



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

7:00 P.M. Monday, December 16, 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>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:15 PM	A. Proposed Resolution 24-107 Approving an Additional Payment for the Electric Department to the Municipal Employees Retirement System (MERS) to Reduce the City's Unfunded Actuarial Accrued Liability	Decision
7:18 PM	B. Proposed Resolution 24-108 Designating City Manager Andrew Dymczyk as the Street Administrator for the City of Portland	Decision
7:20 PM	C. Proposed Resolution 24-109 to Amend the Budget for Fiscal Year 2024-2025	Decision
7:22 PM	D. Proposed Resolution 24-110 Approving 2025 City Council Meeting Dates	Decision
7:24 PM	E. Proposed Resolution 24-111 Designating the City Manager Andrew Dymczyk as the City's Zoning Administrator	Decision
7:25 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes and Synopsis of the Regular City Council Meeting held on December 2, 2024	
	B. Payment of Invoices in the Amount of \$61,684.72 and Payroll in the Amount of \$177,012.87 for a Total of \$238,697.59	
	C. Purchase Orders over \$5,000.00 - None	
	XI. <u>Communications</u>	
	A. Board & Commissions Application for Rachele Breeden	
	B. Planning Commission Minutes for October 11, 2024	
	C. Zoning Board of Appeals Minutes for August 14, 2023	

**Estimated
Time**

**Desired
Outcome**

- D. Wastewater Treatment Plant Report for November 2024
- E. Water Department Report for November 2024
- F. Ionia County Board of Commissioners Agenda for December 10, 2024
- G. Ionia County Central Dispatch Report for November 2024

7:28 PM

XII. Other Business – None

7:30 PM

XIII. City Manager Comments

7:35 PM

XIV. Council Comments

7:40 PM

XV. Adjournment

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-107

A RESOLUTION APPROVING AN ADDITIONAL PAYMENT FOR THE ELECTRIC DEPARTMENT TO THE MUNICIPAL EMPLOYEES RETIRMENT SYSTEM (MERS) TO REDUCE THE CITY'S UNFUNDED ACTUARIAL ACCRUED LIABILITY

WHEREAS, the City provides its employees with pension benefits through the Municipal Employees' Retirement System (MERS); and

WHEREAS, the City's contributions to MERS are actuarially determined each year; and

WHEREAS, the City Manager and Finance Director recommend a one-time contribution of \$100,000.00 for the Electric Department to reduce its AAL and increase the funded ratio of its employees' pensions.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the paying down of the MERS Pension AAL for the Electric Department by making a one-time additional payment of \$100,000.00.
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: December 16, 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. 24-108

A RESOLUTION DESIGNATING CITY MANAGER ANDREW DYMCZYK AS THE STREET ADMINISTRATOR FOR THE CITY OF PORTLAND

WHEREAS, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act;" and

WHEREAS, the City Manager has traditionally been designated as the Street Administrator for the City of Portland.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves designating City Manager Andrew Dymczyk as the Street Administrator for the City of Portland.
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: December 16, 2024

Monique I. Miller, City Clerk

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____
_____ as the single Street Administrator for the City or Village of
_____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the _____ day of

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS	DATE
ADDRESS OF CITY OR VILLAGE OFFICE		P.O.BOX
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-109

**A RESOLUTION TO AMEND THE BUDGET
FOR FISCAL YEAR 2024-2025**

WHEREAS, State law prohibits local units of government from ending any fiscal year with a negative fund balance in any fund; and

WHEREAS, the Finance Director has reviewed current fund balances and expenditures for FY 2024-2025 and recommends that the Council approve the proposed amendments, set forth in the attached Exhibit A, in order to comply with State law.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the 2024-2025 fiscal budget amendments as listed on 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: December 16, 2024

Monique I. Miller, City Clerk

BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND - 2nd Quarter 24-25

GL Number	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-000-477.000	CABLE TV FEES	(2,000.00)
101-000-630.000	CEMETERY LOT SALES	1,000.00
101-000-633.000	CEMETERY CARE FEES	3,000.00
101-000-634.000	GRAVE OPENING FEES	(1,000.00)
101-000-665.000	INTEREST INCOME	(4,000.00)
101-000-678.000	MERS FOREITURE REVENUES	(5,800.00)
101-000-678.016	REIMBURSEMENTS - ELECTIONS	5,500.00
101-000-693.000	SALE OF EQUIPMENT	3,000.00
		<u>(300.00)</u>
101-172-720.000	WORKER'S COMPENSATION	100.00
101-172-723.000	UNEMPLOYMENT	10.00
101-172-740.000	OPERATING SUPPLIES	150.00
101-172-804.000	CONTRACTUAL SERVICE	9,000.00
101-172-804.000	CONTRACTUAL SERVICE	(1,500.00)
101-172-851.000	TELEPHONE SERVICE	400.00
101-172-869.000	MILEAGE	5,200.00
101-172-956.000	MISCELLANEOUS EXPENSES	200.00
		<u>13,560.00</u>
101-201-717.000	LIFE/LTD INSURANCE	300.00
101-201-734.000	SAFETY SUPPLIES	300.00
101-201-802.000	AUDIT SERVICE	(1,500.00)
101-201-803.000	ENGINEERING SERVICE	(5,000.00)
101-201-810.000	EQUIPMENT MAINTENANCE CONTRACT	3,000.00
101-201-864.000	CONFERENCE & WORKSHOP	1,000.00
101-201-901.000	LEGAL NOTICES	1,300.00
101-201-913.000	LIABILITY INSURANCE	(2,500.00)
101-201-977.000	CAPITAL OUTLAY-EQUIPMENT	(19,000.00)
		<u>(22,100.00)</u>
101-265-706.000	S & W PARTTIME	400.00
101-265-740.000	OPERATING SUPPLIES	300.00
101-265-804.000	CONTRACTUAL SERVICE	1,000.00
101-265-810.000	EQUIPMENT MAINTENANCE CONTRACT	1,500.00
101-265-923.000	WATER	3,000.00
101-265-930.000	M & R BUILDING	5,000.00
		<u>11,200.00</u>
101-301-717.000	LIFE/LTD INSURANCE	700.00
101-301-810.000	EQUIPMENT MAINTENANCE CONTRACT	400.00
101-301-958.000	DUES & SUBSCRIPTIONS	35.00
		<u>1,135.00</u>
101-371-810.000	EQUIPMENT MAINTENANCE CONTRACT	500.00
101-371-851.000	TELEPHONE SERVICE	550.00
		<u>1,050.00</u>

101-707-702.000	S & W FULLTIME	900.00
101-707-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	5.00
101-707-717.000	LIFE/LTD INSURANCE	40.00
101-707-723.000	UNEMPLOYMENT	5.00
101-707-740.000	OPERATING SUPPLIES	40.00
101-707-975.002	CAP OUTLAY-OLD MILL BUILDING	4,500.00
		<u>5,490.00</u>
101-751-702.000	S & W FULLTIME	4,500.00
101-751-715.000	S & W SOCIAL SECURITY	1,956.00
101-751-717.000	LIFE/LTD INSURANCE	100.00
101-751-718.000	PENSION	1,500.00
		<u>8,056.00</u>
105-254-717.000	LIFE/LTD INSURANCE	300.00
105-254-802.000	AUDIT SERVICE	(2,500.00)
105-254-956.000	MISCELLANEOUS EXPENSES	300.00
		<u>(1,900.00)</u>
202-201-802.000	AUDIT SERVICE	(1,800.00)
202-473-803.000	ENGINEERING SERVICE	5,200.00
202-473-804.000	CONTRACTUAL SERVICE	150.00
202-474-715.000	S & W SOCIAL SECURITY	10.00
202-474-716.000	HEALTH INSURANCE	40.00
202-474-810.000	EQUIPMENT MAINTENANCE CONTRACT	200.00
		<u>3,800.00</u>
203-201-802.000	AUDIT SERVICE	(1,500.00)
203-463-717.000	LIFE/LTD INSURANCE	400.00
203-475-706.000	S & W PARTTIME	300.00
203-475-715.000	S & W SOCIAL SECURITY	100.00
		<u>(700.00)</u>
208-751-716.000	HEALTH INSURANCE	(1,000.00)
208-751-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	(1,200.00)
208-751-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	(300.00)
208-751-740.000	OPERATING SUPPLIES	(700.00)
208-751-804.000	CONTRACTUAL SERVICE	2,500.00
208-751-934.000	M & R OFFICE EQUIPMENT	700.00
		<u>0.00</u>
210-000-698.000	LEASE PROCEEDS	115,547.00
210-302-977.000	CAPITAL OUTLAY-EQUIPMENT	115,547.00
210-302-706.000	S & W PARTTIME	35,000.00
210-302-717.000	LIFE/LTD INSURANCE	400.00
210-302-745.000	MOTOR FUEL & OIL	3,500.00
210-302-801.000	LEGAL SERVICE	500.00
210-302-810.000	EQUIPMENT MAINTENANCE CONTRACT	199.00
210-302-983.000	OFFICE EQUIPMENT LEASE	(5,094.00)
		<u>34,505.00</u>

248-000-402.000	REAL PROPERTY TAXES	10,000.00
248-000-568.000	CONTRIBUTION FROM STATE -GRANT	6,000.00
		<u>16,000.00</u>
248-267-710.000	S& W OVERTIME	400.00
248-267-717.000	LIFE/LTD INSURANCE	80.00
248-267-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	1,000.00
248-267-740.005	OPERATING SUPPLIES-O&F COMMITTEE	1,000.00
248-267-740.008	OPERATING SUPPLIES - BEER FEST	2,000.00
248-267-804.400	DOWNTOWN HOLIDAY DECOR CONTRACTS	1,000.00
248-267-967.001	FACADE RESTORATION (DDA)	200.00
248-267-982.002	CAPITAL OUTLAY-LOOKINGGLASS PLAZA	150,000.00
		<u>155,680.00</u>
582-201-802.000	AUDIT SERVICE	(1,000.00)
582-539-711.000	S & W HEALTH PREMIUMS	1,200.00
582-539-718.000	PENSION	100,000.00
582-539-947.000	VEHICLE RENTAL	3,400.00
		<u>103,600.00</u>
590-201-802.000	AUDIT SERVICE	(4,500.00)
590-201-915.000	BOILER INSURANCE	200.00
590-441-702.000	S & W FULLTIME	4,500.00
590-441-717.000	LIFE/LTD INSURANCE	150.00
590-548-922.000	GAS	(1,000.00)
590-548-923.000	WATER	1,000.00
		<u>350.00</u>
591-000-568.000	CONTRIBUTION FROM STATE -MDOT GRANT	208,100.00
591-441-977.024	DCMI (TMF) PROJECT	208,100.00
661-201-740.000	OPERATING SUPPLIES	500.00
661-201-801.000	LEGAL SERVICE	250.00
661-441-993.000	INTEREST PAYMENT	496.00
661-441-993.000	INTEREST PAYMENT	4,740.00
		<u>5,986.00</u>

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-110

A RESOLUTION APPROVING 2025 CITY COUNCIL MEETING DATES

WHEREAS, the Open Meetings Act requires public bodies to post a list of dates of all of the regular meetings within ten days of the first meeting in each calendar or fiscal year; and

WHEREAS, Section 2-19 of the Code of the City of Portland, Michigan provides:

2-19 Time and place.

Sec. 1. The Portland City Council shall conduct regular meetings on the first and third Monday of the month in the Council Chambers at City Hall commencing at 7:00 p.m. unless rescheduled to a date not less than seven (7) days after adoption of a resolution passed by the City Council which reschedules the regular meeting. Whenever a meeting date falls on a City holiday, the meeting shall be conducted on the next business day; and

WHEREAS, the City Clerk has prepared the attached listing of the 2025 regular meeting dates for the City Council, Planning Commission, ZBA, DDA, DDA Work Meeting, Board of Light & Power, and Parks and Recreation Board, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the list of proposed dates for the meeting of City Council for the year 2025 as set forth on 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: December 16, 2024

Monique I. Miller, City Clerk

PUBLIC NOTICE

In compliance with the Open Meetings Act and the Portland City Charter, following are the dates for the regular meetings, unless otherwise noted, for Boards & Commissions of the City of Portland for 2025. Individuals with disabilities requiring auxiliary aids or services for any meeting may obtain a Request for Accommodations form at City Hall, or call the City Clerk at 517-647-3211 to have a form mailed to you.



CITY COUNCIL	
All meetings are held at 7:00 P.M., the first and third Monday of each month, in the Council Chambers at City Hall, 259 Kent St.	
Monday	January 6th
Monday	January 20th
Monday	February 3rd
Tuesday	February 18th
Monday	March 3rd
Monday	March 17th
Monday	April 7th
Monday	April 21st
Monday	May 5th
Monday	May 19th
Monday	June 2nd
Monday	June 16th
Monday	July 7th
Monday	July 21st
Monday	August 4th
Monday	August 18th
Tuesday	September 2nd
Monday	September 15th
Monday	October 6th
Monday	October 20th
Monday	November 3rd
Monday	November 17th
Monday	December 1st
Monday	December 15th

PLANNING COMMISSION	
All meetings are held at 7:00 P.M., the second Wednesday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Wednesday	January 8th
Wednesday	February 12th
Wednesday	March 12th
Wednesday	April 9th
Wednesday	May 14th
Wednesday	June 11th
Wednesday	July 9th
Wednesday	August 13th
Wednesday	September 10th
Wednesday	October 8th
Wednesday	November 12th
Wednesday	December 10th

DDA	
All meetings are held at 7:00 P.M., the fourth Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 27th
Monday	February 24th
Monday	March 24th
Monday	April 28th
Tuesday	May 27th
Monday	June 23rd
Monday	July 28th
Monday	August 25th
Monday	September 22nd
Monday	October 27th
Monday	November 24th
* No Meeting *	

DDA - Work Meeting	
All meetings are held at 6:15 P.M., the second Tuesday of each month, at City Hall, 259 Kent St., Portland, MI	
Tuesday	January 14th
Tuesday	February 11th
Tuesday	March 11th
Tuesday	April 8th
Tuesday	May 13th
Tuesday	June 10th
Tuesday	July 8th
Tuesday	August 12th
Tuesday	September 9th
Tuesday	October 14th
Monday	November 10th
* No Meeting *	

BOARD OF LIGHT & POWER	
All meetings are held at 4:00 P.M., the last Tuesday of each month, at the Diesel Plant, 723 E. Grand River Ave., Portland, MI.	
Tuesday	January 28th
Tuesday	February 25th
Tuesday	March 25th
Tuesday	April 29th
Tuesday	May 27th
Tuesday	June 24th
Tuesday	July 29th
Tuesday	August 26th
Tuesday	September 30th
Tuesday	October 28th
Tuesday	November 25th
* No Meeting *	

PARKS & REC BOARD	
All meetings are held at 5:30 P.M., the third Monday of each month, in the Executive Board Room at City Hall, 259 Kent St., Portland, MI.	
Monday	January 20th
Tuesday	February 18th
Monday	March 17th
Monday	April 21st
Monday	May 19th
* No Meeting *	
Monday	July 21st
Monday	August 18th
Monday	September 15th
Monday	October 20th
Monday	November 17th
* No Meeting *	

ZONING BOARD OF APPEALS	
All meetings are held at 7:00 P.M., the second Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 13th
Monday	February 10th
Monday	March 10th
Monday	April 14th
Monday	May 12th
Monday	June 9th
Monday	July 14th
Monday	August 11th
Monday	September 8th
Monday	October 13th
Monday	November 10th
Monday	December 8th

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 24-111

**A RESOLUTION DESIGNATING THE CITY MANAGER ANDREW DYMCZYK
AS THE CITY'S ZONING ADMINISTRATOR**

WHEREAS, the City Manager has performed the duties as Zoning Administrator since 2015 aided by a contractual agreement with a zoning consultant; and

WHEREAS, the City Manager proposes that the City Manager be designated as the City of Portland Zoning Administrator consistent with prior designated roles and responsibilities; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the appointment of City Manager, Andrew Dymczyk, as the Zoning Administrator.
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: December 16, 2024

Monique I. Miller, City Clerk



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 2, 2024

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Dymczyk; City Clerk Miller; Finance Director Tolan; DDA Director ConnerWellman; Police Chief Thomas

Guests: Bill Tucker of Maner Costerisan; Kathy Parsons

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

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

Yeas: VanSlambrouck, Sheehan, Johnston, Barnes

Nays: None

Adopted

There was no public comment.

Under City Manager Report, City Manager Dymczyk reported on recent and upcoming activities.

Under Presentations, Bill Tucker of Maner Costerisan presented the Fiscal Year 2023/2024 Audit.

Mayor Barnes thanked Finance Officer Tolan for the excellent job as Finance Officer and all the city staff that contributed information for the audit.

DDA Director ConnerWellman presented the Downtown Report.

Under New Business, the Council considered the acceptance of the Fiscal Year 2023/2024 Audit.

Motion by VanSlambrouck, supported by Sheehan, to accept the Fiscal Year 2023/2024 Audit as presented by the auditing firm of Maner Costerisan.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 24-102 to authorize a power purchase agreement in the amount of \$228,541.05, with Nexterra Energy.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 24-102 authorizing a power purchase commitment with Nexterra Energy.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Sheehan, Barnes

City of Portland
City Council Minutes – December 2, 2024

Nays: None
Adopted

The Council considered Resolution 24-103 to approve a proposal from Chop Tree Service, in the amount of \$22,857.12, for tree trimming services along Divine Hwy.

Motion by Sheehan, supported by Fitzsimmons, to approve Resolution 24-103 authorizing a proposal from Chop Tree Service for tree trimming services along Divine Hwy.

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

The Council considered Resolution 24-104 to approve a proposal from Cook Brothers, in the amount of \$10,824.00, for excavation activities associated with the replacement of a failing in-vault submersible transformer located at 103 W. Grand River Ave.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 24-104 authorizing Cook Brother's excavation activities for 103 W. Grand River Ave. electric repair.

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

The Council considered Resolution 24-105 to authorize the purchase of 600-amp wire from Kendall Electric, in the amount of \$6,678.60, associated with the replacement of a failing in-vault submersible transformer located at 103 W. Grand River Ave.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 24-105 authorizing purchase of 600-amp wire from Kendall Electric for 103 W. Grand River Ave. electric repairs.

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

The Council considered Resolution 24-106 approving Pay Request No. 6, in the amount of \$42,611.97, to the State of Michigan for work done on the Kent Street Improvement Project.

Motion by Fitzsimmons, supported by Sheehan, to approve Resolution 24-106 approving Pay Request No. 6 to the State of Michigan for work done on the Kent Street Improvement Project.

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

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on November 18, 2024, payment of invoices in the amount of \$356,364.70 and payroll in the amount of \$208,438.55, for a total of \$564,803.25. Purchase orders to Double K Underground in the amount of \$5,775.00 to install conduit for new electric service on Goodwin Rd., Fleis & VandenBrink in the amount of \$7,600.00 for fracture critical bridge inspection, Fleis & VandenBrink in the amount of \$11,770.13 for construction administration for the Kent Street Improvement Project, and Fleis & VandenBrink in the amount of \$24,570.00 for engineering services for the EGLE TMF Project were also included.

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

City of Portland
City Council Minutes – December 2, 2024

Under City Manager Comments, City Manager Dymczyk stated his hope of seeing everyone at Holidayfest this coming weekend.

Under Council Member Comments, Council Member Johnston noted the Turkey Trot hosted by ConfluxCity Brewing Company on Thanksgiving Day was a great event with over 700 participants.

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

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

DRAFT

City of Portland
Synopsis of the Minutes of the December 2, 2024, City Council Meeting
In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875

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

Present - Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Dymczyk; City Clerk Miller; Finance Director Tolan; DDA Director ConnerWellman; Police Chief Thomas

Presentation - Bill Tucker of Maner Costerisan presented the Fiscal Year 2023/2024 Audit.

Presentation - DDA Director ConnerWellman presented the Downtown Report.

Approval of Resolution 24-102 authorizing a power purchase commitment with Nexterra Energy.
All in favor. Adopted.

Approval of Resolution 24-103 authorizing a proposal from Chop Tree Service for tree trimming services along Divine Hwy.
All in favor. Adopted.

Approval of Resolution 24-104 authorizing Cook Brother's excavation activities for 103 W. Grand River Ave. electric repair.
All in favor. Adopted.

Approval of Resolution 24-105 authorizing purchase of 600-amp wire from Kendall Electric for 103 W. Grand River Ave. electric repairs.
All in favor. Adopted.

Approval of Resolution 24-106 approving Pay Request No. 6 to the State of Michigan for work done on the Kent Street Improvement Project.
All in favor. Adopted.

Approval of the Consent Agenda.
All in favor. Adopted.

Adjournment at 7:40 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	1,161.79
KARA DOUGHERTY	02767	ASSESSING SERVICES 1ST HALF OF DEC 2024- ASSESS	1,679.75
PAMA	01370	40% CONT TO PAMA - COM PROMO	169.00
VC3 INC.	02745	SSL CERT RENEWAL 1 YR - GEN	150.00
FAMILY FARM & HOME	01972	PICTURE HANGERS/ANCHORS - CITY HALL	37.66
MUNICIPAL SUPPLY CO.	00324	REPAIR LID - WATER	150.00
INTERSTATE BILLING SVC	00202	SUPPLIES - MTR POOL	240.88
CULLIGAN	02130	WATER X2 CITY HALL - GEN	16.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	278.50
GRANGER	00175	REFUSE - POLICE, COM PROMO	97.65
GRANGER	00175	REFUSE - ELECTRIC	97.65
FAMILY FARM & HOME	01972	HEATER, BELTS - WW	130.97
DIESEL EQUIPMENT SALES	02074	FEED PUMP - MTR POOL	1,363.58
CORRIGAN OIL CO, NO. 11	02693	DIESEL - MTR POOL	856.66
METTLER TOLEDO	01938	ANALYTICAL BALANCE - WW	4,808.78
METTLER TOLEDO	01938	INSTALL EQUIPMENT - WW	455.75
GRAINGER, INC.	00172	VIBRATION ISOLATION MNT THREAD - WW	168.64
KEUSCH TIRE & AUTO	00228	C1 DIAG, SPARK PLUGS, ETC - POLICE	1,141.18
MICHIGAN STATE POLICE	00275	4TH QRT TOKEN FEES - POLICE	66.00
GRANGER	00175	REFUSE - MP, PARKS, CEM	327.60
GRANGER	00175	REFUSE - WW	172.20
SCOTT HONSOWITZ	00192	CLOTHING ALLOWANCE - ELECTRIC	99.99
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS	186.98
FAMILY FARM & HOME	01972	OPERATING SUPPLIES - ELECTRIC	44.97
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	36.45
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 21-49	632.00
MUNICIPAL SUPPLY CO.	00324	FIELD SUPPLIES - ELECTRIC	135.20
MUNICIPAL SUPPLY CO.	00324	SAFETY SUPPLIES - ELECTRIC	12.50
RANGE TELECOMMUNICATIONS	02872	ON CALL PHONE SERVICE - ELECTRIC	332.50
GRAINGER, INC.	00172	OPERATING SUPPLIES - ELECTRIC	21.29
KENDALL ELECTRIC	00225	CONDUIT REPAIR KIT - ELECTRIC	78.77

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
POWER LINE SUPPLY COMPANY	00389	SAFETY SUPPLIES - ELECTRIC	483.00
SELBY LAWN CARE	02736	FINAL MOWING - ELECTRIC	125.00
STAPLES	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	558.99
CAPITAL ASPHALT LLC	02578	WINTER HOT MIX - WATER	431.05
STATE OF MICHIGAN	02577	SAMPLES - WATER	96.00
ALTEC INDUSTRIES, INC.	00016	VEHICLE REPAIR - ELECTRIC	377.67
POWER LINE SUPPLY COMPANY	00389	SAFETY GEAR - ELECTRIC	445.00
POWER LINE SUPPLY COMPANY	00389	TOOLS - ELECTRIC	279.75
POWER LINE SUPPLY COMPANY	00389	SAFETY GEAR - ELECTRIC	88.00
POWER LINE SUPPLY COMPANY	00389	SAFETY GEAR - ELECTRIC	150.00
POWER LINE SUPPLY COMPANY	00389	SAFETY GEAR - ELECTRIC	260.00
MWEA OFFICE	01347	SEMINAR T SMITH - WW	185.00
MWEA OFFICE	01347	OPERATOR TRAINING A AVERY- WW	180.00
KENDALL ELECTRIC	00225	WIRE 103 GRAND RIVER - ELECTRIC APP RES 24-105	6,678.60
KENDALL ELECTRIC	00225	UNDERGROUND CONDUIT MATERIALS - ELECTRIC	2,769.02
DOUBLE K UNDERGROUND	02877	PRIMARTY WIRE EXTENSION GOODWIN RD - ELECT APP	5,775.00
PLEUNE SERVICE COMPANY INC.	00741	HVAC REPAIR - ELECTRIC	1,223.02
AECOM TECHNICAL SERVICES	01810	FERC ENGINEERING DAM COMPLIANCE - ELECTRIC	5,715.81
BLUNDY,HOPPE,S,TIRE & AUTO CLINIC	01952	TIRES FOR BUCKET TRUCK - ELECTRIC	1,702.00
MHR BILLING	01780	NOV 2024 BILLING - AMB	2,450.00
RESCO	00392	OPERATING SUPPLIES - ELECTRIC	716.60
GRP ENGINEERING INC.	01994	DIST SYSTEM PLANNING - ELECTRIC	1,000.00
MENARDS	00260	SUPPLIES/PARTS - ELECTRIC	506.72
MCGINTY HITCH PERSON ANDERSON REVO02907		LABOR/EMPLOYMENT - POLICE	92.50
MCGINTY HITCH PERSON ANDERSON REVO02907		LABOR/EMPLOYMENT - GEN, POLICE	1,387.50
MANER COSTERISAN	02588	CONTRACTUAL SVCS - GEN	2,200.00
POWER SYSTEM ENGINEERING	02761	AMI ENGINEERING - ELECTRIC	787.50
HOMEWORKS TRI-COUNTY ELECTRIC	02092	FIBER COST - VAR DEPTS	1,110.19
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
FAMILY FARM & HOME	01972	COPPER CAP - WW	1.99
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - PARKS	476.64

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AMERIGAS -5248	00398	PROPANE TANK RENTAL - CEM	197.01
DDA	MISC	SAFETY AWARDS - VAR DEPTS	135.00
REED & HOPPES, INC.	00390	PARTS/LABOR - MTR POOL	1,735.88
REED & HOPPES, INC.	00390	TOWING - MTR POOL	300.00
ALTEC INDUSTRIES, INC.	00016	ANNUAL VEHICLE INSPECTION - ELECTRIC	1,549.39
CORE TECHNOLOGY CORPORATION	02419	ANNUAL SUB FEE REPORT MNGMT SYSTEM - POLICE	4,139.00
Total:			\$61,684.72

**BI-WEEKLY
WAGE REPORT
December 9, 2024**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	16,163.77	162,954.84	3,740.79	33,866.81	19,904.56	196,821.65
ASSESSOR	-		-	-		
CEMETERY	2,698.84	63,900.12	1,352.87	16,511.08	4,051.71	80,411.20
POLICE	19,197.19	255,428.46	7,006.75	78,373.66	26,203.94	333,802.12
CODE ENFORCEMENT	19.06	252.81	1.46	19.35	20.52	272.16
PARKS	2,058.15	51,606.30	953.57	7,888.96	3,011.72	59,495.26
INCOME TAX	3,295.48	38,499.78	1,092.18	10,656.19	4,387.66	49,155.97
MAJOR STREETS	5,026.37	57,049.36	2,534.01	21,075.59	7,560.38	78,124.95
LOCAL STREETS	4,297.51	49,739.44	2,479.34	19,225.16	6,776.85	68,964.60
RECREATION	1,685.19	21,486.27	383.36	4,561.47	2,068.55	26,047.74
AMBULANCE	27,541.24	308,279.79	5,221.31	53,788.89	32,762.55	362,068.68
DDA	3,126.62	35,272.20	767.38	6,281.29	3,894.00	41,553.49
ELECTRIC	30,131.62	317,274.97	12,088.63	96,136.60	42,220.25	413,411.57
WASTEWATER	10,067.54	123,685.76	2,985.57	28,954.99	13,053.11	152,640.75
WATER	6,961.90	88,763.54	3,061.49	29,002.86	10,023.39	117,766.40
MOTOR POOL	797.01	11,684.45	276.67	3,200.84	1,073.68	14,885.29
TOTALS:	133,067.49	1,585,878.09	43,945.38	409,543.74	177,012.87	1,995,421.83

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

Email not displaying correctly? [View it in your browser.](#)

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, October 11, 2023, at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Roeser, Fitzsimmons, Parsons, Johnston, Kmetz

Absent: Williamson

Staff: City Manager Gorman, City Clerk Miller

Guests: Paul LeBlanc of PLB Planning Group; Representative of Tru Family Dental

Chair Fitzsimmons called the meeting to order at 7:05 P.M. with the Pledge of Allegiance.

Motion by Parsons, supported by Kmetz, to excuse the absence of Member Williamson.
All in favor. Approved.

City Clerk Miller opened the floor for nominations for Chair.

Kmetz nominated Fitzsimmons for Chair.

There were no other nominations.

City Clerk Miller held the vote for Fitzsimmons as Chair.
All in favor. Member Fitzsimmons was named Chair.

City Clerk Miller opened the floor for nominations for Vice Chair.

Chair Fitzsimmons nominated Kmetz as Vice Chair.

There were no other nominations.

City Clerk Miller held the vote for Member Kmetz as Vice Chair.
All in favor. Member Kmetz was named Vice Chair.

City Clerk Miller opened the floor for nominations as Secretary.

Vice Chair Kmetz nominated Williamson as Secretary.

There were no other nominations.

City Clerk Miller held the vote for Member Williamson as Secretary.
All in favor. Member Williamson was named Secretary.

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

Planning Commission Minutes
October 11, 2023

All in favor. Approved.

Motion by Parsons, supported by Johnston, to approve the minutes of June 14, 2023, Planning Commission meeting.

All in favor. Approved.

There was no public comment.

Chair Fitzsimmons opened the Public Hearing at 7:08 P.M. to consider a request from Tru Family Dental to rezone the property located at 155 Rowe Ave. from C-3 (Highway Commercial District) to C-2 (General Business District) to allow for the construction of two small building additions.

Mr. LeBlanc provided information on the request for rezoning. Zoning in the C-3 District does not permit offices. The current office use is allowed as it was grandfathered, but expansion of a nonconforming use is not allowed. Rezoning the property to C-2 would make the office use conforming and allow for the building expansion.

Mr. LeBlanc recommended approval of the rezoning request as all criteria for approval is met, as outlined in his memo to the Planning Commission. He further noted the proposed rezoning to C-2 is consistent with the City's Master Plan, the property does not have frontage on or visibility from E. Grand River Ave. and is not well suited for travel-oriented businesses in the C-3 District, and the proposed rezoning would remove the nonconforming status of the existing use and permit the expansion of the business.

City Manager Gorman noted the required Public Notices have been mailed and published. No public comment has been received.

The representative from Tru Family Dental noted the requested rezoning and addition to the building will allow the growth of the dental practice.

Chair Fitzsimmons closed the Public Hearing at 7:16 P.M.

Chair Fitzsimmons opened the Public Hearing at 7:16 P.M. to consider a text amendment to City of Portland Zoning Ordinance, Appendix B, Section 8-8 for Fences and Walls.

City Manager Gorman noted the required Public Notices have been mailed and published. No public comment has been received.

City Manager Gorman stated the issue related to using unorthodox materials to construct a fence recently became an issue when a resident applied for a Fence Permit to construct a fence using wood pallets. The Fence Permit was denied due to it being a fire hazard and the construction. The denial was appealed by the applicants to the Zoning Board of Appeals where the Board voted to uphold the denial.

Mr. LeBlanc presented the proposed Ordinance 175VV to amend Section 8-8 for Fences and Walls. The addition of paragraphs (k) and (l) address the types of materials permitted and not

Planning Commission Minutes
October 11, 2023

permitted for the construction of fences and specifically states that a Fence Permit is required before constructing a fence.

Mr. LeBlanc further noted the suggestion by Member Parsons to also include language that a fence should be anchored to the ground. He stated this issue could be addressed during the permitting process but if desired language can be added to state this requirement as well.

The Board concurred they would like language added to state the requirement that fences should be anchored to the ground.

Chair Fitzsimmons closed the Public Hearing at 7:25 P.M.

Under New Business, the Board considered the request by Tru Family Dental to rezone the property located at 155 Rowe Ave. from C-3 (Highway Commercial District) to C-2 (General Business District) to allow for the construction of two small building additions.

Motion by Johnston, supported by Parsons, to recommend the request to rezone the property located at 155 Rowe Ave. from C-3 to C-2 to City Council for approval.

All in favor. Approved.

The Board considered the proposed Site Plan for Tru Family Dental to construct two building additions at 155 Rowe Ave.

Motion by Parsons, supported by Johnston, to approve the proposed Site Plan for construction of two building additions at 155 Rowe Ave.

All in favor. Approved.

The Board considered the proposed text amendment to the City of Portland Zoning Ordinance, Appendix B, Section 8-8 regarding Fences and Walls with the addition of language that fences should be “sufficiently anchored to the ground”.

Motion by Kmetz, supported by Parsons, to approve the proposed text amendment to the City of Portland Zoning Ordinance, Appendix B, Section 8-8 regarding Fences and Walls with the addition of language that fences should be “sufficiently anchored to the ground”.

All in favor. Approved.

Under Planning Commission Member Comments, Chair Fitzsimmons noted he had been to the newly constructed Shell Car Wash and the approved site plan and traffic flows seem to be working well.

City Manager Gorman provided updates regarding the Rindlehaven property, along with current and upcoming projects in the City of Portland.

Motion by Parsons, supported by Johnston, to adjourn the meeting at 7:44 P.M.

All in favor. Approved.

Respectfully submitted,

Planning Commission Minutes
October 11, 2023

Jason Williamson, Secretary

**Minutes of the Zoning Board of Appeals
Of the City of Portland**
Held on Monday, August 14, 2023, at 7:00 P.M.
In Council Chambers at City Hall

Members Present: Parsons, Barnes, Graham, Breeden

Absent: None

Staff: City Manager Gorman (Zoning Administrator), City Clerk Miller

Guests: Paul LeBlanc, PLB Planning Group; Carl Zies; Shelly Laughlin; Ted Goodman

City Clerk Miller called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

City Clerk Miller called for nominations for Chair.

Motion by Barnes, supported by Graham, to keep the officers. Parsons as Chair, Graham as Vice Chair, and Breeden as Secretary.

There were no other nominations.

City Clerk Miller held a vote for the motion.
All in favor. Approved.

There were no public comments.

Motion by Barnes, supported by Graham, to approve the proposed agenda as presented.
All in favor. Approved.

Motion by Graham, supported by Barnes, to approve the minutes of the February 13, 2023, meeting as presented.
All in favor. Approved.

Chair Parsons read Zoning Ordinance Article 16, Section 3 (a)(5) which outlines how the Zoning Board of Appeals must make its decisions.

Chair Parsons opened the Public Hearing at 7:04 P.M.

City Manager Gorman provided a summary of his decision to deny the Fence Permit Application for construction of a wood pallet fence at 532 Divine Hwy.

Mr. LeBlanc provided responses to the three main components outlined as the basis for the appeal of the decision by City Manager Gorman.

1. *Requirement of a permit* – Sections 18-2 (a)(1), (a)(2), and (c)(1) fences are considered a structure and a permit is required.

2. *Fire resistance of the fence* – All references except one are from other Zoning Ordinances, not the City of Portland's. The term “flammable solid” outlined is not in the Zoning Ordinance. The Fire Chief of the Portland Area Fire Authority raised concerns about this fence structure.
3. *Orientation of the fence* – The fence was constructed without a permit with the unfinished side facing the street. If the fence is constructed on the property line, then are the proposed planter boxes encroaching on the neighboring property? Communication was received from an adjacent property owner with concerns the fence is encroaching on his property.

City Manager Gorman stated the required Public Notice was published in the local newspaper and mailed to the surrounding properties to 532 Divine Hwy. As noted, comments were received from an adjacent property owner with concerns about the property line in addition to aesthetics.

The property owners, Carl Zies and Shelly Laughlin, provided a summary of the process they went through to get to this appeal process:

- They couldn't find the appropriate information in the Zoning Ordinance noting a permit was required.
- They went ahead with construction then were notified of the permit requirement and told to stop construction.
- Construction was stopped and the permit process was started.
- They were notified of the concern about the flammable hazard of the fence and are prepared to remedy that by painting it with fire resistant paint which would also help with aesthetics.
- The City Zoning Ordinance references the Michigan Department of Transportation code regarding fire hazard. This is where the reference to the term “flammable solid” came from.
- They did their due diligence to verify the fence was not constructed on or near the property line including finding where the survey posts are located.

The property owners further noted if they had known a permit was required for construction they would have done so. As soon as they knew they tried to remedy the situation.

Chair Parsons asked if the property dispute had been resolved.

There was discussion between Mr. Goodman and the property owners.

Chair Parsons stated the duty of the Zoning Board of Appeals (ZBA) is to determine whether the decision of the Zoning Administrator was reached in an appropriate manner.

Mr. LeBlanc stated the ZBA is not allowed to take new information that was not available to the Zoning Administrator when the decision was made and that he was not biased or arbitrary.

City Clerk Miller clarified how to find the Zoning Ordinance and explained the codification process that is currently underway.

City Manager Gorman noted he is not aware of any community that does not require a fence permit. He further noted his decision to deny the Fence Permit Application was based on the concern of it being a fire hazard and the construction.

ZBA Minutes – August 14, 2023

Chair Parsons closed the Public Hearing at 7:29 P.M.

Under New Business, there was consideration of the appeal of the determination of the Zoning Administrator for the denial of a fence permit for a fence constructed of wood pallets at 532 Divine Hwy.

Motion by Breeden, supported by Graham, to uphold the decision to deny the fence permit application for the fence constructed of wood pallets at 532 Divine Hwy.
All in Favor. Approved.

Mayor Barnes noted he has been Mayor since 2003, on City Council since 1999, and appointed himself to the ZBA because it is often an unsavory position. He noted this is the first time he is aware of the ZBA has heard an appeal of a decision by the Zoning Administrator. He complemented Mr. Zies and Ms. Laughlin on the way they presented their case. He stated City Manager Gorman has rules he has to adhere to and as stated are indicative of the fence not being permitted and that is why he voted to uphold the decision.

There were no additional board member comments.

Motion by Graham, supported by Breeden, to adjourn the meeting at 7:34 P.M.
All in favor. Approved.

Respectfully submitted,

Rachelle Breeden, Secretary



December 10, 2024

Mr. Andrew Dymczyk, City Manager

City of Portland

259 Kent Street

Portland, MI 48775

RE: November 2024 Monthly Operation Report

Dear Mr. Dymczyk:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of November 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', written over a light blue horizontal line.

Tony Smith

City of Portland WWTP Superintendent

- **ADMINISTRATIVE REPORT**

-The November 2024 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The average influent flow was 278,000 gallons per day. The daily maximum flow was 306,000 GPD. The WWTP discharged a total of 6.961 MG (million gallons) of final effluent to the Grand River for the month of November and treated a total of 8.355 MG (million gallons) of influent (raw wastewater). The Monthly Operating Report (MOR) is included in this report.

-The City of Portland WWTP Permit is set to expire in the spring of 2025, the renewal application was submitted to EGLE for review and approval before the October 1st deadline. Also, the No Exposure Certification (NEC) for stormwater was submitted before the November deadline.

- **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. The recent cold weather forced plant staff to build a temporary cover over the WAS (waste activated sludge) well. The temps and wind froze the automated valving used to waste sludge from the final clarifiers. The piping was also wrapped with heat tape and insulation to prevent this from happening again this winter. We reminded contractors that we are located in Michigan and are subject to frigid temps. We will work with contractors to develop and long-term plan to address the WAS piping and also the Thickened sludge line in the Sludge Storage tank that also froze up on us last year.

- The WWTP is exploring the option of pressing and Landfilling Bio-Solids opposed to Land Application. We are currently waiting for a few quotes to come in for total cost associated with Pressing the Bio-Solids. The WWTP would need to have a 100-amp service added to accommodate the portable Belt Press. It would be best to provide our own power supply as opposed to renting a generator annually.

- Demo of the I03 Grand River is currently taking place. Due to the delays in the project and the timing of seasons, progress on the River Crossing Bore project will likely be delayed until springtime.

-Plant operators are awaiting results their licensing exam. Along with exam prep, operators will be attending an electrical maintenance course put on by the MWEA in December.

- City Staff along with F&V and contractors continue to work through the items remaining on the punch list, pipe labeling, flow direction and signage along with some crack injection of a few trouble spots remain. F&V and Plant staff will due a walkthrough this spring when we get closer to the startup year anniversary.

-Starting in January 2025, WWTP staff will be switching over from Hippo CMMS to Maintain X. Maintain X will better allow staff to track equipment maintenance frequency, parts inventory, cost and vender information. This will be a great asset management tool.

WASTEWATER MAINTENANCE

-The WWTP staff completed 147 preventative maintenance work orders from our HIPPO computerized maintenance program (CMMS).

-The WWTP staff pulled and cleaned the Ultra-Violet disinfection racks less frequently in November, as the fecal coliform counts are trending in the right direction.

- Plant staff with the use of the Gap-Vac truck cleaned over 6,000 ft of sewer main for the month of November.
- MBBR Blower #2 reached the 6000 hour mark, plant operators changed oil and filters per O&M.
- OIC instruments were on site in November to calibrate the Gas meters in the Grit removal room.
- Clarifiers drives and mixer oils were changed in preparation for the colder months.
- Windmuller was on-site multiple time to adjust the deadband settings on the thickened sludge pump. The switch was undersized and will be upgraded when the parts come in.

- **EMERGENCY ALARM CALL-OUTS**

- There was 1 after hours call outs for the month of November 2024. City staff performed 2 sewer lateral inspections for residents having issues.

- **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 November 2024. The average influent flow during this period was 278,000 gallons per day and the average effluent flow during this period was 232,000 gallons per day. We had (11) days with measurable precipitation which totaled 2.12 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

PERMIT NUMBER: MGS70220
 DISTRICT: West Michigan
 COUNTY: Ionia
 MONITORING POINT: 001A
 MONITORING PERIOD: Nov-18

PERMITTEE NAME: City of Portland WWTP
 MAILING ADDRESS: 259 Kent St.
 FACILITY: Portland WWTP
 LOCATION: 259 Kent St.
 Portland, MI 48975

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 (CBOD5)	Carbonaceous Oxygen Demand (CBOD5)	Ammonia Nitrogen (as N)	Ammonia Nitrogen (as N)	Total Phosphorus (as P)	Fecal Coliform 7 Day Geo	Fecal Coliform	CBOD	Total Suspended Solids	Outfall Observation	PH MIN	PH MAX	Dissolved Oxygen	
NAME	MGD	lbs.	mg/l	mg/l	mg/l	mg/l	mg/l	mg/l	mg/l	mg/l	cfu/100ml	cfu/100ml	Percent Removal	Percent Removal	Year/No	S.U.	S.U.	mg/l	
1-Nov-18	0.289																		
2-Nov-18	0.274																		
3-Nov-18	0.282		5.7	13.4		4.3	10.1			0.71		1	99	98	yes	7.4	7.4	5.2	
4-Nov-18	0.271		4.3	9.7		3.9	8.8			0.92		1	99	99	yes	7.4	7.4	6.8	
5-Nov-18	0.287		5.5	13.2		4.1	9.8			0.82		1	99	98	yes	7.2	7.2	5.6	
6-Nov-18	0.270																		
7-Nov-18	0.293	5.2	12.1		4.1	9.6													
8-Nov-18	0.276	5.2	12.1		4.1	9.6													
9-Nov-18	0.263	5.2	12.1		4.1	9.6													
10-Nov-18	0.264	4.9	11.4		4.0	9.3													
11-Nov-18	0.288	5.5	13.2		4.1	9.8													
12-Nov-18	0.282	8.3	19.5	8.3	11.1	11.1	11.1			1.01		1	98	98	yes	7.1	7.1	6	
13-Nov-18	0.280	7.2	16.8	6	10.2	10.2	10.2	9.3		1.12		1	99	98	yes	7	7	5.9	
14-Nov-18	0.274	6.5	15.2	5.3	12.1	4.4	10.2	10.3		0.96		2	10	99	98	yes	7	7	5.9
15-Nov-18	0.272	6.5	15.2		4.4	10.2													
16-Nov-18	0.285	6.5	15.2		4.4	10.2													
17-Nov-18	0.306	6.5	15.2		4.4	10.2													
18-Nov-18	0.314	6.5	15.2		4.4	10.2													
19-Nov-18	0.298	4.8	11.4	3.2	8.0	3.9	8.2			0.26		2	99	99	yes	6.8	6.8	6.5	
20-Nov-18	0.291	4.0	9.4	3.4	8.3	3.6	7.3			0.25		3	99	99	yes	7.2	7.2	6	
21-Nov-18	0.285	4.5	10.8	6.8	16.2	3.4	8.3	3.9		0.54		2	99	98	yes	7.3	7.3	6.1	
22-Nov-18	0.283	4.5	10.8		3.4	8.3													
23-Nov-18	0.279	4.5	10.8		3.4	8.3													
24-Nov-18	0.269	3.9	9.2	2	4.5	4.1	9.7	6.3		1.55		2	98	98	yes	7.4	7.4	5.6	
25-Nov-18	0.269	3.9	9.2	4.2	9.4	4.3	10.1	11.4		1.57		2	99	98	yes	7.5	7.5	5.8	
26-Nov-18	0.285	4.1	9.6	4	9.5	4.6	10.6	10.9		1.25		3	11	99	98	yes	7.3	7.3	5.6
27-Nov-18	0.299	4.3	9.9		5.0	11.4													
28-Nov-18	0.248	3.4	7.8		5.3	12.2													
29-Nov-18	0.241	3.4	7.8		5.3	12.2													
30-Nov-18	0.257	3.4	7.8		5.3	12.2													
Average	0.270		4.9	11.5		4.3	10.1			0.81		2	99	98		6.8	6.8	5.2	
MIN	0.000																		
MAX	0.374		8.3	19.5		5.3	12.2			1.57		5	98	98		7.5	7.5	6	

November 2024

FINAL EFFLUENT

DAY	CBOD -5					T.S.S					V.S.S mg/l	TOTAL PHOSPHORUS			pH su	DO mg/l	FECAL		AMMONIA					
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%		mg/l	mg/l	lbs/day			%	Rem.	su	mg/l	cts/100 ml	7-day	mg/l	lbs/day
	7-day Avg	7-day Avg	7-day Avg	7-day Avg	Rem.	7-day Avg	7-day Avg	7-day Avg	7-day Avg	7-day Avg		7-day Avg	7-day Avg	7-day Avg			7-day Avg	Rem.	7-day Avg	7-day Avg	7-day Avg	7-day Avg	7-day Avg	7-day Avg
1																								
2																								
3	4.3		10.1		99	5.7		13.4		98	0.3	0.706	1.4	90	7.4	5.2		1						
4	3.9		8.8		99	4.3		9.7		99	2.3	0.922	1.8	85	7.4	6.8		1						
5	4.1		9.8		99	5.5		13.2		98	3.8	0.821	1.7	88	7.2	5.6		1						
6																								
7		4.1		9.6			5.2		12.1															
8		4.1		9.6			5.2		12.1												1			
9		4.1		9.6			5.2		12.1												1			
10		4.0		9.3			4.9		11.4												1			
11		4.1		9.8			5.5		13.2												1			
12	4.7	4.7	11.1	11.1	98	8.3	8.3	19.5	19.5	98	4.3	1.010	1.9	86	7.1	6		1		1				
13	4.0	4.4	9.3	10.2	99	6.0	7.2	14.0	16.8	98	4.6	1.120	2.1	85	7.0	5.9		1		1				
14	4.5	4.4	10.3	10.2	99	5.3	6.5	12.1	15.2	98	4.0	0.955	1.8	84	7.0	5.9		10		2				
15		4.4		10.2			6.5		15.2												2			
16		4.4		10.2			6.5		15.2												2			
17		4.4		10.2			6.5		15.2												2			
18		4.4		10.2			6.5		15.2												2			
19	3.3	3.9	8.2	9.3	99	3.2	4.8	8.0	11.4	99	2.0	0.263	0.5	96	6.8	6.5		2		3				
20	3.0	3.6	7.3	8.6	99	3.4	4.0	8.3	9.4	99	2.0	0.250	0.5	96	7.2	6.0		2		3				
21	3.9	3.4	9.3	8.3	99	6.8	4.5	16.2	10.8	98	5.8	0.538	1.0	92	7.3	6.1		2		2				
22		3.4		8.3			4.5		10.8												2			
23		3.4		8.3			4.5		10.8												2			
24	6.3	4.1	14.1	9.7	98	2.0	3.9	4.5	9.2	99	1.4	1.550	2.9	77	7.4	5.6		2		2				
25	5.1	4.3	11.4	10.1	99	4.2	3.9	9.4	9.3	98	3.6	1.570	2.9	78	7.5	5.8		2		2				
26	4.6	4.6	10.9	10.6	99	4.0	4.1	9.5	9.6	99	2.2	1.250	2.4	80	7.3	5.6		11		3				
27		5.0		11.4			4.3		9.9												3			
28		5.3		12.2			3.4		7.8												4			
29		5.3		12.2			3.4		7.8												4			
30		5.3		12.2			3.4		7.8												4			
31		4.9		11.2			4.1		9.5												4			
M/M																					5			
TL																								
GA																								
ME	4.3		10.1		99	4.9		11.5		98	3.0	0.91	1.8	86	7.2	5.9		2.0		#####	#####			
WGA																								
WA																								
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																								
REMARKS:																								

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

City of Portland, MI

November 2024

ACTIVATED SLUDGE

DAY	Aeration Volume KCF	Detent. Time Hours	CRT Days	Organic Loading F/M	DO W	DO E	AIR SUPPLY CuFt./D	WAS gal	WAS lbs	Air Volume
1	24	14.9	0.0		3.21	3.9	1.44	3.50	0	10
2	24	15.7	0.0		2.1	3.4	1.44	3.50	0	10
3	24	15.2	0.0		3.5	5.6	1.44	4.50	0	10
4	24	15.9	0.0		1.5	3.3	1.44	3.99	0	10
5	24	15.0	0.0		4.4	4.6	1.44	3.99	0	10
6	24	15.9	0.0		4.3	4.5	1.44	3.99	0	10
7	24	14.7	0.0		4.3	4.8	1.44	3.99	0	10
8	24	15.6	0.0		4.5	4.8	1.44	3.99	0	10
9	24	16.3	0.0		4.9	4.7	1.44	3.99	0	10
10	24	16.3	0.0		3.8	3.7	1.44	3.99	0	10
11	24	14.9	0.0		3.14	3.6	1.44	2.00	0	10
12	24	15.2	0.0		3.3	3.3	1.44	3.99	0	10
13	24	15.3	0.0		3.2	3.0	1.44	3.99	0	10
14	24	15.7	0.0		5.5	4.8	1.44	3.99	0	10
15	24	15.8	0.0		4.94	4.5	1.44	4.50	0	10
16	24	16.2	0.0		4.9	4.8	1.44	4.50	0	10
17	24	14.0	0.0		3.47	4.0	1.44	4.50	0	10
18	24	13.7	0.0		3.76	4.1	1.44	4.50	0	10
19	24	14.4	0.0		3.7	3.8	1.44	5.00	0	10
20	24	14.7	0.0		3.88	3.5	1.44	6.00	0	10
21	24	15.1	0.0		3.74	3.5	1.44	5.00	0	10
22	24	15.2	0.0		4.97	4.5	1.44	4.99	0	10
23	24	15.4	0.0		5.2	4.7	1.44	4.99	0	10
24	24	16.0	0.0		4.3	4.3	1.44	5.00	0	10
25	24	16.0	0.0		3.38	3.8	1.44	5.00	0	10
26	24	15.1	0.0		4.82	4.4	1.44	5.00	0	10
27	24	14.4	0.0		4.3	4.3	1.44	3.50	0	10
28	24	17.3	0.0		3.9	3.9	1.44	3.50	0	10
29	24	17.8	0.0		3.8	3.7	1.44	3.50	0	10
30	24	16.7	0.0		4.4	3.5	1.44	3.99	0	10
31	24	#DIV/0!	0.0				1.44		0	10
TL								126.86	0	
ME	24	#DIV/0!	#DIV/0!	#DIV/0!	4	4.1	1.44	4.23	0	
REMARKS:										

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

November 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
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs
SF				1				
1	n		700	224				241
2	n		500	184				241
3	y		500	200	40	43	49	241
4	y	40.5	300	208				241
5	y		300	216	20	27	21	241
6	y		400	216				241
7	n		1000	216	22	27	27	241
8	n		1500	232				241
9	n		2100	224				241
10	n		1500	240				241
11	n		2000	232	53	60	64	241
12	y	40.5	2700	248				241
13	y		2100	224	22	26	30	255
14	y		2000	216				268
15	y		2100	224				268
16	n		1900	184				268
17	n		1600	168				268
18	n		1700	192	57	72	77	268
19	y	27.0	1400	192	10	12	11	268
20	y		3300	216				215
21	y		3500	232	25	36	33	161
22	y		2900	224				134
23	n		2500	208				134
24	y		2900	232	37	41	46	134
25	y		2800	216				215
26	y	40.5	3500	232	30	32	44	295
27	y		3400	248				241
28	n		4300	248				241
29	n		3800	208				241
30	n		4000	224	75	67	98	241
31								
TL		148.5	63200.0	6528	391	443	500	7007
ME		37.1	2107	218	36	40	45	234
REMARKS:								

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

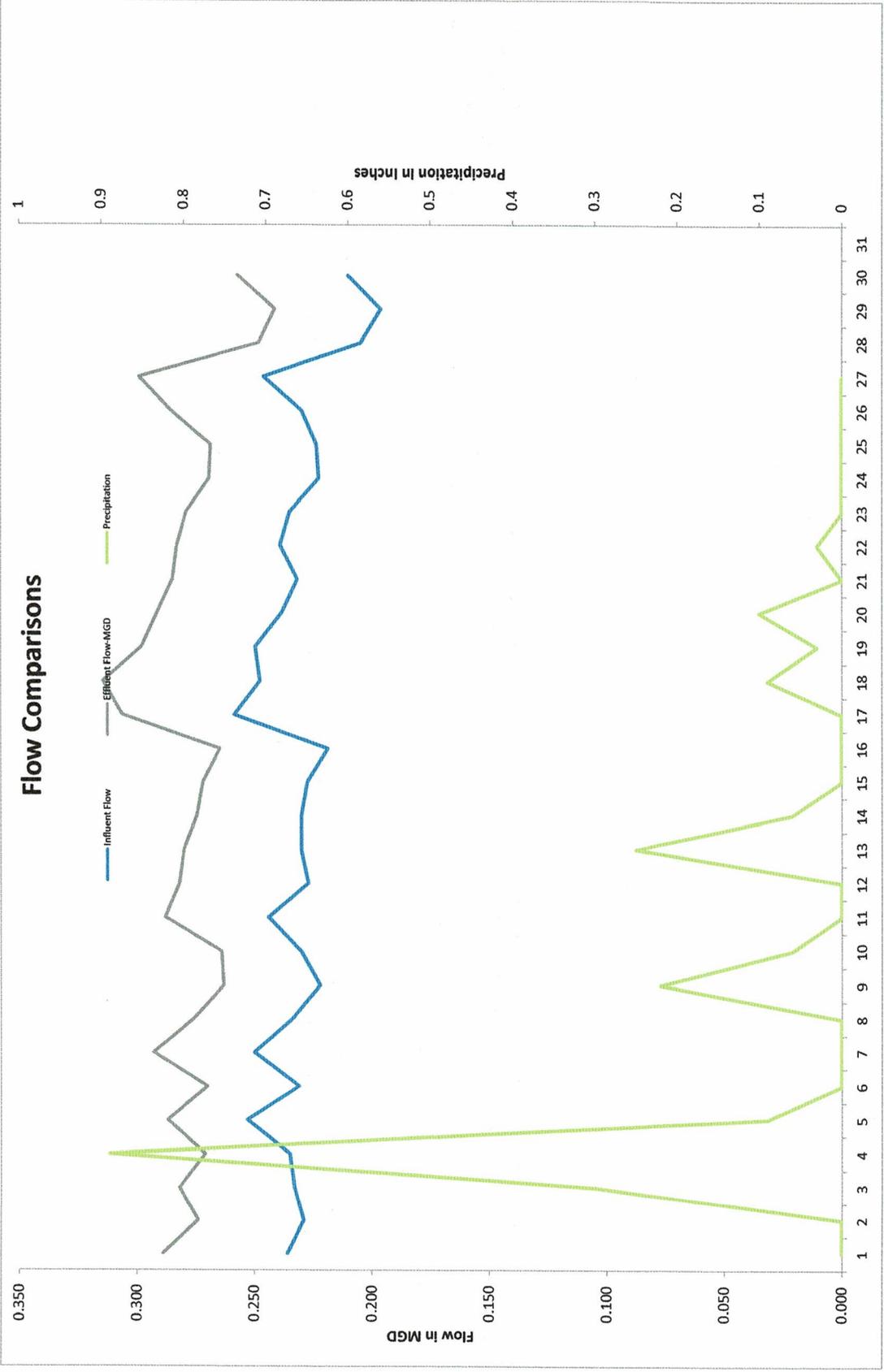
City of Portland, MI

November 2024

SOLIDS DISPOSAL

DAY	SUPERNATANT								BIOSOLIDS DISPOSAL			SITE #
	AMT.		PH	TOTAL	VOL.	SUSP.	Phosp.	PHOSP.	SOLIDS	AMOUNT	TOTAL	
	D2	SST		SOLIDS	SOLIDS	SOLIDS			TO BED	HAULED		SOLIDS
	gal.			%	%	mg/l	mg/l	lbs	lbs	gal	%	%
1	24624.6	0							0.0			
2	17397.1	0							0.0			
3	0	0							0.0			
4	0	0							0.0			
5	0	0							0.0			
6	0	0							0.0			
7	0	0							0.0			
8	0	0							0.0			
9	0	0							0.0			
10	0	0							0.0			
11	0	0							0.0			
12	0	0							0.0			
13	0	0							0.0			
14	0	0							0.0			
15	0	0							0.0			
16	0	0							0.0			
17	9146.28	0							0.0			
18	0	0							0.0			
19	0	0							0.0			
20	0	0							0.0			
21	0	0							0.0			
22	0	0							0.0			
23	0	0							0.0			
24	0	0							0.0			
25	0	0							0.0			
26	0	0							0.0			
27	0	0							0.0			
28	0	0							0.0			
29	0	0							0.0			
30	10361.5	0							0.0			
31	0	0							0.0			
TL	36905	0		36904.92					0.0	0		
ME												

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



City Of Portland
Water Department
Monthly Water Report
November 2024

Monthly Water Production

Well #4	5,952,000 Gallons
Well #5	0 Gallons
Well #6	2,642,000 Gallons
Well #7	1,000 Gallons

Daily Water Production

Well #4	194,400 Gallons
Well #5	0 Gallons
Well #6	88,067 Gallons
Well #7	33 Gallons

Daily Average Water Production for All Wells 282,500 Gallons

Total Water Production for the Month 8,595,000 Gallons

Total Water Production for the Previous Month 10,161,000 Gallons

Total Production decreased by 1,566,000 Gallons

Total Production for This Month from the Previous Year 8,406,000 Gallons

Total Production increased by 189,000 Gallons

Rodney D. Smith Jr.
Water Technician

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
DECEMBER 10, 2024 – 3:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN**

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
 - B. Approve per diem and mileage
 - C. Approve payments of Common Cash and General Fund Payroll for the month of November 2024- \$2,217,290.43
 - D. Approve payments of Health Department payroll and accounts payable for the month of November 2024-\$ 324,697.76
 - E. Approve payments of Road Department payroll and accounts payable for the month of November 2024-\$ 1,986,297.78
 - F. Approval of payments from Trust and Agency for the month of November 2024-\$1,728,066.28
- VII. Unfinished Business**
 - A. Request approval of Solid Waste Plan Amendment – Melissa Eldridge
- VIII. New Business**
 - A. Request date for Organizational 2025 meeting
 - B. Reappointment to Substance Abuse Initiative
 - Kendra Backing- two year term
 - Sharon Carlson – two year term
 - Ken Baker- two year term
 - C. Request Approval for Carrick Trucking Gravel Contract Extension – Linda Pigue
 - D. Request Approval for Thomas Lawn Care Bellamy Creek Extension- Linda Pigue

- E. Request Approval for Michigan Pavement Marking Contract Extension – Linda Pigue
- F. Request to purchase snowplow blade and mount for Road Department Maintenance pickup truck – Linda Pigue
- G. Approval of 4th Quater Budget Amendments-Bernadette Blonde
- H. Request Authorized Signature for FY 2025 Michigan Drug Court Grant-Patrick Jordan
- I. Request Authorized Signature for FY 2025 Office of Highway Safety Planning Grant-Patrick Jordan
- J. Request Authorized Signature for FY 2025 Veteran’s Court Grant -Patrick Jordan
- K. Approval of Agreement for Michigan State University Extension Services-William Hendrian

IX. Department Reports

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. Board of Commissioners
- C. County Administrator

XI. Reports of Special or Ad Hoc Committees

XII. Public Comment (3-minute time limit per speaker)

XIII. Closed Session- NONE

XIV. Adjournment

Board and/or Commission Vacancies

**Appointments for consideration in the month of November 2024:
NONE**

**Appointments for consideration in the month of December 2024:
Substance Abuse Initiative**

Monthly Report

November Activity



911 Calls— **1,699** YTD 20,083

Administrative Calls— **6,449** YTD 73,336

Text to 911— **9** YTD 129

911 Hang up Calls— **137** YTD 1,847

Calls for Service Initiated — **5,318** YTD 52,567

Total Mental Health Calls — **43** YTD 486

Suicidal Calls — **7** YTD 101

988 Calls Received — **2** YTD 9

988 Calls Transferred — **0** YTD 0

CPR Performed — **2** YTD 44

Stroke Related Calls — **12** YTD 119

Child birth calls — **0** YTD 0

Unit Responses / Activities

Law Enforcement— **2,598** YTD 28,426

Fire— **414** YTD 4,484

EMS— **591** YTD 6,985



Special Programs Available

Share Medical Information with your 911 call.



www.emergencyprofile.org

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

What3words.com



what3words



Statistics—Calls for Service.

NOVEMBER - 5318

CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	137	Lost Property / Found	17
988 Calls	2	MDOP	26
Abandoned Vehicle	23	MED 1	239
Active Violence Incident	0	MED 2	69
Alarm	27	MED 3	108
Ambulance Transport	98	Medical Call / Amb Dispatch	7
Assault	23	Mental Health	43
Assist Jail	0	Missing Person	6
Assist Medical	0	Motor Vehicle Theft / UDAA	8
Assist Other Agency	0	Non Criminal	57
Assist Outside Agency	9	OWI / OUID	12
Bomb Threat	0	PDA Traffic	211
Burglary	5	Phone / Internet Harassment	23
Burn Permit	43	PIA Traffic	32
Civil Dispute	61	PPO Violation	8
Conservation / Wildlife	60	Property Check	5
CSC - Criminal Sexual Conduct	27	Repossession	7
Disorderly Conduct	63	Request - Wrecker	2
Domestic Assault	28	Road Closure	2
DPW Request	9	Robbery / Hold up	0
Drugs	8	Spam to Center	1420
Duplicate Call	7	Structure Fire	13
Family Abuse / Neglect	23	Suspicious Situations	165
Fire All Other	34	Test Call / System Test	69
Fireworks	0	Thunder Storm/Tornado Warning	0
Follow Up	231	Traffic / Officer Stop	203
Fraud	28	Traffic Offense All Other	835
General Assist	189	Tree Down	15
Grass / Wildland Fire	3	Trespassing	30
Health & Safety / Animal	120	Vehicle Fire	3
Hit and Run	10	Verbal Domestic	15
Homicide	0	Vin Inspections / All Inspections	7
Juvenile Problems & Runaways	51	Warrant Arrest / Fugitive	70
Kidnapping	0	Weapons Offenses All	16
Larceny	32	Wires Down / Arching	8
Liquor / MIP	4	Unclassified	212

Central Dispatch Activities

- Classes scheduled for Career Center, first groups started the end of the month
- New dispatcher started November 6th.
- Applicant background completed, conditional offer of employment made.
- Phone tree added to administrative lines which eliminated spam phone call issues.
- Landscaping around the dispatch side of the building was completed.

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

Central Dispatch Spam phone call solution

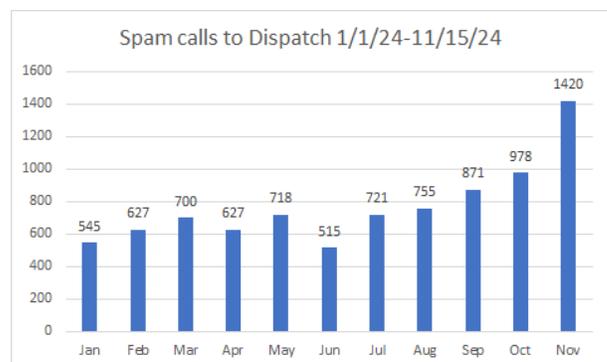
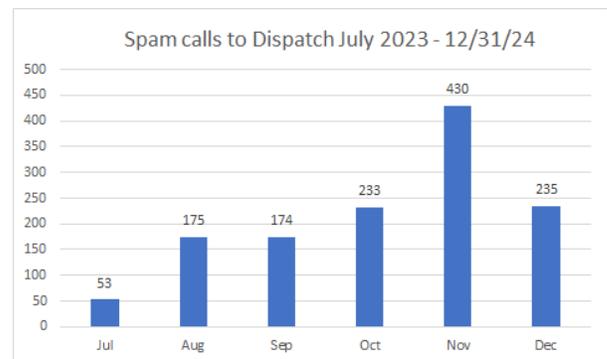
Central Dispatch has several administrative phone lines that allow for both incoming and outgoing calls for non emergent matters.

In mid July 2023 we started to document the spam calls that we were receiving at the center as staff was complaining about them. These calls would be received between 8 am and 8 pm primarily on day shift.

As we started to track them little did we know how much the frequency of the calls would increase to over 1400 calls in the first half of November.

The changes now have reduced the stress on staff who would be working emergency calls and have to address the spam calls, among the other tasks they needed to do.

The phone tree does not require callers to wait for the recording to give instructions, once it starts just press 4 to reach a dispatcher.



Agency Individual Responses / Activity

Ionia County Central Dispatch

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

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

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

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

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

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

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

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

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

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

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

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

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

Ionia County Central Dispatch

545 Apple Tree Drive, Ionia MI 48846

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400

ADMINISTRATION: (616) 522-0911

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

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

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

Supervisor: Natalie Heard (Day Shift)
(616) 527-5612 nheard@ioniacounty.org

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

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

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

Belding Fire— **80** YTD 907

Berlin-Orange Fire— **40** YTD 417

Clarksville Fire— **21** YTD 203

Freeport Fire— **0** YTD 8

Hubbardston Fire— **7** YTD 87

Ionia Department Public Safety Fire— **87** YTD 943

Lake Odessa Fire— **32** YTD 348

Lyons-Muir Fire— **19** YTD 187

Orleans Fire—**26** YTD 185

Pewamo Fire— **11** YTD 120

Portland Fire— **14** YTD 180

Ronald Fire— **12** YTD 143

Roxand Fire— **3** YTD 26

Saranac Fire— **49** YTD 632

Sunfield Fire— **13** YTD 98

Life EMS— **486** YTD 5,816

Portland EMS— **105** YTD 1169

Animal Control— **56** YTD 442

Belding Police— **336** YTD 3374

Department of Natural Resources Law— **14** YTD 51

Ionia County Sheriff's Office— **1,104** YTD 10,650

Ionia Department Public Safety Law— **330** YTD 4,287

Lake Odessa Police— **111** YTD 663

Michigan State Police— **530** YTD 6,953

Portland Police— **173** YTD 2,448

Dispatch Activity

