



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

7:00 P.M. Monday, April 7, 2025  
City Council Chambers  
City Hall, 259 Kent St, Portland, MI 48875

<b><u>Estimated Time</u></b>		<b><u>Desired Outcome</u></b>
7:00 PM	<b>I. <u>Call to Order by Mayor Barnes</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:03 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:10 PM	<b>V. <u>City Manager Report</u></b>	
7:15 PM	<b>VI. <u>Presentations</u></b>	
7:18 PM	A. DDA Director ConnerWellman – Downtown Report	
7:22 PM	<b>VII. <u>Public Hearing(s)</u> - None</b>	
7:24 PM	<b>VIII. <u>Old Business</u> - None</b>	
7:25 PM	<b>IX. <u>New Business</u></b>	
7:15 PM	A. Proposed Resolution 25-19 Approving the Award of a Mill & Fill Project to McKearney Asphalt & Sealing, Inc. on W. Grand River Ave. between Grape St. and Grove St.	Decision
7:18 PM	B. Proposed Resolution 25-20 Approving Michigan Pavement Markings LLC's Bid for 2025 Street Painting	Decision
7:20 PM	C. Proposed Resolution 25-21 Approving the Proposal from Utility Financial Solutions (UFS) to Provide an Electric Financial Projection and One-Year Rate Design	Decision
7:22 PM	D. Proposed Resolution 25-22 Approving, Authorizing, and Directing the Mayor to Sign the Joint Funding Agreement for the Operation of a Streamgaging Station	Decision
7:24 PM	E. Proposed Resolution 25-23 Approving Pay Request No. 8 to the State of Michigan for Work Done on the Kent Street Improvement Project	Decision
7:25 PM	<b>X. <u>Consent Agenda</u></b>	
7:25 PM	A. Minutes and Synopsis of the Regular City Council Meeting held on March 17, 2025	
7:25 PM	B. Payment of Invoices in the Amount of \$525,204.70 and Payroll in the Amount of \$136,507.16 for a Total of \$661,711.86	Decision

Estimated Time		Desired Outcome
	<p><b>C. Purchase Orders over \$5,000.00</b></p> <ol style="list-style-type: none"> <li>1. Michigan Municipal Electric Association in the Amount of \$5,966.00 for 2025 Membership Dues</li> <li>2. HECO Inc. in the Amount of \$7,734.00 to Repair and Replace the Leads on Generator #2 at the Portland Municipal Dam</li> <li>3. GRP Engineering, Inc. in the Amount of \$20,500.00 for Electric Distribution System Planning</li> <li>4. Resco in the Amount of \$43,330.00 for Transformers</li> </ol>	
	<p><b>XI. <u>Communications</u></b></p> <ol style="list-style-type: none"> <li>A. DDA Minutes for February 24, 2025</li> <li>B. Board of Light &amp; Power Minutes for February 27, 2025</li> <li>C. Wastewater Treatment Plant Report for February 2025</li> <li>D. Water Department Report for March 2025</li> <li>E. Utility Billing Report for February 2025</li> <li>F. Fleis &amp; VandenBrink Status Report for April 1, 2025</li> <li>G. Ionia County Board of Commissioners Agenda for March 25, 2025</li> <li>H. Ionia County Board of Commissioners Agenda for April 8, 2025</li> </ol>	
7:28 PM	<b>XII. <u>Other Business</u> - None</b>	
7:30 PM	<b>XIII. <u>City Manager Comments</u></b>	
7:35 PM	<b>XIV. <u>Council Comments</u></b>	
7:40 PM	<b>XV. <u>Adjournment</u></b>	
		Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-19**

**A RESOLUTION APPROVING THE AWARD OF A MILL & FILL  
PROJECT TO McKEARNEY ASPHALT & SEALING INC. ON  
W. GRAND RIVER AVE BETWEEN GRAPE ST. AND GROVE ST.**

**WHEREAS**, the westbound lane of W. Grand River Avenue between Grape St. and Grove St. is in need of repair; and

**WHEREAS**, this repair work has been budgeted in the Fiscal Year 2024/2025 Budget; and

**WHEREAS**, the Director of Public Works recommends that the work be awarded to McKearney Asphalt & Sealing, Inc., for an estimated amount of \$32,000.00, a copy of the quote is attached as Exhibit A;

**WHEREAS**, the City Manager has reviewed and recommends same.

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

1. The City Council approves the recommendation to award the mill and fill project to McKearney Asphalt & Sealing, Inc. for an estimated amount of \$32,000.00, a copy of the quote 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:** April 7, 2025

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

# McKearney Asphalt & Sealing Inc

P O Box 22083 Lansing MI 48909  
16501 S US HWY 27, Lansing MI 48906

Phone: (517) 484-3188 Fax: (517) 484-3171  
www.mckearneyasphalt.com

Proposal submitted to <b>CITY OF PORTLAND DPW</b>	Phone 517.647.6129    EMAIL: dpw@portland-michigan.org
Street <b>451 MORSE DR</b>	Date 3/18/25
city, state, and zip code <b>PORTLAND, MI 48875</b>	Job location 751 W GRAND RIVER AVE, PORTLAND, MI 48875
Contact <b>KEN GENSTERBLUM 517.526.3815</b>	Saved As CITY OF PORTLAND – BAD SECTION OF GRAND RIVER

We hereby submit specifications and estimates for:

**JOB LOCATION: FABIANO'S WESTSIDE GROCERY NEAR 751 W GRAND RIVER AVE, PORTLAND, MI 48875**

- **REMOVE AND REPLACE SECTION OF GRAND RIVER AVE APPROX: 500' X 12' = 6,000 SQ/FT**  
SAW CUT AS NEEDED AND REMOVE ASPHALT AND HAUL OFFSITE  
FINE GRADE AND COMPACT EXISTING BASE WITH VIBRATORY ROLLER  
FURNISH AND INSTALL 4" OF MDOT 13A BITUMINOUS AGGREGATE  
APPLY SS1H BOND COAT  
FURNISH AND INSTALL 2" OF MDOT 13A BITUMINOUS AGGREGATE

**\*FOR THE SUM OF: \$32,000.00 (STRIPE AS PRESENTLY EXISTS IF NEEDED ADD \$500.00)**

**NOTE: UNDERCUTS MAY BE NEEDED IF UNSTABLE SUB-BASE IS ENCOUNTERED FOR AN ADDITIONAL \$65.00 PER YARD WITH 21AA FINE CRUSHED CONCRETE INSTALLED AND SPOILS HAULED OFFSITE**

We propose hereby to furnish material and labor - complete in accordance with above specifications.

Payment to be made as follows: balance due upon completion, net 10 days. A time price difference of 1.5% per month will be charged on all accounts not paid when due. Should McKearney Asphalt & Sealing Inc. initiate any actions to force collection of any sums due, McKearney Asphalt & Sealing Inc. shall receive all cost incurred by McKearney Asphalt & Sealing Inc. including actual reasonable attorney fees. Quote good for 30 days.

  
 \_\_\_\_\_  
 Andy McKearney, McKearney Asphalt

**Acceptance of Proposal**

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

**Accepted:**

Date: \_\_\_\_\_

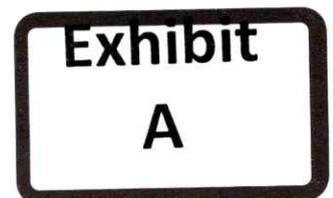
By: \_\_\_\_\_

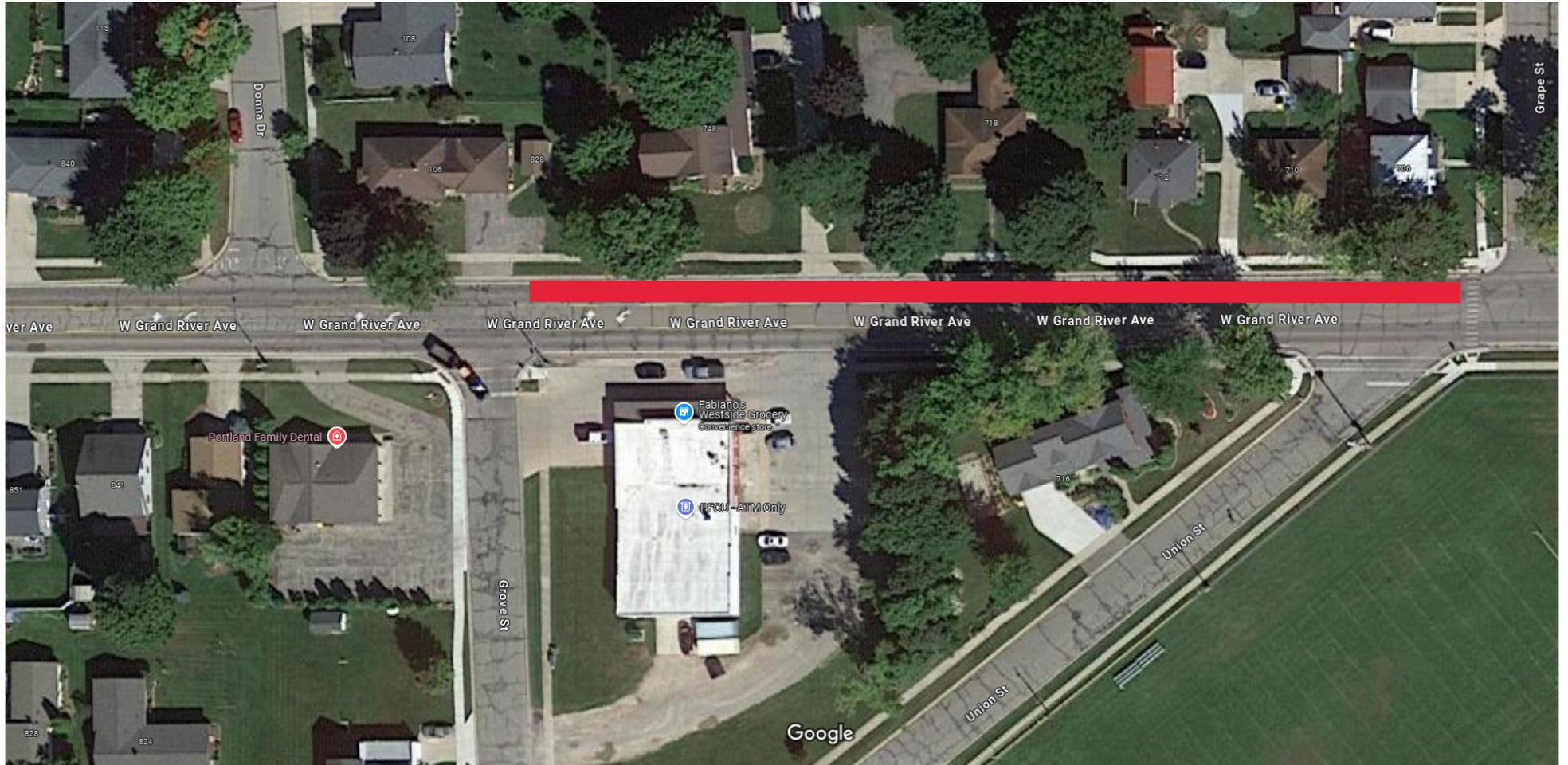
Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.



Over 40 years of experience  
Quality workmanship at a fair price





Imagery ©2025 Maxar Technologies, Map data ©2025 20 ft

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-20**

**A RESOLUTION APPROVING MICHIGAN PAVEMENT  
MARKINGS LLC'S BID FOR 2025 STREET PAINTING**

**WHEREAS**, the Director of Public Works sought quotes for 2025 pavement markings and received bids from various contractors; and

**WHEREAS**, the City Manager and Director of Public Works recommend that the work be awarded to Michigan Pavement Markings, LLC for an estimated amount of \$20,874.00, as outlined in the attached Exhibit A.

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

1. The City Council approves the recommendation to award the work to Michigan Pavement Markings LLC for an estimated amount of \$20,874.00, 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:** April 7, 2025

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**Monique I. Miller, City Clerk**

Solicitation For Bids

The Portland Dept. of Public Works, 451 Morse Dr, Portland MI 48875 is accepting bids for the following:

**Street Painting**

Bids will be accepted until March 31, 2025 at the close of the business day. The City of Portland reserves the right to accept the bid as a whole or in part. Please bid each item separately and submit on the form provided.

Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Ken Gensterblum, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

Stencils to meet the new MDOT standard.

The following specifications must be included in the bid price:

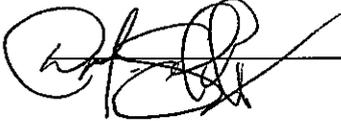
Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	95,000'	Waterborne	.082	7,790.00
Skip Yellow	6,000'	Waterborne	.082	492.00
Solid White-Lane Lines	2,500'	Waterborne	.082	205.00
Skip White	1,000'	Waterborne	.082	82.00
Solid White	35,000'	Waterborne	.082	2,870.00
21' Parking Stalls	110	Waterborne	6.30	693.00
18' Parking Stalls	80	Waterborne	5.40	432.00
4" Blue Line	500'	Waterborne	.30	150.00
Handicap Symbols	8	Waterborne	50.00	400.00
Left Turn Arrows	20	Waterborne	38.00	760.00
Right Turn Arrows	20	Waterborne	38.00	760.00
Combination Arrows	4	Waterborne	55.00	220.00
ONLY Symbols	0	Waterborne	0	0
24" Stop Bar	1,000'	Waterborne	1.62	1,620.00
6" Cross Walk	4,000'	Waterborne	.55	2,200.00
12" Cross Walk Pads	2,000'	Waterborne	1.00	2,000.00
School Legends	2	Waterborne	100.00	200.00
			TOTAL	\$ 20,874.00

Company Name: Advanced Pavement Marking

9365 160<sup>th</sup> Ave.

West Olive, MI 49460

Contact & Number: Don Sokolow 616-502-5311

Submitted By: 



**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-21**

**A RESOLUTION APPROVING THE PROPOSAL FROM UTILITY  
FINANCIAL SOLUTIONS (UFS) TO PROVIDE AN ELECTRIC  
FINANCIAL PROJECTION AND ONE-YEAR RATE DESIGN**

**WHEREAS**, the Board of Light and Power plans to make significant capital expenditures to maintain the reliability of the electrical system and to maximize the value and longevity of investments in the distribution system; and

**WHEREAS**, over the past 5 years, the electric energy industry has experienced substantial cost inflation and significant fluctuations in energy prices; and

**WHEREAS**, the City has updated its electric metering systems and billing cycle; and

**WHEREAS**, given the dynamic nature of these factors it is important to ensure a financially sound rate plan is place; and

**WHEREAS**, the Board of Light and Power recommends Council approve the proposal submitted by UFS in the amount of \$14,900.00 to provide their services to analyze both short- and long-term financials, assess the impact of rate changes, and recommend rates for the Fiscal Year 2025/2026, along with providing revenue estimates for the Fiscal Year 2025/2026 budget, a copy of the proposal is attached as Exhibit A.

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

1. The City Council approves the recommendation from the Board of Light & Power authorizing the proposal from UFS in the amount of \$14,900.00 to provide their services to analyze both short- and long-term financials, assess the impact of rate changes, and recommend rates for the Fiscal Year 2025/2026, along with providing revenue estimates for the Fiscal Year 2025/2026 budget, a copy of the proposal 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:** April 7, 2025

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**Monique I. Miller, City Clerk**

# Memo



**To:** City of Portland – Board of Light and Power

**From:** Todd Davlin, Electric Superintendent

**Cc:** Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

**Date:** 3-25-2025

**Re:** Action Item BLP 25-3C – UFS Professional Services - Rate Work

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In the coming years, the City of Portland Board of Light and Power to make significant capital expenditures to maintain reliability, as well as to maximize the value and longevity of investments in our distribution system. Over the past 5 years, the electric energy industry has experienced substantial cost inflation and significant fluctuations in energy prices. Additionally, the City has updated its metering systems and billing cycle. Given the dynamic nature of these factors, it is important that we work with a rate consultant to ensure we have a financially sound rate plan.

**Action Item BLP 25-3C** – Recommend that the City Council approve UFS’s proposal to analyze both short- and long-term financials, assess the impact of rate changes made last year, and recommend power rates for the 2025/2026 fiscal year, along with providing revenue estimates for the 2025/2026 budget. The cost for UFS’s rate design and revenue projection services is \$14,900.



March 19, 2025

Todd Davlin, Electric Supervisor  
City of Portland  
723 E. Grand River Avenue  
Portland, MI 48875

Dear Todd,

Utility Financial Solutions, LLC (UFS) is pleased to submit a proposal to provide an electric financial projection and one-year rate design for the City of Portland. Our proposal is based on years of experience navigating complex financial challenges for municipal utilities around the world.

**We approach challenges strategically** partnering with your team to understand your goals before using innovative processes and in-depth research to determine the best solution to suit your needs. We stay on top of industry trends and anticipate challenges to help you solve existing problems and prepare your utility for long-term success.

**Our project team members** are experts in their respective fields and instruct for leading utility groups including the American Public Power Association and speak for MMEA / MPPA. Your project manager will be Chris Lund. Chris will coordinate with UFS staff members Dawn Lund - Vice President and Joan Bakenhus - Data Analyst to complete the City of Portland project.

**For your project** UFS will complete an electric financial projection and one-year rate design. The goal of these efforts is to:

- Help ensure financial stability for the electric utility
- Calculate equitable rates for various customer groups
- Develop a mindful plan for rate changes that seek to minimize customer impact while maintaining financial health of the utility
- Have positive engagement from members of management and your governing body
- Obtain rate approval for implementation of new rates

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at (231) 342-9798.

Sincerely Utility Financial Solutions, LLC,

A handwritten signature in black ink, appearing to read "Chris Lund", is written over a light blue circular stamp.

Chris Lund, Project Manager, Financial Consultant  
[clund@ufswest.com](mailto:clund@ufswest.com)  
231-342-9798





## **Breakout of Scope of Services**

### **Completion of Financial Projection and Rate Design for your electric utility**

- Financial Projection and long-term rate track
  - a. Development of five-year financial projection
  - b. Identification of long-term rate adjustments percentage
  - c. Identification of projected debt coverage ratios
  - d. Minimum cash reserve for the utility to maintain
  - e. Identification of target operating income
- Rate Design for one-year in PDF format (to existing published rates)
  - a. Impact of rate designs on each rate class
  - b. Movement of rate toward adequate cost recovery
  - c. Rate design alternatives are available for additional cost as outlined in the fees section
- Summary report for Management in PDF format
  - a. Identifying process and result of study
- Presentation
  - a. Present the findings and recommendations to Management or governing body via web conferencing platform – one presentation included

### **Financial Projection Summary of Deliverables**

- Assessment of Key Financial Targets:
  - a. Days Cash on Hand
  - b. Rate of Return
  - c. Debt Coverage Ratio
  - d. Age of System
  - e. General adequacy of infrastructure re-investment
  - f. General Rate Design observations
  - g. General observations on debt vs NBV
  - h. Other general financial observations
    - i. Separated enterprise funds
    - ii. Where applicable, observations about transfer to the City



### Proposed Professional Services Agreement

Prices, terms, and conditions are good for a period of 90 days from this proposal date of March 19, 2025. Payment will be made through submission of invoices which identify the work performed.

**Fees for Services Provided - electric financial projection and rate design for one-year \$14,900, optional additional years of rate designs add \$1,500 for each additional year, optional power cost adjustment calculation add \$5,000.**

(\*Total above does not include out of pocket travel expenses or travel time, out of scope items and work hours will be billed at the hourly rates listed on this page.)

#### Anticipated Meetings (Web Platform)

- Project kickoff
- Data collection summary
- Financial review summary
- Draft report to management
- Final report to management

#### Deliverables in PDF

- 1) Five-year financial projection and rate track
- 2) Minimum cash reserve determination
- 3) Debt service ratio
- 4) Target operating income (rate of return)
- 5) One-year rate design & revenue proof
- 6) Optional additional years of rate designs
- 7) Optional Power Cost Adjustment calculation

#### Hourly Rates (travel is discounted at 50%)

Mark Beauchamp	\$ 360
Dawn Lund	\$ 325
Dan Kasbohm	\$ 290
Mike Johnson	\$ 290
Chris Lund	\$ 290
Jillian Jurczyk	\$250
Joan Bakenhus	\$ 175
Robert Blank	\$ 165

#### Onsite Meetings

Any requested and approved onsite presentation will be billed at hourly rates with a 50% discount on related travel time. Out-of-pocket travel expenses are billed at cost. All costs incurred from schedule changes initiated by client after booking will be considered out of pocket.

We look forward to working with the City of Portland. Please sign, date, and return to [clund@ufswweb.com](mailto:clund@ufswweb.com) at your earliest convenience.

Sincerely Utility Financial Solutions, LLC,

Chris Lund, Project Manager, Financial Consultant

Dawn Lund, Vice President

Date

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Accepted by

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**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-22**

**A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE  
MAYOR TO SIGN THE JOINT FUNDING AGREEMENT FOR THE  
OPERATION OF A STREAMGAGING STATION**

**WHEREAS**, the City operates a hydroelectric plant which is licensed by the Federal Energy Regulatory Commission (FERC); and

**WHEREAS**, the City’s FERC license requires it to jointly fund the operation of a streamgaging station on the Grand River at Portland, Michigan with the U.S. Geological Survey, U.S. Department of the Interior; and

**WHEREAS**, the Center Director of the U.S. Geological Survey, U.S. Department of the Interior; has sent a new joint funding agreement for the period of October 1, 2024, through September 30, 2025, a copy which is attached as Exhibit A (the “Agreement”); and

**WHEREAS**, the new agreement provides that the City will be billed \$8,000.00 for the period of October 1, 2024 through September 30, 2025.

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

1. The City Council approves, authorizes and directs the Mayor to sign the joint funding agreement for the operation of the streamgaging station, 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:** April 7, 2025

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

# Memo



**To:** City of Portland – Board of Light and Power

**From:** Todd Davlin, Electric Superintendent

**Cc:** Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

**Date:** 3-25-2025

**Re:** Action Item BLP 25-3A – USGS Stream Gage Operations Funding

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The USGS and the City of Portland have a longstanding partnership for the operation of a stream gaging station on the Grand River. The stream gauge provides essential data for the daily operation of the dam. Our share of the costs is \$8,000 per year. In accordance with our agreement, we must approve funding for the station from October 2024 through September 2025.

**Action Item BLP 25-3A**– Recommend that the City Council approve the execution of Joint Funding Agreement (JFA) No. 25NKJFA102 between the City of Portland and the U.S. Geological Survey (USGS) for the shared operation of the stream gaging station on the Grand River in Portland, Michigan. The City of Portland will contribute \$8,000 to cover the agreement period from October 1, 2024, to September 30, 2025.



# United States Department of the Interior

U.S. GEOLOGICAL SURVEY  
Upper Midwest Water Science Center

Minnesota Office  
2280 Woodale Drive  
Mounds View, MN 55112  
763.783.3100

Wisconsin Office  
1 Gifford Pinchot Drive  
Madison, WI 53762  
608.828.9901

Michigan Office  
5840 Enterprise Drive  
Lansing, MI 48911  
517.887.8903

Mr. Todd Davlin  
City of Portland  
259 Kent Street  
Portland, Michigan 48875

Dear Mr. Davlin:

Attached is an original of Joint Funding Agreement (JFA) No. 25NKJFA102 between the City of Portland and the U.S. Geological Survey (USGS) for the shared operation of the streamgaging station on the Grand River at Portland, Michigan. The total program cost of \$8,000, of which the City of Portland will be contributing \$8,000, covers the agreement period October 1, 2024 to September 30, 2025.

Work performed with funds from this agreement will be conducted on a fixed-cost basis. Your office will be billed annually in accordance with the JFA. The results of all work under this agreement will be available for publication by the U.S. Geological Survey.

Please return one signed original to Eric Hanes at [emhanes@usgs.gov](mailto:emhanes@usgs.gov) and retain another for your files. If you have any questions, please contact Matt Komiskey at [mjkomisk@usgs.gov](mailto:mjkomisk@usgs.gov). We look forward to continuing our successful relationship.

Sincerely,

Steven Peterson  
Director, Upper Midwest Water Science Center

**Fixed Cost Agreement YES[ X ] NO[ ]**

THIS AGREEMENT is entered into as of the October 1, 2024, by the U.S. GEOLOGICAL SURVEY, Upper Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of Portland party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation the shared operation of the streamgaging station on the Grand River at Portland, Michigan (station number 04114000), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$0 by the party of the first part during the period October 1, 2024 to September 30, 2025
- (b) \$8,000 by the party of the second part during the period October 1, 2024 to September 30, 2025
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR

Customer #: 6000001519  
Agreement #: 25NKJFA102  
Project #: NK00LZR  
TIN #: 38-6007243

Water Resource Investigations

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Matthew Komiskey  
Center Data Officer  
Address: 1 Gifford Pinchot Drive  
Madison, WI 53726  
Telephone: 608-821-3930  
Fax:  
Email: mjkomisk@usgs.gov

Customer Technical Point of Contact

Name: Todd Davlin  
Utilities Supervisor  
Address: 259 Kent Street  
Portland, Michigan 48875  
Telephone: (517) 647-6912  
Fax:  
Email: electricssuper@portland-michigan.org

USGS Billing Point of Contact

Name: Eric Hanes  
Budget Analyst  
Address: 5840 Enterprise Drive  
Lansing, MI 48911-4107  
Telephone: (517) 887-8951  
Fax: (517) 887-8937  
Email: emhanes@usgs.gov

Customer Billing Point of Contact

Name: Todd Davlin  
Utilities Supervisor  
Address: 259 Kent Street  
Portland, Michigan 48875  
Telephone: (517) 647-6912  
Fax:  
Email: electricssuper@portland-michigan.org

U.S. Geological Survey  
United States  
Department of Interior

City of Portland

Signature

Signatures

By \_\_\_\_\_  
Name: Steven Peterson  
Title: Center Director

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-23**

**A RESOLUTION APPROVING PAY REQUEST NO. 8 TO THE  
STATE OF MICHIGAN FOR WORK DONE ON THE  
KENT STREET IMPROVEMENT PROJECT**

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

**WHEREAS**, Fleis & Vanderbrink has submitted Pay Request No. 8 requesting a progress payment for work completed through March 4, 2025, a copy of Pay Request No. 8 is attached as Exhibit A; and

**WHEREAS**, the City Engineer on this Project has reviewed Pay Request No. 8 and is recommending that the City Council approve payment in the amount of \$113,617.09.

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

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 8 and authorizes payment in the amount of \$113,617.09, to the State of Michigan for work completed through March 4, 2025.
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:** April 7, 2025

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



**FLEIS & VANDENBRINK**  
DESIGN. BUILD. OPERATE.



March 18, 2025

Via Email: [citytreasurer@portland-michigan.org](mailto:citytreasurer@portland-michigan.org)

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

**RE: Kent Street Improvements – Review of MDOT Invoice Dated 3/4/25**

Dear Mindy,

We have reviewed MDOT's invoice dated March 4, 2025 for the Kent Street Improvements project. The invoicing covers Pay Estimate 13 made to CL Trucking. The breakdown is as follows:

Activity	Total Cost	MDOT Grant Applied	City Share
Road/General	\$25,170.21	\$0.00	\$25,170.21
Water	\$35,070.00	N/A	\$35,070.00
Sewer	\$3,525.00	N/A	\$3,525.00
Advertising (Road)	\$0.00	\$0.00	\$0.00
Streetscape	\$49,851.88	\$0.00	\$49,851.88
Advertising (Streetscape)	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$113,617.09</b>	<b>\$0.00</b>	<b>\$113,617.09</b>

Based on our review of the invoicing, we recommend payment in the amount of \$113,617.09, as indicated. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.  
Project Manager

Cc: Andrew Dymczyk, City Manager ([citymanager@portland-michigan.org](mailto:citymanager@portland-michigan.org))

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

STATEMENT	Customer Name	PAGE 1
	CITY OF PORTLAND	
Remit to: State of Michigan Attn: Finance Cashier P.O. Box 30648 Lansing MI 48909	Customer Account Number	Statement Closing Date
	MDOT00282	03-04-25
	AR:Dep/BPRO 591:ACT51	Due Date 04-03-25
		Amount Enclosed

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

Payment Method: Check  Money Order

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

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

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

Transportation



**ORIGINAL**

Customer Account Number	Statement Closing Date
MDOT00282	03-04-25
Customer Name	IF YOU HAVE ANY QUESTIONS PLEASE CALL
CITY OF PORTLAND	

Current Period Charges

Description	Date	Transaction ID	Charges
Payment - Thank you	12-05-24	CACR59125000002792	\$40,895.47
Payment - Thank you	12-05-24	CACR59125000002792	\$350.00
Payment - Thank you	12-05-24	CACR59125000002792	-\$1,366.50
-	02-28-25	CARE1591REIM25000775	\$25,170.21
-	02-28-25	CARE1591REIM25000775	\$38,595.00
-	02-28-25	CARE1591REIM25000775	\$49,851.88

Important Customer Information

**MDOT**  
**Michigan Department of Transportation**  
**Statement Date: 03/06/2025**

**MDOT00282 - CITY OF PORTLAND**

**Program:** 209474CON

**Federal Project:** 23A0992

**Description:** Kent St

**Phase: 01 Construction Contract**

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85	2023-5474 CITY OF PORTLAND			
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
<b>Federal</b>			415,438.30	415,438.30	
<b>Local</b>			222,095.70	188,395.84	157,303.48
					<b>Balance Due</b>
					25,170.21

Funding Profile	Fed Pro Rata	Jrnl Description			
A00184		2023-5474 CITY OF PORTLAND			
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
<b>Local</b>			827,185.00	813,668.00	775,073.00
					<b>Balance Due</b>
					38,595.00

**Phase: 03 Advertising**

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

**Program:** 217936CON

**Federal Project:** 23A1026

**Description:** Kent St

**Phase: 01 Construction Contract**

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85	2023-5475 CITY OF PORTLAND			
			<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>
<b>Federal</b>			322,718.15	322,718.15	
<b>Local</b>			342,229.85	218,730.64	152,957.76
					<b>Balance Due</b>
					49,851.88

**Phase: 03 Advertising**

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

**MDOT**  
**Michigan Department of Transportation**  
**Statement Date: 03/06/2025**

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

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

**Statement Date:** 03/06/2025

- Pay in Full (default if neither box is checked)
- Manual allocation specified by Program In Paid Amount below

**Remittance Information:**

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

Program	Balance Due
209474CON -	63,765.21
217936CON -	49,851.88



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 17, 2025

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; Police Chief Thomas; Police Officer McCrory

Guests: Kathy Parsons; Mike Judd; JJ Hyland; Jeff Braithwaite; Deelynn Srvanenina

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

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

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Under Public Comment, Jeff Braithwaite expresses concern with the high property taxes for his new home near Cutler Rd and Looking Glass Rd, which are both dirt roads.

After discussion, it was determined his property is in Portland Township and he was provided with contact information.

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

City Manager Dymczyk noted construction on I96 that will begin next week and continue through November in both east and west bound lanes between the rest area and Bliss Rd. (Saranac).

Police Chief Thomas also noted that travel through Ionia County, specifically on Grand River Ave., will also be impacted as the exits at M66 in Ionia and Jordan Lake Rd. will be closed.

City Manager Dymczyk also noted the City will be sending letters to residents notifying them if their water service line material is unknown and may contain lead or their water service line is made of galvanized previously connected to lead materials as required by the State of Michigan rules regarding lead and copper and EGLE (Environment, Great Lakes, and Energy). The City received a TMF Grant (Technical, Managerial, and Financial Grant) to help meet the requirements set by the State of Michigan and perform a physical verification of lead service lines in the city. The City tests for lead in the water supply and results are at a safe level.

There were no presentations.

Under New Business, the Council considered Resolution 25-14 to opt in to the Low-Income Energy Assistance Fund created by Public Act 169 of 2024 to allow the Michigan Department of Human Services

(DHS) to administer funds collected. The Michigan Public Service Commission will establish the surcharge on all customers. Staff has reviewed local resources and municipal partners and recommends opting in to allow DHS administration of collected funds.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 25-14 to opt in to the Low-Income Energy Assistance Fund created by Public Act 169 of 2024.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 25-15 to approve the award of plaza masonry work at 103 E. Grand River Ave. to Goodrich Masonry in the amount of \$43,000.00 for brick columns and masonry work for the dumpster enclosure.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 25-15 approving the award of plaza masonry work at 103 E. Grand River Ave. to Goodrich Masonry.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 25-16 to approve an application for Local Bridge Program funds for rehabilitation of the Bridge Street Bridge over the Grand River. The Bridge Street Bridge over the Grand River is deteriorated and in need of maintenance.

Motion by Sheehan, supported by Johnston, to approve Resolution 25-16 approving the submittal of an application for Local Bridge Program funds for rehabilitation of the Bridge Street Bridge over the Grand River.

Yeas: Sheehan, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 25-17 to approve participation in the State bid process, through the MiDEAL program, for winter road salt for 2025-2026. The City Manager and DPW Foreman recommend submitting a requisition for 100 tons of early delivery and 250 tons of seasonal backup.

Motion by Fitzsimmons, supported by Sheehan, to approve Resolution 25-17 approving participation in the State bid process for winter road salt 2025-2026.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 25-18 to amend the budget for Fiscal Year 2024-2025.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 25-18 to amend the budget for Fiscal Year 2024-2025.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Sheehan, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by Sheehan, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on March 3, 2025, payment of invoices in the

City of Portland  
City Council Minutes – March 17, 2025

amount of \$105,115.83 and payroll in the amount of \$147,219.69, for a total of \$252,335.52. There were no purchase orders over \$5,000.00.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Dymczyk noted that he and Finance Officer Tolan are working through the budget process for Fiscal Year 2025-2026.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck congratulated the Hubbardston Irish Dancers on their performance over the weekend and noted the VFW will host a Fish Fry on Friday, March 21, 2025.

Mayor Barnes and Council Member Johnston both commented on how fantastic the production of Anastasia by the Portland High School Drama group was over the weekend of March 7-9, 2025.

Council Member Sheehan noted the Arts Fest at Portland High School will be held on Saturday, March 29, 2025.

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

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Sheehan, Barnes

Nays: None

Adopted

Meeting adjourned at 7:24 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

DRAFT

**City of Portland**  
**Synopsis of the Minutes of the March 17, 2025, 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; Police Chief Thomas; Police Officer McCrory

**Public Comment** - Jeff Braithwaite expresses concern with the high property taxes for his new home near Cutler Rd and Looking Glass Rd, which are both dirt roads.

**Resolution 25-14** to opt in to the Low-Income Energy Assistance Fund created by Public Act 169 of 2024.

All in favor. Approved.

**Resolution 25-15** approving the award of plaza masonry work at 103 E. Grand River Ave. to Goodrich Masonry.

All in favor. Approved.

**Resolution 25-16** approving the submittal of an application for Local Bridge Program funds for rehabilitation of the Bridge Street Bridge over the Grand River.

All in favor. Approved.

**Resolution 25-17** approving participation in the State bid process for winter road salt 2025-2026.

All in favor. Approved.

**Resolution 25-18** to amend the budget for Fiscal Year 2024-2025.

All in favor. Approved.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:24 P.M.**

All in favor. Adopted.

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

Monique I. Miller, City Clerk

DRAFT

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF MARCH 2025- ASSE	1,679.75
APEX SOFTWARE	00876	SURVEY STD MOD SUB - ASSESS	360.00
PORTLAND AREA FIRE AUTHORITY	02128	4TH QRT FIRE SVCS 2025 - COM PROMO	36,013.29
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
ANDREW DYMZYK	02902	PHONE BILL REIM - CITY MANAGER	40.00
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,258.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	1,124.77
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	1,112.36
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	136.90
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	183.36
CONSUMERS ENERGY	00095	GAS SERVICE - WW	1,029.08
CONSUMERS ENERGY	00095	GAS SERVICE - WW	19.58
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	247.94
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	18.00
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	21.15
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING - GEN	706.72
FLEIS & VANDENBRINK	00153	PROF SVCS WELL SITE EVALUATOIN -BOARD WALK PROJ	4,250.00
GRAINGER, INC.	00172	BULBS - MTR POOL	10.52
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	1,000.00
UPS	02587	SHIP METER TO PREMIER SAFETY - WW	24.42
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR, REVIEW BASE AMT - ELECTRIC	975.75
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	192.00
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MEETING SYNOPSIS - GEN	186.00
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MTG SYNOPSS - GEN	186.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	498.33
GRAINGER, INC.	00172	PARTS - MAJ STS	7.36
GRAINGER, INC.	00172	AGENDA PAD - MAJ STS	21.57
GRAINGER, INC.	00172	LADDER - MAJ, LOC STS	588.79
AUTOMATED BUSINESS EQUIPMENT	00027	SERVICE FP - GEN	182.62
FLEIS & VANDENBRINK	00153	KENT ST ENGINEERING - MAJ STS	576.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
COOK BROS EXCAVATING	00101	SVC LINE REPLACEMENT - WATER	2,545.00
PLEUNE SERVICE COMPANY INC.	00741	QRTLY LABOR/PARTS - CITY HALL	779.00
PK CONTRACTING	02943	KENT ST PVMT MRKS - MAJ STS	955.40
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	2,197.41
MARTIN WELDING & MACHINING	02762	FABRICATION TOOL BASKET- MTR POOL	275.00
FREEDOM CONCRETE COATINGS	02944	SVCS TO REDO FLOORS IN BREAK/BATH ROOM - MTR PC	2,988.00
STATE OF MICHIGAN	00428	KENT ST PAY REQUEST #8 - MAJ STS, WATER, WW	113,617.09
MICHIGAN STEEL AND TRIM	02613	TRANSFORMER REPAIR - ELECTRIC	125.67
GRAINGER, INC.	00172	CAM AND GROOVE ADAPTOR - WW	305.46
FAMILY FARM & HOME	01972	PICTURE WALL HANGERS - CITY HALL	8.07
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	1,038.42
GRAINGER, INC.	00172	MAX DRILL BIT - WW	157.48
MARTIN WELDING & MACHINING	02762	BUILT DEFLECTOR FOR DRAIN - WW	300.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	463.50
RESCO	00392	ELBOW ARRESTER - ELECTRIC	2,996.25
KEUSCH TIRE & AUTO	00228	VEHICLE MAINTENANCE - ELECTRIC	588.00
USA BLUEBOOK	01850	SUPPLIES - WW	1,855.16
TRACE ANALYTICAL LABORATORIES INC	02909	PFAS-BIOSOLIDS - WW	1,012.00
REED & HOPPES, INC.	00390	VAC TRUCK STUCK IN MUD - WW	550.00
PURITY CYLINDER GASES, INC.	00380	GAS HAZ MAT FEE - AMB	118.95
TOWN & COUNTRY GROUP	02740	SERVICE CALL - MRT POOL	425.00
COOK BROS EXCAVATING	00101	INSTALL SANITARY SEWER REPAIR - WW	4,325.00
APPLIED INNOVATION	02493	CITY HALL COPY MACHINE MAINT - GENERAL	375.17
FIRE PROS, LLC	00151	ANNUAL FIRE EXTG INSPECTIONS -WATER	101.70
QUALITY CAR & TRUCK REPAIR	02839	M&R AMB 43 - AMB	385.26
STAR THOMAS	01654	CONSULTING REIM - POLICE	34.00
HOLLAND DEPT OF PUBLIC SAFETY	02663	BASIC DETECTIVE SCHOOL - POLICE	100.00
PLB PLANNING GROUP LLC	02504	CONSULTATION - CODE	543.00
PLB PLANNING GROUP LLC	02504	CONSULTATION - CODE	1,084.43
MICHIGAN MUNICIPAL ELECTRIC AS	00283	2025 MEMBERSHIP DUES - ELECTRIC	5,966.00
PORTLAND CHURCH OF THE NAZARENE	MISC	SECURITY DEP CHURCH GYM - REC	100.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CULLIGAN	02130	WATER X3 CITY HALL- GEN	23.00
THE SAFETY COMPANY LLC DBA MTECH	02306	QUICK CONNECT O RING GASKETS - WATER	69.42
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT - GEN	402.80
PAMA	01370	40% CONT TO PAMA - COM PROMO	2,507.60
PAMELA LEE MINKLEY	02618	LEIK GROVE MAINT/EXPENSES - COM PROMO	2,000.00
ROY SCHNEIDER	02734	LEIK GROVE MAINT/EXENSES - COM PROMO	2,500.00
CHROUCH COMMUNICATION, INC.	00082	6 PORTABLE RADIOS/CHARGERS - MAJ, LOC STS, MP,	3,729.00
RESCO	00392	TRANSFORMERS - ELECTRIC	43,330.00
GRP ENGINEERING INC.	01994	GIS MAPPING/ASSET MGMT & SUPPORT - ELECT	20,500.00
RGHR-718 DEL RAY DR	MISC	ENERGY OPTZ REFUND PROGRAM -ELECTRIC	1,521.00
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	71.64
CINTAS	02901	RESTOCK MEDICINE CABINET - MTR POOL	101.52
CINTAS	02901	RESTOCK MEDICINE CABINET - WW	65.47
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	49.07
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	67.27
POWER LINE SUPPLY COMPANY	00389	SUPPLIES - ELECTRIC	137.50
RESCO	00392	WIRE - ELECTRIC	357.50
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	75.00
POWER LINE SUPPLY COMPANY	00389	SAFETY GLASSES - ELECTRIC	78.00
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	6.99
FAMILY FARM & HOME	01972	HI VIZ JACKET - WW	84.99
FAMILY FARM & HOME	01972	SUPPLIES - ELECTRIC	26.96
FAMILY FARM & HOME	01972	BATTERIES - ELECTRIC	55.97
CULLIGAN	02130	WATER X1 - WW	9.00
CHROUCH COMMUNICATION, INC.	00082	PORTABLE RADIO/SPEAKERS - WW	1,851.00
KEUSCH TIRE & AUTO	00228	C1 NEW BATTERY - POLICE	362.47
S&K PRINTING	00400	PARKING TICKETS - POLICE	175.00
PURITY CYLINDER GASES, INC.	00380	QUARTERLY CYLINDER RENT - AMB	360.45
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	717.49
CINTAS	02901	RESTOCK MEDICINE CABINET - PARKS, CEM	137.06
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	482.10

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES WINDOWS - CITY HALL	50.00
GRANGER	00175	REFUSE - ELECTRIC	102.53
GRANGER	00175	REFUSE - POLICE, COM PROMO	102.53
CHROUCH COMMUNICATION, INC.	00082	PAGER SUPPLIES - AMB	394.75
OTC SERVICES INC.	02818	GRANT ST SUBS TRANSF- ELEC, RES 23-38	178,757.25
KENDALL ELECTRIC	00225	DIST SYSTEM SUPPLIES - ELECTRIC	272.22
TRUGREEN	02830	LAWN SERVICE - ELECTRIC	48.43
TRUGREEN	02830	LAWN SERVICE - ELECTRIC	90.41
RANGE TELECOMMUNICATIONS	02872	ANSWERING SERVICE - ELECTRIC	166.43
BESCO WATER TREATMENT	02735	WATER TREATMENT SALT - ELECTRIC	109.66
PLEUNE SERVICE COMPANY INC.	00741	REPAIR HAVAC HEATERS - ELECTRIC	290.00
PLEUNE SERVICE COMPANY INC.	00741	QRTLY LABOR/PARTS - ELECTRIC	340.00
CULLIGAN	02130	COOLER RENTAL - WW	15.00
DICKINSON WRIGHT PLLC	02244	DEMO/FACADE CONTROVERSY - GEN	315.00
CINTAS	02901	RESTOCK MEDICINE CABINET - CITY HALL	78.87
MCGINTY HITCH PERSON ANDERSON REVO	02907	LABOR EMPLOY LEGAL SVCS - GEN	3,671.60
AECOM TECHNICAL SERVICES	01810	FERC MONITORING/COMPLIANCE - ELECTRIC	5,555.42
VISION METERING, LLC	02816	VISION METERS - ELECTRIC APP RES 23-83	680.00
THEKA ASSOCIATES ENGINEERING, INC.	02557	NEW DIST SUB STA PYMT # - ELE APPRROVE RES 24-8	5,412.65
THEKA ASSOCIATES ENGINEERING, INC.	02557	NEW DIST SUB STA PYMT # - ELE RES 22-77	27,045.00
NEWKIRK ELECTRIC ASSOCIATES	00331	GRANT ST SUBSTATION - ELECTRIC APP RES 24-88	12,006.00
JOSHUA & STEPHANIE WAMBAUGH	MISC	CLEAN UP COST FOR SEWER BACK UP PARTIAL REIMB -	1,800.00
Total:			\$525,204.70

**BI-WEEKLY  
WAGE REPORT  
March 31, 2025**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	11,456.94	262,801.86	1,219.32	62,761.74	12,676.26	325,563.60
ASSESSOR	-		-	-		
CEMETERY	2,086.88	87,451.01	160.50	22,755.99	2,247.38	110,207.00
POLICE	18,868.09	409,738.14	2,374.41	131,667.86	21,242.50	541,406.00
CODE ENFORCEMENT	22.25	396.91	1.71	30.45	23.96	427.36
PARKS	2,822.97	70,550.44	240.76	12,349.03	3,063.73	82,899.47
INCOME TAX	2,668.45	59,095.12	342.59	20,749.69	3,011.04	79,844.81
MAJOR STREETS	4,578.86	98,947.15	454.39	39,288.30	5,033.25	138,235.45
LOCAL STREETS	4,096.35	85,429.72	376.21	36,246.57	4,472.56	121,676.29
RECREATION	1,903.41	39,309.58	249.02	7,635.01	2,152.43	46,944.59
AMBULANCE	26,914.11	526,618.19	3,401.82	104,791.33	30,315.93	631,409.52
DDA	2,868.54	60,040.97	405.49	10,394.17	3,274.03	70,435.14
ELECTRIC	25,079.39	528,289.44	2,676.94	160,054.80	27,756.33	688,344.24
WASTEWATER	8,527.15	207,722.48	1,055.73	51,588.97	9,582.88	259,311.45
WATER	9,585.98	145,362.69	1,116.04	52,241.77	10,702.02	197,604.46
MOTOR POOL	856.55	19,617.87	96.31	5,858.36	952.86	25,476.23
<b>TOTALS:</b>	<b>122,335.92</b>	<b>2,601,371.57</b>	<b>14,171.24</b>	<b>718,414.04</b>	<b>136,507.16</b>	<b>3,319,785.61</b>







Michigan Municipal Electric Association  
809 Centennial Way  
Lansing, MI 48917  
+15173238346  
mmeainvoices@mpower.org

# Invoice 4178

**BILL TO**  
Andrew Dymczyk  
City of Portland  
259 Kent St  
Portland, MI 48875

<b>DATE</b> 01/24/2025	<b>PLEASE PAY</b> \$5,966.00	<b>DUE DATE</b> 02/23/2025
---------------------------	---------------------------------	-------------------------------

ACTIVITY	DESCRIPTION	AMOUNT
2025 Membership Dues		5,966.00

Pay invoice

**TOTAL DUE** **\$5,966.00**

THANK YOU.



# PURCHASE ORDER

## City of Portland

P.O. 16720

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

VENDOR HECO  
\_\_\_\_\_  
\_\_\_\_\_

DATE: 3/25/25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<i>Municipal Dam Gen #2 electrical lead repair</i>	<i>582-539-937</i>		<i>\$7,734</i>
DEPARTMENT HEAD (UP TO \$500) <u><i>JLO</i></u>		TOTAL	<i>\$7,734</i>

*MT*  
Treasurer Initials

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

# Memo



**To:** City of Portland – Board of Light and Power

**From:** Todd Davlin, Electric Superintendent

**Cc:** Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

**Date:** 3-25-2025

**Re:** Action Item BLP 25-3B – HECO Generator #2 Repair at Municipal Dam

---

While conducting required preventative maintenance and testing on Generator #2 at the Municipal Dam in December, HECO identified failing generator leads. These leads must be removed, replaced, and tested. HECO is qualified to perform this work and provided a significantly lower estimate than each of the three other contractors we solicited for the testing and maintenance.

**Action Item BLP 25-3B** – Recommend that the City Council approve the repair and replacement of the failing generator leads on Generator #2 at the Portland Municipal Dam. The cost for HECO to complete the repair is \$7,734.

# JOB QUOTE



HECO INC  
3509 SOUTH BURDICK STREET  
KALAMAZOO, MI 49001-4835  
UNITED STATES  
(269)-381-7200

QUOTE NO 00025918  
QUOTE DATE 2/28/2025  
PAGE 1

S 001562  
O CITY OF PORTLAND  
L 259 KENT ST  
D PORTLAND, MI 48875

S 001  
H CITY OF PORTLAND  
I 723 E GRAND RIVER AVE  
P PORTLAND, MI 48875

T  
O

T  
O

CUSTOMER PO #	PO RELEASE #	MISC NUMBER
---------------	--------------	-------------

NAMEPLATE DATA
No nameplate data

SPECIAL INSTRUCTIONS
No special instructions

LABOR CODE / ITEM ID	DESCRIPTION
----------------------	-------------

Portal to Portal Travel  
Perform LOTO  
Perform as found electrical testing  
Disconnect and remove old rotor lead cables  
Install new rotor lead cables  
Connect lead cables to rotor rings and coils  
Insulate lead cables at rotor body  
Perform final electrical testing  
Remove LOTO

Notes:  
2 techs onsite for (1) 12 hour day

Total Estimate	7,734.00
<b>TOTAL</b>	<b>7,734.00</b>

## Quotation

Valid for 30 calendar days from the above date  
Estimate does not include Sales Tax if applicable.  
Estimate does not include Freight if applicable.  
Quotations and Orders are per our Standard Terms and Conditions;  
Copy Available Upon Request.  
Estimated delivery date and lead time is based on shop load at the time of quotation.  
Actual delivery date and lead time will be determined at time of order entry.

Received \_\_\_\_\_  
By:

Date: \_\_\_\_\_



# PURCHASE ORDER

## City of Portland

P.O. 16712

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

VENDOR JRP Engineering

DATE: 3/19/25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Distribution	582.539.803.000		\$ 10,500
System Planning	582.535.803.002		\$ 10,000
DEPARTMENT HEAD (UP TO \$500) <u>[Signature]</u>		TOTAL	\$ 20,500

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

MT  
Treasurer Initials

**GRP**  
**Engineering, Inc.**  
 A Verdantas Company

Please remit via ACH-Valley National Bank  
 ABA/Routing: 021201383  
 Account: 837752904  
 or mail to: PO Box 51106  
 Newark, NJ 07101-5206  
 accountsreceivable@verdantas.com

City of Portland  
 259 Kent Street  
 Portland, MI 48875

March 12, 2025  
 Project No: 048.0000023270  
 Invoice Number 2025066  
 Project Manager Melissa McGeehan

048.0000023270 Distribution System Planning

**Bill through February 21, 2025**

**Fee**

Total Fee	40,000.00		
Percent Complete	85.00	Total Earned	34,000.00
		Previous Fee Billing	13,500.00
		Current Fee Billing	20,500.00
		<b>Total Fee</b>	<b>20,500.00</b>
		<b>Invoice Total</b>	<b><u><u>\$20,500.00</u></u></b>

**Outstanding Invoices**

Number	Date	Balance
2025012	1/21/2025	10,000.00
<b>Total</b>		<b>10,000.00</b>

*10,500 engineering*  
*has for 10,000 engineering FERC*



# PURCHASE ORDER

## City of Portland

P.O. 16711

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

VENDOR Resco  
\_\_\_\_\_  
\_\_\_\_\_

DATE: 3/19/25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<i>Transformers</i>	<i>582-539.977.000</i>		<i>\$43,330.00</i>

DEPARTMENT HEAD (UP TO \$500) *JLL*

TOTAL *\$43,330.00*

*[Signature]*  
\_\_\_\_\_  
Authorized by City Manager  
(For Purchases over \$500 and less than \$5,000)

*MT*  
\_\_\_\_\_  
Treasurer Initials



Rural Electric Supply Cooperative

# INVOICE

**Remit To:**

RESCO  
PO BOX 684141  
Chicago, IL 60695-4141  
1-800-356-9370

INVOICE	
3064767	
Invoice Date	Page
03/10/2025	1 of 1
ORDER NUMBER	
1033406	

**\*\*DIRECT SHIPMENT\*\***

**Bill To:**

PORTLAND, CITY OF  
723 EAST GRAND RIVER AVE  
PORTLAND, MI 48875  
US

**Ship To:**

PORTLAND, CITY OF  
723 EAST GRAND RIVER AVE  
PORTLAND, MI 48875

Attn: PORTLAND, CITY ACCOUNTS PAYABLE

Customer ID: 11530

Ordered By: TODD DAVLIN

Terms	Net Due Date	Discount Due Date	Discount Amount	Discounted Amt Due
.05% 15 Net 30	04/09/2025	03/25/2025	21.67	43,308.33

Order Date	Ship Date	Inside Salesrep	Cust PO #
08/13/2024 11:08:53	03/10/2025	Steve Brietzman	15138
		Carrier: Common Carrier	Tracking #:

Line #	Item ID Item Description	Quantities				Unit Price	Extended Price
		Ordered	Backordered	Shipped	UOM		
1	25KVA PAD 4.16/2.4X12.4/7.2-240/120 25KVA PAD 4.16/2.4X12.4/7.2 - 240/120	6		6	EA	3,705.00000	22,230.00
2	50KVA PAD 4.16/2.4X12.4/7.2-240/120 50KVA PAD 4.16/2.4X12.4/7.2 - 240/120	4		4	EA	5,275.00000	21,100.00

Total Lines: 2

**SUB-TOTAL:** 43,330.00  
**TAX:** 0.00  
**AMOUNT DUE:** 43,330.00

*Capital Equipment*

ORIGINAL

Cash Discount 21.67 if paid by 03/25/2025



User: NBROWN

DB: Portland

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025	MONTH 02/28/2025	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	REAL PROPERTY TAXES	1,293,100.00	1,300,923.10		2,159.53	(7,823.10)	100.60
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	2,990.75		251.40	2,809.25	51.56
101-000-447.000	TAX COLLECTION FEES	50,000.00	53,430.83		4,013.70	(3,430.83)	106.86
101-000-451.000	SPECIAL ASSESSMENT FEES	0.00	4.86		0.00	(4.86)	100.00
101-000-476.000	BUSINESS PERMITS	0.00	465.00		0.00	(465.00)	100.00
101-000-477.000	CABLE TV FEES	9,000.00	6,579.26		0.00	2,420.74	73.10
101-000-490.000	NON-BUSINESS PERMITS	85,000.00	19,713.00		2,040.00	65,287.00	23.19
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,200.00	1,198.02		0.00	1.98	99.84
101-000-543.001	MCOLES CE	0.00	6,000.00		0.00	(6,000.00)	100.00
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	2,425.50		0.00	1,574.50	60.64
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	8,000.00	1,689.55		0.00	6,310.45	21.12
101-000-574.000	REVENUE SHARING-CONST SALES	417,839.00	277,026.00		66,961.00	140,813.00	66.30
101-000-574.001	REVENUE SHARING-STAT SALES	135,927.00	88,648.00		25,119.00	47,279.00	65.22
101-000-574.002	REVENUE SHARING -PUBLIC SAFETY	2,517.00	606.00		0.00	1,911.00	24.08
101-000-609.000	SEX OFFENDER REGISTRATION FEES	100.00	0.00		0.00	100.00	0.00
101-000-620.000	PBT TESTING FEES	0.00	9.00		5.00	(9.00)	100.00
101-000-623.000	TRANSCRIPT FEES	700.00	458.05		100.00	241.95	65.44
101-000-624.000	MISCELLANEOUS FEES	0.00	864.60		0.00	(864.60)	100.00
101-000-628.000	ADMINISTRATIVE CHARGES	480,352.00	320,234.64		40,029.33	160,117.36	66.67
101-000-630.000	CEMETERY LOT SALES	15,000.00	17,750.00		1,800.00	(2,750.00)	118.33
101-000-633.000	CEMETERY CARE FEES	13,000.00	13,207.60		0.00	(207.60)	101.60
101-000-634.000	GRAVE OPENING FEES	16,000.00	19,800.00		2,400.00	(3,800.00)	123.75
101-000-656.000	DISTRICT COURT FINES	9,500.00	4,658.92		376.77	4,841.08	49.04
101-000-661.000	PARKING FINES	500.00	1,320.00		300.00	(820.00)	264.00
101-000-663.000	MISCELLANEOUS FINES	1,600.00	1,060.00		140.00	540.00	66.25
101-000-665.000	INTEREST INCOME	5,000.00	5,331.15		879.80	(331.15)	106.62
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	2,000.00	916.67		224.95	1,083.33	45.83
101-000-667.000	RENTAL INCOME	12,500.00	5,420.00		(190.00)	7,080.00	43.36
101-000-676.001	DONATIONS-MISCELLANEOUS	0.00	125.00		0.00	(125.00)	100.00
101-000-676.006	DONATION - PARKS	0.00	100.00		0.00	(100.00)	100.00
101-000-678.000	MERS FOREITURE REVENUES	1,200.00	2,455.11		0.00	(1,255.11)	204.59
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	9,000.00	5,730.03		0.00	3,269.97	63.67
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	40,000.00	42,467.15		13,416.58	(2,467.15)	106.17
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	2,903.40		0.00	(903.40)	145.17
101-000-678.016	REIMBURSEMENTS - ELECTIONS	5,500.00	5,593.55		0.00	(93.55)	101.70
101-000-693.000	SALE OF EQUIPMENT	5,000.00	7,208.99		0.00	(2,208.99)	144.18
101-000-699.150	TRANSFER FROM PERP CARE	400.00	251.89		32.41	148.11	62.97
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	133,391.00	133,391.00		0.00	0.00	100.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	67,670.00	67,670.00		0.00	0.00	100.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	39,256.00	39,256.00		0.00	0.00	100.00
TOTAL REVENUES		2,989,852.00	2,459,882.62		160,059.47	529,969.38	82.27
Expenditures							
100	COUNCIL	34,860.00	17,513.82		199.56	17,346.18	50.24
172	CITY MANAGER	241,636.00	151,529.03		18,573.08	90,106.97	62.71
201	GENERAL ADMINISTRATION	583,607.00	348,467.34		28,256.60	235,139.66	59.71
257	ASSESSING	66,620.00	42,212.49		5,108.27	24,407.51	63.36
262	ELECTIONS	15,280.00	8,575.10		36.00	6,704.90	56.12
265	CITY HALL	100,435.00	64,131.65		5,360.30	36,303.35	63.85
301	POLICE	1,002,226.00	548,942.18		59,525.06	453,283.82	54.77
371	CODE ENFORCEMENT	30,875.00	14,454.63		2,579.27	16,420.37	46.82

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
567	CEMETERY	210,347.00	119,387.68	11,325.58	90,959.32	56.76
707	COMMUNITY PROMOTIONS	443,546.00	359,654.33	12,242.65	83,891.67	81.09
728	ECONOMIC DEVELOPMENT	28,750.00	26,263.08	608.21	2,486.92	91.35
751	PARKS	438,887.00	324,319.20	8,184.80	114,567.80	73.90
TOTAL EXPENDITURES		<u>3,197,069.00</u>	<u>2,025,450.53</u>	<u>151,999.38</u>	<u>1,171,618.47</u>	<u>63.35</u>
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,989,852.00	2,459,882.62	160,059.47	529,969.38	82.27
TOTAL EXPENDITURES		<u>3,197,069.00</u>	<u>2,025,450.53</u>	<u>151,999.38</u>	<u>1,171,618.47</u>	<u>63.35</u>
NET OF REVENUES & EXPENDITURES		(207,217.00)	434,432.09	8,060.09	(641,649.09)	209.65

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	1,061,100.00	576,092.92	97,256.66	485,007.08	54.29
	TOTAL EXPENDITURES	2,298,101.00	503,234.10	24,549.38	1,794,866.90	21.90
	NET OF REVENUES & EXPENDITURES	(1,237,001.00)	72,858.82	72,707.28	(1,309,859.82)	5.89
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	2,157,094.00	640,172.04	54,333.19	1,516,921.96	29.68
	TOTAL EXPENDITURES	2,308,614.00	669,646.93	55,890.81	1,638,967.07	29.01
	NET OF REVENUES & EXPENDITURES	(151,520.00)	(29,474.89)	(1,557.62)	(122,045.11)	19.45
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	399,913.00	211,741.01	18,790.17	188,171.99	52.95
	TOTAL EXPENDITURES	419,983.00	205,326.30	24,774.52	214,656.70	48.89
	NET OF REVENUES & EXPENDITURES	(20,070.00)	6,414.71	(5,984.35)	(26,484.71)	31.96
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	141,900.00	71,478.16	11,110.38	70,421.84	50.37
	TOTAL EXPENDITURES	142,225.00	96,098.33	14,393.95	46,126.67	67.57
	NET OF REVENUES & EXPENDITURES	(325.00)	(24,620.17)	(3,283.57)	24,295.17	7,575.44
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	1,540,960.00	1,104,536.28	40,936.05	436,423.72	71.68
	TOTAL EXPENDITURES	1,572,885.00	1,147,874.87	87,667.58	425,010.13	72.98
	NET OF REVENUES & EXPENDITURES	(31,925.00)	(43,338.59)	(46,731.53)	11,413.59	135.75
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	565,800.00	360,760.57	141.19	205,039.43	63.76
	TOTAL EXPENDITURES	917,027.00	263,971.50	10,988.45	653,055.50	28.79
	NET OF REVENUES & EXPENDITURES	(351,227.00)	96,789.07	(10,847.26)	(448,016.07)	27.56
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	13,000.00	750.00	750.00	12,250.00	5.77
	TOTAL EXPENDITURES	13,000.00	750.00	0.00	12,250.00	5.77
	NET OF REVENUES & EXPENDITURES	0.00	0.00	750.00	0.00	0.00
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	208,400.00	121,021.69	17,205.84	87,378.31	58.07
	TOTAL EXPENDITURES	207,000.00	140,652.15	17,047.00	66,347.85	67.95
	NET OF REVENUES & EXPENDITURES	1,400.00	(19,630.46)	158.84	21,030.46	1,402.18
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	5,111,085.00	3,010,193.17	425,209.62	2,100,891.83	58.90
	TOTAL EXPENDITURES	6,090,188.00	3,476,553.30	379,451.20	2,613,634.70	57.08
	NET OF REVENUES & EXPENDITURES	(979,103.00)	(466,360.13)	45,758.42	(512,742.87)	47.63

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	3,500,000.00	1,133,742.24	159,002.40	2,366,257.76	32.39
	TOTAL EXPENDITURES	2,233,603.00	765,341.86	82,867.82	1,468,261.14	34.26
	NET OF REVENUES & EXPENDITURES	1,266,397.00	368,400.38	76,134.58	897,996.62	29.09
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	1,280,300.00	816,655.45	68,006.08	463,644.55	63.79
	TOTAL EXPENDITURES	1,495,072.00	643,812.14	31,949.46	851,259.86	43.06
	NET OF REVENUES & EXPENDITURES	(214,772.00)	172,843.31	36,056.62	(387,615.31)	80.48
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	446,196.00	134,850.04	13,849.98	311,345.96	30.22
	TOTAL EXPENDITURES	631,974.00	225,367.46	9,050.25	406,606.54	35.66
	NET OF REVENUES & EXPENDITURES	(185,778.00)	(90,517.42)	4,799.73	(95,260.58)	48.72
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
	NET OF REVENUES & EXPENDITURES	16,425,748.00	8,181,993.57	906,591.56	8,243,754.43	49.81
		18,329,672.00	8,138,628.94	738,630.42	10,191,043.06	44.40
	NET OF REVENUES & EXPENDITURES	(1,903,924.00)	43,364.63	167,961.14	(1,947,288.63)	2.28

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

Held on Monday, February 24, 2025  
In the Council Chambers at City Hall

Members Present: Williamson, Mayor Barnes, City Manager Dymczyk, Schneider, Vogl, Ward, Briggs

Members Absent: Sandborn

Staff: Director ConnerWellman, City Clerk Miller

Guests: Keith Jenks, Sandy Sondag, Christina Hamlin

Director ConnerWellman presented the Winter Digest – Bi-Annual Public Presentation.

Chair Williamson called the meeting to order at 7:12 P.M.

Motion by Briggs, supported by Schneider, to approve the agenda as presented.  
All in favor. Adopted.

Under Public Comment, Keith Jenks presented his idea to hold a cardboard box/duct tape regatta in Portland on July 19, 2025. He would like to promote Portland as a destination. He has started a webpage and is gathering volunteers.

Motion by Barnes, supported by Vogl, to approve the minutes of the February 5, 2025, regular meeting.  
All in favor. Adopted.

Motion by Briggs, supported by Vogl, to approve the Treasurer's Report.  
All in favor. Adopted.

Under Team Workshops, Mayor Barnes explained the Budget process for Fiscal Year 2025/2026.

Director ConnerWellman stated the Team has been looking at options for furnishings for the new plaza at 103 E. Grand River Ave. Cameras are also being considered. The Team has also been compiling information from other communities regarding sidewalks for review of ideas.

Chair Williamson noted he will be discussing the Downtown Biz Concerns with City Manager Dymczyk, and Member Vogl.

Under Old Business, City Manager Dymczyk stated there are still no concrete answers related to the issues with key fobs working in the downtown over the winter.

Director ConnerWellman stated the minutes approved tonight for the February 5, 2025, meeting to change the signatories will be forwarded to the banks for the necessary changes.

There was discussion of the DDA By-Laws, specifically to change the definition of a quorum.

There was discussion on how to respond to the Downtown Biz Concerns.

Mayor Barnes stated it is appropriate for Director ConnerWellman to carry the message/response to the individuals with concerns.

Under New Business, Director ConnerWellman requested approval to apply for the liquor license for Beerfest, scheduled to be held, Saturday, August 9, 2025.

Motion by Ward, supported by Schneider, to apply for a Liquor License for Beerfest, to be held Saturday, August 9, 2025.

All in favor. Adopted.

Director ConnerWellman presented the proposed budget for Fiscal Year 2025/2026.

Director ConnerWellman provided the Director's Report.

There were no board comments.

Motion by Ward, supported by Briggs, to adjourn the meeting at 7:47 P.M.

All in favor. Adopted

Respectfully submitted,

---

Margery Briggs, Secretary

**DRAFT MEETING MINUTES - REGULAR MEETING  
OF THE  
PORTLAND BOARD OF LIGHT AND POWER**

4:00 P.M. Thursday, February 27, 2025  
Board of Light & Power Conference Room  
723 East Grand River, Portland, MI 48875



**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Acting Chairman Nick Lefke at 4:00 PM. Attendees included: Board Member Nick Lefke, Board Member Mike Fox, and Superintendent Todd Davlin.

Chairman Baldyga was ill and unable to attend. Board Member Nick Lefke was acting Chairman for the meeting.

**II. SAFETY SHARE**

Todd Davlin presented a safety share about flooding.

**III. APPROVAL OF AGENDA**

Motion: Nick Lefke                      Seconded: Mike Fox  
Yay: 2                                      Nay: 0

**IV. APPROVAL OF MINUTES**

Motion: Nick Lefke                      Seconded: Mike Fox  
Yay: 2                                      Nay: 0

**V. ACTION ITEM(S)**

**Action Item BLP – 25-2A** – Recommend City Council approve the purchase of two 11’7” single light decorative light poles along with associated globes, decorative rings, and finals. The cost for the poles and associated parts is \$7,340.

Motion: Mike Fox                      Seconded: Nick Lefke  
Yay: 2                                      Nay: 0

**VI. INFORMATIONAL ITEMS**

Todd Davlin presented information addressing items a-g below.

- a. Financial report
- b. Reliability report
- c. Grant Street Substation Update
- d. Invoice Format
- e. Budget Goals and Objectives
- f. APPA Legislative Rally Learnings
- g. MPPA Annual Meeting Frederick Meijer Garden – May 1<sup>st</sup>

**VII. NEXT REGULAR BLP BOARD MEETING: Tue March 25<sup>th</sup>**

**VIII. PUBLIC COMMENT (5-minute time limit per speaker)**

**IX. CITY MANAGER COMMENTS**

**X. BOARD COMMENTS**

Board members had a number of comments related to invoice formatting. It was requested that City Clerk Miller would attend the next meeting with proposed changes and further detail regarding options within our invoicing program.

**XI. ADJOURNMENT**

The meeting was adjourned by Board Member Nick Lefke at 5:15.



March 17, 2025

Mr. Andrew Dymczyk, City Manager

City of Portland

259 Kent Street

Portland, MI 48775

**RE: February 2025 Monthly Operation Report**

Dear Mr. Dymczyk:

Attached is our Monthly Operation Report for the operation of the Wastewater Treatment Plant for the month of February 2025. 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](mailto: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 February 2025 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The average influent flow was 327,000 gallons per day. The daily maximum flow was 428,000 GPD. The WWTP discharged a total of 7.689 MG (million gallons) of final effluent to the Grand River for the month of February and treated a total of 9.144 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 1<sup>st</sup> 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. A more permanent solution for both issues will be in the works when the warmer weather arrives.

- WWTP is requesting quotes from Kennedy Ind. And Parkson for replacement parts inventory purposes for some of the newer equipment.

-The River Bore project was idle again for the month of February. March will bring warmer temps and allow the contractors to again mobilize equipment after frost laws come off.

-Plant operators will continue to work towards their licensing in 2025. Operators are enrolled in 2 classes geared towards Activated Sludge process's this coming spring.

- 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.

-City staff continues to upload data and locations to the new CMMS maintenance program.

-Alpha Omega was on site at the DPW and WWTP facilities to complete a safety assessment. This will help identify some areas for dept specific training and procedures.

-The WWTP and City Hall staff conducted 3 interviews for the Temp/Full Time WWTP operator position. We are happy to welcome Mr. Fedewa to our staff and look forward to working with him. The anticipated start date will be March 25<sup>th</sup>. We would also like to thank Mr. Aiden Pung for both his service to his community and his country. Aiden is a city operator and is currently deployed overseas with his military unit.

-PHOS samples were sent out in February for Bio-Solids testing for Land Application/Land-Filing.

## WASTEWATER MAINTENANCE

- The WWTP staff completed 155 preventative maintenance work orders from our HIPPO computerized maintenance program (CMMS) for the month of January.
- The WWTP staff drained and changed oil in the Grit removal system and the Parkson Fine Screen in February.
- Plant staff with the use of the Gap-Vac truck cleaned over 2,500 ft of sewer main for the month of January.

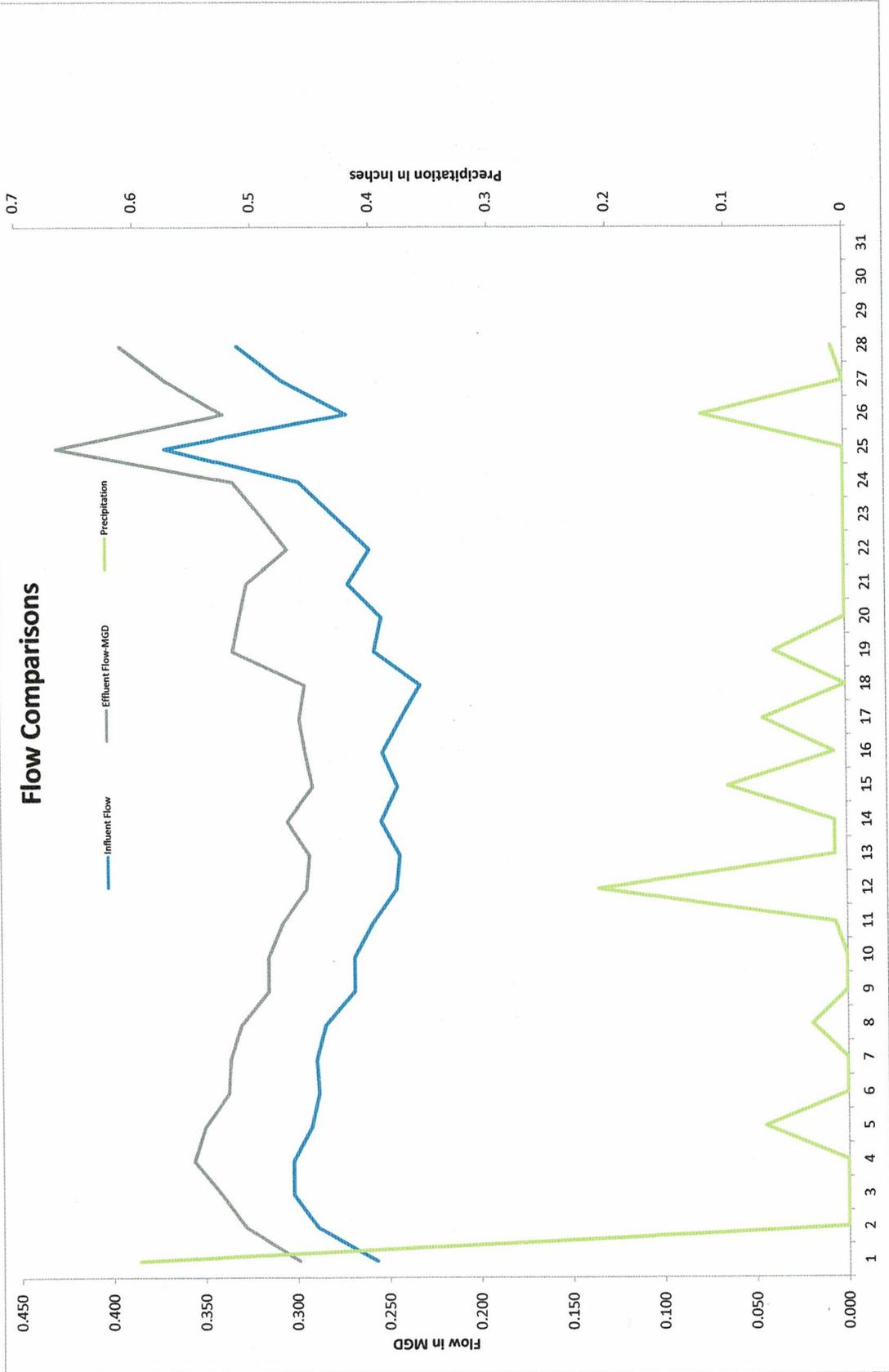
## ● EMERGENCY ALARM CALL-OUTS

- There was 4 after hours call outs for the month of February 2025. A resident/business owner on Kent Street call in a sewer complaint. Upon arrival staff discovered that the Manhole located at the Point (Grand River and Looking Glass rivers) was backed up. Four city employees were on-site for 6-8 hours to remedy the situation. Plumbers Environmental was also called in to assist.
- A resident on Park St. called in a sewer complaint for a sewer back-up. Upon arrival staff discovered the Manhole at Grand River Ave. and Park St. was backing up. With the use of the Cities Vac Truck, we were able to restore flow to the city sewer main. The downstream manhole was not easily accessible, and ground conditions caused the truck to sink down into the soil becoming stuck. After attempts failed pulling the truck out with the Loader, we reached out to Reed and Hoppes to assist with the retrieval.
  - The other 2 callouts were to assist the DPW with seasonal snow removal.
- City staff also performed 2 sewer lateral inspections for residents with the WWTP sewer push camera.

## ● 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 February 2025. The average influent flow during this period was 327,000 gallons per day and the average effluent flow during this period was 275,000 gallons per day. We had (13) days with measurable precipitation which totaled 1.31 inches. The influent flow is higher than the effluent flow due to solids removal and due to recycle flows which are measured twice.

# Flow Comparisons





February 2025

**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	NITROGEN
	7-day		7-day		Rem.	7-day		7-day		Rem.		Rem.					cts/100 ml	7-day	mg/l	lbs/day	
	Avg		Avg			Avg		Avg									GEO				
1																					
2																					
3																					
4	8.4		24.9		97	17.1		50.8		94	8.8	0.767	1.9	86	6.9	6.3	2				
5	8.7		25.4		97	4.0		11.7		98	2.4	0.874	2.1	83	7.3	6.9	2				
6	7.9		22.1		97	11.1		31.2		90	8.6	0.972	2.3	81	7.4	6.7	2				
7		8.3		24.1			10.7		31.2									2			
8		8.3		24.1			10.7		31.2									2			
9		8.3		24.1			10.7		31.2									2			
10		8.3		24.1			10.7		31.2									2			
11	8.0	8.2	20.5	22.6	97	10.0	8.4	25.6	22.8	95	8.3	0.909	2.0	85	7.4	6.5	2	2			
12	7.8	7.9	19.1	20.6	97	18.4	13.2	45.1	34.0	93	13.6	0.877	1.8	86	7.4	7.3	2	2			
13	8.2	8.0	20.0	19.9	98	14.8	14.4	36.0	35.6	95	10.8	0.833	1.7	86	7.4	7.7	4	3			
14		8.0		19.9			14.4		35.6									3			
15		8.0		19.9			14.4		35.6									3			
16		8.0		19.9			14.4		35.6									3			
17		8.0		19.9			14.4		35.6									3			
18	7.9	8.0	19.4	19.5	98	15.6	16.3	38.3	39.8	94	13.6	0.626	1.2	91	7.3	6.7	2	3			
19	8.9	8.3	24.7	21.4	97	4.8	11.7	13.3	29.2	98	2.8	0.720	1.5	88	7.3	8.3	4	3			
20	5.8	7.5	15.9	20.0	98	6.8	9.1	18.7	23.4	97	6.0	0.756	1.6	87	7.4	7.2	10	4			
21		7.5		20.0			9.1		23.4									4			
22		7.5		20.0			9.1		23.4									4			
23		7.5		20.0			9.1		23.4									4			
24		7.5		20.0			9.1		23.4									4			
25	9.1	7.9	32.5	24.4	95	13.7	8.4	48.9	27.0	82	8.3	1.500	4.6	72	7.4	6.6	1	3			
26	8.7	7.9	24.5	24.3	97	11.2	10.6	31.5	33.0	96	6.4	0.917	2.1	79	7.0	7.6	1	2			
27	7.4	8.4	22.7	26.5	98	11.2	12.0	34.4	38.3	98	8.8	0.790	2.0	90	6.8	6.3	4	2			
28		8.4		26.5			12.0		38.3									2			
29		8.4		26.5			12.0		38.3									2			
30		8.4		26.5			12.0		38.3									2			
31		8.4		26.5			12.0		38.3									2			
M/M																					
TL																					
GA																					
ME	8.1		22.6		97	11.6		32.1		94	8.2	0.88	2.1	85	7.3	7.0	2.4	####	###		
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

February 2025

- 1. Clear      4. Rain..
- 2. P. Cloudy   5. Snow
- 3. Cloudy    6. Windy

**RAW INFLUENT**

DAY	WEATHER		FLOW DATA						TEMP °C	PH SU	CBOD - 5 Day		TSS		V.S.S mg/l	TOTAL PHOSPHORUS		Day
	Type	Precip	Total Influent	7-day Avg	Total Effluent	7-day Avg	Peak mgd	Min mgd			mg/l	lbs/day	mg/;	lbs/day		mg/l	lbs/day	
	Code	Inches	mgd	mgd	mgd	mgd	mgd	mgd			mg/l	lbs/day	mg/l	lbs/day		mg/l	lbs/day	
1	235	0.6	0.299		0.257		1.68	0.35										1
2	3,5	0.00	0.328		0.289		0.57	0.29										2
3	3,7,8	0.00	0.341		0.302		0.68	0.25										3
4	2,3,7	0.00	0.356		0.302		0.65	0.35	13.3	7.8	284	843	292	867	248	5.5	16	4
5	3,4,5	0.07	0.350		0.292		0.60	0.30	12.3	8.0	333	972	260	759	212	5.1	15	5
6	2,3,8	0.00	0.337		0.288		0.62	0.30	12.2	8.0	271	762	112	315	80	5.2	15	6
7	1,2,7	0.00	0.336	0.335	0.289	0.288	0.63	0.34										7
8	2,3,4,5	0.03	0.330	0.293	0.284	0.251	0.62	0.25										8
9	1,2	0.00	0.315	0.338	0.268	0.289	0.54	0.32										9
10	2,3	0.00	0.315	0.334	0.268	0.284	0.54	0.32										10
11	2,3,5	0.01	0.307	0.327	0.258	0.278	0.56	0.30	11.8	8.1	295	755	196	502	124	6.2	16	11
12	2,3,5	0.21	0.294	0.319	0.245	0.271	0.63	0.28	11.2	8.1	280	687	252	618	232	6.3	15	12
13	2,3,5	0.01	0.292	0.313	0.243	0.265	0.57	0.27	11.6	8.2	350	852	280	682	228	5.8	14	13
14	3,5	0.01	0.304	0.308	0.253	0.260	0.61	0.28										14
15	3,4,5	0.10	0.290	0.302	0.244	0.254	0.60	0.30										15
16	3,4,5	0.01	0.294	0.299	0.252	0.252	0.67	0.30										16
17	2,3,5,7,8	0.07	0.297	0.297	0.242	0.248	0.57	0.27										17
18	2,3,7	0.00	0.294	0.295	0.231	0.244	0.56	0.26	10.6	8.1	370	907	256	628	224	6.6	16	18
19	2357	0.06	0.333	0.301	0.256	0.246	0.66	0.36	10.1	7.9	307.8	855	192	533	160	5.8	16	19
20	237	0.00	0.329	0.306	0.252	0.247	0.58	0.38	11.6	8.2	306	840	232	637	216	6.0	17	20
21	1,2,7	0.00	0.325	0.309	0.270	0.250	0.63	0.25										21
22	1,2,7,8	0.00	0.303	0.311	0.258	0.252	0.60	0.35										22
23	1,2	0.00	0.317	0.314	0.277	0.255	0.53	0.30										23
24	1,3	0.00	0.332	0.319	0.296	0.263	0.53	0.27										24
25	1,3	0.00	0.428	0.338	0.369	0.283	1.70	0.35	12.5	8.1	190	678	76	271	56	5.4	19	25
26	234	0.12	0.337	0.339	0.270	0.285	0.60	0.30	11.5	7.5	254	714	296	832	260	4.3	12	26
27	3,4	0.00	0.368	0.344	0.305	0.292	0.83	0.30	13.7	7.6	435	1335	460	1412	392	7.8	24	27
28	234	0.01	0.393	0.354	0.329	0.301	0.60	0.32										28
29				0.311		0.264												29
30				0.265		0.224												30
31				0.218		0.182												31
TL		1.31	9.144		7.689		19.16	8.51	142.4	95.6								
MAX																		
ME		0.05	0.327		0.275		0.68	0.30	11.9	8.0	306	815	242	671	203	5.8	16	
REMARKS:																		

City of Portland, MI

February 2025

**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	5.5	0.0		5.89	5.0	1.44	2.00	0	10
2	24	5.0	0.0		4.6	4.5	1.44	2.00	0	10
3	24	4.8	0.0		3.5	3.9	1.44	2.00	0	10
4	24	4.6	0.0		3.3	3.6	1.44	2.00	0	10
5	24	4.7	0.0		3.3	3.5	1.44	2.00	0	10
6	24	4.9	0.0		3.2	3.0	1.44	3.00	0	10
7	24	4.9	0.0		3.4	3.3	1.44	3.00	0	10
8	24	5.0	0.0		3.3	4.0	1.44	3.00	0	10
9	24	5.2	0.0		3	4.0	1.44	2.20	0	10
10	24	5.2	0.0		3.2	3.4	1.44	2.20	0	10
11	24	5.4	0.0		2.7	3.3	1.44	2.20	0	10
12	24	5.6	0.0		2.1	2.1	1.44	2.00	0	10
13	24	5.6	0.0		1.6	1.5	1.44	2.00	0	10
14	24	5.4	0.0		2.5	2.0	1.44	2.00	0	10
15	24	5.7	0.0		6.5	3.4	1.44	2.00	0	10
16	24	5.6	0.0		6.2	3.9	1.44	2.00	0	10
17	24	5.5	0.0		6.4	3.0	1.44	1.00	0	10
18	24	5.6	0.0		5.9	4.6	1.44	3.40	0	10
19	24	4.9	0.0		6.1	3.5	1.44	3.20	0	10
20	24	5.0	0.0		6.9	3.6	1.44	5.87	0	10
21	24	5.1	0.0		6.2	3.5	1.44	3.60	0	10
22	24	5.4	0.0		5.8	3.4	1.44	3.60	0	10
23	24	5.2	0.0		5.7	3.2	1.44	3.60	0	10
24	24	5.0	0.0		4.4	2.5	1.44	2.00	0	10
25	24	3.8	0.0		5.9	4.4	1.44	1.00	0	10
26	24	4.9	0.0		5.3	3.8	1.44	2.00	0	10
27	24	4.5	0.0		5.5	3.8	1.44	2.00	0	10
28	24	4.2	0.0		5	3.5	1.44	3.00	0	10
29	24	#DIV/0!	0.0				1.44		0	10
30	24	#DIV/0!	0.0				1.44		0	10
31	24	#DIV/0!	0.0				1.44		0	10
TL								69.86	0	
ME	24	#DIV/0!	#DIV/0!	#DIV/0!	5	3.5	1.44	2.50	0	
REMARKS:										

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

February 2025

**MISCELLANEOUS DATA**

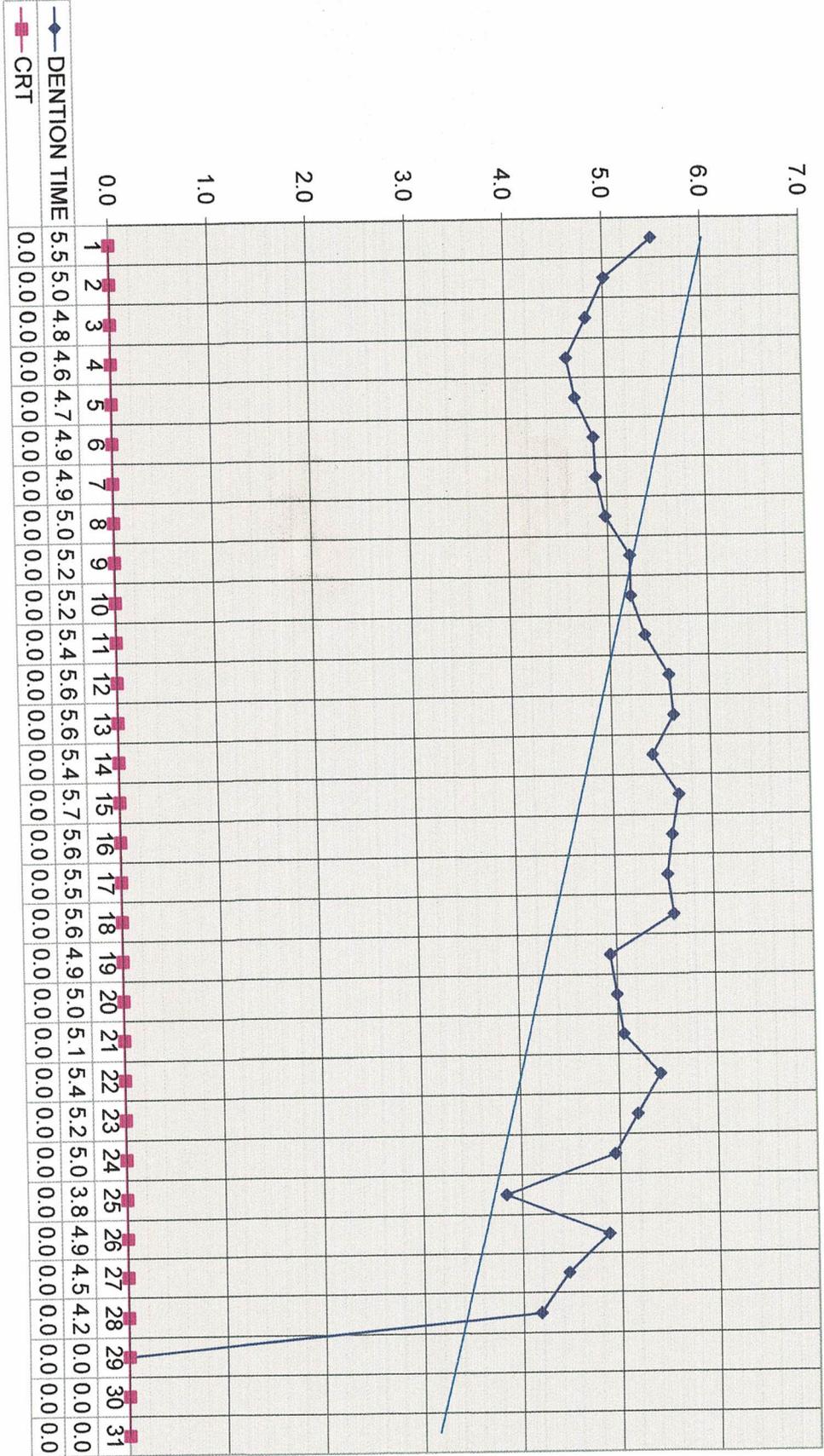
DAY	OUTFALL OBSERVATION	GRIT	NAT. GAS	ELECT. WWTP	ELECT. Riverside Lift Stat.	ELECT. Canal Lift Stat.	ELECT Cutler Lift Stat.	FERRIC CHLORIDE	Polymer Sludge Thickener
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	lbs
SF				1					
1	n		4900	256	17	74	112	201	0.0
2	n		4100	264				201	0.0
3	n		4500	280				201	0.0
4	y	54.0	4900	280				201	0.0
5	y		5200	288				201	0.0
6	y		4600	272	13	52	68	201	0.0
7	y		4900	280				201	0.0
8	n		4700	264				201	0.0
9	n		5000	272	14	41	64	201	0.0
10	n		5100	272				201	0.0
11	y	40.5	4900	272	9	30	46	228	0.0
12	y		5400	272				228	0.0
13	y		5000	256	9	27	43	228	0.0
14	y		5200	256				228	0.0
15	n		4400	224				228	0.0
16	n		5100	240				228	0.0
17	n		5500	256	18	56	97	228	204.4
18	y	40.5	2800	232				228	0.0
19	y		4700	248				228	213.7
20	y		5100	256	12	41	72	228	83.6
21	y		4500	248				228	0.0
22	n		4600	256				228	0.0
23	n		3900	256	15	42	62	228	0.0
24	n		3000	224				228	0.0
25	y	40.5	3300	224	10	30	47	228	0.0
26	y		3500	232				268	0.0
27	y		4000	240	9	28	44	268	0.0
28	y		4200	248				349	0.0
29									
30									
31					14	40	62		
<b>TL</b>		175.5	127000.0	7168	140	461	717	6315	501.7
<b>ME</b>		43.9	4536	256	13	42	65	226	17.9
<b>REMARKS:</b>									

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



# DETENTION & CRT

DET=HRS; CRT = DAYS



City Of Portland  
Water Department  
Monthly Water Report  
March 2025

Monthly Water Production

Well #4	5,548,000 Gallons
Well #5	0 Gallons
Well #6	3,679,000 Gallons
Well #7	0 Gallons

Daily Water Production

Well #4	178,967 Gallons
Well #5	0 Gallons
Well #6	118,677 Gallons
Well #7	0 Gallons

Daily Average Water Production for All Wells 297,644 Gallons

Total Water Production for the Month 9,227,000 Gallons

Total Water Production for the Previous Month 7,855,000 Gallons

Total Production increased by 1,372,000 Gallons

Total Production for This Month from the Previous Year 7,726,000 Gallons

Total Production increased by 1,501,000 Gallons

Rodney D. Smith Jr.  
Water Technician

**CITY OF PORTLAND**

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

March 19, 2025  
February 1-28, 2025

<b>Kwh Consumed</b>	2,786,550
<b>DIESEL PRODUCTION</b>	18,665
<b>HYDRO GENERATION</b>	175,703

<b>Total Kwh Purchased</b>	<b>2,592,182</b>	<b>Total Dollars Paid</b>	<b>\$ 169,884.49</b>
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**Kwh Billed**

Residential	1,310,006
Commercial	678,170
Large General	634,760
City St. Lites Metered	7,921
St. Lites Unmetered	
Rental Lights	
Demand	1,707

**Dollars Billed**

PCA Billed	\$ 8,631.02
Residential	\$ 209,300.43
Residential EO Charge	\$ 2,347.05
Geothermal Discount	\$ (227.36)
AMI Opt Out	\$ 90.00
Commercial	\$ 104,304.58
Commercial/LG EO Charge	\$ 2,443.06
Large General	\$ 68,233.99
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 760.62
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 234.34
Demand	\$ 14,450.07
Tax	\$ 15,192.80

**Total Kwh Billed** **2,630,857**

Arrears after billing	\$ 18,974.14
Penalties Added	\$ 2,177.80
Arrears end of month	\$ 44,084.80
Fuel Cost Billed	\$ (32,817.60)
Amount Collected	\$ 418,742.28
Total Adjustments	\$ 3,259.35

**Total Dollars Billed** **\$ 427,322.05**

Power Cost Adj.	0.00329
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Residential Customers	2,224
Commercial Customers	330
Large General	15
<b>Total Customers</b>	<b>2,569</b>

03/04/25



**CITY OF PORTLAND  
March-25**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Feb-25	<b>PERIOD COVERED</b>	February 1-28, 2025
Customers Billed		Penalties Added	\$ 405.73
City	1,819	Dollars Collected	\$ 65,186.11
Rural	24	Arrears at end of Month	\$ 7,471.55
Total Customers	1,843	Adjustments	\$ 229.26
		Gallons Pumped	7,855,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	7,082,224		\$ 61,504.22
Rural	148,165		\$ 2,220.26
Total	<u>7,230,389</u>		<u>\$ 63,724.48</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,779	Dollars Billed	\$147,856.25
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 147,856.25

Penalties Added	\$ 956.67
Dollars Collected	\$ 154,058.27
Arrears at end of Month	\$ 16,013.81
Adjustments	\$ 605.23
Gallons Treated per Million	7.689



**City of Portland**  
**Status Report of Engineering Activities**  
**April 1, 2025**

General Consultation (F&V No. 01110G)

- Primary City Point of Contact: Andrew Dymczyk
- F&V Project Manager: Jon Moxey

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

- Primary City Point of Contact: Ken Gensterblum
- F&V Project Manager: Jon Moxey
- Submitted Bridge Street Bridge to the Local Bridge Program again in 2025 but under the rehabilitation category with some steel repairs as opposed to preventative maintenance. The rehabilitation category scoring is more data driven – the bridge’s condition ratings should work in our favor.
- The next inspection of the Divine Highway bridge is due in August 2025.

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).
- Planning activities to identify a future well site are underway.

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.

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 beginning in 2026.
- 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.
- Preliminary water main river crossing design is complete. We are working on the Type, Size and Location Plan set, which is the first plan submittal to MDOT.
- We received review comments from MDOT on the environmental clearance submittal. We are working through the clearance process on State-listed mussels and have responded to comments regarding the historic significance of the abandoned mill structure (slated to be removed as part of the project). Due to seasonal restrictions on mussel survey and relocation, we are targeting construction for the 2026 construction season (approximately March/April through November).

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:
  - The work at the plant is substantially complete.
  - Punch list work is nearly complete. Most of the remaining items are weather-dependent.
- Sanitary Sewer River Crossings:
  - Georgetown Construction is removing the building foundation in conjunction with concrete retaining wall removal work.
  - Roemer will be re-mobilizing the week of April 7 to resume drilling work for the Looking Glass crossing the week of April 14.
  - Tie-in for the Looking Glass River crossing will require a traffic shift in the Kent Street & Grand River Avenue intersection. The Grand River crossing will require closure and detour of Water Street, which will begin after the Looking Glass River crossing is complete.
- Other:
  - Plumbers will be completing sewer lining work in April/May. Prep work has been completed.

#### Kent Street Improvements (F&V No. 853960)

- Primary City Points of Contact: Ken Gensterblum, Todd Davlin, Tina CW
- F&V Project Manager: Jon Moxey
- Construction is complete and the contractor is working through the last few punch list items identified. Most of the remaining items are weather dependent.
- Perennials will be planted in the spring and the contract includes two seasons (2025 and 2026) of maintenance, which will be supplemented by the Garden Club.

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

- Primary City Point of Contact: Todd Davlin
- F&V Project Manager: Jon Moxey
- 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.
- Construction is scheduled for 2025-2026 by Newkirk. F&V is providing construction staking.

#### 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.
- DDA approved additional funds, bringing the total budget to \$630k (\$58,000 engineering, \$572,000 construction).
- Building demolition work is complete, with the exception of the foundation walls which are being removed currently.
- Concrete retaining wall repairs are underway.
- The contract for plaza development work has been executed with MWT, LLC. Their work is anticipated to take place in May/June.

#### 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.
- Physical potholing work has been completed. The contract completion date has been extended to spring 2025 to allow for final approval of grass restoration.

Wastewater Operations Assistance (F&V No. 712021)

- Primary City Point of Contact: Tony Smith
- F&V Project Manager: Brian Ross
- F&V Operations has been providing assistance on an as-needed basis.

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.

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**MARCH 25, 2025 – 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 February 2025- \$ 2,154,294.31
  - D. Approve payments of Health Department payroll and accounts payable for the month of February 2025-\$ 170,927.84
  - E. Approve payments of Road Department payroll and accounts payable for the month of February 2025-\$ 1,060,214.25
  - F. Approval of payments from Trust and Agency for the month of February 2025-\$300,427.48
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. Reappointment to Community Mental Health Services Board:
    - Mary Barker- Three year term
    - Mariah Lab – Three Year Term
    - Nancy Patera – Three Year Term
    - Linda Purcey- Three Year Term
    - Ron Thomas - Three Year Term
  - B. Reappointment to Area Agency on Aging of Western Michigan Advisory Council
    - Norma Kilpatrick - Three Year Term

- C. Request Board Chair signature on FY 2026 Continuation of Funding Request to AAAWM- Carol Hanulcik
- D. Commission on Aging Budget Amendment – Carol Hanulcik
- E. 25-04 Street Sweeping Contract – Linda Pigue / Cody Waite
- F. 25-22 Roadside Mowing Blacktop Roads Contract- Linda Pigue / Cody Waite
- G. 25-55 As Needed Construction Services Contract – Linda Pigue / Cody Waite
- H. Request Rental of Broce Broom- Cody Waite
- I. Act 51 Annual Bridge Resolution Certifying County Road System Mileage – Linda Pigue/ Cody Waite
- J. Annual Bridge Funding Application Resolution- Linda Pigue / Cody Waite
- K. Request Approval of Agreement for Sheriff’s Office Services Between the Village of Clarksville and the County of Ionia – Sheriff Noll
- L. Request to Accept Bid for District Court Probation Remodel – Scott DeRuischer
- M. Request to Purchase Maintenance Management Software – Scott DeRuischer
- N. Request to Renew Dispatch Chair Lease agreement with Shelby Products, LLC – Lance Langdon

**IX. Department Reports**

- A. Register of Deeds-Written Only
- B. Public Defender
- C. MSU Extension

**X. Reports of Officers, Boards, and Standing Committees**

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

**XI. Reports of Special or Ad Hoc Committees**

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

**XIII. Closed Session**

- A. NONE

**XIV. Adjournment**

**Board and/or Commission Vacancies**

- **Community Corrections Advisory Board-Ionia Community Mental Health Representative**

**Appointments for consideration in the month of March 2025:**

- **Community Mental Health Services Board**

**Appointments for consideration in the month of April 2025:**

- **Area Agency of Aging of Wester Michigan Advisory Council**
- **Economic Development Corporation/ Brownfield Redevelopment Authority**
- **Jury Board**
- **Land Bank Authority**

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**APRIL 8, 2025 – 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.
- VIII. New Business**
  - A. Reappointment to Land Bank Authority
    - Andrew Gardner, Three year term
    - Precia Garland, Three year term
  - B. Reappointment to Economic Development Corporation/Brownfield Redevelopment Authority
    - Julianne Burns, Three year term
  - C. Request Approval of Amendment #1 to Agreement with Michigan Department of Health and Human Services- Chad Shaw
  - D. Approval of purpose and scope of work of the Finance Committee – Chad Shaw
  - E. Request to Contract with Professional Recruitment Firm for the Position of Finance Director- Chad Shaw
  - F. Request for Road Department Managing Director to sign purchase order for one truckload of Mastic material – Linda Pigue
  - G. Approval of changes to MERS participation for Admin Positions at Central Dispatch – Lance Langdon
- IX. Department Reports**

- A. Juvenile/Probate Court Annual Report
- B. ICEA

**X. Reports of Officers, Boards, and Standing Committees**

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

**XI. Reports of Special or Ad Hoc Committees**

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

**XIII. Closed Session**

- A. NONE

**XIV. Adjournment**

**Board and/or Commission Vacancies**

- **Community Corrections Advisory Board-Ionia Community Mental Health Representative**

**Appointments for consideration in the month of April 2025:**

- **Economic Development Corporation/ Brownfield Redevelopment Authority**
- **Jury Board**
- **Land Bank Authority**

**Appointments for consideration in the month of May 2025:**

- **NONE**