point of Contact: Todd Davlin
- F&V Project Managers: Eric Walters & Stephen Dehring
- F&V has been assisting the Board of Light and Power with sampling, reporting and related work stemming from a 2009 release of a petroleum diesel product.
- Periodically, we evaluate options to speed up the cleanup so that the site can be closed with EGLE. However, up to this point, the costs associated with that have outweighed the ongoing costs of managing the cleanup.
- **A proposal for annual groundwater and system sampling in 2024-2025 and preliminary vapor intrusion investigation has been prepared.**
- **A proposal for updating the BLP's Spill Prevention, Control and Countermeasure (SPCC) plan was prepared in February 2024.**

Divine Highway Bridge Replacement (F&V No. 840730)

- Primary City Point of Contact: Ken Gensterblum
- F&V Project Manager: Jon Moxey
- The City received funding from the MDOT Local Bridge Program to replace the bridge. Design is underway, targeting construction in 2025.
- The bridge is planned to be replaced part width, to maintain one lane of traffic, primarily for emergency services. A feasibility study was completed in 2020-2021.
- Environmental clearance documentation has been submitted to MDOT for review.
- Preliminary river crossing design is complete. We are working on the Type, Size and Location Plan set, which is the first plan submittal to MDOT.
- **Preliminary staging and traffic control plans are nearly complete, and we will be scheduling a review meeting soon.**

Water Reliability Study Update (F&V No. 844520)

- Primary City Points of Contact: Ken Gensterblum and Rod Smith
- F&V Project Manager: Jon Moxey
- The most recent update was completed in 2021. A draft was submitted to EGLE, but comments were never received.
- The next update is anticipated to be completed in 2026 (typically every 5 years).

Wastewater System Improvements (F&V No. 848392/FVC No. 1221)

- Primary City Points of Contact: Ken Gensterblum, Tony Smith
- F&V Project Manager: Corey Turner
- Wastewater Treatment Plant:
 - Improvements at the plant have been funded through EGLE's Clean Water State Revolving Fund program. A larger project that included lift station and collection system work had to be scaled back – bidding occurred during the height of construction inflation. The project is being delivered as Progressive Design Build through F&V Construction.
 - The work at the plant is substantially complete.
 - **Currently working through the final punch list items. An open house could be scheduled at the City's convenience.**
- Sanitary Sewer River Crossings:
 - The City received a \$3M State of Michigan budget appropriation to help add back some of the project scope that was removed, including replacement of two of the City's sanitary sewer river crossings. The crossings are constructed as an inverted siphon that utilizes pressure flow under the river and are installed by directional drilling. The alignments are being modified to eliminate a manhole located on "the point" between the Grand and Looking Glass Rivers (at Fabiano's), as that caused significant constructability challenges.
 - **Roemer Utility Services is anticipated to mobilize in the next few days to begin the Looking Glass crossing. Georgetown Construction will be making the connection in the Kent Street and Grand River Avenue intersection in September, with traffic shifted to the south side of the intersection. The Bridge Street Bridge will be reopened by that time to relieve congestion on eastbound Grand River Avenue.**
 - The Grand River crossing will require closure and detour of Water Street, which will begin after the Looking Glass River crossing is complete.
- Other:
 - The City is utilizing the remainder of the \$3M (after the river crossings and purchasing a new vactor truck, which totals approximately \$2.4M) for completing additional items that were removed from the CWSRF project. Once the river crossing work is complete, the City will finalize what other items will be completed with the remaining funds.
 - Owner Change Order No. 6 was executed to incorporate some of the removed items back into the WWTP project, including lining of several sewer segments in the collection system.

Kent Street Improvements (F&V No. 853960)

- Primary City Points of Contact: Ken Gensterblum, Todd Davlin, Tina CW
- F&V Project Manager: Jon Moxey
- **Sidewalk work is complete with the exception of one section at Bridge Street that is planned for Saturday.**
- **Van Bros will be repairing the irrigation system at City Hall soon.**
- **Top course paving from Academy Street to Bridge Street is scheduled for the afternoon of August 14 (today). We are working through the details of how to effectively open that block to traffic.**
- Trees will be planted this fall (~October), and perennials will be planted in spring 2025 to give them a chance to establish before being exposed to salt.

Electric Substation Site Plan (F&V No. 863780)

- Primary City Point of Contact: Todd Davlin
- F&V Project Manager: Nate Torrey
- F&V is a sub-consultant to Theka Engineering for site/civil design on the new substation at the Board of Light and Power site.
- The bid opening took place July 3, 2024.
- The construction schedule is being refined. Lead times for some of the electrical equipment is a year or more, so construction might not begin until spring 2025.

103 E. Grand River Avenue Plaza (F&V No. 863880)

- Primary City Points of Contact: Ken Gensterblum, Tina CW
- F&V Project Manager: Jon Moxey
- The project involves demolition of the existing building at 103 E. Grand River Avenue and developing a public plaza area at the site using a MEDC Revitalization and Placemaking grant that was secured as part of a larger application through The Right Place.
- **The bid opening on August 13 produced a single bid from E.T. MacKenzie that was significantly over the budgeted amount for construction. We are working to close the budget gap and if all goes to plan will have a Recommendation of Award for the August 19 council meeting and August 26 DDA meeting.**
- The Electric Department is planning to install a transformer near the dumpster enclosure to improve the electric distribution system in the area.

River Trail Park Renovation (F&V No. 865390)

- Primary City Point of Contact: Neil Brown
- F&V Project Manager: Jon Moxey
- Neil obtained a grant from MDNR to crush, shape and resurface the asphalt river trail between Kent Street (just north of I-96) along I-96, Market Street, Canal Street and Thompson Field to Bridge Street (just east of Water Street).
- **Contracts have been executed and the Notice to Proceed has been issued. We are waiting on a schedule from CL Trucking.**
- Construction is planned to be completed within 21 calendar days in late summer or early fall – the Substantial Completion date is October 25, 2024.

EGLE Technical, Managerial and Financial (TMF) Project (F&V No. 866480)

- Primary City Points of Contact: Ken Gensterblum and Rod Smith
- F&V Project Manager: Jon Moxey
- The City received a grant for \$256,500 for investigating water services for lead/galvanized pipe to meet the October deadline for its final Distribution System Materials Inventory (DSMI), stemming from EGLE's recent Lead and Copper Rules.
- **The bid opening was held on July 30 at 2:30pm. Bids came in higher than anticipated, however, the contract was structured to be able to adjust the number of water services to be investigated based on the pricing received. We have adjusted the quantities and have a Recommendation of Award for the City Council meeting on August 19.**
- **Potholing work is currently anticipated to be completed in October.**

Wastewater Operations Assistance (F&V No. 712021)

- Primary City Point of Contact: Tony Smith
- F&V Project Manager: Brian Ross
- F&V Operations provided a licensed operator and other operations assistance on an interim basis for several years following a retirement. Since Tony achieved his license, FVOP has been providing expertise and assistance on an as-needed basis.
- **Technical highlights are as follows:**
 - **Plant operators are still fine tuning operations of the “new” plant, but things are functioning as intended.**
 - **The treatment plant has received several I-pads which will have GIS capability and be able to access the SCADA system, providing remote access.**

- **We will be assisting Tony with the application for the renewal of the City's NPDES permit for the plant.**

Dam Site Improvements (F&V No. P20525)

- Primary City Point of Contact: Todd Davlin
- F&V Project Manager: Jon Moxey
- **Visited the site in fall 2023 with Todd Davlin and prepared a proposal in March 2024 for topographic survey, conceptual design and grant application assistance.**

**PRIMARY ELECTION
RESULTS
AUGUST 6, 2024**

RACE	PRECINCT	AVCB	CITY TOTAL	COUNTY	STATE
REPUBLICAN PARTY PRIMARY					
<u>U.S. SENATOR</u>					
Sandy Pensler	4	23	27	390	78,151
Mike Rogers	94	118	212	3,609	552,801
Justin Amash	25	60	85	2,291	131,936
Sherry O'Donnell	9	13	22	600	104,717
<u>REPRESENTATIVE FOR CONGRESS - 2nd DISTRICT</u>					
John Moolenaar	114	175	289	6,047	94,666
<u>REPRESENTATIVE IN STATE LEGISLATURE - 78th DISTRICT</u>					
Gina Johnsen	94	157	251	4,144	8,932
Jon Rocha	41	54	95	1,203	3,438
<u>PROSECUTING ATTORNEY - COUNTY</u>					
Kyle B. Butler	110	161	271	5,871	
<u>SHERIFF - COUNTY</u>					
Charlie Noll	114	160	274	5,971	
<u>CLERK - COUNTY</u>					
Greg Geiger	109	160	269	5,841	
<u>TREASURER - COUNTY</u>					
Judith A. Clark	111	159	270	5,822	
<u>REGISTER OF DEEDS - COUNTY</u>					
Tami Hewitt	112	158	270	5,816	
<u>DRAIN COMMISSIONER - COUNTY</u>					
Robert J. Rose	111	159	270	5,908	
<u>COUNTY COMMISSIONER - 7th DISTRICT</u>					
Terence M. Frewen	116	168	284	698	
<u>DELEGATE TO COUNTY CONVENTION</u>					
Doug Lefke	117	168	285	290	
DEMOCRATIC PARTY PRIMARY					
<u>STATE SENATOR</u>					
Hill Harper	6	26	32	309	218,603
Elissa Slotkin	53	221	274	2,412	700,875
<u>REPRESENTATIVE FOR CONGRESS - 2nd DISTRICT</u>					
Michael Lynch	54	226	280	2,414	39,327
<u>REPRESENTATIVE IN STATE LEGISLATURE - 78th DISTRICT</u>					
Christine M. Terpening	51	228	279	1,868	3,590
<u>DELEGATE TO COUNTY CONVENTION</u>					
Robert S. Lathers	53	215	268	272	

**PRIMARY ELECTION
RESULTS
AUGUST 6, 2024**

RACE	PRECINCT	AVCB	CITY TOTAL	COUNTY	STATE
------	----------	------	------------	--------	-------

	Voters	Registered Voters	% Turnout
Precinct 1	197		
AVCB	499		
Total City of Portland	696	3,019	23.05%

Absentee Ballots 499 71% of voters were by Absentee Ballot





Aug 9, 2024

Mr. Douglas Terry, Interim City Manager

City of Portland

259 Kent Street

Portland, MI 48775

RE: July 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 July 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 light blue horizontal line.

Tony Smith

City of Portland WWTP Superintendent

- **ADMINISTRATIVE REPORT**

The July 2024 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The average influent flow was 373,000 gallons per day. The daily maximum flow was 494,000 GPD. The WWTP discharged a total of 9.803 MG (million gallons) of final effluent to the Grand River for the month of July and treated a total of 11.554 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. City staff also continues to dial in the aerobic digester controls. The new controls allow mixing and oxygen control. The mixing is controlled by a compressor which sends air pulses to an inner and outer diffuser line in both Digesters in an alternating pattern. The process air is controlled by D.O. sensor “dissolved oxygen” which when it hits a setpoint .5 mg/l it turns on a designated digester blower. When a high setpoint of 2.5mg/l D.O. is achieved it communicates to the blower to shut down. These functions allow the digesters to go from an aerobic state “abundance of free oxygen”, to a state of anoxic “little to no free oxygen”. This environment is ideal for endogenous respiration, since there isn’t a continuous supply of food for the microorganisms to survive, they in turn begin to cannibalize themselves and further break down the sludge inventory.

- WWTP staff has been organizing and reclaiming areas of the WWTP that have been under construction for the past 19 months. We will continue working on some ground’s maintenance in August, 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.

-Hydroseeding took place in July, due to the weather and soil conditions the seed did not take very well. We will be working with contractors this fall to have the grounds reseeded when conditions are better for grass growth.

- **WASTEWATER MAINTENANCE**

-The WWTP staff completed 145 preventative maintenance work orders from our HIPPO computerized maintenance program (CMMS). The CMMS will be updated to accommodate all of the new equipment this fall.

-The WWTP staff continues spending a great deal of time troubleshooting and cleaning the UV (ultraviolet) disinfection channel. This consist 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 pulled and de-ragged the submersible pumps at our Canal St lift station. After pulling the pumps we discovered two mop heads caught up in the impellers. I would like to remind residents that flushing of these items is not acceptable and can be catastrophic to the city's equipment. Each one of these pumps is around \$10,000 to replace.

-Annual calibrations of lab equipment and flow meter are scheduled for next month, also the annual lift station maintenance is also scheduled for September. Calibration and records of are required by EGLE.

-WWTP plant staff cleaned and root cut 2500 feet of sewer main during the month of July. With the warmer weather 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 processes have proven to be pretty versatile.

-WWTP is awaiting the start of the river bore project. It is now slated to start in Mid-August after being pushed back do to scheduling issues. Once the project is completed, we will look to finish the plant upgrade wish list items if the funding is still available.

-Painting and floor epoxy has been completed in the Headworks building. I can't say enough about the effort that Murrey Painting put into this. The paint and floor cover completely transformed the oldest building on-site. If you have ever spent any time at the WWTP and seen the building it has been through 3 upgrades and has housed a lot of different equipment over the years. The painters were able cover up areas that had previously had equipment in place and able to make it transition throughout the 3 story building.

● EMERGENCY ALARM CALL-OUTS

-There was 2 after hours call outs for the month of July 2024. A home on Pleasant St. had a service water line break that WWTP staff assisted with. Also, the WWTP responded to a sewer backup on Bridge St, the issue was in the homeowner's sewer lateral.

● 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 July 2024. The average influent flow during this period was 373,000 gallons per day and the average effluent flow during this period was 316,000 gallons per day. We had (9) days with measurable precipitation which totaled 3.71 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: MIG570220
 DISTRICT: West Michigan
 COUNTY: Ionia
 MONITORING POINT: 001A
 MONITORING PERIOD: Jul 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)	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Ammonia Nitrogen (as N)	Total Phosphorus (as P)	Fecal Coliform 7 Day Geo	Fecal Coliform	CBOD	Total Suspended Solids	PH MIN	PH MAX	Dissolved Oxygen	
NAME	MGD	lbs.	mg/l	lbs.	mg/l	lbs.	mg/l	lbs.	mg/l	mg/l	cfu/100 ml	cfu/100 ml	Percent Removal	Percent Removal	S.U.	S.U.	mg/l	
1-Jul-24	0.275		8	18.3			4.5	10.3	1.31	0.90		50	98	96	7.3	7.3	7.5	
2-Jul-24	0.249		4.6	9.6			4.4	9.1		0.84		43	98	98	6.9	6.9	5.6	
3-Jul-24	0.355																	
4-Jul-24	0.266																	
5-Jul-24	0.252																	
6-Jul-24	0.254																	
7-Jul-24	0.259	6.3	14.0		4.5	9.7					46							
8-Jul-24	0.290	4.6	9.6		4.4	9.1					43							
9-Jul-24	0.280	4.4	10.3	4.4	5.0	11.7	5.0	11.7	0.404	0.69	10	10	98	99	7.2	7.2	6	
10-Jul-24	0.308	6.1	15.0	7.7	4.6	11.1	4.1	10.5	0.60	0.60	13	16	98	97	7.3	7.3	5.4	
11-Jul-24	0.321	5.8	14.7	5.3	5.9	15.2	8.7	23.3	0.77	0.77	16	26	97	98	7.1	7.1	5.6	
12-Jul-24	0.356	5.8	14.7		5.9	15.2					16							
13-Jul-24	0.392	5.8	14.7		5.9	15.2					16							
14-Jul-24	0.406	5.8	14.7		5.9	15.2					16							
15-Jul-24	0.359	5.8	14.7		5.9	15.2					16							
16-Jul-24	0.381	6.9	19.4	7.6	6.7	19.0	7.3	23.2	0.68	0.68	23	30	97	97	6.9	6.9	6.3	
17-Jul-24	0.349	7.1	20.9	8.4	7.0	20.4	5.1	14.9	0.139	0.81	46	126	98	96	7.3	7.3	5.7	
18-Jul-24	0.314	8.3	23.9	8.8	5.7	16.9	4.8	12.6	1.00	1.00	42	19	98	97	7.3	7.3	5.9	
19-Jul-24	0.361	8.3	23.9		5.7	16.9					42							
20-Jul-24	0.336	8.3	23.9		5.7	16.9					42							
21-Jul-24	0.319	8.3	23.9		5.7	16.9					42							
22-Jul-24	0.305	8.3	23.9		5.7	16.9					42							
23-Jul-24	0.316	8.9	24.3	9.6	5.8	15.6	7.4	19.5	0.315	1.14	74	168	98	97	7.3	7.3	5.7	
24-Jul-24	0.298	9.2	23.7	9.2	6.4	16.4	6.9	17.1	1.40	1.40	45	28	98	97	7.2	7.2	5.7	
25-Jul-24	0.310	9.2	23.6	8.8	6.7	17.1	5.7	14.7	1.18	1.18	93	172	98	97	7.3	7.3	5.4	
26-Jul-24	0.308	9.2	23.6		6.7	17.1					93							
27-Jul-24	0.297	9.2	23.6		6.7	17.1					93							
28-Jul-24	0.313	9.2	23.6		6.7	17.1					93							
29-Jul-24	0.313	9.2	23.6		6.7	17.1					93							
30-Jul-24	0.330	9.6	25.1	10.8	7.3	19.2	9.3	25.6	0.84	0.84	44	18	97	95	7.2	7.2	5.3	
31-Jul-24	0.334	9.6	25.6	9.2	7.3	19.9	7.0	19.5	0.263	1.05	49	37	98	95	7.2	7.2	5.3	
Average	0.316		7.9	20.8			6.2	16.3	0.92	0.92		38	98	97	6.9	6.9	5.3	
MIN	0.249																	
MAX	0.406	8.6	26.0		7.3	20.4			1.40	1.40	93							7.3

July 2024

FINAL EFFLUENT

DAY	CBOD -5					T.S.S					V.S.S	TOTAL PHOSPHORUS			pH	DO	FECAL		AMMONIA				
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%		mg/l	mg/l	lbs/day			%	su	mg/l	COLIFORM	7-day	mg/l	lbs/day
		7-day		7-day	Rem.		7-day		7-day	Rem.							Rem.			cts/100 ml			
		Avg		Avg			Avg		Avg												GEO		
1	4.5		10.3		98	8.0		18.3		96	5	0.896	2.1	89	7.3	7.5	50		1.310	3.3			
2	4.4		9.1		98	4.6		9.6		98	3	0.842	1.7	85	6.9	5.6	43						
3																							
4																							
5																							
6																							
7		4.5		9.7			6.3		14.0														
8		4.4		9.1			4.6		9.6										46				
9	5.0	5.0	11.7	11.7	98	4.4	4.4	10.3	10.3	99	1.6	0.689	1.6	91	7.2	6.0		43					
10	4.1	4.6	10.5	11.1	98	7.7	6.1	19.8	15.0	97	4.3	0.599	1.5	90	7.3	5.4	10	10	0.40	1.0			
11	8.7	5.9	23.3	15.2	97	5.3	5.8	14.2	14.7	98	2.0	0.773	2.1	87	7.1	5.8	16	13					
12		5.9		15.2			5.8		14.7								26	16					
13		5.9		15.2			5.8		14.7									16					
14		5.9		15.2			5.8		14.7									16					
15		5.9		15.2			5.8		14.7									16					
16	7.3	6.7	23.2	19.0	97	7.6	6.9	24.1	19.4	97	7.6	0.684	2.2	88	6.9	6.3	30	23					
17	5.1	7.0	14.9	20.4	98	8.4	7.1	24.5	20.9	96	5.6	0.814	2.4	85	7.3	5.7	126	46	0.14	0.3			
18	4.8	5.7	12.6	16.9	98	8.8	8.3	23.0	23.9	97	6.0	0.997	2.6	82	7.3	5.9	19	42					
19		5.7		16.9			8.3		23.9									42					
20		5.7		16.9			8.3		23.9									42					
21		5.7		16.9			8.3		23.9									42					
22		5.7		16.9			8.3		23.9									42					
23	7.4	5.8	19.5	15.6	98	9.6	8.9	25.3	24.3	97	7.6	1.140	3.0	82	7.3	5.7	168	74	0.32	0.7			
24	6.9	6.4	17.1	16.4	98	9.2	9.2	22.8	23.7	97	7.2	1.400	3.5	76	7.2	5.7	28	45					
25	5.7	6.7	14.7	17.1	98	8.8	9.2	22.8	23.6	97	5.2	1.180	3.1	77	7.3	5.4	172	93					
26		6.7		17.1			9.2		23.6									93					
27		6.7		17.1			9.2		23.6									93					
28		6.7		17.1			9.2		23.6									93					
29		6.7		17.1			9.2		23.6									93					
30	9.3	7.3	25.6	19.2	97	10.8	9.6	29.7	25.1	95	9.2	0.836	2.3	87	7.2	5.3	18	44					
31	7.0	7.3	19.5	19.9	98	9.2	9.6	25.6	26.0	95	7.6	1.050	2.9	81	7.2	5.3	37	49	0.263	0.0			
M/M																							
TL																							
GA																							
ME	6.2		16.3		98	7.9		20.8		97	5.5	0.92	2.4	85	7	5.8	38.0		0.5	1.1			
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 Pr and, MI

July 24

ACTIVATED SLUDGE

DAY	Aeration Volume	Detent. Time	CRT Days	Organic Loading	DO W	DO E	AIR SUPPLY	WAS	WAS	Air Volume
	KCF	Hours		F/M		mg/l	CuFt./D	gal	lbs	
1	24	13.1	#DIV/0!		4.9	4.9	1.44	0.00	0	10
2	24	13.6	#DIV/0!		4.7	4.7	1.44	24.00	0	10
3	24	11.1	#DIV/0!		4.1	3.7	1.44	0.00	0	10
4	24	14.5	#DIV/0!		7.5	4.2	1.44	0.00	0	10
5	24	15.2	#DIV/0!		7.5	4.9	1.44	0.00	0	10
6	24	15.0	#DIV/0!		7.5	4.9	1.44	0.00	0	10
7	24	13.7	#DIV/0!		7.5	4.7	1.44	20.92	0	10
8	24	13.3	#DIV/0!			4.2	1.44	0.00	0	10
9	24	13.4	#DIV/0!			4.2	1.44	0.00	0	10
10	24	12.3	#DIV/0!			3.5	1.44	0.00	0	10
11	24	11.0	#DIV/0!			3.4	1.44	0.00	0	10
12	24	10.8	#DIV/0!			2.5	1.44	0.00	0	10
13	24	8.7	#DIV/0!			5.0	1.44	0.00	0	10
14	24	7.2	#DIV/0!			4.5	1.44	0.00	0	10
15	24	8.0	#DIV/0!			5.9	1.44	24.01	0	10
16	24	9.2	#DIV/0!			6.7	1.44	0.00	0	10
17	24	10.7	#DIV/0!			6.3	1.44	0.00	0	10
18	24	11.2	#DIV/0!			6.3	1.44	16.00	0	10
19	24	10.6	#DIV/0!			6.1	1.44	0.00	0	10
20	24	11.5	#DIV/0!			6.2	1.44	0.00	0	10
21	24	12.0	#DIV/0!			4.5	1.44	3.00	0	10
22	24	12.2	#DIV/0!			5.7	1.44	3.00	0	10
23	24	12.1	#DIV/0!			5.5	1.44	0.00	0	10
24	24	12.2	#DIV/0!			5.4	1.44	12.00	0	10
25	24	12.0	#DIV/0!			6.2	1.44	0.00	0	10
26	24	12.3	#DIV/0!			6.0	1.44	0.00	0	10
27	24	12.9	#DIV/0!			5.4	1.44	12.00	0	10
28	24	12.1	#DIV/0!			4.9	1.44	0.00	0	10
29	24	12.4	#DIV/0!			3.0	1.44	0.00	0	10
30	24	11.7	#DIV/0!			3.1	1.44	0.00	0	10
31	24	11.3	#DIV/0!			3.1	1.44	0.00	0	10
TL								114.92	0	
ME	24	11.9	#DIV/0!	#DIV/0!	6	4.8	1.44	3.71	0	
REMARKS:										

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

July 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	y		0	200				276	4.19gal.
2	y	54.0	0	200	21	28	20	276	0.0
3	y		0	200				276	0.0
4	n		0	168				276	0.0
5	n		0	168				276	0.0
6	n		0	160				276	0.0
7	n		0	192	40	72	46	276	0.0
8	y		0	200				276	0.0
9	y	54.0	0	176	17	29	17	276	0.0
10	y		0	168				276	0.0
11	y		0	208	29	26	17	276	0.0
12	n		0	168				248	0.0
13	n		0	168				248	0.0
14	n		0	152	24	44	28	248	0.0
15	n		0	216				248	0.0
16	y	40.5	0	200	24	27	12	248	0.0
17	y		0	184				248	0.0
18	y		0	192	32	28	19	235	0.0
19	n		0	176				235	0.0
20	n		0	168				235	0.0
21	n		0	144	52	42	32	235	0.0
22	n		0	192				235	0.0
23	y	54.0	0	176	30	27	16	235	0.0
24	y		0	192				235	0.0
25	y		0	176	36	30	19	235	0.0
26	n		0	168				248	0.0
27	n		0	160				248	0.0
28	n		0	184	28	41	28	248	0.0
29	n	54.0	0	192				248	0.0
30	y		0	184				248	0.0
31	y		0	176	57	40	22	248	0.0
TL		256.5	0.0	5608	390	434	276	7892	0.0
ME		51.3	0	181	33	36	23	255	0.0
REMARKS:									
Total lbs are figured by multiplying the monthly average by the number of days in the month.									

City of Portland, MI

July 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	26223.6							0.0					
4	26223.6							0.0					
5	0							0.0					
6	0							0.0					
7	0							0.0					
8	0							0.0					
9	0							0.0					
10	0							0.0					
11	0							0.0					
12	0							0.0					
13	16789.5							0.0					
14	16789.5							0.0					
15	0							0.0					
16	0							0.0					
17	0							0.0					
18	0							0.0					
19	13985.9							0.0					
20	13985.9							0.0					
21	13985.9							0.0					
22	0							0.0					
23	0							0.0					
24	0							0.0					
25	0							0.0					
26	0							0.0					
27	0							0.0					
28	0							0.0					
29	0							0.0					
30	0							0.0					
31	0							0.0					
TL	127984							0.0	0				
ME													

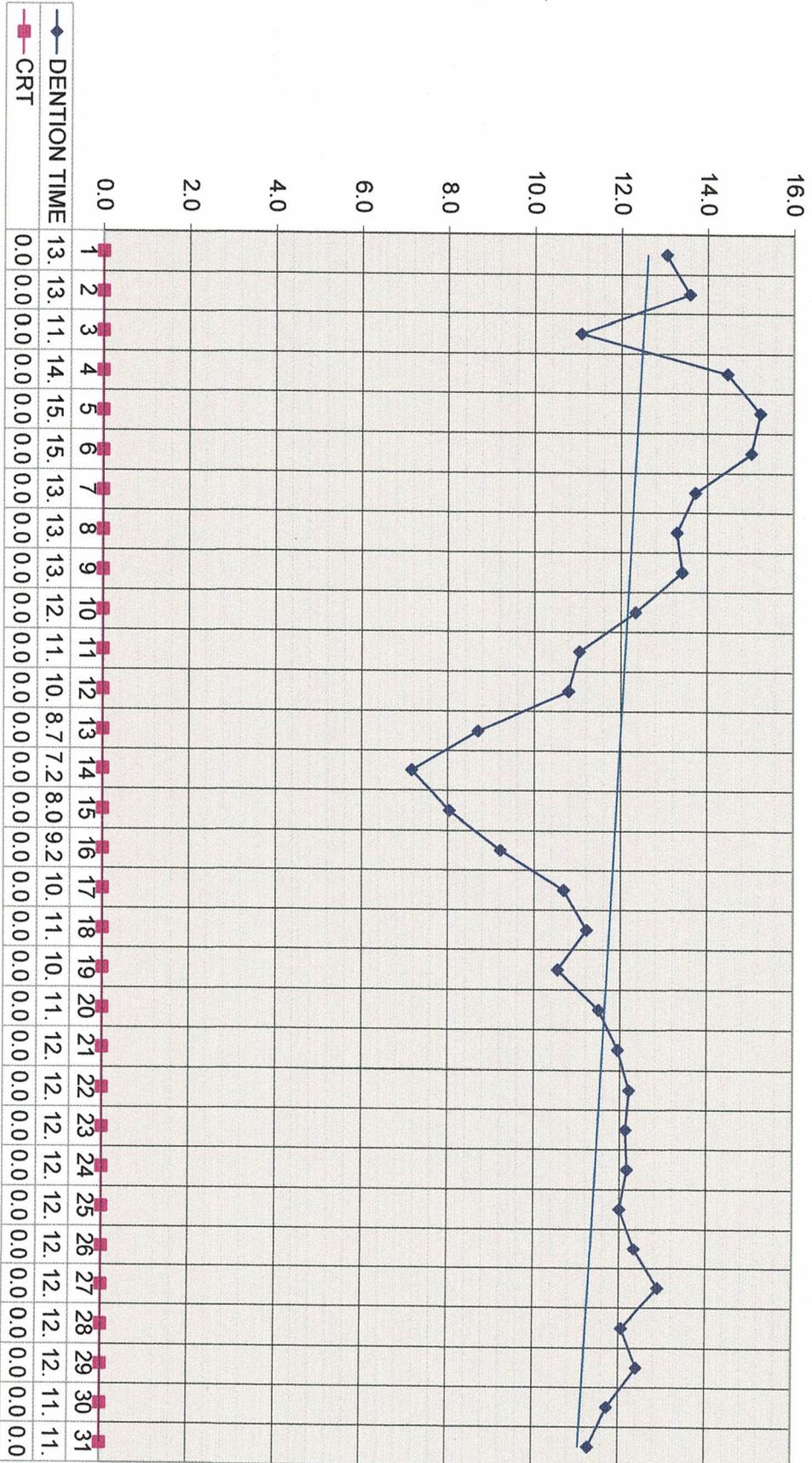
Supernatant to drying beds or storage tank and cycled back to plant headworks.
 Biosolids to farm land and landfill.

Date	Filtrate Meter Reading		Total Filtrate Gal	WAS Gal	Sludge Pumped to D1 (Starts x 30.266) Gal
	Start	Stop			
1	70707.58	70713.81	6230	0	0
2	70713.81	70713.81	0	23997	0
3	70713.81	70713.81	0	0	0
4	70713.81	70713.81	0	0	0
5	70713.81	70713.81	0	0	0
6	70713.81	70713.81	0	0	0
7	70713.81	70713.81	0	20922	0
8	70713.81	70713.81	0	0	0
9	70713.81	70713.81	0	0	0
10	70713.81	70714.26	450	0	0
11	70714.26	70714.32	60.00000001	0	0
12	70714.32	70714.32	0	0	0
13	70714.32	70714.32	0	0	0
14	70714.32	70714.32	0	0	0
15	70714.32	70714.32	0	24005	0
16	70714.32	70714.32	0	0	0
17	70714.32	70714.32	0	0	0
18	70714.32	70714.32	0	16000	0
19	70714.32	70714.32	0	0	0
20	70714.32	70714.32	0	0	0
21	70714.32	70714.32	0	2999	0
22	70714.32	70714.32	0	2999	0
23	70714.32	70714.32	0	0	0
24	70714.32	70714.32	0	11999	0
25	70714.32	70714.32	0	0	0
26	70714.32	70714.32	0	0	0
27	70714.32	70714.32	0	12000	0
28	70714.32	70714.32	0	0	0
29	70714.32	70714.32	0	0	0
30	70714.32	70714.32	0	0	0
31	70714.32	70714.32	0	0	0
Total	6.74		6740	114921	0
Average			217	3707	0

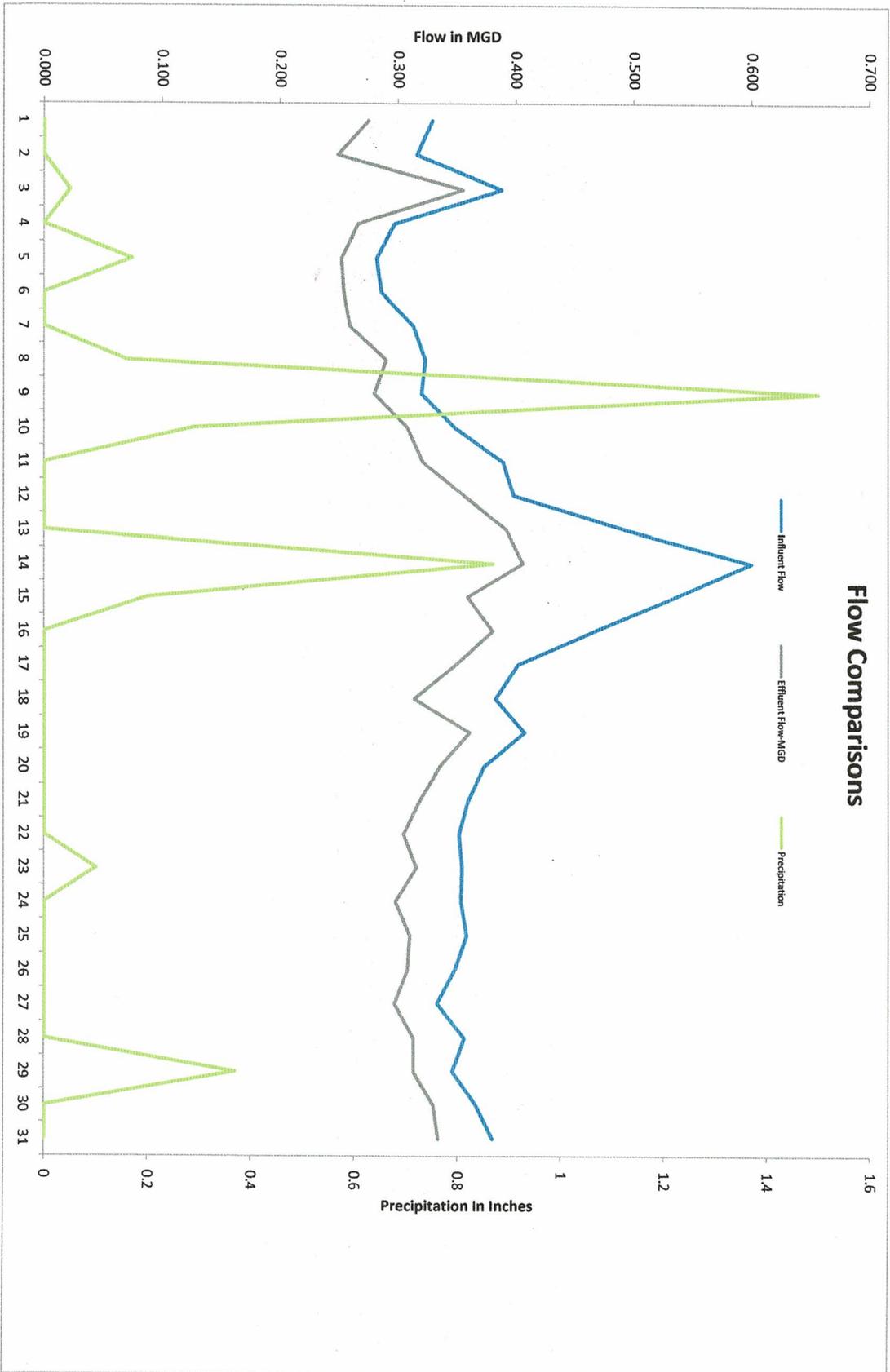
Remarks: Flow meter was placed into service on 3/15/2012.

DETENTION & CRT

DET=HRS; CRT = DAYS



Flow Comparisons



**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
AUGUST 13, 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)
- VII. Unfinished Business**
 - A. Request to make changes to Commissioners compensation-Patrick Jordan
- VIII. New Business**
 - A. Materials Management Planning Committee Appointments
 - Don Johnson
 - Steve Blayer
 - Dan Tietema
 - Micheal T. Lamphere
 - Kristie Warner
 - Commissioner Jack Shattuck
 - John Feuerstein
 - Doug Hyland
 - Lynelle Wilson
 - Dan Schoonmaker
 - Christian Jensen
 - B. Appointment to Brownfield Redevelopment Authority
 - Linda Willson
 - C. Request to approve Agreement with Michigan Department of Health and Human Services (Emerging Threats)-Chad Shaw

- D. Request Approval of Agreement with Michigan Department of Health and Human Services-Chad Shaw
 - E. Request to Accept Speech Therapy Referral Agreement-Chad Shaw
 - F. Ionia County Prosecutor's Office Request permission to represent a local municipality- Kyle Butler
 - G. Request approval and signature on Contract Amendment for Commission on Aging-Carol Hanulcik
 - H. Request Approval for Motor-Grader Training-Linda Pigue
 - I. Request Disposal of Road Department Surplus Equipment-Linda Pigue
 - J. Request Approval to Accept Steel Beam Guardrail & Post Bid-Linda Pigue
 - K. Request to Accept Bids for Plastic Pipe (culverts)-Linda Pigue
 - L. Request to act on bids for Metal Pipe (culverts)- Linda Pigue
 - M. Request to act on bids for Rotating Carbide Moldboard Bits-Linda Pigue
 - N. Request to act on bid for Grader and Snowplow Blades-Linda Pigue
 - O. Discussion to put out RFP for County Pension-Patrick Jordan
- IX. Department Reports**
- A. Health Department
- 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-Discussion of Union Contract**
- XIV. Adjournment**

Board and/or Commission Vacancies

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

Appointments for consideration in the month of August 2024:

- Substance Use Disorder Oversight Policy Board

Appointments for consideration in the month of September 2024:

- Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services
Emergency Coordinator
- Commission on Aging Board