



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

7:00 P.M. Monday, July 21, 2025  
City Council Chambers  
City Hall, 259 Kent St, Portland, MI 48875

<b>Estimated Time</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> A. Mayoral Proclamation Recognizing Boy Scout Troop 129	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
7:18 PM	<b>IX. <u>New Business</u></b> A. Proposed Resolution 25-46 Approving the Proposal from Buist to Upgrade the Audio Video Equipment at City Hall	Decision
7:23 PM	B. Proposed Resolution 25-47 Approving Payment to F&V Construction for Work Performed in Relation to the River Crossing as Part of the Wastewater Treatment Plant Project	Decision
7:25 PM	<b>X. <u>Consent Agenda</u></b> A. Minutes and Synopsis of the Regular City Council Meeting held on July 7, 2025 B. Payment of Invoices in the Amount of \$ and Payroll in the Amount of \$ for a Total of \$ C. Purchase Orders over \$5,000.00 1. Portland Area Fire Authority in the Amount of \$36,998.06 for 1 <sup>st</sup> Quarter Fire Services	Decision
	<b>XI. <u>Communications</u></b> A. Wastewater Treatment Plant Report for June 2025 B. Ionia County Central Dispatch Report for June 2025 C. Ionia County Board of Commissioners Agenda – July 8, 2025	

<b>Estimated Time</b>
7:28PM
7:30 PM
7:35 PM
7:40 PM

**D. Ionia County Board of Commissioners Agenda – July 22,  
2025**

- XII. Other Business - None**
- XIII. City Manager Comments**
- XIV. Council Comments**
- XV. Adjournment**

<b><u>Desired Outcome</u></b>
Decision



**CITY OF PORTLAND MAYORAL PROCLAMATION  
RECOGNIZING Boy Scout Troop 129**

**MAYORAL PROCLAMATION**

*WHEREAS, Scouting America is one of the nation's largest and most prominent youth programs that fosters character development and values-based leadership training, navigating personal fitness, citizenship, and the values of the Scout Oath and Law for over 115 years; and*

*WHEREAS, Troop 129, of Portland, Michigan, has been recognized by the Chief Okemos District of Scouting America for being the Troop of the Year, a troop that has served the Portland community for over 20 years, forming in 1997 and is currently chartered by the Grand River Conservation Club; and*

*WHEREAS, Troop 129 has been awarded this distinct honor on June 12th at the Chief Okemos District Awards Banquet, highlighting the Troop's success this year with having increased adult leadership involvement, having 24 registered youth, having increased membership attendance to all meetings, having four scouts working on their Eagle Scout Projects, as well as restructuring of all leadership in the troop on an adult level and youth level, promoting the patrol method, promoting youth leadership, and having the youth take initiative in public events and public writing; and,*

*WHEREAS, Troop 129 being awarded Troop of the Year is with recognition of the efforts of Scoutmaster Bryan Gehrcke, Committee Chair Sarah Bos, Charter Organization Representative Chip Weygandt, as well as the remainder of the adult volunteers and active youth that strive to better the organization of Scouting America, to better the community of Portland, and to teach youth to "Be Prepared".*

*NOW, THEREFORE, I, James E. Barnes, Mayor of the City of Portland, Ionia County, Michigan, am proud to present this Mayoral Proclamation to recognize and congratulate:*

**Boy Scout Troop 129**

*For this outstanding accomplishment of Troop of the Year and extend to them my deepest appreciation for all of their dedicated work and wish them the best in all of their future endeavors.*

*Proclaimed this 21st day of July, 2025.*

\_\_\_\_\_  
James E. Barnes, Mayor

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



**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-46**

**A RESOLUTION APPROVING THE PROPOSAL FROM BUIST TO  
UPGRADE THE AUDIO VIDEO EQUIPMENT AT CITY HALL**

**WHEREAS**, audio video equipment is used in the Council Chambers at City Hall to record City Council, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority meetings; and

**WHEREAS**, the audio video equipment in the Council Chambers at City Hall is original to the building constructed in 2001 and has become outdated; and

**WHEREAS**, funds to upgrade the audio video equipment have been budgeted within the City's 2025-2026 Budget; and

**WHEREAS**, the City Manager recommends that City Council approve the proposal from Buist, in the amount of \$54,146.00, to provide and install a new audio video system, a copy of the proposal is attached as Exhibit A.

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

1. The City Council approves the proposal from Buist, in the amount of \$54,146.00, to provide and install a new audio video system, 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:** July 21, 2025

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



# PURCHASE ORDER

## City of Portland

P.O. 17567

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

VENDOR Buist  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: 07/15/25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Upgrade Audio/Video System - City Council Chambers	101-707.977		\$54146.00
* Remove Camera			
* Add Wireless Presentation			
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	

Fixed Asset 25-26

MT

Treasurer Initials

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



# City Hall AV Upgrades

## City of Portland

259 Kent Street, Portland, MI 48875

Prepared For:

Nikki Miller

**Buist**

2 – 84<sup>th</sup> Street SW

Byron Center, MI 49315

(616) 878-3315

**Project Manager:** Devin Deal

**Opportunity Number:** OP-2566451-R2

**Revision:** 2

**Date:** 7/2/2025

# TABLE OF CONTENTS

Summary Scope of Work..... 3

Detail Scope of Work..... 3

Assumptions and Clarifications..... 4

Exclusions..... 4

General Client Responsibilities..... 4

Standard Project Delivery and Deliverables ..... 6

User Training and Knowledge Transfer..... 6

Warranty..... 6

Approval..... 7

## Summary Scope of Work

Buist will provide and install a new AV system in the City of Portland's City Hall. This will consist of a whole new backend system, with new HDMI input cubbies, and new PTZ cameras. A new document camera will also be installed, along with a new wireless handheld microphone. The ability to stream and record will be added, along with a new control system/interface. The existing cable TV system will tie into the system as well, so existing displays on that system will still work.

## Detail Scope of Work

### Main AV System Refresh

- Provide and install (5) Visionary Solutions DuetE-5 Video encoders. These will encode video and network audio from the user input locations, the document camera, as well as the Epiphan recorder.
- Provide and install (1) Visionary Solutions E5100 Encoder to encode just video for the Document camera.
- Provide and install (3) Visionary Solutions DuetD-5 Decoders to decode video and audio for the existing RF Modulator, Zoom/Civic PC, and for input into the Epiphan recorder.
- Provide and install (3) Visionary Solutions D5100 Decoders to decode just video for the (2) displays in the room, as well as the AV booth display.
- Provide and install (1) Luxul AMS-2624P 26-port POE+ network switch for power and communication between AV devices.
- Provide and install (1) QSC Core 110f Processor. This will provide both audio processing and control for the system.
- Provide and install (1) QSC TSC-101-G3 10.1" touch screen for user control over the system.
  - Provide and install (1) QSC TSC-710t-G3 tabletop mounting accessory for the touch panel.
- Provide and install (3) QSC NC-12x80 12x Optical Zoom 80 degree FOV PTZ cameras to replace the existing PTZ cameras.
- Provide and install (1) Marshall CV355-27X-IP 27X Zoom Fixed Camera to act as the document camera. This will be mounted to the ceiling tile above the podium.
  - Provide and install (1) Marshall BAV-CVM-7 7" Articulating Arm to mount the camera.
  - Provide and install (1) Vaddio 535-2000-206 Suspended Ceiling mount kit to security mount the camera to the drop tile.
- Provide and install (1) Epiphan Pearl Nano for meeting recording purposes.
  - Provide and install (1) Epiphan ESP1876 Rack shelf for the Pearl Nano.
- Provide and install (1) Shure GLXD24R+/B58-Z3 Wireless handheld microphone system to replace the existing wireless mic system.
- Provide and install (1) Powersoft Mezzo322A audio amplifier to power the existing ceiling speakers in the space.
- Provide and install (3) Altinex TNP120C Tilt n' Plug units for user input on the podium and (2) locations on the Dias. These will be a direct replacement of the current user input cubbies and will feature both HDMI and USB-C inputs.
- Provide and install all necessary cabling.

Total Bid Price: **\$54,839.00**

#### Cost to Take Out PTZ Camera

- Remove cost for (1) QSC NC-12x80 12x Optical Zoom 80 degree FOV PTZ camera from the "Main AV Refresh" price.
  - Remove the associated labor and cabling for the camera.

Total Bid Price: **(\$4,341.00)**

#### Wireless Presentation

- Provide and install (1) Barco Clickshare C-10 wireless presentation unit to allow for users to wirelessly present to the displays.
  - This comes with (2) USB-C Clickshare pucks that allow for easy connection to the wireless system.
- Provide and install (1) Visionary Solutions DuetE-2 video and audio encoder to encode the video from the Clickshare into the system.

Total Bid Price: **\$3,648.00**

Price assumes all work to be completed Monday - Friday during first shift from 7:00 AM to 4:30 PM, unless otherwise stated above.

Alternatively, change requests to the above scope of work are subject to a change order proposal and/or contract revision after signature or PO approval. Buist reserves the right to issue a change order for scope of work change control and requests.

Buist may issue either a T&M invoice or change order to account for lost time due to unreasonable client-driven delays. Prior to the customer incurring additional costs, Buist will communicate any challenges they are experiencing due to customer delays, the fiscal impact on the project, and an estimated overage.

#### **Assumptions and Clarifications**

Buist is not responsible for any existing equipment being utilized in the new system. This includes the RF cable modulator device.

#### **Exclusions**

- Concrete saw cutting and/or core drilling
- Firewall, ceiling, roof, and floor penetration
- Necessary gypsum board replacement and/or repair
- Necessary ceiling tile or T-bar modifications, replacements, and/or repair
- All millwork (moldings, trim, cutouts, etc.)
- Patching and painting
- Unless otherwise stated, this agreement does not include prevailing wage or union labor

#### **General Client Responsibilities**

*The below statements are general client responsibilities, expectations, and assumptions unless otherwise noted in the scope of work above.*

### General Expectations of Client

- Provide a project leader who will be available for consultation and meetings
- Provide timely review and approval of all documentation noted in Section B
- Provide and schedule access to allow for Buist integration
- Client staff will be expected to actively participate in this engagement. Buist will request that individuals with relevant domain, business, and/or technical expertise be made available, as required. These participants will be the acknowledged spokespersons for the areas they represent.
- Site preparation by the Client and their contractors per Buist specification
- Client communication of readiness will be considered accurate and executable by Buist project manager

### Facilities Coordination and Responsibility

- Provide reasonable access for Buist personnel to the facilities during periods of integration, testing, and training, including off-hours and weekends
- Provide a secure area to house all integration materials and equipment
- Keyed or badge access to the necessary areas of the building/facility and the room(s) for equipment and materials are provided to the Buist foreman

### IT Coordination and Responsibility

- All Network configurations, including IP addresses, are to be provided, operational and functional before Buist integration begins. Buist will not be responsible for testing any existing LAN connections.
- All Owner-provided software licensing, that is a requirement for Buist-installed equipment to function, shall be Owner-procured and configured
- All Owner-provided IT configuration requirements required for the proper functionality of Buist-installed equipment. Examples to include, but not limited to:
  - Device login credentials
  - VLAN configuration
  - Device-specific router software ports (opened or closed)
  - IP address definitions
    - Static address assignments
    - Static address reservations (based upon Buist-provided MAC address information for new devices)
  - Communicate IP-related parameters that are required for Buist-installed equipment (such as NTP addresses, etc.)
  - Protocol configuration on Owner's LAN/WAN hardware
  - SIP and/or FXO/FXS telephony definition/configuration (i.e.. – all Owner-end configurations to support Buist-installed devices that will interface with Owner telephony/communications systems)
- If, at any point throughout the project, the IT team is unable to meet the outlined expectations or requires assistance with network configuration or troubleshooting, the IT team agrees to provide access to and collaborate with Buist's network engineers. Any services provided by Buist's network engineers will be billed on a time and material (T&M) basis at Buist's standard service rate.

## **Standard Project Delivery and Deliverables**

A project may include the following project management workflow, from project to completion:

- Pre-configuration
- Onsite installation
- Onsite programming
- Substantial completion
- User training
- As-built document delivery
- Project final completion

During this workflow, client signature on documentation may be required or requested dependent of the scope of work of the project.

## **User Training and Knowledge Transfer**

A typical system training is intended to provide an end user with the knowledge and skills required to perform system operation. This training may include:

- Equipment and system overview
- Equipment operation and function
- Discussion and documentation relating to system operation
- Whom to call when help is required

## **Warranty**

- Buist warrants the Client that all electronic components will be free from defects in workmanship for a period of ninety (90) days. If any defect is discovered within this period, Buist will repair or replace the defective components at its sole discretion, provided that the Client notifies Buist within thirty (30) days of discovering the defect. If any products installed by Buist are misused, altered, or repaired by anyone other than a Buist representative, resulting in an adverse effect, Buist's warranty and obligations will be void. This includes, but is not limited to, third-party software updates, firmware upgrades, and any other alterations or updates to software or operating systems. Any subsequent services provided by Buist will be billed at Buist's standard time and material billing rate at the time of service.
- The warranty on infrastructure cabling and its installation is valid for one (1) year. If any defects in the cabling or its installation are discovered within this period and are the result of Buist's workmanship, Buist will repair or replace the defective items at its sole discretion, provided that the Client notifies Buist within thirty (30) days of discovering the defect.
- The above warranties do not cover repairs or replacements necessitated by accidents or damage resulting from fire, wind, water, hail, lightning, earthquakes, acts of God, or similar causes originating outside the components, unless such damages were within the control of Buist or caused by the negligence of Buist or its employees.
- Any equipment specified may have additional manufacturer hardware warranties that would be honored directly by the manufacturer. Labor associated with repairing or replacing this equipment will be billed at Buist T&M service rates.

- Buist can work with you to develop a service and/or maintenance agreement that can be tailored to your needs. Options include purchasing yearly block time hours or custom plans that provide monthly, quarterly, or yearly maintenance and service on your equipment.

## Approval

Buist is excited to provide this proposal to City of Portland. Buist is built around a talented pool of highly certified, qualified, and motivated leaders that take immeasurable pride in the work they produce.

Our commitment to you on this project is a vastly superior experience powered by individuals that care, backed by an organization in Buist that has been built on standards of excellence.

This proposal includes a set of turnkey solutions meeting the specifications provided. Included in this proposal are all equipment, hardware, labor, and deliverables to ensure a successful project.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

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

Signature: \_\_\_\_\_

P.O. #: \_\_\_\_\_

(Please sign and email back)

Thank you for the opportunity to submit this quotation. Please feel free to contact me directly at (616) 219-9580 or via email at [ddeal@buist.com](mailto:ddeal@buist.com) with any questions.

Respectfully,

## **BUIST**

*Devin Deal*

Devin Deal  
Project Manager  
DD/kl

Due to current supply chain challenges, material costs are subject to review until a PO / contract is received or signed. For longer lead time items, we are seeing shorter expiration dates on supplier / manufacturer quotes, as well as price escalation in the interim between PO issuance & date of shipment. We will make every effort to keep you informed, work diligently to keep these costs in check, and be transparent with any costs we need to pass along.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-47**

**A RESOLUTION APPROVING PAYMENT TO F&V CONSTRUCTION FOR  
WORK PERFORMED IN RELATION TO THE RIVER CROSSING AS PART  
OF THE WASTEWATER TREATMENT PLANT PROJECT**

**WHEREAS**, Fleis & VandenBrink, through F&V Construction is serving as the design-builder for the wastewater treatment plant project; and

**WHEREAS**, F&V Construction has performed work in relation to the River Crossing and has submitted a request for payment in the amount of \$208,719.00 a copy of which is attached as Exhibit A.

**WHEREAS**, the City Manager and Finance Director have reviewed the pay request and recommends that City Council approves same.

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

1. The Portland City Council approves the pay request from F&V Construction for work performed for the wastewater treatment plant project in the amount of \$208,179.00 a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** July 21, 2025

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**Monique I. Miller, City Clerk**

To (Owner):	<b>City of Portland 259 Kent Street Portland, MI 48875</b>	Project:	<b>Wastewater System Improvements CWSRF No. 5758-01</b>	Invoice No.:	<b>122135</b>
DESIGN-BUILDER:	<b>F&amp;V Construction 2960 Lucerne Drive SE Grand Rapids, MI 49546</b>			Application No.:	<b>35</b>
				Application Date:	<b>July 12, 2025</b>
				Period to:	<b>June 30, 2025</b>
				FVC Proj No.:	<b>1221</b>
				Contract Date:	<b>December 23, 2021</b>

DESIGN-BUILDER'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

CHANGE ORDER SUMMARY

Change Orders Approved	ADDITIONS	DELETIONS
Change Order No. 1	\$ 28,649.69	\$ -
Change Order No. 2	\$ 14,723.00	\$ -
Change Order No. 3	\$ 6,836.00	\$ -
Change Order No. 4	\$ 21,544.00	\$ -
Change Order No. 5	\$ 1,887,894.00	\$ -
Change Order No. 6	\$ -	\$ (32,116.76)
Change Order No. 7	\$ 84,247.00	\$ -
Change Order No. 8	\$ 103,137.00	\$ -
<b>TOTALS</b>	<b>\$ 2,147,030.69</b>	<b>\$ (32,116.76)</b>
Approved this Month		
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>
Net Change by Change Orders	<b>\$ 2,147,030.69</b>	<b>\$ (32,116.76)</b>

1. ORIGINAL CONTRACT SUM	\$ 12,750,000.00
2. NET CHANGE BY CHANGE ORDERS	\$ 2,114,913.93
3. ADJUSTED CONTRACT SUM TO DATE (Line 1 + Line 2)	\$ 14,864,913.93
4. TOTAL COMPLETED & STORED TO DATE	\$ 14,330,155.24
5. RETAINAGE	\$ 100,000.00
6. TOTAL ELIGIBLE TO DATE (Line 4 - Line 5)	\$ 14,230,155.24
7. LESS PREVIOUS PAYMENTS	\$ 14,021,436.24
8. CURRENT PAYMENT DUE	\$ 208,719.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 - Line 4 + Line 5)	\$ 634,758.69

AMOUNT CERTIFIED

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

**\$ 208,719.00**

DESIGN-BUILDER:

*Cory Turner*

By: \_\_\_\_\_ Date: July 12, 2025

This Certification is not negotiable. The AMOUNT CERTIFIED is payable only to party named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Design-Builder under this Contract.

APPROVALS:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
CITY OF PORTLAND

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the above application, the Design-Builder certifies to the Owner that to the best of the Design Builder's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Design-Builder is entitled to payment of the AMOUNT CERTIFIED.

### Payment Application No. 35

City of Portland | Wastewater System Improvements, CWSRF No. 5758-01

Contract No.	Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previously Invoiced	Work Completed this Period	Total Completed to Date	Balance to Finish	Percent Complete
C1	Site Work & Excavation	\$ 1,557,040.00	\$ 1,622,611.00	\$ 3,179,651.00	\$ 2,958,700.00	\$ 75,951.00	\$ 3,034,651.00	\$ 145,000.00	95%
C2	Concrete	\$ 684,595.00	\$ 91,172.00	\$ 775,767.00	\$ 735,767.00	\$ -	\$ 735,767.00	\$ 40,000.00	95%
C3	General Trades	\$ 656,125.00	\$ 53,373.65	\$ 709,498.65	\$ 709,498.65	\$ -	\$ 709,498.65	\$ -	100%
C4	Painting	\$ 210,568.00	\$ 56,605.00	\$ 267,173.00	\$ 267,173.00	\$ -	\$ 267,173.00	\$ -	100%
C5	Mechanical	\$ 4,527,209.20	\$ 59,166.39	\$ 4,586,375.59	\$ 4,586,375.59	\$ -	\$ 4,586,375.59	\$ -	100%
C6	Electrical, Instrumentation & Control	\$ 1,072,737.00	\$ 60,228.00	\$ 1,132,965.00	\$ 1,132,965.00	\$ -	\$ 1,132,965.00	\$ -	100%
C7	Biosolids Storage Tank	\$ 488,780.00	\$ -	\$ 488,780.00	\$ 488,780.00	\$ -	\$ 488,780.00	\$ -	100%
C8	Sanitary Sewer Improvements (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C9	Cured-in-Place Pipe	\$ -	\$ 149,837.00	\$ 149,837.00	\$ -	\$ 93,500.00	\$ 93,500.00	\$ 56,337.00	62%
C10	River Crossing (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C11	Masonry	\$ 225,000.00	\$ -	\$ 225,000.00	\$ 225,000.00	\$ -	\$ 225,000.00	\$ -	100%
C12	Concrete Demo (Included in C1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C13	Owner's System Integrator WWTP	\$ 49,900.00	\$ 5,750.00	\$ 55,650.00	\$ 55,650.00	\$ -	\$ 55,650.00	\$ -	100%
	Owner's System Integrator Lift Stations	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	100%
	General Conditions	\$ 313,700.00	\$ 47,100.00	\$ 360,800.00	\$ 352,500.00	\$ 5,300.00	\$ 357,800.00	\$ 3,000.00	99%
	Design-Builder's Fee	\$ 831,800.00	\$ 171,559.00	\$ 1,003,359.00	\$ 968,127.00	\$ 23,098.00	\$ 991,225.00	\$ 12,134.00	99%
	Basic Services - Design, VE & Pre-Con	\$ 740,000.00	\$ -	\$ 740,000.00	\$ 740,000.00	\$ -	\$ 740,000.00	\$ -	100%
	Basic Services - PM, Admin, SS	\$ 789,800.00	\$ 122,470.00	\$ 912,270.00	\$ 897,400.00	\$ 10,870.00	\$ 908,270.00	\$ 4,000.00	100%
	Design-Builder's Contingency	\$ 602,745.80	\$ (328,458.11)	\$ 274,287.69	\$ -	\$ -	\$ -	\$ 274,287.69	0%
<b>Contract Total</b>		<b>\$ 12,750,000.00</b>	<b>\$ 2,114,913.93</b>	<b>\$ 14,864,913.93</b>	<b>\$ 14,121,436.24</b>	<b>\$ 208,719.00</b>	<b>\$ 14,330,155.24</b>	<b>\$ 534,758.69</b>	<b>96%</b>

Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previously Invoiced	Work Completed this Period	Total Completed to Date	Balance to Finish	Percent Complete
CWSRF No. 5758-01	\$ 12,750,000.00	\$ 39,635.93	\$ 12,789,635.93	\$ 12,463,911.24	\$ 93,500.00	\$ 12,557,411.24	\$ 232,224.69	98%
River Crossing (CO No. 5)	\$ -	\$ 1,887,894.00	\$ 1,887,894.00	\$ 1,515,278.00	\$ 115,219.00	\$ 1,630,497.00	\$ 257,397.00	86%
103 Grand River Building Demo (CO No. 7 & 8)	\$ -	\$ 187,384.00	\$ 187,384.00	\$ 142,247.00	\$ -	\$ 142,247.00	\$ 45,137.00	76%
<b>Total</b>	<b>\$ 12,750,000.00</b>	<b>\$ 2,114,913.93</b>	<b>\$ 14,864,913.93</b>	<b>\$ 14,121,436.24</b>	<b>\$ 208,719.00</b>	<b>\$ 14,330,155.24</b>	<b>\$ 534,758.69</b>	<b>96%</b>



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, July 7, 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; DDA Director ConnerWellman; Police Officer McCrory

Guests: Merry Hass of The Port; Kathy Parsons; Shannon Cunningham

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

Mayor Barnes wished everyone a Happy New Year as July 1<sup>st</sup> marked the beginning of the new Fiscal Year 2025/2026.

Motion by Johnston, supported by Sheehan, to approve the proposed agenda as presented.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

There was no Public Comment

Under City Manager Report, City Manager Dymczyk reported on recent and upcoming activities. The river crossings as part of the wastewater portion of the Looking Glass Plaza Project have been completed. The next step will be to tie in the new infrastructure at the manhole located at Kent St. and Grand River Ave. This work is expected to be completed mid-July and then the intersection will be open. The plaza is expected to be finished in August.

At a staff meeting on June 27, 2025, the new safety vendor Alpha Omega was introduced. In a continued effort to improve safety there will be a focus on consistent safety practices across all City departments.

The required mussel survey for Divine Highway Bridge Project will begin this week. Construction of the new bridge is expected to take place during the 2026 construction season.

There was discussion.

City Manager Dymczyk noted the Tentative Agreements have been integrated into both the GELC and POLC Union Contracts. Once the contracts have been executed they will be distributed to Council as part of the Communications.

Under Presentations, DDA Director ConnerWellman presented the report on Downtown activities.

City of Portland  
City Council Minutes – July 7, 2025

Under New Business, the Council considered Resolution 25-44 to approve Pay Request No. 2 in the amount of \$9,950.50 to Plummer's Environmental for work on the TMF Water Service Material Verification Project.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 25-44 approving Pay Request No. 2 to Plummer's Environmental for work done on the TMF Water Service Material Verification Project.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted

The Council considered Resolution 25-45 to confirm the Mayor's appointment of Becky Ward to the Downtown Development Authority.

Motion by VanSlambrouck, supported by Sheehan, to approve Resolution 25-45 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: VanSlambrouck, Sheehan, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Motion by Johnston, supported by Sheehan, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on June 16, 2025, payment of invoices in the amount of \$105,239.59 and payroll in the amount of \$342,068.38 for a total of \$447,307.97. Purchase orders to Cook Brothers Excavating in the amount of \$6,000.00 for sewer repairs at Detroit St. and Quarterline St., Moyer Construction in the amount of \$6,319.00 for replacement of various portions of sidewalk, Giant Maintenance & Restoration, Inc. in the amount of \$6,800.00 for fire hydrant sand blasting and painting, Resco in the amount of \$7,356.00 for distribution cabinets for the Grant Street Substation Project, DigiCom Global Inc. in the amount of \$8,995.63 for mobile radios and encryption process for the Police Department, Verdantas in the amount of \$11,500.00 to establish hot-line-tag relay settings and associated testing, Newkirk in the amount of \$12,988.00 for the redesigned oil containment vault, Farabee Mechanical in the amount of \$14,261.28 for parts to repair the Nordberg Diesel Engine Generator, and Verdantas in the amount of \$15,000.00 for the interconnection design between six circuits for the Grant Street Substation Project were also included.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Dymczyk stated he is looking forward to the new Fiscal Year.

Under Council Member Comments, Mayor Barnes stated he has happy to see the City's continuous effort in making safety a priority, especially considering the recent tragedy where a local young man was killed on a job site in Potterville.

Mayor Barnes noted the 4<sup>th</sup> of July parade was a great event.

There was discussion of the parade route in the future.

Council Member Sheehan stated the Portland Civic Players will hold the Summer Theatre productions this upcoming weekend.

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

City of Portland  
City Council Minutes – July 7, 2025

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

Meeting adjourned at 7:29 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

DRAFT

**City of Portland**  
**Synopsis of the Minutes of the July 7, 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; DDA Director ConnerWellman; Police Officer McCrory

**Presentation** - DDA Director ConnerWellman presented the report on Downtown activities.

**Resolution 25-44** approving Pay Request No. 2 to Plummer's Environmental for work done on the TMF Water Service Material Verification Project.

All in favor. Approved.

**Resolution 25-45** confirming the Mayor's appointment to City Boards and Commissions.

All in favor. Approved.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:29 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 1ST HALF OF JULY 2025 - ASSE	1,679.75
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	1,096.02
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES, WINDOWS - ELECTRIC	75.00
MENARDS	00260	HARDWARE - ELECTRIC	221.04
TRUGREEN	02830	FERTILIZER - ELECTRIC	48.43
TRUGREEN	02830	FERTILIZER - ELECTRIC	90.41
POWER LINE SUPPLY COMPANY	00389	TAG HOLD CARDS - ELECTRIC	54.00
POWER LINE SUPPLY COMPANY	00389	GRIPPER - ELECTRIC	126.00
CULLIGAN	02130	WATER X4 - PARKS, CEM	30.00
USA BLUEBOOK	01850	WIDE MOUTH BOTTLES - WW	83.85
CULLIGAN	02130	COOLER RENTAL - WW	15.00
CULLIGAN	02130	WATER X2 - WW	16.00
COOK BROS EXCAVATING	00101	GRAVEL - CEM	486.00
PURITY CYLINDER GASES, INC.	00380	QRTLY CYLINDER RENTAL - MTR POOL	271.95
SELBY LAWN CARE	02736	LAWN MOWING - ELECTRIC	1,120.00
RIVERSIDE FIRE & SECURITY, INC	00647	FIRE & SECURITY MONITORING - ELECTRIC	540.00
GERRY SCHNEIDER	02796	T SHIRTS - MTR POOL	80.00
GRAINGER, INC.	00172	OFFICE SUPPLIES, HEAT GUN - ELECTRIC	319.42
GRAINGER, INC.	00172	HEAT GUN - ELECTRIC	571.00
CORRIGAN OIL CO, NO. 11	02693	DIESEL - ELECTRIC	1,486.42
CORRIGAN OIL CO, NO. 11	02693	DIESEL -ELECTRIC	3,441.89
CORRIGAN OIL CO, NO. 11	02693	DIESEL -ELECTRIC	2,516.72
PAMA	01370	40%, 100% CONT TO PAMA - COM PROMO	943.00
COOK BROS EXCAVATING	00101	SVC LINE REPLACEMENT GRANT ST - WATER	3,880.00
COOK BROS EXCAVATING	00101	SVC LINE REPLACEMENT KEARNEY ST - WATER	2,110.00
CMP DISTRIBUTORS INC.	01745	BULLISTIC VESTS - POLICE	980.00
APPLIED INNOVATION	02493	PRINTER INVOICE TRUE UP - VAR DEPTS	7,204.68
PLEUNE SERVICE COMPANY INC.	00741	PRESSURE COUPLNGS BOILER - CITY HALL	1,350.11
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 21-49	632.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	163.93
FAMILY FARM & HOME	01972	CLIPS, SCREWS - PARKS, CEM	36.45

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
STAR THOMAS	01654	SUPPLIES, POSTAGE REIM - POLICE	23.47
NYE UNIFORM CO.	00338	UNIFORM SHIRTS - POLICE	91.41
NYE UNIFORM CO.	00338	UNIFORM PANTS - POLICE	157.54
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	361.50
DAN SOWLES	02724	SAFETY MEETING SUPPLIES - VAR DEPTS	235.39
FLEIS & VANDENBRINK	00153	NEW WELL SITE EVALUATOIN - APP RES 24-40	2,500.00
DORNBOS SIGN, INC.	00067	SUPPLIES - MAJ STS	914.80
FERGUSON WATERWORKS	02558	CURB BOX TOP SECTION - WATER	588.54
FERGUSON WATERWORKS	02558	SOFT COPPER - WATER	4,503.20
USA BLUEBOOK	01850	HACH PHOSVER 3 POWDER PILLOWS - WATER	134.72
PM TECHNOLOGIES	02952	RIVERSIDE L/S GEN LOAD BANK TEST - WW	770.00
NEWKIRK ELECTRIC ASSOCIATES	00331	COSTRUCTION FOR NEW SUB STATION - APP RES 24-88	102,112.38
DAN SOWLES	02724	STATION SUPPLIES - AMB	62.15
UTILITY SERVICE CO. INC.	02133	QRTLY S TANK - WATER	7,154.16
UTILITY SERVICE CO. INC.	02133	HILL ST TANK QRTLY - WATER	5,404.08
APX, INC.	02591	MIRECS - ELECTRIC	20.63
RANGE TELECOMMUNICATIONS	02872	TELECOM AFTER HOURS SERV CALLS - ELECTRI	164.00
MENARDS	00260	PARADE CANDY - ELECTRIC	169.32
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	3,034.70
GRP ENGINEERING INC.	01994	ENGINEERING SVCS - ELECT	275.00
FOSTER, SWIFT, COLLINS & SMITH PC	02866	LEGAL SERVICES - GEN	369.00
GRANGER	00175	REFUSE - WW	180.81
GRANGER	00175	REFUSE - MP, PARKS, CEM	343.98
MOYER CONSTRUCTION	00316	SIDEWALK REPLACEMENT - MAJ, LOC STS APP CONS AC	6,319.00
CREATIVE LABWORKS, INC.	02958	SAND & GRAVEL GW SIMULATOR - WELLHEAD	2,020.95
STAPLES	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	204.57
MARC'S MARINE	01867	NEW BOAT MOTOR - ELECTRIC	2,499.00
MHR BILLING	01780	JUNE 2025 BILLINGS - AMB	2,175.00
POWER LINE SUPPLY COMPANY	00389	HOT STICK AND GROUND TESTING - ELECTRIC	1,647.00
POWER LINE SUPPLY COMPANY	00389	TOOLS FOR KYLE - ELECTRIC	503.00
LA CROSSE SEED	02112	GRASS SEED - PARKS	614.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
PORTLAND AREA FIRE AUTHORITY	02128	1ST QRT FIRE SVCS 2025- COM PROMO	36,998.06
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ STS	165.49
PORTLAND TOWNSHIP TREASURER	00371	ANNEX AGREEMENT REV SHARING MAR-APRIL 2025-COM	5,972.63
CULLIGAN	02130	WATER X3 CITY HALL -GEN	23.00
HOMEWORKS TRI-COUNTY ELECTRIC	02092	FIBER COST - VAR DEPTS	1,110.19
JOHN CLOFT	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	50.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN, HAZ MAT - AMBULANCE	156.95
APPLIED INNOVATION	02493	CITY HALL COPY MACHINE MAINT - GENERAL	49.32
APPLIED INNOVATION	02493	COPY MACHINE MAINT - ELECTRIC	79.75
GRANGER	00175	REFUSE - REFUSE	18,164.84
AMERIGAS -5248	00398	TANK RENTAL -WW	197.01
FAMILY FARM & HOME	01972	DUSTERS/MACHETE - WW	63.64
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	1,609.00
MUNICIPAL INSPECTION SERVICES	00323	BLDG/TRADE PERMITS - GEN	1,713.00
GANNETT MICHIGAN LOCALIQ	02738	COUNCIL MTG SYNOPSIS ETC - GEN	817.60
CULLIGAN	02130	WATER X2- WW	16.00
CAPITAL ASPHALT LLC	02578	ASPHALT - MAJ, LOC STS	254.60
THE SAFETY COMPANY LLC DBA MTECH	02306	TRADE IN CORRECTION - WW	1,000.00
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	96.00
KEUSCH TIRE & AUTO	00228	C3 REPAIR WINDOW SWITCH - POLICE	347.94
STAR THOMAS	01654	USPS REIM - POLICE	6.00
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,590.68
D&K TRUCK COMPANY	02257	REPAIRS 951 - MTR POOL	820.80
HUNTINGTON PUBLIC CAP CORP	00193	ELECTRIC BOND INTEREST - ELECTRIC	49,218.62
ALT PRINTING CO.	02712	SOCCER CAMP SHIRTS - REC	325.00
CULLIGAN	02130	WATER X3 - PARKS, CEM	23.00
F&V OPERATIONS & RESOURCE MANAGMNT	02564	PROFESSIONAL SERVICES - WW	479.75
CONSUMERS ENERGY	00095	GAS SERVICE -WATER	23.59
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	211.15
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	23.13
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	140.67

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CONSUMERS ENERGY	00095	GAS SERVICE - WW	43.52
CONSUMERS ENERGY	00095	GAS SERVICE - WW	27.36
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	20.73
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	18.36
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	29.33
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING - GEN	685.70
DORNBOS SIGN, INC.	00067	SIGNS RIVERTRAIL - PARKS	94.00
DORNBOS SIGN, INC.	00067	SIGNS RIVERTRAIL - PARKS	77.70
AMERICAN RED CROSS	02820	FIRST AID, CPR SUPPLIES - AMB	707.00
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - POLICE	1,892.80
BLOOM SLUGGETT, PC	02783	LEGAL SERVICES - GEN	23.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	491.79
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	497.68
APPLIED INNOVATION	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	39.25
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT - GEN	1,878.60
FLEIS & VANDENBRINK	00153	KENT ST - MAJ STS	363.00
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SVCS - GEN	550.00
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SVCS - GEN	859.87
FLEIS & VANDENBRINK	00153	TMF PROJECT - WATER	2,545.00
FLEIS & VANDENBRINK	00153	ENGINEERING DIVINE HWY - MAJ STS	10,675.19
FLEIS & VANDENBRINK	00153	ENGINEERING DIVINE HWY - MAJ STS	254.00
ELHORN ENGINEERING	00139	EL CHLOR CARBOY - WATER	156.00
Total:			\$320,899.66

**BI-WEEKLY  
WAGE REPORT  
July 21, 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.	12,372.29	24,222.11	2,509.90	6,794.83	14,882.19	31,016.94
ASSESSOR	-	-	-	-		
CEMETERY	5,460.04	11,490.57	512.68	3,606.55	5,972.72	15,097.12
POLICE	17,306.97	34,219.44	4,615.09	10,971.42	21,922.06	45,190.86
CODE ENFORCEMENT	6.56	41.52	0.51	3.20	7.07	44.72
PARKS	5,268.06	11,066.10	499.31	1,595.09	5,767.37	12,661.19
INCOME TAX	2,501.95	4,878.34	867.67	1,932.55	3,369.62	6,810.89
MAJOR STREETS	3,950.60	8,419.00	841.17	2,309.18	4,791.77	10,728.18
LOCAL STREETS	5,646.41	11,288.65	1,403.45	5,344.62	7,049.86	16,633.27
RECREATION	1,845.22	3,636.65	260.99	693.33	2,106.21	4,329.98
AMBULANCE	29,702.19	58,972.70	5,947.72	11,956.83	35,649.91	70,929.53
DDA	3,160.80	5,879.41	494.30	1,085.83	3,655.10	6,965.24
ELECTRIC	28,417.20	55,792.92	4,995.84	17,866.52	33,413.04	73,659.44
WASTEWATER	10,820.97	21,337.50	1,968.93	5,174.27	12,789.90	26,511.77
WATER	7,497.29	15,008.72	2,178.64	5,724.73	9,675.93	20,733.45
MOTOR POOL	501.87	1,263.19	77.94	361.48	579.81	1,624.67
<b>TOTALS:</b>	<b>134,458.42</b>	<b>267,516.82</b>	<b>27,174.14</b>	<b>75,420.43</b>	<b>161,632.56</b>	<b>342,937.25</b>





**Portland Area Fire Authority**  
 773 E Grand River Ave  
 Portland, MI 48875

# Invoice

**Invoice #:** 31454  
**Invoice Date:** 7/12/2025  
**Due Date:** 7/31/2025  
**Project:**  
**P.O. Number:** 1st Qtr

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

Date	Description	Amount
7/12/2025	<p>1st Quarter Fire Services - July - September 2025            Note the invoice is based on the existing fire budget as per the Fire Authority Agreement. The following is a breakdown based on the existing annual budget of \$379,270.</p> <p>City of Portland - 39.01% = \$147,992.24 divided by 4 = (4 pmts of \$36,998.06)            Portland Twp. - 38.52% = \$146,133.32 divided by 4 = (4 pmts of \$36,533.33)            Danby Twp. - 22.47% = \$85,244.44 divided by 4 = (4 pmts of \$21,311.11)</p>	36,998.06

We appreciate your prompt payment.

<b>Total</b>	<b>\$36,998.06</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$36,998.06</b>



July 10, 2025

Mr. Andrew Dymczyk, City Manager

City of Portland

259 Kent Street

Portland, MI 48775

**RE: June 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 June 2025. I will submit future progress reports monthly 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 'TSM', is written over the word 'Sincerely,'.

Tony Smith

City of Portland WWTP Superintendent

- **ADMINISTRATIVE REPORT**

-The June 2025 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The average influent flow was 313,000 gallons per day. The daily maximum flow was 359,000 GPD. The WWTP discharged a total of 8.133 MG (million gallons) of final effluent to the Grand River for the month of June and treated a total of 9.391 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 River Bore project at I03 Grand River continues in June. Contractors to date have set 3 of the 4 structures. The river crossings from the Band Shell/Condo area went live in June. Restoration of the construction area will resume once the old sewer lines are retired and filled with flowable fill. Contractors will now be moving to Grand River and Kent St. for the final structure to be set and tied in.

-Windows and Doors in the Headworks building and Digester Pipe Gallery were replaced in June.

- City Staff along with F&V and contractors continue to work through some lingering punch list items. Re-seeding the lawn at the WWTP, SCADA data points for equipment alarms and tank levels are to be tested and some remaining conduit needs to be added to protect the wiring for the overhead doors in the new service garage.

-City staff continue to upload data and locations to the new CMMS maintenance program. The Maintain X program is a great asset management tool to generate preventative maintenance work orders and establish an inventory of all the equipment at WWTP.

-A section of sewer main on Detroit and Quarterline will be excavated and repaired in July. The line was discovered earlier this summer while performing sewer maintenance.

-Haviland will be delivering a 4,000-gallon shipment of Ferric Chloride. Ferric Chloride is used to precipitate Phosphorus in our treatment process.

## WASTEWATER MAINTENANCE

-The WWTP staff completed all preventative maintenance work orders from our Maintain X CMMS program for the month of June. Staff continue to upload equipment info for vendors, parts and scheduled maintenance for all equipment.

-Kennedy Industries and UIS are scheduled for annual maintenance of the Lift station and WWTP pumps and calibrations of all flow meters at WWTP.

-OTC was on-site to troubleshoot our Atlas Copco process air equipment. The equipment failed to restart after a power outage in June. It was determined to be an undersized fuse that wouldn't allow the equipment to restart.

-Plant staff were able to clean over 6,210 feet of sanitary sewer for the month of June. The Gap-Vac truck was out of service for 1 week in June to have some warranty work service done at the factory.

-Staff received the replacement SCC circuit board from Trojan Technologies in June. The new board was installed by staff, and the temporary bi-pass latching was removed, and the equipment was returned to normal service.

-Staff continues to locate all the manholes that run through Cherry Hill on the west end of town and the remote area near Community Lake. We will be clearing access points this summer to gain access for cleaning maintenance. This will require the use of a forestry machine to clear the underbrush. The City of Portland WWTP will then rent a Easement machine, this will allow us to gain access to points where we cannot get to with our Gap-Vac sewer truck.

- **EMERGENCY ALARM CALL-OUTS**

-There were 3 after hours call outs for the month of June 2025. The callouts were for a WWTP thickener high level alarm; staff arrived and cleared the alarm. Staff responded to locate utilities for an emergency miss dig on Lillian Blvd. Staff also responded to an afterhours inspection for a sewer lateral repair on Crescent St., staff updated records and approved materials before backfilling of the trench.

- **DAILY FLOW SUMMARY**

The wastewater flow was monitored using the facility's influent and effluent flow meters. The chart below shows the flow readings for the month of June 2025. The average influent flow during this period was 313,000 gallons per day and the average effluent flow during this period was 271,000 gallons per day. We had (9) days with measurable precipitation which totaled 3.51 inches. The influent flow is higher than the effluent flow due to solids removal and due to recycled flows, which are measured twice.

PORTLAND WWTP DAILY DISCHARGE MONITORING REPORT

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

PERMIT NUMBER: MIG570220  
 DISTRICT: West Michigan  
 COUNTY: Ionia  
 MONITORING POINT: 001A  
 MONITORING PERIOD: Jun-25

PARAMETER	Flow	Total Suspended Solids 7 Day Ave	Total Suspended Solids 7 Day Ave	Total Suspended Solids	Total Suspended Solids	Carbonaceous Biochemical Oxygen Demand 7 Day Ave	Carbonaceous Biochemical Oxygen Demand 7 Day Ave	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Ammonia Nitrogen (as N)	Total Phosphorus (as P)	Fecal Coliform 7 Day Geo	Fecal Coliform	CBOD	Total Suspended Solids	PH MIN	PH MAX	Dissolved Oxygen
NAME CODE MONITORING POINT STAGE UNIT	50050 001A 1 MGD	530.00 001A B mg/l	530.0 001A B lbs.	530 001A B mg/l	530.0 001A B lbs.	80082.0 001A B mg/l	80082.00 001A B lbs.	80082.0 001A B mg/l	80082.00 001A B lbs.	610.00 001A B mg/l	665.00 001A B mg/l	74055.00 001A 1.00 cts/100 ml	74055 001A 1 cts/100 ml	Percent Removal	Percent Removal	400 001A 1 S.U.	400.00 001A 1.00 S.U.	300 001A 1 mg/l
1-Jun-25	0.302																	
2-Jun-25	0.331																	
3-Jun-25	0.319			13.6	36.2			5.2	13.8		0.74		1	98	96	7.2	7.2	5.4
4-Jun-25	0.331			8.8	24.3			4.4	12.1	0.137	0.66		2	99	96	7.1	7.1	4.9
5-Jun-25	0.359			10.4	31.1			3.6	10.8		0.54		2	99	97	7.2	7.2	5.4
6-Jun-25	0.315																	
7-Jun-25	0.301	10.9	30.5			4.4	12.3						2					
8-Jun-25	0.310	10.9	30.5			4.4	12.3						2					
9-Jun-25	0.296	10.9	30.5			4.4	12.3						2					
10-Jun-25	0.297	8.9	24.8	7.6	18.8	4.2	11.4	4.5	11.1	0.247	0.28	2	1	99	98	7.2	7.2	5.9
11-Jun-25	0.303	7.7	21.0	5.2	13.1	3.9	10.3	3.5	8.8		0.49	1	1	99	98	7.2	7.2	5.9
12-Jun-25	0.299	6.7	16.6	7.2	18.0	3.8	9.6	3.5	8.7		0.97	1	1	99	97	7.9	7.9	5.4
13-Jun-25	0.284	6.7	16.6			3.8	9.6						1					
14-Jun-25	0.275	6.7	16.6			3.8	9.6						1					
15-Jun-25	0.294	6.7	16.6			3.8	9.6						1					
16-Jun-25	0.307	6.7	16.6			3.8	9.6						1					
17-Jun-25	0.322	7.6	19.7	10.4	27.9	5.0	12.9	7.9	21.2		1.13	1	2	98	97	7.2	7.2	5.1
18-Jun-25	0.348	9.6	26.1	11.2	32.5	6.1	16.8	7.0	20.3	1	1.21	1	1	98	98	7.2	7.2	5.4
19-Jun-25	0.339	10.8	30.3	10.8	30.5	6.9	19.4	5.9	16.7		0.50	2	2	98	93	7.2	7.2	5.2
20-Jun-25	0.332	10.8	30.3			6.9	19.4					2						
21-Jun-25	0.324	10.8	30.3			6.9	19.4					2						
22-Jun-25	0.323	10.8	30.3			6.9	19.4					2						
23-Jun-25	0.340	10.6	29.8	10	28.4	6.4	18.0	4.9	13.9		0.61	2	9	99	97	7.3	7.3	5.2
24-Jun-25	0.332	9.5	27.0	6	16.6	5.9	16.7	5.7	15.8	0.176	0.71	3	7	98	98	7.2	7.2	5.6
25-Jun-25	0.320	8.9	24.7	8.8	23.5	5.3	14.7	4.6	12.3		0.48	6	12	99	96	7.3	7.3	5.5
26-Jun-25	0.318	8.3	22.8			5.1	14.0					9						
27-Jun-25	0.308	8.3	22.8			5.1	14.0					9						
28-Jun-25	0.280	8.3	22.8			5.1	14.0					9						
29-Jun-25	0.278	8.3	22.8			5.1	14.0					9						
30-Jun-25	0.314	8.7	23.1	11.2	29.3	5.2	14.1	5.4	14.1		0.44	7	4	98	96	7	7	8.2
Average	0.303			9.3	25.4			5.1	13.8		0.67		2	99	97			
MIN	0.000													98	93	7		4.9
MAX	0.359	10.9	30.5			6.9	19.4			1.21	9						7.9	

June 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	5.2		13.8		98	13.6		36.2		96	12.4	0.741	1.7	90	7.2	5.4	1			
4	4.4		12.1		99	8.8		24.3		96	1.6	0.662	1.5	89	7.1	4.9	2		0.14	0.4
5	3.6		10.8		99	10.4		31.1		97	3.6	0.536	1.4	94	7.2	5.4	2			
6																				
7		4.4		12.3			10.9		30.5									2		
8		4.4		12.3			10.9		30.5									2		
9		4.4		12.3			10.9		30.5									2		
10	4.5	4.2	11.1	11.4	99	7.6	8.9	18.8	24.8	98	6.4	0.275	0.6	96	7.2	5.9	1	2	0.25	0.6
11	3.5	3.9	8.8	10.3	99	5.2	7.7	13.1	21.0	98	5.6	0.490	1.0	92	7.2	5.9	1	1		
12	3.5	3.8	8.7	9.6	99	7.2	6.7	18.0	16.6	97	5.2	0.968	2.0	84	7.9	5.4	1	1		
13		3.8		9.6			6.7		16.6									1		
14		3.8		9.6			6.7		16.6									1		
15		3.8		9.6			6.7		16.6									1		
16		3.8		9.6			6.7		16.6									1		
17	7.9	5.0	21.2	12.9	98	10.4	7.6	27.9	19.7	97	4.0	1.130	2.6	85	7.2	5.1	2	1		
18	7.0	6.1	20.3	16.8	98	11.2	9.6	32.5	26.1	98	8.0	1.210	3.0	81	7.2	5.4	1	1	1.00	2.9
19	5.9	6.9	16.7	19.4	98	10.8	10.8	30.5	30.3	93	6.4	0.498	1.2	91	7.2	5.2	2	2		
20		6.9		19.4			10.8		30.3									2		
21		6.9		19.4			10.8		30.3									2		
22		6.9		19.4			10.8		30.3									2		
23	4.9	6.4	13.9	18.0	99	10.0	10.6	28.4	29.8	97	6.0	0.607	1.5	90	7.3	5.2	9	2		
24	5.7	5.9	15.8	16.7	98	6.0	9.5	16.6	27.0	98	2.0	0.709	1.6	88	7.2	5.6	7	3	0.18	0.5
25	4.6	5.3	12.3	14.7	99	8.8	8.9	23.5	24.7	96	4.4	0.482	1.1	92	7.3	5.5	12	6		
26		5.1		14.0			8.3		22.8									9		
27		5.1		14.0			8.3		22.8									9		
28		5.1		14.0			8.3		22.8									9		
29		5.1		14.0			8.3		22.8									9		
30	5.4	5.2	14.1	14.1	98	11.2	8.7	29.3	23.1	96	6	0.443	1.0	93	7.0	8.2	4	7		
M/M																				
TL																				
GA																				
ME	5.1		13.8		99	9.3		25.4		97	5.5	0.67	1.6	90		5.6	2.3		0.4	1.1
WGA																				
WA																				
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																				
REMARKS:																				

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

City of Portland, MI

June 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	Min			mg/l	lbs/day	mg/	lbs/day		mg/l	lbs/day	
	Code	Inches	mgd		mgd		mgd	mgd										
1	1,2	0	0.302		0.262		0.61	0.34										1
2	1,2	0.00	0.331		0.292		0.66	0.29										2
3	1,2	0.00	0.319		0.270		0.60	0.27	18.6	8.0	295	785	332	883	304	7.5	20	3
4	2,3,4	0.86	0.331		0.275		0.62	0.26	19.0	7.9	325	897	208	574	180	6.3	17	4
5	2,3	0.00	0.359		0.309		0.63	0.32	18.6	8.0	295	883	316	946	256	8.3	25	5
6	23	0.00	0.315		0.268		0.53	0.30										6
7	12	0.00	0.301	0.323	0.269	0.278	0.66	0.26										7
8	2,4	0.25	0.310	0.276	0.273	0.238	0.58	0.30										8
9	24	0.23	0.296	0.319	0.262	0.275	0.55	0.30										9
10	23	0.00	0.297	0.316	0.249	0.272	0.52	0.25	25.0	7.9	335	830	312	773	280	6.9	17	10
11	1,6	0.00	0.303	0.312	0.251	0.269	0.56	0.26	25.0	7.8	278	703	224	566	204	6.4	16	11
12	2,3	0.00	0.299	0.303	0.246	0.260	0.54	0.33	21.7	8.0	262	653	248	618	232	6.1	15	12
13	2,3	0.00	0.284	0.299	0.245	0.256	0.48	0.32										13
14	1,6	0.00	0.275	0.295	0.240	0.252	0.55	0.32										14
15	1,6	0.00	0.284	0.291	0.249	0.249	0.56	0.27										15
16	1,6	0.00	0.307	0.293	0.270	0.250	0.56	0.35										16
17	1,6	0.00	0.322	0.296	0.276	0.254	0.57	0.30	25.0	7.7	420	1128	388	1042	328	7.7	21	17
18	2,3,4,6	1.47	0.348	0.303	0.299	0.261	0.94	0.34	25.0	7.8	400	1161	496	1440	412	6.5	19	18
19	1,6	0.03	0.339	0.308	0.293	0.267	0.60	0.36	25.0	7.9	320	905	164	464	136	5.5	16	19
20	1,6	0.00	0.332	0.315	0.292	0.274	0.61	0.30										20
21	1,6	0.00	0.324	0.322	0.294	0.282	0.57	0.27										21
22	1,6	0.00	0.323	0.328	0.292	0.288	0.55	0.38										22
23	1,6	0.00	0.340	0.333	0.294	0.291	0.55	0.32	25.0	7.8	353	1001	368	1044	276	5.8	17	23
24	1,6	0.00	0.332	0.334	0.278	0.292	0.85	0.32	25.0	7.8	312.5	865	320	886	244	6.0	17	24
25	246	0.03	0.320	0.330	0.269	0.287	0.60	0.36	25.0	7.9	360	961	212	566	188	6.1	16	25
26	246	0.33	0.318	0.327	0.281	0.286	0.56	0.33										26
27	236	0.00	0.308	0.324	0.279	0.284	0.62	0.26										27
28	23	0.00	0.280	0.317	0.245	0.277	0.53	0.23										28
29	1,4,6	0.27	0.278	0.311	0.244	0.270	0.52	0.27										29
30	1,2,4,6	0.04	0.314	0.307	0.267	0.266	0.60	0.30	25.0	7.6	325	851	308	807	256	6.1	16	30
TL		3.51	9.391		8.133		17.88	9.08	302.9	102.1								
MAX																		
ME		0.12	0.313		0.271		0.60	0.30	23.3	7.9	329	898	300	816	252	6.5	18	
REMARKS:																		

City of Portland, MI

June 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	5.4	0.0		5.1	6.4	1.44	5.00	0	10
2	24	5.0	0.0		3.6	4.3	1.44	1.00	0	10
3	24	5.2	0.0		4.8	5.7	1.44	5.00	0	10
4	24	5.0	0.0		4.8	5.5	1.44	4.66	0	10
5	24	4.6	0.0		3.5	5.0	1.44	1.00	0	10
6	24	5.2	0.0		3.1	2.0	1.44	5.00	0	10
7	24	5.5	0.0		5.4	6.2	1.44	4.50	0	10
8	24	5.3	0.0		4.9	6.5	1.44	4.50	0	10
9	24	5.6	0.0		3.7	5.2	1.44	4.50	0	10
10	24	5.5	0.0		3.3	5.3	1.44	4.50	0	10
11	24	5.4	0.0		3.6	4.8	1.44	4.50	0	10
12	24	5.5	0.0		5.1	5.2	1.44	4.50	0	10
13	24	5.8	0.0		6	6.2	1.44	4.50	0	10
14	24	6.0	0.0		5.6	6.0	1.44	4.50	0	10
15	24	5.8	0.0		4.9	5.6	1.44	4.50	0	10
16	24	5.4	0.0		2.8	2.4	1.44	4.50	0	10
17	24	5.1	0.0		1.4	4.3	1.44	4.00	0	10
18	24	4.7	0.0		3.3	4.3	1.44	4.00	0	10
19	24	4.8	0.0		3.3	4.9	1.44	4.00	0	10
20	24	5.0	0.0		4.1	6.0	1.44	4.00	0	10
21	24	5.1	0.0		4.3	6.1	1.44	4.00	0	10
22	24	5.1	0.0		3.2	5.6	1.44	4.00	0	10
23	24	4.8	0.0		3.8	4.7	1.44	4.00	0	10
24	24	5.0	0.0		6	6.2	1.44	4.00	0	10
25	24	5.1	0.0		5.6	6.2	1.44	4.00	0	10
26	24	5.2	0.0		4.7	5.9	1.44	4.00	0	10
27	24	5.3	0.0		3.9	5.7	1.44	4.00	0	10
28	24	5.9	0.0		6	6.5	1.44	4.00	0	10
29	24	5.9	0.0		5.8	6.5	1.44	4.00	0	10
30	24	5.2	0.0		3.4	5.1	1.44	4.00	0	10
		5.3								
TL								122.66	0	
ME	24	#DIV/0!	#DIV/0!	#DIV/0!	4	5.3	1.44	4.09	0	
REMARKS:										

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

June 2025

**MISCELLANEOUS DATA**

DAY	DUTFALL	GRIT	NAT.	ELECT.	ELECT.	ELECT.	ELECT	FERRIC	Polymer
OBSERVATION			GAS	WWTP	Riverside	Canal	Cutler	CHLORIDE	Sludge
	yes/no	cf	cf	kwh	Lift Stat.	Lift Stat.	Lift Stat.		Thickener
					kwh	kwh	kwh	lbs	lbs
SF				1					
1	n		1000	184				321	0.0
2	n		200	176	8	26	16	321	3.7
3	y	40.5	0	176				321	2.9
4	y		300	184				321	2.5
5	y		400	176				321	2.9
6	y		300	168				321	0.0
7	n		100	184	24	70	10	321	0.0
8	n		200	192				321	0.0
9	n		500	184	9	29	21	321	0.0
10	y	40.5	500	192				321	0.0
11	y		0	184	9	29	18	268	0.0
12	y		0	176				241	0.0
13	n		400	176				241	0.0
14	n		200	168	12	38	37	241	0.0
15	n		100	168				241	0.0
16	y		0	192	20	31	25	268	0.0
17	y	40.5	0	176				268	0.0
18	y		0	184	20	27	18	294	0.0
19	y		100	184				348	0.0
20	n		0	152				294	0.0
21	n		0	168	23	38	18	294	0.0
22	y		0	152				294	0.0
23	y		0	160	16	27	9	294	0.0
24	y	40.5	0	144				294	0.0
25	y		0	152	17	27	14	294	0.0
26	n		0	152				268	0.0
27	n		0	144				268	0.0
28	n		0	152	19	43	23	268	0.0
29	n		0	152				268	0.0
30	y		0	184	9	14	6	268	0.0
<b>TL</b>		162.0	4300.0	5136	186	399	215	8724	12.0
<b>ME</b>		40.5	143	171	16	33	18	291	0.4
<b>REMARKS:</b>									

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

Plant Manager: Tony Smith

City of Portland, MI

June 2025

**DIGESTER BIOSOLIDS**

SF	RAW SLUDGE-D1/D2						BIOSOLIDS-Thickener					
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS
DAY	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION
		D1 D2	D1 D2		D1 D2	D1 D2						
1	5.00											
2	1.00	1.6	51		7.2	23.6	23.3	7.3	9.2	53		
3	5.00			0.00								#DIV/0!
4	4.66	0.69	49		7.2	25.5	25.2	7.3	6.5	57		
5	1.00											
6	5.00											
7	4.50											
8	4.50											
9	4.50											#DIV/0!
10	4.50			0.00								
11	4.50											
12	4.50											
13	4.50											#DIV/0!
14	4.50			0.00								
15	4.50											
16	4.50											#DIV/0!
17	4.00			0.00								
18	4.00											
19	4.00	1.1	57		7.2	25.0	25.0	7.3	1.4	51		
20	4.00											
21	4.00			0.00								#DIV/0!
22	4.00											
23	4.00											
24	4.00	0.64	49	0.00	7.2	25.0	25.0	7.3	0.71	45		
25	4.00											
26	4.00											
27	4.00											
28	4.00			0.00								#DIV/0!
29	4.00											
30	4.00											
TL	122658											
ME	4	1.0	52	#REF!	7.2	24.8	24.6	7.3	4.5	52		#DIV/0!
REMARKS: Loading Rate = .02 -.10 lb/cu. ft.												
Highlighted cells for thickened sludge												

Digester Volume:  
 Primary: 14700  
 Secondary: 14700

Process Pattern:  
 Primary, Secondary, Land Application

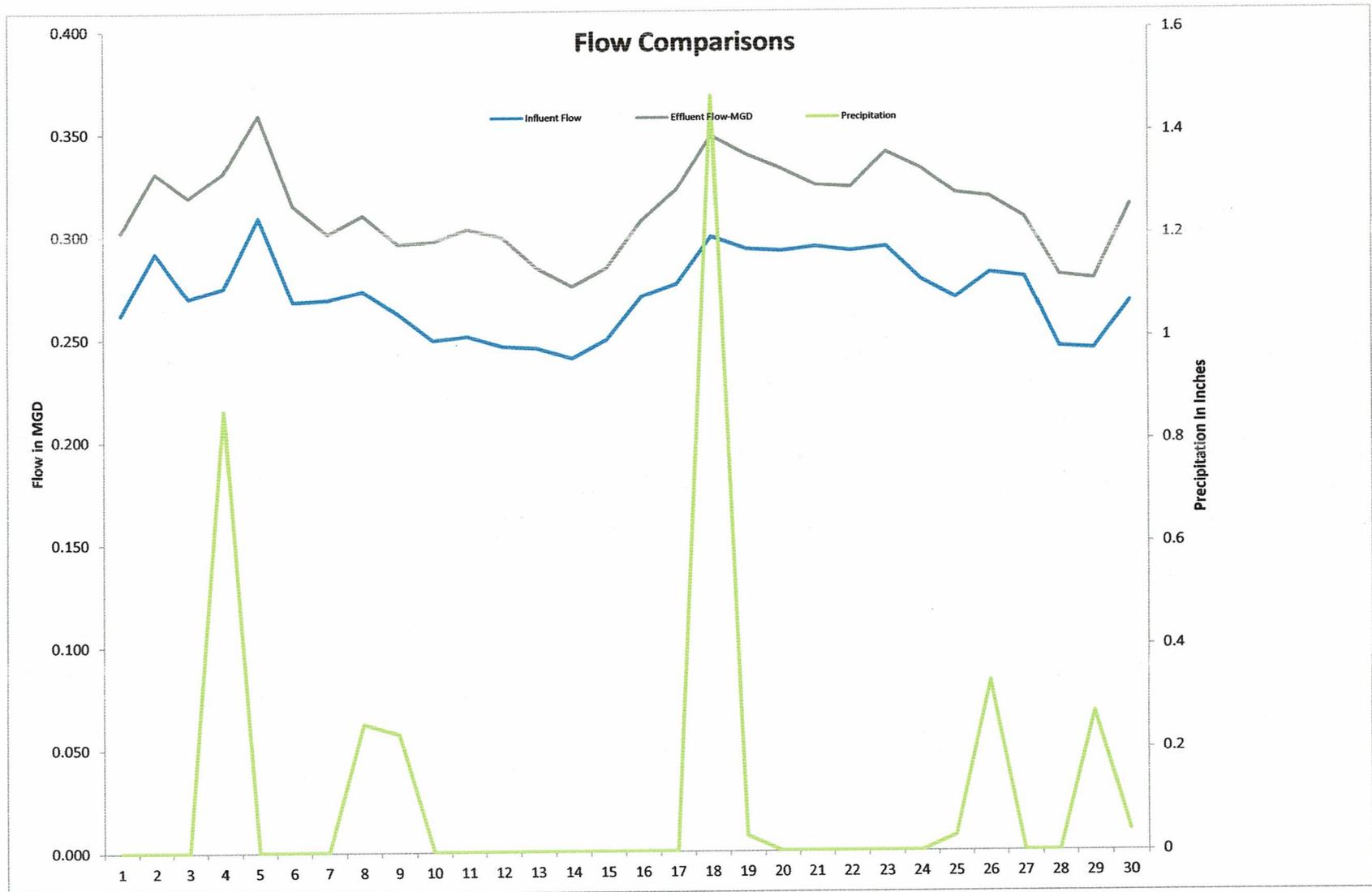
500,000 Gallon Sludge Storage  
Daily Level Register

Day	Start Level	End Level	Sludge Intake
1	235.9	236	120
2	236	241.35	6420
3	241.35	245.9	5460
4	245.95	251.55	6720
5	251.55	255.5	4740
6	255.5	255.5	0
7	255.5	255.5	0
8	255.5	255.4	-120
9	255.4	255.4	0
10	255.4	255.4	0
11	255.4	255.4	0
12	255.4	255.25	-180
13	255.25	255.156	-112.8
14	255.2	255.15	-60
15	255.15	255.25	120
16	255.25	255.25	0
17	255.25	255.2	-60
18	255.2	255.1	-120
19	255.1	255.05	-60
20	255.05	255.1	60
21	255.1	255.15	60
22	255.15	255.1	-60
23	255.1	255.1	0
24	255.1	255.1	0
25	255.1	254.9	-240
26	254.9	254.85	-60
27	254.85	254.8	-60
28	254.8	254.8	0
29	254.8	254.8	0
30	254.8	257.85	3660
Total			26227.2

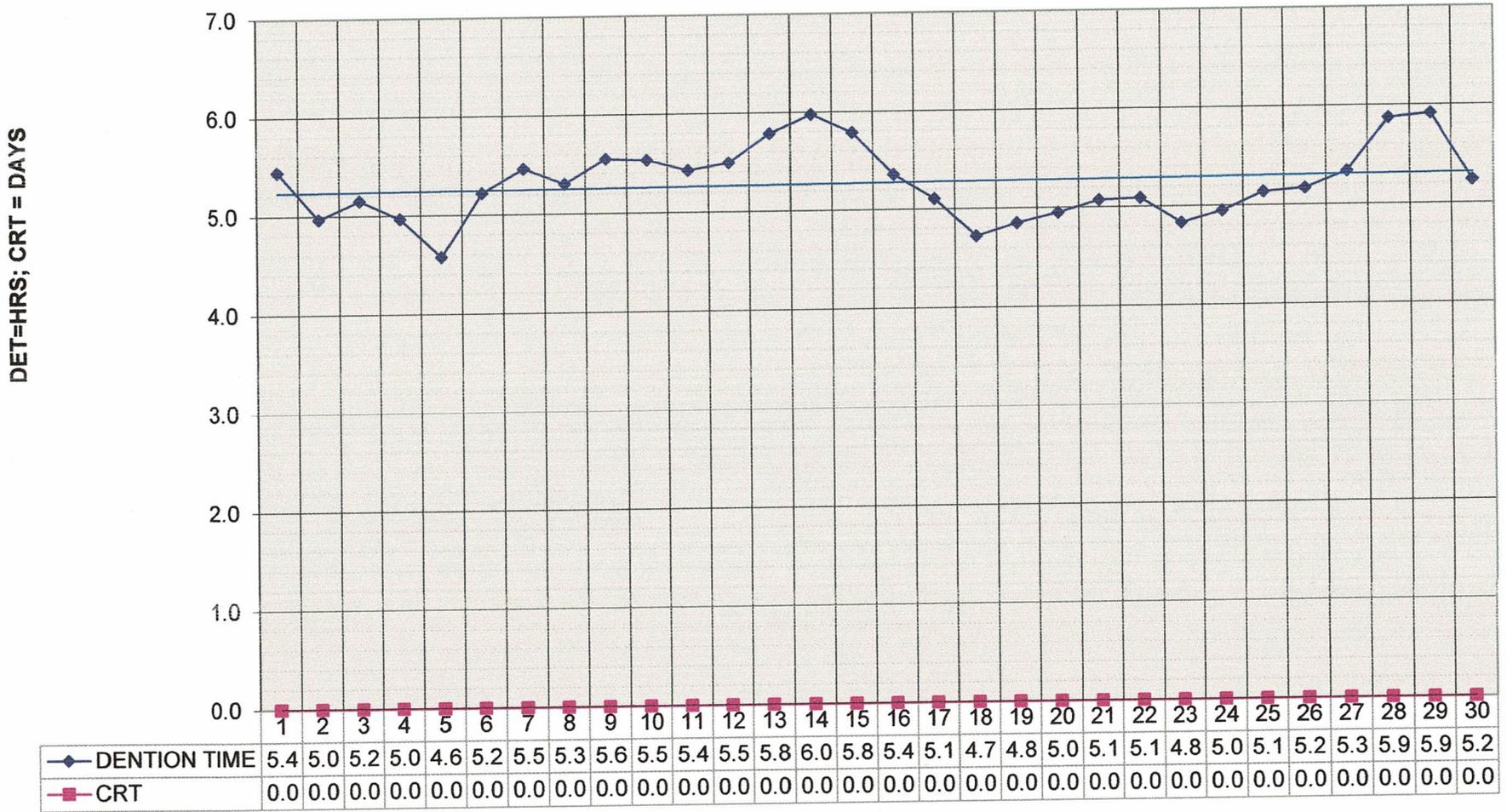
1200 gal/inch

Date	Filtrate Meter Reading		Total Filtrate Gal	WAS Gal	Thickened Gal
	Start	Stop			
1	71473.16	71473.16	0	5000	0
2	71473.16	71515.96	42800	1000	34529
3	71515.96	71550.2	34240	5000	27983
4	71550.2	71593.33	43130	4660	35009
5	71593.33	71630.43	37100	1000	29004
6	71630.43	71630.43	0	4998	0
7	71630.43	71630.43	0	4500	0
8	71630.43	71630.43	0	4500	0
9	71630.43	71630.43	0	4500	0
10	71630.43	71630.43	0	4500	0
11	71630.43	71630.43	0	4500	0
12	71630.43	71630.43	0	4500	0
13	71630.43	71630.43	0	4500	0
14	71630.43	71630.43	0	4500	0
15	71630.43	71630.43	0	4500	0
16	71630.43	71630.43	0	4500	0
17	71630.43	71630.43	0	4000	0
18	71630.43	71630.43	0	4000	0
19	71630.43	71630.63	200	4000	0
20	71630.63	71630.63	0	4000	0
21	71630.63	71630.63	0	4000	0
22	71630.63	71630.63	0	4000	0
23	71630.63	71630.63	0	4000	0
24	71630.63	71630.63	0	4000	0
25	71630.63	71630.63	0	4000	0
26	71630.63	71630.63	0	4000	0
27	71630.63	71630.91	280	4000	0
28	71630.91	71630.91	0	4000	0
29	71630.91	71630.91	0	4000	0
30	71630.91	71647.26	16350	4000	0
Total	-71473.16		174100	122658	126525
Average			5616	3957	

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



### DETENTION & CRT



# Monthly Report

## June Activity

- 911 Calls— **2288**
- Administrative Calls— **5532**
- Text to 911— **16**
- 911 Hang up Calls— **261**
- Calls for Service Initiated — **3549**
  
- Total Mental Health Calls — **41**
- Suicidal Calls — **29**
- 988 Calls Received — **2**
- 988 Calls Transferred — **0**
- CPR Performed — **7**
- Stroke Related Calls — **10**
- Child birth calls — **0**



### Special Programs Available

Share Medical Information with your 911 call.



[www.emergencyprofile.org](http://www.emergencyprofile.org)

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



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

Available at:



## Unit Responses / Activities

- Law Enforcement— **2492**
  
- Fire— **443**
  
- EMS— **614**

## Statistics—Calls for Service.

JUNE CFS TYPES 2025			
CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	261	Lost Property / Found	18
988 Calls	2	MDOP	23
Abandoned Vehicle	21	MED 1	231
Active Violence Incident	0	MED 2	81
Alarm	37	MED 3	124
Ambulance Transport	79	Medical Call / Amb Dispatch	14
Assault	34	Mental Health	41
Assist Jail	0	Missing Person	9
Assist Medical	0	Motor Vehicle Theft / UDAA	8
Assist Other Agency	0	Non Criminal	88
Assist Outside Agency	28	OWI / OUID	11
Bomb Threat	0	PDA Traffic	113
Burglary	8	Phone / Internet Harassment	28
Burn Permit	61	PIA Traffic	45
Civil Dispute	94	PPO Violation	3
Conservation / Wildlife	28	Property Check	8
CSC - Criminal Sexual Conduct	26	Repossession	12
Disorderly Conduct	72	Request - Wrecker	38
Domestic Assault	33	Road Closure	10
DPW Request	11	Robbery / Hold up	0
Drugs	5	Spam to Center	2
Duplicate Call	6	Structure Fire	11
Family Abuse / Neglect	14	Suspicious Situations	184
Fire All Other	36	Test Call / System Test	88
Fireworks	4	Thunder Storm/Tornado Warning	0
Follow Up	249	Traffic / Officer Stop	230
Fraud	32	Traffic Offense All Other	552
General Assist	295	Tree Down	69
Grass / Wildland Fire	8	Trespassing	21
Health & Safety / Animal	92	Vehicle Fire	2
Hit and Run	17	Verbal Domestic	24
Homicide	0	Vin Inspections / All Inspections	11
Juvenile Problems & Runaways	63	Warrant Arrest / Fugitive	85
Kidnapping	0	Weapons Offenses All	7
Larceny	39	Wires Down / Arching	25
Liquor / MIP	2	Unclassified	373
Tornado Siren Tests	4	Fire Pager Tests	5
Emergency Alert Tests	0	Total This Month	4255

## Central Dispatch Activities

- June 2nd, 911/988 State workgroup meeting attended.
- June 2nd, New Dispatcher Tamisha joined ICCD.
- June 4th, Nena Accessibility Committee Meeting attended.
- June 8th-13th, CTO Training attended (1)
- June 9th, Vendor Meeting on CPE Update
- June 10th, LPT Meeting Hosted/attended.
- June 12th, Applicant Interview– Withdrew
- June 12th, CDR Meeting attended
- June 18th, State of NG911 online seminar attended.
- June 24th, Trainee Resigned while in training program.
- June 26th, NENA VRS-IP Relay meetings attended.

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

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## Ionia County Central Dispatch Hiring Process

- ◇ What is the process to become a Emergency Dispatcher at Ionia Central.
- ◇ Applicants must have at least a high school diploma or GED
- ◇ Pass a keyboarding test with a minimum of 30 wpm.
- ◇ Pass a written general education test to include; Spelling, Math, Alphabetizing, Map Reading, County Knowledge, Problem Solving.
- ◇ Participate with an Oral Board interview with Supervisors and/or Training Officers (CTO)
- ◇ Complete a personal history questionnaire—(Must be complete and truthful)
- ◇ Pass a Law Enforcement level background investigation
- ◇ Participate in a Directors Interview
- ◇ If Successful pass all the above, Conditional offer of employment (Prints, Physical Exam)
- ◇ Enter training program– Consists of 4 phases on both day and night shifts.
- ◇ When determined ready by CTO Supervisor, pass the shadow phase (No CTO assistance)
- ◇ Assigned to training schedule as a third staff member to shift (noon to midnight)
- ◇ Cleared from training working with partner on shift.
- ◇ Process takes approximately 9 months to 1 year.

## Agency Individual Responses / Activity

### Ionia County Central Dispatch

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

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

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

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

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

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

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

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

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

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

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

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

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

### Ionia County Central Dispatch

545 Apple Tree Drive, Ionia MI 48846

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400 (Press 4)

ADMINISTRATION: (616) 522-0911

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

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

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

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

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

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

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

**Belding Fire—90**

**Berlin-Orange Fire— 53**

**Clarksville Fire— 17**

**Hubbardston Fire— 7**

**Ionia Department Public Safety Fire— 97**

**Lake Odessa Fire— 27**

**Lyons-Muir Fire— 19**

**Orleans Fire—18**

**Pewamo Fire— 14**

**Portland Fire— 18**

**Ronald Fire— 13**

**Roxand Fire— 2**

**Saranac Fire— 59**

**Sunfield Fire— 9**

**Life EMS— 521**

**Portland EMS— 93**

**Animal Control— 72**

**Belding Police— 300**

**Department of Natural Resources Law— 2**

**Ionia County Sheriff's Office— 1050**

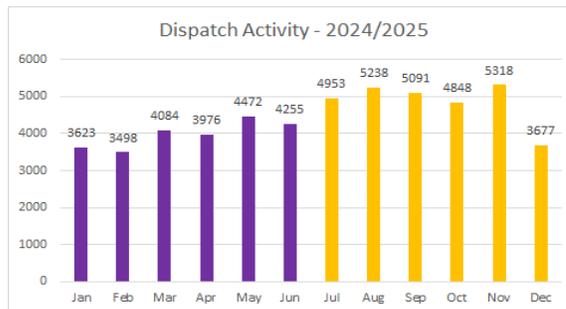
**Ionia Department Public Safety Law— 411**

**Lake Odessa Police— 63**

**Michigan State Police— 481**

**Portland Police— 185**

## Central Dispatch Activity



2024

2025

**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS MEETING  
JULY 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. Appointment to the Community Mental Health Services Board (The Right Door)
    - Karen Bota, 3-year term
  - B. Request approval to purchase Metal Culverts – Linda Pigue
  - C. Request approval for Courthouse signage – Scott DeRuischer
  - D. Request approval and signature on Contract Amendment – Carol Hanulcik
  - E. Request approval of budget amendments – Carol Hanulcik
  - F. Request ratification of signatures on agreement for annual fundraiser- Carol Hanulcik
- IX. Department Reports**
  - A. Sheriff Department
- X. Reports of Officers, Boards, and Standing Committees**
  - A. Chairperson
  - B. Board of Commissioners
  - C. County Administrator

- XI. Reports of Special or Ad Hoc Committees**
- XII. Public Comment (3-minute time limit per speaker)**
- XIII. Closed Session**
  - A. NONE
- XIV. Adjournment**

**Board and/or Commission Vacancies**

- **Community Corrections Advisory Board- Ionia Community Mental Health Representative**
- **Land Bank Authority**
- **Mid-West Michigan Trail Authority- Ionia County Representative**

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

- NONE

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

- **Substance Use Disorder Oversight Policy Board**

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**JULY 22, 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 June 2025- \$ 2,287,592.53
  - D. Approve payments of Health Department payroll and accounts payable for the month of June 2025-\$ 178,425.03
  - E. Approve payments of Road Department payroll and accounts payable for the month of June 2025- \$ 1,019,715.49
  - F. Approval of payments from Trust and Agency for the month of June 2025- \$ 266,245.63
  - G.
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. 2024 Audit Report – Paul Matz
  - B. Approval of Bids for Waste Haulers – Melissa Eldridge
  - C. Request Approve for Fee Schedule Change – Haleigh Leslie/Aimee Feehan
  - D. Request Approval for Agreement with Michigan Department of Health and Human Services Emerging Threats Grant – Haleigh Leslie/Brenda Ingersoll
  - E. Request Approval of Amendment #1 – Haleigh Leslie / Brenda Ingersoll
  - F. Request Approval to accept quote for Motor Grader Tires – Linda Pigue

- G. Request Approval for Permits Change Fee amounts and Convert All Permits to Oxcart System- Linda Pigue
- H. Request Approval of MOU between Central Dispatch and MSP for CCTV camera access- Lance Langdon
- I. Request Approval of Virtual Academy/Ionia Central Dispatch Training/Software Agreement – Lance Langdon
- J. Request Approval of MiCAL MOU- Lance Langdon

**IX. Department Reports**

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

**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**
- **Land Bank Authority**
- **Mid-West Michigan Trail Authority- Ionia County Representative**

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

- NONE

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

- **Substance Use Disorder Oversight Policy Board**