



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

7:00 P.M. Tuesday, September 2, 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. DDA Director ConnerWellman – Downtown Report	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	
7:20 PM	<b>A. Proposed Resolution 25-57 Approving, Authorizing, and Directing the Mayor to Sign an Agreement for Professional Assessing Services with Kara Dougherty</b>	Decision
7:23 PM	<b>B. Proposed Resolution 25-58 Approving the Second of Two Payments for the Interconnect Fee for the Grant Street Substation Project</b>	Decision
7:25 PM	<b>C. Proposed Resolution 25-59 Approving the Purchase of a Viper Recloser and Associated Equipment for the Grant Street Substation Project for the Electric Department</b>	Decision
7:28 PM	<b>D. Proposed Resolution 25-60 Approving Payment to Farabee Mechanical, Inc. for Repairs made to the Nordberg and Fairbanks Morse Engine Generators at the Electric Department</b>	Decision
7:30 PM	<b>E. Proposed Resolution 25-61 Approving a Contracted Services Agreement with Dorsey College to Provide Tuition Discounts for Portland Ambulance Employees</b>	Decision

Estimated Time		<u>Desired Outcome</u>
7:35 PM	<p><b>X. <u>Consent Agenda</u></b></p> <ul style="list-style-type: none"> <li>A. Minutes and Synopsis of the Regular City Council Meeting and the Closed Session held on August 18, 2025</li> <li>B. Payment of Invoices in the Amount of \$339,044.44 and Payroll in the Amount of \$175,480.90 for a Total of \$514,525.34</li> <li>C. Purchase Orders over \$5,000.00 <ul style="list-style-type: none"> <li>1. Trojan Technologies in the Amount of \$5,986.45 for UV Light Kits for the Wastewater Treatment Plant</li> <li>2. Joint Michigan Apprentice Program in the Amount of \$6,000.00 for Tuition Fees for Kyle Enz</li> </ul> </li> </ul> <p><b>XI. <u>Communications</u></b></p> <ul style="list-style-type: none"> <li>A. DDA Minutes for July 28, 2025</li> <li>B. Draft Board of Light and Power Minutes for July 23, 2025</li> <li>C. Wastewater Treatment Plant Report for July 2025</li> <li>D. Utility Billing Report for July 2025</li> <li>E. Ionia County Board of Commissioners Agenda for August 26, 2025</li> </ul>	Decision
7:38PM	<p><b>XII. <u>Other Business</u> - None</b></p>	
7:40 PM	<p><b>XIII. <u>City Manager Comments</u></b></p>	
7:45 PM	<p><b>XIV. <u>Council Comments</u></b></p>	
7:50 PM	<p><b>XV. <u>Adjournment</u></b></p>	Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-57**

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE  
MAYOR TO SIGN AN AGREEMENT FOR PROFESSIONAL ASSESSING  
SERVICES WITH KARA DOUGHERTY**

**WHEREAS**, Section 6.2 of the City Charter provides that the City Manager “shall make all appointments and removals of those appointed, except that he shall receive the approval of a majority of the Council for the appointment of the Clerk, Treasurer, and Assessor...”; and

**WHEREAS**, City Council previously approved the appointment of Kara Dougherty as the City Assessor by Resolution 22-74; and

**WHEREAS**, the City Manager recommends that City Council approve the Agreement for Professional Assessing services with Kara Dougherty, a copy of the Agreement is attached as Exhibit A.

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

1. The City Council approves, authorizes and directs the Mayor to sign the Agreement for Professional Assessing Services with Kara Dougherty, a copy of the Agreement is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** September 2, 2025

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

# AGREEMENT FOR PROFESSIONAL ASSESSOR SERVICES

**THIS AGREEMENT** made and entered into this \_\_\_\_\_, by and between the **City of Portland**, 259 Kent Street, Portland, MI 48875, herein referred to as "**City of Portland**" and **Kara Dougherty of Dougherty Assessing**, [REDACTED] herein referred to as "**Assessor**"

**WITNESSETH:**

**WHEREAS**, it is the intent of the City of Portland to retain an Assessor to perform the duties of its certified assessor as an independent contractor, as outlined in the City's "Request for Proposals – Assessing Services" and as provided in the related proposal ("Proposal") attached hereto as Exhibit A and incorporated by reference; and

**WHEREAS**, Assessor possesses the requisite Assessing certification with the Michigan State Tax Commission to act as the Assessor for and on behalf of the City of Portland; and

**WHEREAS**, the parties wish, by this Agreement, to define their respective rights and responsibilities during the term of this Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants herein expressed, **IT IS HEREBY AGREED** by and between the parties hereto as follows:

## **SECTION I: BASIC SERVICES OF THE ASSESSOR**

The following are deemed services or requirements to be performed by the Assessor as consideration for the compensation paid to Assessor under Section III:

### **1.1 General Duties:**

The Assessor shall be required to perform for the City of Portland all duties of an assessor pursuant to Michigan statutes and laws, and all other rules and guidelines established for the proper performance of said position, and as same may be from time to time amended, while this Agreement is in effect, and shall conduct and perform same in accordance with all applicable standards of professional conduct required of such assessors. Said duties shall include, but not be limited to, any and all requirements made effective or promulgated under Michigan Public Act 415 of 1994, as amended and MCL 211.27a. In the event material changes in the laws, statutes, rules, and guidelines during the term of this Agreement result in a substantial additional work burden on the Assessor, then the Assessor and the City of Portland shall renegotiate the compensation paid pursuant to the terms and provisions of this Agreement. For purposes of this paragraph, the term "substantial additional work burden" shall be determined to exist by mutual agreement of the parties to this Agreement, provided, in the event the parties cannot agree as to whether a substantial additional work burden has been imposed upon the Assessor, then the parties shall select a mutually agreeable mediator who shall make such determination and whose determination shall be final, however, said mediator shall not have authority to establish the amount of additional compensation if any. The Assessor shall be required to perform the duties and services as shown in the Proposal. In the event of a conflict between the Proposal and the Agreement, the Agreement shall control.

**1.2 Time Allocation/Office Hours:**

During the term hereof, the Assessor shall be in office 1 day per week for the City of Portland during the contract term. During the time dedicated to “office hours,” the Assessor will minimize any necessary field work and endeavor to remain available to walk-in and phone traffic from taxpayers. The parameters of Assessor time allocation are further described below:

- A. The parties shall specifically agree upon a regular schedule for the maintenance of such office hours (subject to modification by mutual agreement).
- B. Days spent at the Small Claims Division of the Michigan Tax Tribunal shall not count as office days.
- C. If specified office days of the Assessor fall on a day recognized as a holiday to the City of Portland employees, then it will be recognized as a holiday by the Assessor. However, an alternate day agreeable to both parties may be requested if needs of service indicate a necessity.
- D. Up to four in-office days per year may be designated as “vacation” by Assessor with only remote services provided. If no contact at all (due to travel) is expected during a week when the in-office day is to be skipped, a prior agreement will be reached with the City of Portland in advance.
- E. The Assessor shall be able to attend assessor meetings, education & conferences without needing to make up the days in office.

**1.3 Public Relations/Customer Service:**

In addition to the hours specified in Paragraph 1.2, the Assessor agrees to meet with or contact residents and City of Portland staff members beyond normal office hours as appropriate to address their tax assessment-related concerns. Phone calls, voicemail messages, e-mails, and faxes directed to the Assessor will be responded to in a timely manner, expected within 1 business day of receipt by the Assessor.

**1.4 New Construction/Loss Adjustment:**

During the term of this Agreement, the Assessor shall physically observe all new construction and real estate improvements through cooperation with the City Manager/Zoning Administrator and will review all building permits. The Assessor shall obtain copies of the building permits from the City Building Official. Likewise, the Assessor shall physically observe damaged or destroyed properties with respect to the making of any loss adjustments as shall be necessary for the performance of the Assessor's duties. To assist with this requirement, the City of Portland shall also supply the Assessor with a copy of all fire calls involving improved properties with a permanent parcel number attached.

**1.5 Economic Condition Factors (ECF):**

During the term hereof, the Assessor shall review and prepare new land values and economic condition factors (ECF) by areas and apply these factors to property records so that the current assessment is reflected as 50% of the true cash value on the assessment record.

**1.6 "Proposal A" Requirements:**

The requirements of Michigan Public Act 415 of 1994 and all related property tax reform legislation amendments and updates shall be followed and monitored as required. This includes by example, but is not limited to, the filing of all associated reports and forms to fulfill the following requirements:

- A. Approve or deny principal residence and agricultural & veteran's exemptions.
- B. Track property transfer affidavits, matching them with deeds within 45 days of being filed.
- C. Apportion the principal residence portion of a combination-use building.
- D. Determine the principal residence exemption status of parcels resulting when principal residence parcels are split or combined; and
- E. Calculate both assessed and tentative taxable values for all parcels, taking into consideration losses, new construction, and replacement in any given year.

**1.7 Assessment Roll Preparation and Records:**

The Assessor shall enter the assessments onto the Ad Valorem assessment roll, specific tax rolls (IFTs, OPRAs, PILTs, TIFs, Tool & Die Renaissance Recovery Zone, Outside District Fire Roll, etc.), and special assessment rolls or other special assessment rolls and prepare the warrant authorizing the collection of taxes by the City of Portland Treasurer. The Assessor, in cooperation with the City of Portland Treasurer and the City of Portland Clerk, shall also enter any delinquent City of Portland utility payments onto the appropriate rolls. The Assessor shall prepare, obtain and maintain, as necessary or desirable, such property cards, photographs, measurements, sketches, records and documents to meet all requirements set by the City of Portland and/or the State of Michigan regarding such assessment rolls and shall organize same on a basis that will provide easy access and comprehension of the information contained in each respective file and regarding each respective roll.

**1.8 Annual Reports:**

The Assessor shall prepare a report annually summarizing the entire year that shall advise of the overall activities, progress, problems, and corrective measures regarding the various aspects of the duties of the Assessor under this Agreement. The City of Portland shall have the right at any time to require the Assessor to make available to the City of Portland, within 48 hours of notice being provided, all records and documents developed and maintained by the Assessor under the terms of this Agreement for review and audit. All time spent in the preparation and presentation of such reports or in gathering and making information available to the City of Portland by the Assessor shall be deemed a part of the services contracted under the terms and provisions of this Agreement.

**1.9 Board of Review:**

The Assessor shall be available to act as Secretary for each of the March, July, and December Board of Review sessions. All Board of Review sessions shall be scheduled as provided in the City of Portland's ordinances, resolutions, and/or Charter, and within the time limits prescribed by state law, but the City of Portland agrees to allow what flexibility is permitted should the Assessor's schedule require it.

The Assessor shall provide adequate information to the Board of Review members as to how the assessments, capped, and taxable values were determined along with any relevant comments or notes to enable them to reach a determination on a taxpayer's appeal; such information shall include the following:

- A. Sales map indicating all neighborhood increases or decreases
- B. Sales "comparable" packet to include the following:
  - 1. Current picture
  - 2. Sales price versus assessment at the time of sale
  - 3. Building permits issued before or after the sale.

If the Assessor is unable to attend any sessions, the Assessor must supply the City of Portland Clerk with a written agenda for the Board of Review that contains the reasons for all recommended adjustments or the assessor also may have the assessing assistant or co-owner of Dougherty Assessing sit in on the Board of Review, if needed.

**1.10 Sales and Appraisal Studies:**

The Assessor shall prepare sales studies using available data and evaluate all equalization and/or appraisal studies and respond as appropriate.

**1.11 Forms:**

The Assessor shall file all forms fully completed with the Ionia County Equalization Department, State Tax Commission, and other agencies and entities, as required, in a timely manner.

**1.12 Defense of Appeals:**

This Section shall apply to real and personal, IFT, and ad valorem property tax appeals.

The City of Portland shall retain ultimate control of all litigation and settlement negotiations and the Assessor shall operate under the direction of the City of Portland in any litigation regarding an entire Tax Tribunal appeal, including appeals to the Small Claims Division.

Any appeal to the Tax Tribunal may result in the City of Portland obtaining competent legal counsel at the City of Portland's expense. Additional fees for preparing necessary appraisals and/or consultation shall be reviewed in advance by the City of Portland and agreed upon on a case-by-case basis. The City of Portland may choose to retain the Assessor to prepare this report or may employ another firm to prepare a supportable and defensible report for an additional fee.

In consultation with legal counsel, the Assessor shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing, and submitting such materials, statistics, and other information as is necessary to properly defend any such appeal and appearing at all hearings and meetings as are required for the purpose of defending the said appeal. The City of Portland hereby authorizes the Assessor, subject to the approval by the Portland City Manager, to settle where the Assessor deems it appropriate or advisable any appeal. All the foregoing regarding appeals to the Small Claims Division are deemed to be included in the services compensated pursuant to the terms and provisions of this Agreement.

In all other potential appeals to the Michigan Tax Tribunal or State Tax Commission, Assessor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide to the City of Portland information, documents, analysis and advice as may be required in the determination of the Assessor or the City of Portland to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision of the City of Portland or any of its agencies or boards to the Michigan Tax Tribunal or State Tax Commission. After the filing of said petition, the Assessor shall make himself available to the City of Portland for such further assistance as is required by the City of Portland in the defense of such appeal. The Assessor shall make himself available as an expert witness on behalf of the City of Portland in any proceedings. In the event of the termination of this Agreement and the necessity for the services of the Assessor for purposes of consulting, review of information, analysis, or expert testimony after the date of termination, the Assessor shall make himself available, notwithstanding the termination of this Agreement, for assistance in the defense of such appeals, provided, same shall not apply to appeals filed in the Small Claims Division of the Michigan Tax Tribunal. The assessor shall keep the Portland City Manager informed of appeals and provide the Portland City Manager with any recommendation regarding said proceedings, the manner in which same are to be handled, any proposed settlement, and like advice if needed.

The provisions of Paragraph 1.12 regarding appeals shall be and are hereby incorporated regarding any appeal of a personal property tax assessment.

**1.13 Five-Year Assessment Cycle:**

This Agreement shall include an annual review of 20% of the properties in each class within the City of Portland and the Assessor will arrange for any necessary inspections outside of the contracted 16 hours per week. Should the City of Portland desire all properties to be reappraised in mass, there may be additional charges as well as an Agreement addendum pursuant to Section 5.1.

**1.14 Personal Property Statements, Canvas, and Audits:**

The Assessor shall prepare and maintain the mailing list for personal property tax statements and maintain records for personal property including data entry and calculation of depreciated values and their extension within each statement. The Assessor shall conduct a personal property canvas to ensure equity among business owners within the City of Portland. The Assessor is required to perform personal property audits when warranted by questionable data or lack of submitted data.

**1.15 Equalization:**

The Assessor will ensure that the Assessment Roll turned over to the Board of Review in March will not result in any adjustment being applied by the County Equalization process and will caution the Board of Review if any adjustment the Board might be considering risks having such an adjustment be made.

The Assessor will strive to achieve a final Assessment Roll with each class of property being assessed between 49% and 50% as required by state law. The Assessor shall represent the City of Portland when requested by the Portland City Manager by attending any annual Ionia County Equalization meetings.

**1.16 Land Division Applications:**

The Assessor shall assist the Portland City Manager/Zoning Administrator, or other staff as appropriate, in reviewing land division applications.

**1.17 Assessor Certification:**

The Assessor shall maintain their certificate in good standing with the State Tax Commission of Michigan and comply with all annual education requirements.

**1.18 Transportation and Equipment:**

The Assessor shall provide all necessary transportation and field equipment to perform the services and meet the requirements of this Agreement.

**1.19 Tax Increment Finance Authority:**

The Assessor shall be responsible for the recording of any property value changes, new or loss, on the ad valorem assessment roll, specific tax rolls (IFTs, WFA, Commercial Rehab. District OPRAs, PILTs, TIFs, Tool & Die Renaissance Recovery Zone, Outside District Fire Roll, etc.) and special assessment rolls relating to the designation of properties as within the Downtown Development Authority (DDA) District boundaries.

**1.20 Assessor's Recommendations:**

On or before December 31, 2025, at the Portland City Manager's request, and each year thereafter, the Assessor shall prepare written recommendations and conclusions regarding the current state of the City of Portland's assessment rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Assessor, should be taken in order to achieve maximum equity in the assessment rolls and compliance with all State Tax Commission rules, regulations, and guidelines. Such a report shall be submitted to the Portland City Manager for their review. Preparation and submission of such recommendations shall be a part of the Basic Services to be performed by the Assessor under this Agreement.

**1.21 Security of Information:**

If any documents, data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications, or other products or materials are held in the possession of the Assessor outside of the City of Portland offices, then the Assessor shall be under an affirmative duty to provide adequate security to safeguard said materials from fire, theft and other hazards of a like nature or type, while some are in possession of the Assessor. This may include, but not be limited to, providing for a fireproof safe or vault in which to store same, preparing and holding duplicates of same in the possession of the Assessor, but separately or providing same to the City of Portland for possession. Said security measures shall be deemed a part of the Basic Services to be provided hereunder as part of the costs to be borne by the Assessor.

**1.22 Additional Services:**

The Assessor is responsible for the determination and preparation of special assessment rolls for City of Portland projects such as sewer, street, sidewalk, drain, etc. The Assessor

shall report outstanding special assessments, properly completed, on forms required by the State Tax Commission, and same shall be deemed part of the services required by this Agreement. The Assessor will coordinate with the Zoning Administrator or other appropriate staff for assigning street addresses.

## **SECTION II: TERM OF AGREEMENT**

### **2.1 Contract Period:**

The Assessor shall commence the performance of the services herein required on October 1, 2025. Unless sooner terminated, or an amendment with the addition of another participating municipality, this Agreement shall, by its terms, expire on September 30, 2028.

### **2.2 Mutual Right of Termination:**

Either party may terminate this Agreement upon sixty (60) days written notice to the other. This right of termination is specifically exercisable at the sole discretion of either party and requires no just cause or other reason or justification for the exercise thereof. The effective date of such termination shall be sixty (60) days from the date of mailing of such notice by certified mail/return receipt requested.

### **2.3 Termination for Cause or Breach:**

Notwithstanding anything contrary to this Agreement, either party may immediately terminate this Agreement in the event of a material breach by the other. In such case, either party may seek such remedies as shall be available, at law or equity.

### **2.4 Notice of Termination:**

Upon receipt of notice of termination or upon the termination of this Agreement by expiration of its term, the Assessor shall immediately deliver to the City of Portland copies of all data, paper and computer files, drawings, specifications, reports, value estimates, summaries, and other information and materials as may have been accumulated by the Assessor in performing the Agreement, whether completed or in process and same shall be in unaltered form, readable by the City of Portland. In the event of the failure or refusal of the Assessor to forthwith deliver the above-referenced materials, documents, and files, the City of Portland may seek a Circuit Court order compelling the production of same forthwith, and the Assessor herein expressly waives notice of hearing thereon agreeing that a mandatory injunction may immediately issue due to the fact that the failure to receive the stated materials, documents and files will result in irreparable harm to the City of Portland without leaving City of Portland an adequate remedy at law, thereby entitling the City of Portland to an immediate judgment in its favor in this regard.

### **2.5 Amendment/ Renegotiation:**

Nothing herein contained shall be construed to limit or abrogate the rights of the parties to modify or amend this Agreement at any time hereafter, provided, that no such amendment or modification shall be effective unless in writing and duly executed by both parties hereto, through their authorized representatives.

If the Agreement is not renewed or extended prior to its expiration date, and the City of Portland desires to have the Assessor continue on a month-to-month basis, the

compensation will be that which existed for the final month of the previous term, that being September of 2028 unless said compensation is renegotiated between the parties.

### **SECTION III: PAYMENT**

#### **3.1 Compensation for Basic Services:**

During the term of this Agreement, which shall be from October 1, 2025 through September 30, 2028, unless sooner canceled or terminated under the provisions of Section II herein, the City of Portland agrees to pay to Assessor for performance of the Basic Services set forth in Section I of this Agreement as follows:

The total contract amount for the three-year term is payable as follows:

Year One: \$42,500, payable in installments as agreed to by the City of Portland.

Year Two: \$43,775 (3% increase from Year One base amount). All other payment terms are the same.

Year Three: \$45,088 (3% increase from Year Two base amount). All other payment terms are the same.

The Assessor shall be solely responsible for insurance, taxes, and benefits for the Assessor and other persons providing services and shall hold the City of Portland harmless therefrom.

#### **3.2 Proration of Payments on 90-Day Termination:**

In the event, that this Agreement is terminated pursuant to Paragraphs 2.2 or 2.3, the City of Portland shall pay Assessor to the date of termination on a prorated daily basis for any part of a month for which services have been rendered by Assessor and for which no compensation has been received.

### **SECTION IV: CITY OF PORTLAND RESPONSIBILITIES**

#### **4.1 Basic Data:**

The City of Portland shall provide Assessor access to property description files as currently exist as of the date of execution of this Agreement, containing initial information such as property number, legal description, owner, and address information, as well as all data that the City of Portland may possess concerning such properties (i.e., measurements, sketches, photographs, etc.).

#### **4.2 Office Equipment**

The City of Portland shall provide the Assessor with appropriate tax parcel maps, office space, and furniture, telephone, personal computer & accessories, printers, copying machine, fax machine, and office supplies (as defined in Paragraph 4.5) as reasonably needed during the duration of this Agreement. Assessor acknowledges that some of the equipment (i.e., fax, printers, copying machine) is shared among all administrative office personnel, and the Assessor will not have exclusive use of such equipment.

The Assessor shall have access to the City of Portland's computer network for the use of the following software products: BS&A Equalizer Assessing & Tax Modules, Apex Sketching, Microsoft Office applications, and Pivot Point Software. City of Portland's Internet website

will also have available online to the Assessor and the public the property record cards, digital photographs, and tax payment information. The Assessor shall not use any other software within the City of Portland's network or download or upload any software to the City of Portland's network, except with the City of Portland's prior written approval. The Assessor shall be liable for any adverse consequence upon the City of Portland's computer network or function caused by any software introduced in the network by the Assessor without the prior written consent of the City of Portland. Further, Assessor shall be liable for any act of negligence on the part of the Assessor in creating or causing an adverse consequence to the City of Portland's computer network.

The Assessor agrees that the City of Portland's equipment shall be used only for the purposes of fulfilling the Assessor's obligations under this Agreement and shall not be used for personal reasons or to conduct other business not authorized under this Agreement.

**4.3 Computer:**

The City of Portland shall supply computer hardware, software, and peripherals necessary to fulfill the Assessor's duties under this Agreement. The City of Portland shall provide the assessor with Pivot Point Software or Apex Mobile (the cost of which is approximately \$750 a year. If the City of Portland does not have an ArcGis online account, there will be an annual additional \$500 for the ArcGis online account.) The City of Portland will maintain the hardware, software, and peripheral equipment through a regular maintenance program.

**4.4 Map Maintenance/Tax Roll Printing:**

The Assessor shall assume the responsibility for preparing the assessment notices, which will print and mail the assessment change notices during the term of this Agreement. The Assessor shall be provided with digital parcel maps.

**4.5 Office Supplies:**

The City of Portland shall provide the Assessor with office supplies, including computer paper, file folders, hanging folders, assessment notices and forms, postage, and such other supplies as shall be necessary for the performance of the Assessor's responsibilities hereunder.

**4.6 Legal Counsel:**

The City of Portland shall supply legal counsel, at its expense, for Small Claims and full Tax Tribunal hearings, should the need arise.

**SECTION V: REAPPRAISAL AND OTHER NON-BASIC SERVICES**

**5.1 Additional Services (Pricing/Reappraisal):**

In the event that the City of Portland desires to implement some or all of the recommendations made by the Assessor as herein contemplated, the City of Portland may request and the Assessor shall provide such services as are desired by the City of Portland, provided, however, an addendum to this Agreement, reduced to writing and executed by both parties, shall set forth the terms and provision under which the additional services shall be rendered. Such addendum shall specify the nature, extent, and timetable for the performance of such additional services and establish the rate of compensation.

**5.2 Implementation/Responsibility:**

The parties acknowledge that it shall be the sole responsibility of the City of Portland to determine the nature and extent of implementation of the Assessor's recommendations under this Section or any other additional, non-basic services. To that end, the City of Portland assumes responsibility for the defense of any claim, cause of action, or other proceedings that may or might be instituted by the Michigan State Tax Commission, Michigan Tax Tribunal, or other entity, arising from any failure, or alleged failure, to implement such recommendations.

**SECTION VI: MISCELLANEOUS PROVISIONS**

**6.1 Relationship Between City and Assessor:**

In the fulfillment of the services provided herein the Assessor and his employees, agents and officers shall at all times be deemed in a relationship of an independent contractor to the City of Portland.

**6.2 Indemnification/Insurance:**

The Assessor shall hold the City of Portland harmless and indemnify the City of Portland from any claims for bodily injury, death, or property damage that may arise due to his acts or negligence or that of his employees in the performance of services under this Agreement or that arise from his error or omission to properly perform his duties as assessor. The assessor shall, however, have no liability arising out of adjustments to assessments or other actions by the Assessor, the City's Board of Review, and/or the Michigan Tax Tribunal if such adjustments or actions result from honest differences of opinion regarding the value of the subject property and if the Assessor established the assessment pursuant to professional assessment standards and practices.

The Assessor shall report as self-employment income all compensation received by the Assessor pursuant to this Agreement. The Assessor shall indemnify the City of Portland and hold it harmless from and against all claims, damages, losses, and expenses, including reasonable fees and expenses of attorneys and other professionals, relating to any obligation imposed by law on the City of Portland to pay any withholding taxes, social security, unemployment or disability insurance, or similar items in connection with compensation received by the Assessor pursuant to this Agreement. The Assessor shall not be entitled to receive any vacation or illness payments or to participate in employee benefit plans for the City of Portland's employees.

The City of Portland shall not be required to obtain or maintain any insurance covering the Assessor, its agents, or its employees. The Assessor shall obtain and maintain all necessary and appropriate insurance policies covering the negligent and wrongful acts of its employees and agents, including professional liability (in an amount not less than \$1,000,000.00 which shall provide protection from claims arising out of the performance of professional services caused by a negligent error, omission or act for which the insured is legally liable), general commercial liability (in an amount not less than \$1,000,000.00), and automobile liability coverage (in an amount not less than \$1,000,000.00). The City shall be named as an additional insured on the Assessor's general liability, and automobile liability policies. The Assessor shall provide any necessary unemployment and workers' disability compensation coverage for its employees. The Assessor shall provide copies of all insurance policies upon

the City's request, together with copies of certificates of insurance showing the premiums to be fully paid.

**6.3 Non-Assignability:**

The parties to this Agreement acknowledge that, inasmuch as the Agreement is in the nature of an assessing Services Contract, and as the City of Portland's decision to contract with Assessor is based in part on the perceived expertise and ability of the Assessor, it is agreed that the Assessor's duties and obligations hereunder may not be assigned, transferred, nor conveyed without the advance written approval of the City of Portland. Nothing in this Agreement shall prevent Assessor from employing such employees or agents, as Assessor shall deem reasonably necessary in the performance of this Agreement. Also, in the event that vacation, illness, injury, or incapacity in any form, whether elective or imposed, should cause the Assessor to be unable to personally fulfill the terms and obligations of this Agreement for a period exceeding three (3) calendar weeks (21 days), Assessor shall provide the City of Portland, at Assessor's expense, a certified MCAO Assessor to perform any and all such functions as required by this Agreement for the complete term of absence or incapacity. The City of Portland reserves the right to approve or reject, without cause and at its sole discretion, any Assessor designee named to "fill in" for the Assessor for a period exceeding two (2) calendar months (60 days), and to consider, as mutually agreed by the parties hereto, that a rejection of said Assessor designee shall constitute a material breach of the Agreement pursuant to the "material breach" provision of Section 2.3 herein.

**6.4 Professional Standards:**

The Assessor shall be responsible for the highest levels of competency presently maintained by other practicing professional assessors and appraisers, for the professional and technical soundness, accuracy, and adequacy of property valuations, drawings, property inspection data, and all other work and materials furnished under this Agreement. At the time of commencement of performance, the Assessor shall be properly certified at MCAO, equipped, and organized to perform the services required by this Agreement. Subject to compliance with the requirements of this Agreement, the Assessor shall work independently.

**6.5 Ownership of Documents:**

All documents, data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications, and other information, products, or materials produced or held by the Assessor, of whatsoever nature or type, in connection with this Agreement shall be the sole property of the City of Portland with the City of Portland having sole and exclusive right, title and interest in any and all records, compilation, documents, papers, maps or manuscripts pertaining to or prepared pursuant to this Agreement. Upon a reasonable request, the Assessor may have copies of all work performed. All of the foregoing shall be forwarded to the City of Portland at its request and may be used by the City of Portland as it sees fit. The City of Portland agrees that if any of the foregoing prepared by the Assessor is used by Portland for purposes other than those intended by this Agreement, The City of Portland does so at its sole risk- and agrees to hold the Assessor harmless for such use. All services performed under this Agreement shall be conducted solely for the benefit of the City of Portland and will not be used for any other purpose by the Assessor without the written consent of the City of Portland. Any information relating to the services shall not be released without the written permission of the City of Portland. The Assessor shall act and preserve the confidentiality of all of the City of Portland's documents and data accessed for use in the Assessor's work products to the extent allowed or required by law. Any requests for information under the Freedom of Information Act shall be immediately

forwarded to the Portland City Manager or Portland FOIA coordinator for a proper determination of the response to be provided.

**6.6 Attorney's Fees:**

In the event of a material breach of this Agreement by either party, it is agreed that each party shall be responsible for its own attorney's fees and costs.

**6.7 Validity:**

If any paragraph or provision of this Agreement shall be determined to be unenforceable or invalid by any court of competent jurisdiction, such provision shall be severed and the remainder of this Agreement shall remain in force.

**6.8 Survival:**

All express representations, indemnifications or limitations of liability made in or given in this Agreement shall survive the completion of all services of Assessor under this Agreement or the termination of the Agreement for any reason.

**6.9 Controlling Law/Venue:**

This Agreement is to be governed by the laws of the State of Michigan. It is mutually agreed that, in the event of any proceeding, at law or at equity, arising under this Agreement or breach thereof, the venue of any such action shall be in the County of Ionia and the State of Michigan.

**6.10 Covenant Not to Discriminate:**

The parties agree not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status and to comply with all other State and Federal laws, including but not limited to the Americans with Disabilities Act. The parties further agree that any services, programs and activities delivered pursuant to this Agreement shall be delivered without discrimination on the basis of disability, in accordance with the Americans with Disabilities Act and Rules promulgated pursuant thereto.

**6.11 Modification of Agreement:**

None of the terms and provisions of this Agreement may be modified or amended in any way except by an instrument in writing executed by authorized representatives of the parties after review and approval by the respective legislative bodies.

**6.12 Entire Agreement:**

This Agreement constitutes the entire Agreement between the parties regarding its subject matter and supersedes any prior or contemporaneous understandings or agreements with respect to the services.

**6.13 No Waiver/ Modification:**

The failure of either party to enforce, at any time, the provisions of the Agreement shall not constitute a waiver of such provisions or the right of a party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions. No waiver, alteration, or modification of any provision of this Agreement shall be binding unless committed to writing and signed by duly authorized representatives of both parties.

**6.14 Notice, Other Communications:**

Any notice or other communications required or permitted under this Agreement shall be sufficiently given if in writing and delivered personally or sent by confirmed email, facsimile transmission, or other wire transmissions (with a request for assurance in a manner typical with respect to communications of that type), registered or certified mail (postage prepaid with return receipt requested) addressed to the Party's principal place of business or such other address of which the Parties may have given notice.

**6.15 Governmental Immunity:**

Nothing in this Agreement shall act to waive governmental immunity nor any defenses available to the City of Portland or its elected or appointed officials, officers, employees, or agents under the Michigan Governmental Immunity Act, being 1964 PA 170, as amended, MCL 691.1401, et seq; or any other defenses which may be available to, their elected and appointed officials, officers, employees, and agents.

Nothing in this Agreement shall be intended to confer third-party beneficiary status or rights, pursuant to MCL 600.1405 or under the common law, to any person or entity that is not a party to this Agreement.

**IN WITNESS WHEREOF**, the parties hereto execute this agreement as authorized.

CITY OF PORTLAND

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

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Kara Dougherty, MAAO  
Dougherty Assessing

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Monique Miller  
City Clerk

Date: \_\_\_\_\_, 2025

# KARA DOUGHERTY

• [www.linkedin.com/in/kara-dougherty-51638a1b](https://www.linkedin.com/in/kara-dougherty-51638a1b)

Ambitious and enthusiastic individual who excels at unconventional problem-solving. Energetic team player, who is knowledgeable about community development, planning, zoning, and assessing. Excellent listening, communication, leadership skills, and training.

## EXPERIENCE

JAN 2024 – CURRENT

### ASSESSOR, GRATTAN, NEWTON & LEROY TOWNSHIPS

Responsible for input of Deeds, Property Transfer Affidavits, and Principal Residence Exemptions. Update Property details from appraisal into BSA. Create property sketch in BS&A. Electronically scan and file all property records. Handle all assessor mailings and notices. Complete property valuations and re-appraisals, complete building permit & property inspections, attend City meetings when required, and do general office work. Manage any MTT appeals. File and record all personal property, EMPP, IFTs, Principal Residents Exemptions, and Veteran's Exemptions

OCTOBER 2022 – CURRENT

### ASSESSOR, CITY OF PORTLAND

Responsible for input of Deeds, Property Transfer Affidavits, and Principal Residence Exemptions. Update Property details from appraisal into BSA. Create a property sketch in BS&A. Electronically scan and file all property records. Handle all assessor mailings and notices. Complete property valuations and re-appraisals, complete building permit & property inspections, attend City meetings when required, and do general office work. Manage any MTT appeals. File and record all personal property, EMPP, IFTs, Principal Residents Exemptions, and Veterans' Exemptions.

OCT 2023 – JAN 2025

### ZONING ADMINISTRATOR, NEWTON TOWNSHIP

Review building and zoning applications and zoning requirements. Assists the Township Board, the Planning Commission, and the Zoning Board of Appeals in the processing and administration of all zoning appeals and variances, special land use permits, planned unit developments, and amendments to the Zoning Ordinance, per the Master Plan. Assist the Planning Commission with the Review of the Master Plan and the updating of zoning ordinances.

MAY 2020 – DEC 2023

### DEPUTY ASSESSOR, JOHNSTOWN, LEROY, AND NEWTON TOWNSHIPS

Assist with the input of Deeds, Property Transfer Affidavits, and Principal Residence Exemptions. Update Property details from appraisal into BSA. Create property sketch in BS&A. Electronically scan and file all property records. Help the assessor with the annual mailings throughout the year. Assist with property appraisal, inspections, township meetings, and general office work.

**JUNE 2021 – JAN 2023**

**BUILDING, ZONING & MARIJUANA ADMINISTRATOR, BEDFORD CHARTER TOWNSHIP**

Reviews & processes building, marijuana applications, and zoning requirements, issued permits, licenses, and records inspection results. Assists the Township Board, the Planning Commission, and the Zoning Board of Appeals in the processing and administration of all zoning appeals and variances, special land use permits, planned unit developments, and amendments to the Zoning Ordinance, per the Master Plan. Collect and reconcile the build department funds. Assist the Planning Commission with the Review of the Master Plan and the updating of zoning ordinances.

**OCTOBER 2020 – JUNE 2021**

**PROPERTY APPRAISER, BARRY COUNTY EQUALIZATION**

Conduct field inspections and interview property owners to verify property data and the correctness of property descriptions and features. Assists the Equalization Director/Deputy with equalization sales studies. Use BS&A Software & Apex for record-keeping and data input. Prepare reports to compile and analyze assessment changes and special reports for assessment rolls. Gathers and organizes data from deeds and tax rolls. parcel maps, and descriptions for sales studies and appraisals. Reviews sales studies for accuracy to make sure the data is correct, including any splits or multiple parcel sales.

**EDUCATION**

**AUGUST 2017**

**BACHELOR OF SCIENCE – INTEGRATED STUDIES, FERRIS STATE UNIVERSITY**

Graduated Magna cum laude.

**AUGUST 2013**

**ASSOCIATES OF SCIENCE, KELLOGG COMMUNITY COLLEGE**

Graduated Magna cum laude. Phi Theta Kappa, an invitation-only International Honors Society.

**LICENSES & CERTIFICATIONS**

- Michigan Advanced Assessing Officer – July 2024- State Tax Commission
- Certified Personal Property Examiner
- Citizen Planner – October 2021 – Michigan State Extension
- Zoning Administrator Certificate – February 2022 – Michigan State Extension
- Master Planner Certificate – July 2022 – Michigan State Extension

**COMMITTEE MEMBERSHIPS**

- Michigan Assessors Association Executive Board District Two Representative
- Michigan Assessors Association Education Committee Member
- Kent County Assessor Association Education Committee Member
- International Association of Assessing Officers Member

**REFERENCES**

**SAM WATSON**, Michigan Health & Hospital Association, Senior Vice President of Field Engagement

**SHILA KIANDER**, Mecosta County Equalization Director [skiander@mecostacounty.org](mailto:skiander@mecostacounty.org)

**STEPHANIE BOERMAN**, Ada Township Assessor [sboerman@adatownshipmi.org](mailto:sboerman@adatownshipmi.org)

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-58**

**A RESOLUTION APPROVING THE SECOND OF TWO PAYMENTS FOR THE INTERCONNECT FEE FOR THE GRANT STREET SUBSTATION PROJECT**

**WHEREAS**, the City of Portland, through its Electric Department, is in the process of building a new substation for the City’s electrical system; and

**WHEREAS**, as part of the Grant Street Substation Project, Consumers Energy will construct interconnect facilities from their 46kV sub-transmission system to the new substation; and

**WHEREAS**, Consumers Energy will build, own, and operate the interconnect under a previously executed Facilities Agreement; and

**WHEREAS**, the second of two payments for the cost of the interconnect associated with the new Grant Street Substation is \$142,500.00; and

**WHEREAS**, the Board of Light and Power recommends City Council approve the second of two payments for the cost of the interconnect fee in the amount of \$142,500.00.

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

1. Portland City Council authorizes the execution of both the Generator Interconnection Agreement and Facilities Agreement with Consumers Energy.
2. Portland City Council authorizes payment of 50% of the interconnect fee in the amount of \$142,500.00 .
3. 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:** September 2, 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:** August 26, 2025

**Re:** **BLP 25-8A** - Approve second payment for Consumers Energy interconnect to Grant Street substation

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As part of the Grant Street substation project, Consumers Energy will construct interconnection facilities from their 46 kV sub-transmission system to the new substation. Consumers Energy will build, own, and operate the interconnection under a Facilities Agreement between Consumers Energy and the City of Portland Board of Light and Power (BLP). The Facilities Agreement was executed in February. Upon execution of the agreement, the BLP paid Consumers Energy an interconnection fee of \$142,500.

This fee was calculated by Consumers Energy based on the cost to plan, engineer, contract, and manage the construction of the interconnection facilities. A second payment is now due, prior to the start of construction, for the remaining balance of the interconnection construction costs. Upon receipt of this payment, Consumers Energy will purchase materials and contract for construction activities, which are tentatively scheduled to begin in December.

**Recommendation:** Recommend City Council approve the second of two payments to Consumers Energy for 50% of the cost of the interconnect associated with the Grant Street substation.

**Fiscal Impact:** The cost of the proposed expenditure is \$142,500.



CITY OF PORTLAND  
259 KENT ST  
PORTLAND MI 48875-1458

Amount Due: **\$142,500.00**  
Please pay by: **August 28, 2025**

Invoice Number	9328666164
PO Number	
PO Date	
Bill Date	07/29/25

Account: 3000 2382 0305

### NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
For Generation Interconnection and Operating Agreement Milestone # 2 for City of Portland_WDS	1.0 EA	\$142,500.00	\$142,500.00
<b>TOTAL DUE:</b>			<b>\$142,500.00</b>

**See Page 2 for Payment Options.**  
Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

INVOICE QUESTIONS - Contact: **Nicholas Tenney (517) 788-0363**

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY  
PO BOX 740309  
CINCINNATI, OH 45274-0309

Account: 3000 2382 0305

Amount Due: **\$142,500.00**  
Please pay by: **August 28, 2025**  
Enclosed:

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-59**

**A RESOLUTION APPROVING THE PURCHASE OF  
A VIPER RECLOSER AND ASSOCIATED EQUIPMENT FOR THE GRANT  
STREET SUBSTATION PROJECT FOR THE ELECTRIC DEPARTMENT**

**WHEREAS**, in 2021 the City of Portland Board of Light and Power (BLP) installed new Viper reclosers to improve the safety and reliability of the City’s circuit-switching capabilities, at which time six reclosers were purchased—four installed and two retained as spares for maintenance and future use in the Grant Street Substation project; and

**WHEREAS**, the Grant Street Substation project is now underway, with the first phases of the circuit switchover to the new substation (including the West, Industrial, and South Circuits) scheduled for 2026; and

**WHEREAS**, to complete construction and ensure successful transition of the Industrial, West, and South Circuits, the Electric Department requires the purchase of one additional Viper-S Recloser with SEL-651RA Controller, two additional SEL-651RA Controllers, and three Viper-S Substation Frames; and

**WHEREAS**, the Board of Light and Power has reviewed and approved this purchase and recommends City Council approval of the quote from G&W Electric Company in the amount of \$50,858.00, as detailed in the attached recommendation and quote (Exhibit A); and

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

1. The City Council approves the quote from G&W Electric Company for a Viper-S Recloser, two controllers, and three substation frames, in the amount of \$50,858.00, a copy of the recommendation and quote are attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** September 2, 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:** August 26, 2025

**Re:** **Action Item BLP 25-8C** - Approval to purchase one Viper recloser along with associated stands and controllers for the Grant Street substation

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In 2021, the City of Portland Board of Light and Power (BLP) installed new Viper reclosers to improve the safety and reliability of our circuit-switching capabilities. At that time, six reclosers were purchased: four were installed, and two were retained as maintenance spares and for future use in the anticipated Grant Street substation project.

As the Grant Street substation project is now underway, and in preparation for the first phases of the circuit switchover to the new substation (including the West, Industrial, and South Circuits), scheduled for 2026, we need to purchase an additional Viper recloser, along with associated stands and controllers. Below is a summary of the required equipment and costs:

**Equipment Description:**

- |  |             |
|--|-------------|
| • 1 × Viper-S Recloser with SEL-651RA Controller | \$27,465.00 |
| • 2 × SEL-651RA Controllers                      | \$19,118.00 |
| • 3 × Viper-S Substation Frames                  | \$4,275.00  |

**Total: \$50,858.00**

This equipment is necessary to complete the construction of the Grant Street substation and to transition the Industrial, West, and South circuits to service from the new substation.

**Recommendation:**

It is recommended that City Council approve the purchase of one Viper-S Recloser with an SEL 651RA Controller, two standalone SEL 651RA Controllers, and three Viper-S Substation Frames from G&W Electric Company. This equipment, along with two Viper-S Reclosers purchased in early 2021, is needed to complete construction of Phase 1 of the Grant Street substation.

**Fiscal Impact:**

The cost of the proposed expenditures is **\$50,858.00**.

Customer:	<u>City of Portland</u>
Date:	<u>Aug 4, 2025</u>
Validity:	<u>60 Days</u>
Quotation Number:	<u>SQ-91621:B (1)</u>
Customer Reference:	<u>City of Portland</u>

**Item 1: G&W Electric Viper-S Solid Dielectric Recloser, Catalog No. VIP378ER-12S**

**G&W Part Number: TBD**

**Similar to G&W Part Number: D3670PT1LEV0 but with the following features:**

- **Update to include SEL Control 651RA#0XVC (0651RA011AGAAD1A231F1XXX)**

**Features: Full scope of included features indicated on D3670PT1LEV0 drawing attached**

**Price Each: \$27,465**

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**Exceptions/Clarifications:**

- The following quotation was prepared without reference to a formal plan and specification package. G&W's offering for this quotation is limited to the equipment and bill of materials listed in this quotation. If formal plans/specifications are available for this project, please send to G&W to evaluate and revise this quotation accordingly.
- All other materials to be provided by others.

**Commercial Terms and Conditions**

**Validity:** G&W reserves the right to pass through price increases from SEL or other major suppliers

**Shipping Terms:** FOB-Factory

**Freight:** Prepaid and Allowed on a standard closed top trailer

**Payment:** Payment terms are subject to G&W Finance Department approval

**Manufacturing Location:** Improved lead times may be available by manufacturing product(s) in our Canadian or Mexican facilities but are subject to applicable tariffs at the time of shipment. If a specific facility is required by the customer, associated costs, freight terms, and/or lead times will be adjusted accordingly.

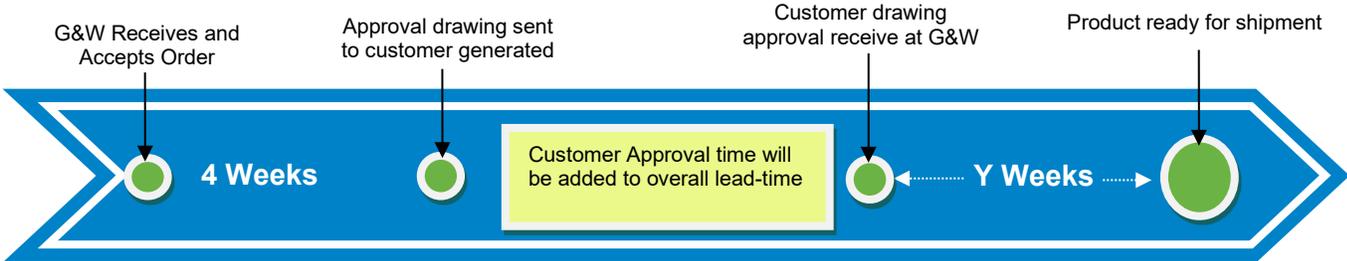
**Purchase Order Submission:** Purchase order should be addressed to:

G&W Electric Co.  
305 W. Crossroads Parkway  
Bolingbrook, IL 60440-4938

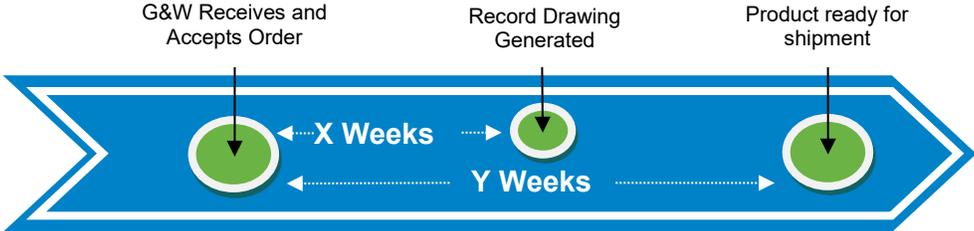
**Terms & Conditions:** Warranty and all other terms and conditions are as per SM-F-1 Rev 11

**Drawing Type Lead Time Tracker**

**Approval Drawings Required:**



**Record Drawings:**



Item	Drawing Lead Time (X Value)	Lead Time (Y Value)
1	4	26-29

Customer:	City of Portland
Date:	Aug 4, 2025
Validity:	60 Days
Quotation Number:	SQ-91621:B (3)
Customer Reference:	City of Portland

**Item 1: SEL Control**

**SEL Part Number: 0651RA011AGAAD1A231F1XXX**

<b>Conformal Coat</b>	Yes
<b>Secondary Input Voltage</b>	(6) 300 Vac Max Inputs (Both VY and VZ)
<b>Secondary Input Current</b>	1 A Phase, 0.2 A Neutral With High-Impedance Fault Detection
<b>Extra Inputs/Outputs</b>	(2) 125 Vdc and (5) 12 Vdc Inputs/(8) Standard Outputs
<b>Communications Interface</b>	(1) 100 BASE-FX, EIA-485
<b>Communications Protocol</b>	Standard
<b>User Interface</b>	Configurable Labels <ul style="list-style-type: none"> <li>• <i>A configuration kit (9260021) is provided (packaged in the shipping box).</i></li> </ul>
<b>Enclosure</b>	Painted Aluminum With GFCI Outlet
<b>Battery Option</b>	12 V, 16 Ahr
<b>Accessory Infrastructure</b>	Fuse Block for Field Wiring, TB Wired to I/O and 100 W Heater <ul style="list-style-type: none"> <li>• <i>Includes Accessory Mounting Kit with 12 V Aux wiring. Requires selection(s): Extra Inputs/Standard Output</i></li> </ul>
<b>LV Close and Secondary Input Voltage Connectors</b>	Low-Voltage Close Connector (2-Pin Female)
<b>Accessories</b>	None
<b>Bundled Accessories (Shipped in box with SEL-651RA)</b>	None

but not installed  
in enclosure)

**Price Each: \$9,559**

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**Exceptions/Clarifications:**

- The following quotation was prepared without reference to a formal plan and specification package. G&W's offering for this quotation is limited to the equipment and bill of materials listed in this quotation. If formal plans/specifications are available for this project, please send to G&W to evaluate and revise this quotation accordingly.
- All other materials to be provided by others.

**Commercial Terms and Conditions**

**Validity:** G&W reserves the right to pass through price increases from SEL or other major suppliers

**Shipping Terms:** FOB-Factory

**Freight:** Prepaid and Allowed on a standard closed top trailer

**Payment:** Payment terms are subject to G&W Finance Department approval

**Manufacturing Location:** Improved lead times may be available by manufacturing product(s) in our Canadian or Mexican facilities but are subject to applicable tariffs at the time of shipment. If a specific facility is required by the customer, associated costs, freight terms, and/or lead times will be adjusted accordingly.

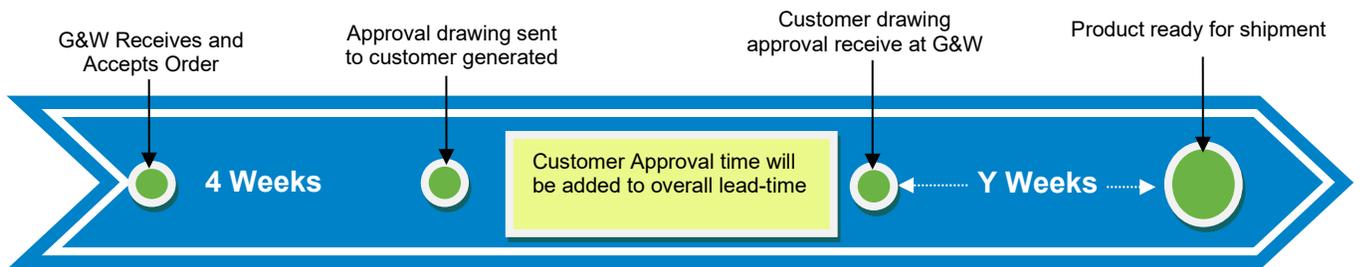
**Purchase Order Submission:** Purchase order should be addressed to:

G&W Electric Co.  
305 W. Crossroads Parkway  
Bolingbrook, IL 60440-4938

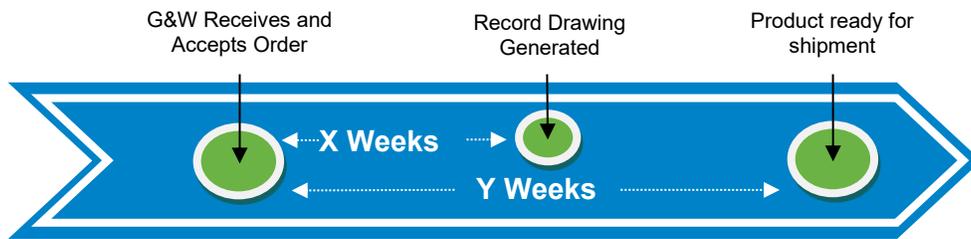
**Terms & Conditions:** Warranty and all other terms and conditions are as per SM-F-1 Rev 11

**Drawing Type Lead Time Tracker**

**Approval Drawings Required:**



**Record Drawings:**



Item	Drawing Lead Time (X Value)	Lead Time (Y Value)
1	4	26-29

Customer:	City of Portland
Date:	Aug 4, 2025
Validity:	60 Days
Quotation Number:	SQ-91621:B (2)
Customer Reference:	City of Portland

**Item 1: Viper-S Substation Frames**

**G&W Part Number: B93779435AN0**

**Price Each: \$1,425**

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**Exceptions/Clarifications:**

- The following quotation was prepared without reference to a formal plan and specification package. G&W's offering for this quotation is limited to the equipment and bill of materials listed in this quotation. If formal plans/specifications are available for this project, please send to G&W to evaluate and revise this quotation accordingly.
- All other materials to be provided by others.

**Commercial Terms and Conditions**

**Validity:** G&W reserves the right to pass through price increases from SEL or other major suppliers

**Shipping Terms:** FOB-Factory

**Freight:** Prepaid and Allowed on a standard closed top trailer

**Payment:** Payment terms are subject to G&W Finance Department approval

**Manufacturing Location:** Improved lead times may be available by manufacturing product(s) in our Canadian or Mexican facilities but are subject to applicable tariffs at the time of shipment. If a specific facility is required by the customer, associated costs, freight terms, and/or lead times will be adjusted accordingly.

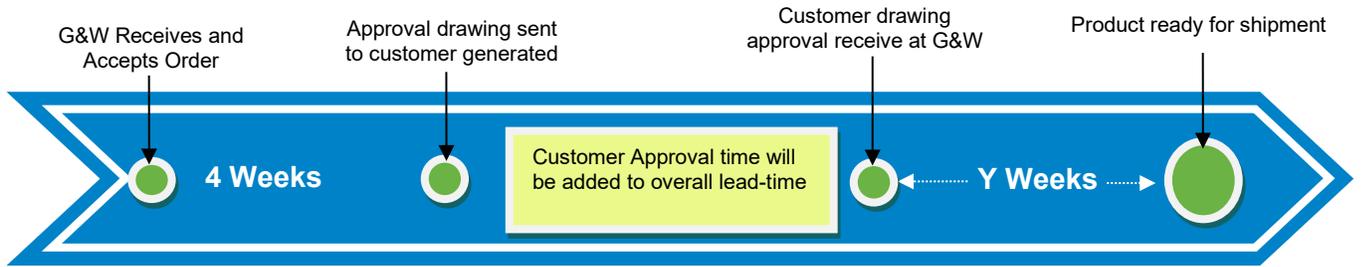
**Purchase Order Submission:** Purchase order should be addressed to:

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305 W. Crossroads Parkway  
Bolingbrook, IL 60440-4938

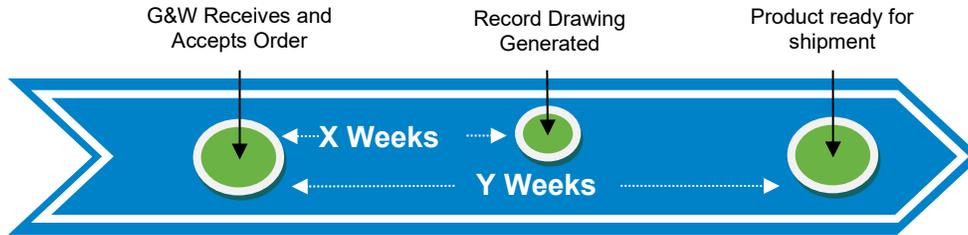
**Terms & Conditions:** Warranty and all other terms and conditions are as per SM-F-1 Rev 11

**Drawing Type Lead Time Tracker**

**Approval Drawings Required:**



**Record Drawings:**



Item	Drawing Lead Time (X Value)	Lead Time (Y Value)
1	4	26-29

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-60**

**A RESOLUTION APPROVING PAYMENT TO FARABEE MECHANICAL, INC.  
FOR REPAIRS MADE TO THE NORBERG AND FAIRBANKS MORSE  
ENGINE GENERATORS AT THE ELECTRIC DEPARTMENT**

**WHEREAS**, the Electric Department operates three engine generators with a MISO 7 capacity market value of \$310,000 per year; and

**WHEREAS**, to collect and maintain the value proposition, the engines must operate at load when called upon by MISO; and

**WHEREAS**, in late winter 2024 to early spring 2025, the Fairbanks Morse and Nordberg engines started experiencing problems; and

**WHEREAS**, Farabee Mechanical, Inc. was able to troubleshoot and conduct repairs to the Fairbanks Morse and Nordberg engines at the Electric Department and is now seeking payment in the total amount of \$78,519.38, a copy of the invoice and memo from the Electric Superintendent is attached as Exhibit A; and

**WHEREAS**, at its meeting on August 26, 2025, the Board of Light and Power voted to recommend that City Council approve same.

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

1. The City Council approves the recommendation to approve payment to Farabee Mechanical, Inc. in the total amount of \$78,519.38, a copy of the invoice and memo from the Electric Superintendent 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:** September 2, 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:** August 26, 2025

**Re:** **BLP 25-8B** - Approve payment of Farabee Mechanical Invoice for engine generator mechanical repairs

---

The capacity market value of our three engine generators (4 MW total) in MISO Zone 7 is currently approximately \$310,000 per year. To collect and maintain this value proposition, our engines must operate at load when called upon by MISO.

We exercise our engine generators monthly, and by late winter to early spring 2025, we began experiencing the following problems:

## **Fairbanks Morse DLA**

1. Elevated operating temperatures
2. Elevated crankcase pressures causing oil leaks
3. Instability when operating on natural gas

## **Nordberg**

1. Fuel injector pumps misting oil through the diesel metering valve
2. Instability when operating on natural gas

Farabee Mechanical had staff onsite to troubleshoot and repair the engines in May, June, and July, for a total of three weeks. During these visits, they accomplished the following:

## **Fairbanks Morse DLA**

1. Replaced thermostats and thermostat housing
2. Descaled, cleaned, and reconditioned the coolant water-to-raw water heat exchanger
3. Installed new rings on pistons 4 and 6
4. Tuned the engine for reliable operation on both diesel and natural gas

## **Nordberg**

1. Replaced fuel injector pump tappets and tappet guides with OEM-specified and consistent parts
2. Tuned and retimed the engine for reliable operation on diesel

Upon completion of the work, all three engines now start and run reliably. Due to hot weather, we operated the engines several times this summer. It would be prudent to retune the Nordberg for natural gas operation this fall or early spring to improve the economics of operation.

**Recommendation:** Recommend City Council approve Farabee Mechanical Inc.'s invoice for engine generator work on the Fairbanks Morse DLA and Nordberg Engines.

**Fiscal Impact:** The total cost for work completed is \$78,519.38.

# Farabee Mechanical Inc.

# Invoice

PO Box 1748  
Hickman, NE 68372

DATE	INVOICE #
8/12/2025	08122025-02

<b>BILL TO</b>
City of Portland, MI 259 Kent Street Portland, MI 48875

<b>SHIP TO</b>

<b>P.O. NO.</b>	<b>TERMS</b>	<b>CONTRACT NUMBER</b>
17445 & Service	Net 30	Service

DESCRIPTION	QTY	BACK ORDER	RATE	AMOUNT
Parts order for engine generator repairs AMOT Thermostat Housing w/new elements - \$5,256.60 6 – Nordberg Tappet Guides – 3925-7133 - \$4,145.40 6 – Nordberg Tappets – 7925-8604 - \$4,859.28			14,261.28	14,261.28
Subtotal				14,261.28
Additional Parts/Materials:				
DLA632B – Head Gasket	2		224.10	448.20
DLA Piston Ring Sets	2		2,622.53	5,245.06
YK213C – Tube Seal, Liner to Head	16		9.62	153.92
DLA416C, Gasket, Exhaust Cover, Small	4		41.54	166.16
DLA416B, Gasket, Exhaust Cover, Large	4		51.63	206.52
DLA3602D, Gasket, Crankcase Inspection Door	8		56.95	455.60
Heat Exchanger De-scaling Chemical	1		3,286.64	3,286.64
Subtotal				9,962.10
Date of Service – 5-12-25 through 5-21-25 Diagnose and correct engine overheating issue on DLA. Found thermostatic valve to be broken and jacket water heat exchanger severely corroded and plugged with rust/debris. Cleaned heat exchanger. Removed innards from Thermostatic valve and installed skillet to force jacket water through exchanger until a replacement valve could be procured.			19,174.00	19,174.00
Labor Subtotal				19,174.00
Date of Service – 6-25-25 through 7-3-25			0.00	0.00

**Total USD**

**Payments/Credits**

**Balance Due**

# Farabee Mechanical Inc.

# Invoice

PO Box 1748  
Hickman, NE 68372

DATE	INVOICE #
8/12/2025	08122025-02

<b>BILL TO</b>
City of Portland, MI 259 Kent Street Portland, MI 48875

<b>SHIP TO</b>

<b>P.O. NO.</b>	<b>TERMS</b>	<b>CONTRACT NUMBER</b>
17445 & Service	Net 30	Service

DESCRIPTION	QTY	BACK ORDER	RATE	AMOUNT
Diagnose and correct loss of crankcase vacuum on DLA. Piston Rings for Cylinders 4 & 6 required replacement. Cylinders 4 & 6 required port chamfering and honing. Following re-assembly, engine was test operated to confirm correction of issue. Issue resolved. Amot thermostatic valve also installed. Engine cools correctly. Labor			15,859.00	15,859.00
Subtotal				15,859.00
Date of Service – 7-7-25 through 7-16-25 Diagnose and correct proper gas operation on DLA. Install Tappets & Tappet Guides on Nordberg Labor			19,263.00	19,263.00
Subtotal				19,263.00
Subtotal 2				78,519.38

<b>Total USD</b>	\$78,519.38
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$78,519.38



**DORSEY COLLEGE  
CONTRACTED SERVICES AGREEMENT**

**Dorsey College**

Kevin Brookshire Jr, Regional Director of EMS Operations  
Dorsey College  
31799 John R. Road  
Madison Heights, MI 48071

City of Portland Ambulance

259 Kent Street

Portland, Michigan, 48875

This contract is made as of September 2, 2025, between Dorsey College (hereafter referred to as Dorsey College), and City of Portland Ambulance (hereafter referred to as Partner).

**1. Principal Duties and Responsibilities**

Dorsey College hereby agrees to serve as an independent contractor to provide Emergency Medical Technician-Basic (“EMT-Basic”) and Emergency Medical Technician-Paramedic (EMT-P) training to employees of PARTNER as described below and upon the terms and conditions set forth in this Contract (collectively the “Services”).

Dorsey College shall:

- Provide one hundred and ninety-four (194) contact hours of EMT-Basic training to employees of PARTNER, of which hours, one hundred sixty-two (162) will be classroom training conducted at the Dorsey College facility. The remaining thirty-two (32) hours of training shall be conducted at various Clinical sites with whom Dorsey College maintains an Affiliation Agreement.
- Provide one thousand twenty-four (1024) contact hours of EMT-Paramedic training to employees of PARTNER, of which hours, five hundred and twenty-four (524) will be classroom training conducted at the Dorsey College facility. The remaining five hundred (500) hours of training shall be conducted at various Clinical sites with whom Dorsey College maintains an Affiliation Agreement.
- Supply all necessary equipment for the training of students in the program.
- Arrange all clinical rotations for students as required by program criteria.

PARTNER shall:

- Allow Dorsey College students to visit PARTNER facilities during the operations portion of the program to become familiar with ambulance operations including loading and unloading patients from ambulances.
- Attend course dates held at Dorsey College campus to recruit Dorsey College students to become employees with PARTNER.
- Excuse employees from work on course dates.
- Not recruit Dorsey College students to attend PARTNER EMS Initial Education Courses.

## 2. Duration of Contract

This contract shall be for a period of two (2) years, beginning September 2, 2025 and may be renewed at any time.

## 3. Payment to the Contractor

PARTNER shall receive a tuition discount for each PARTNER employee enrolled with Dorsey College based on the following chart. All payments must be made within 60 days of the course start date, or the discount will be removed, and a new invoice will be issued. Students will also be removed from the course if payment is not received by the deadline. Only one (1) discount per student.

Enrolled PARTNER Employees	Discount	Please Choose One
Student Direct Payment Plan	10%	<input type="checkbox"/>
Student Direct Payment in Full	12%	<input type="checkbox"/>
Employer Direct Payment Plan	12%	<input type="checkbox"/>
Employee Direct Payment in Full	15%	<input checked="" type="checkbox"/>

## 4. Invoice

Invoices will be emailed to:

PARTNER shall notify Dorsey College representative upon issuance of the check if being sent through the mail.

## 5. Liability

Each Party shall hold harmless, and indemnify the other Party and its directors, officers, agents, and employees against any and all loss, liability, damage, or expense, including reasonable attorney's fees arising out of (i) the negligent acts or omissions of PARTNER or Dorsey College, their officers, directors, employees, successors, assignees, contractors, and agents; (ii) any breach of the terms of this Contract by either PARTNER or Dorsey College; or (iii) any breach of any representation or warranty by PARTNER or Dorsey College under this contract.

**6. Miscellaneous**

This Contract constitutes the total agreement between the parties and is governed by Michigan law. This Contract can only be modified in writing, in a document signed by both parties. The failure by any party to exercise or enforce any right or remedy conferred upon it hereunder shall not be deemed to be a waiver of any such or other right or remedy nor shall either party operate to bar the exercise or enforcement of any thereof at any time thereafter.

**7. Counterparts**

This Agreement may be executed in any number of counterparts. Each of such counterparts shall be deemed to be an original but all such counterparts shall constitute one and the same instrument. Any duplicate copy of this Agreement shall be deemed to have the same force and effect as the original.

**Dorsey College**

\_\_\_\_\_  
Signature of Authorized PARTNER  
Representative

\_\_\_\_\_  
Signature of Authorized Dorsey College  
Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Name: Daniel O'Brien Sowles

Name: Kevin Brookshire Jr

Title: EMS Director

Title: Regional Director of EMS Operations

# emergency medical services

## paramedic program

### Requirements for Admission to Dorsey College are:

- High school diploma or its equivalent (for example, a General Education Development 'GED' High School Equivalency Certificate), as evidenced by an attestation signed by the student,
- A career planning session with a Dorsey College admissions representative, and
- The desire, interest and motivation to succeed.

For additional admissions information and requirements specific to this program, please visit <https://www.dorsey.edu/admissions-information/>

Prerequisite – Successful completion of an MDHHS-approved Emergency Medical Technician – Basic program; current AHA BLS for Healthcare Providers (BLS-HCP) certification.

### Program Curriculum

The paramedic program totals 1,024 hours with 299 classroom hours, 225 laboratory hours, and 500 clinical hours covering 8 topics including preparatory (101 hours), airway/respiratory, (22 hours), patient assessment (37 hours), medical (167 hours), trauma (71 hours), special considerations (60 hours), operations (57 hours) and assessment-based patient management (9 hours).

Additionally, students are required to complete the first 48 clinical hours in an emergency room, with the second 120 clinical hours in a hospital setting, and 130 clinical hours on an ALS transporting ambulance. All 250 hours of field internship must be completed in an ALS pre-hospital unit. The paramedic program length is 14-16 months of contact time, dependent on schedule selection.



Your Career Connection Since 1934

Dorsey College has determined that its Paramedic program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements.



**READ MORE ABOUT OUR ACCREDITATION BY VISITING: [WWW.DORSEY.EDU/ACCREDITATION/](http://WWW.DORSEY.EDU/ACCREDITATION/)**

**EMPLOYMENT ASSISTANCE IS AVAILABLE TO ALL PROGRAM COMPLETERS; HOWEVER, JOB PLACEMENT IS NOT GUARANTEED BY DORSEY COLLEGE. PROGRAMS VARY BY CAMPUS.**

# emergency medical services

## paramedic program

Paramedics work on the frontlines responding in times of an emergency. For many, when tragedy strikes, well-trained paramedics can be the difference between life and death for the patients they assist. Paramedics are found responding to 911 calls, transporting patients, assessing and managing respiratory, cardiac, and trauma emergencies, and more. Paramedics are among the first to respond in emergency situations.

Paramedic is an intensive program which builds on the knowledge attained in an Emergency Medical Technician / EMT-Basic program with an even greater emphasis on pathophysiology of the human body. Students will gain the necessary skills to analyze a patient's signs and symptoms and determine an appropriate course of treatment. Paramedics are able to perform skills (in addition to those skill learned in an EMT-B program) such as intravenous access, endotracheal intubation, cardiac monitoring and electrical therapy, medication administration, pleural decompression, and emergency airway access (cricothyrotomy).

Successful completion of this course will certify students to take the National Registry of Emergency Medical Technicians (NREMT) examination EMT-P.

Students enrolled in this course are required to complete 500 hours of clinical experience in a variety of settings such as an emergency room, hospital setting, and on an ALS ambulance. Students are also required to obtain skill and team leadership benchmarks. Requirement specifics will be discussed during orientation. Prior to clinical assignment, students are required to obtain immunizations as required in accordance with OSHA regulations or proof of their prior administration. Paramedic licensure is becoming the minimum requirement to qualify for an entry-level position as a firefighter. Other areas of potential employment include medical facilities such as hospitals and private ambulance companies.



Dorsey College has determined that its Paramedic program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements.



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**EMPLOYMENT ASSISTANCE IS AVAILABLE TO ALL PROGRAM COMPLETERS; HOWEVER, JOB PLACEMENT IS NOT GUARANTEED BY DORSEY COLLEGE. PROGRAMS VARY BY CAMPUS.**



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, August 18, 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 and Johnston; City Manager Dymczyk; Police Chief Thomas

Absent: Council Members Fitzsimmons and Sheehan

Guests: Larry Tygesen; Kathy Burns

The meeting was called to order at 7:18 P.M. by Mayor Barnes with the Pledge of Allegiance.

Motion by VanSlambrouck, supported by Johnston, to approve the revised agenda to excuse Council Members Fitzsimmons and Sheehan.

Yeas: VanSlambrouck, Johnston, Barnes

Nays: None

Absent: Fitzsimmons, Sheehan

Adopted

Motion by Johnston, supported by VanSlambrouck, to excuse the absences of Council Members Fitzsimmons and Sheehan.

Yeas: Johnston, VanSlambrouck, Barnes

Nays: None

Absent: Fitzsimmons, Sheehan

There was no Public Comment

Under City Manager Report, City Manager Dymczyk noted City Hall has received several calls regarding utility rate increases for electric, water, and wastewater that went into effect July 1<sup>st</sup>; billed on the August utility bill. City Manager Dymczyk provided information on rate increases.

Staff attended safety training last week to coordinate and unify traffic controls across all operations.

Under New Business, the Council held the Second Reading and consideration of Ordinance 101N to establish a procedure for applying for new utility service and applying certain rates and charges as appropriate to apportion the relative costs of the extension of service.

Motion by VanSlambrouck, supported by Johnston, to approve Ordinance 101N to adopt an Electric Utility Service Construction Fee Ordinance.

Yeas: VanSlambrouck, Johnston, Barnes

Nays: None

City of Portland  
City Council Minutes – August 18, 2025

Absent: Fitzsimmons and Sheehan  
Adopted

The Council considered Resolution 25-53 to adopt construction fees and utility agreements for electric service to residents and businesses.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 25-53 to adopt and implement contribution in aid of construction fees and utility agreements for electric service.

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

The Council considered Resolution 25-54 to approve the proposal from Maner Costerisan's Proposal to provide audit services for the fiscal years ending June 30, 2026, 2027, and 2028.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 25-54 to approve Maner Costerisan's proposal to provide professional audit services.

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

The Council considered Resolution 25-55 to approve the purchase of Supervisory Control and Data Acquisition (SCADA) replacement radios, in the amount of \$35,450.00, for the Water and Wastewater Departments.

Motion by Johnston, supported by VanSlambrouck, to approve Resolution 25-55 authorizing the purchase and installation of Supervisory Control and Data Acquisition (SCADA) replacement radios for the water and wastewater utilities.

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

Council Member Fitzsimmons arrived at 7:30 P.M.

The Council considered Resolution 25-56 to go into Closed Session to consider a legal opinion.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 25-56 to enter into Closed Session pursuant to Section 8(H) of the Open Meetings Act to consider an attorney-client privilege memorandum exempt from disclosure under Section 13(1)(G) of the Freedom of Information Act.

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

Council adjourned to Closed Session at 7:31 P.M.

Council returned from Closed Session at 8:21 P.M.

City of Portland  
City Council Minutes – August 18, 2025

Motion by VanSlambrouck, supported by Fitzsimmons, to table Resolution 25-48 approving, authorizing, and directing the Mayor and Clerk to sign a Recreation Services Agreement with Eagle Township.

Yeas: VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Absent: Sheehan

Barnes

Motion by Johnston, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on August 4, 2025, payment of invoices in the amount of \$145,408.51 and payroll in the amount of \$178,140.27 for a total of \$323,548.78. A purchase order to Fleis & VandenBrink in the amount of \$21,108.88 for engineering services for the Divine Hwy. Bridge Project was also included.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Sheehan

Adopted

City Manager Dymczyk had no additional comments.

Under Council Member Comments, there was discussion of an upcoming event that Council Member Johnston's daughter will be singing at.

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

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sheehan

Adopted

Meeting adjourned at 8:26 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the August 18, 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, and Johnston; City Manager Dymczyk; Police Chief Thomas

**Absent** – Council Members Fitzsimmons and Sheehan

**Second Reading and Adoption of Ordinance 101N** to establish a procedure for applying for new utility service and applying certain rates and charges as appropriate to apportion the relative costs of the extension of service.

All in favor. Approved.

**Resolution 25-53** to adopt and implement contribution in aid of construction fees and utility agreements for electric service.

All in favor. Approved.

**Resolution 25-54** to approve Maner Costerisan's proposal to provide professional audit services.

All in favor. Approved.

**Resolution 25-55** authorizing the purchase and installation of Supervisory Control and Data Acquisition (SCADA) replacement radios for the water and wastewater utilities.

All in favor. Approved.

Council Member Fitzsimmons arrived.

**Resolution 25-56** to enter into Closed Session pursuant to Section 8(H) of the Open Meetings Act to consider an attorney-client privilege memorandum exempt from disclosure under Section 13(1)(G) of the Freedom of Information Act.

All in favor. Approved.

**Council adjourned to Closed Session.**

**Motion to Table Resolution 25-48** approving, authorizing, and directing the Mayor and Clerk to sign a Recreation Services Agreement with Eagle Township.

All in favor. Approved.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 8:26 P.M.**

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ANDREW DYM CZYK	02902	PHONE BILL REIM - CITY MANAGER	40.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
KARA DOUGHERTY	02767	ASSESSING SERVICES 2ND HALF OF AUG 2025 - ASSES	1,679.75
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,485.00
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING - GEN	698.07
APPLIED INNOVATION	02493	CITY HALL COPY MACHINE MAINT - GENERAL	46.26
APPLIED INNOVATION	02493	COPY MACHINE MAINT - ELECTRIC	148.34
APPLIED INNOVATION	02493	PRINTER INVOICE - VARIOUS DEPTS	203.76
FAMILY FARM & HOME	01972	WASP SPRAY, MOUSE TRAPS - PARKS	19.94
DARYL B JOHNSON	MISC	ENERGY OPTZ PROGRAM REFUND - ELECTRIC	150.00
MOYER CONSTRUCTION	00316	MULCH TOAN PARK - PARKS	87.50
PORTLAND PUBLIC SCHOOLS	00370	TOT SOCCER CAMP INSTRUCTORS - REC	2,310.25
PORTLAND SOCCER CLUB	MISC	SOCCER CAMP INSTRUCTOR SERVICES - REC	2,430.60
TRI-COUNTY COLLISION	01017	WW TRUCK MIRRIR REPLACED - WW	95.86
OTIS ELEVATOR	00970	ELEVATOR MAINTENANCE- CITY HALL	710.31
STATE OF MICHIGAN	02577	BACTI SAMPLES - WATER	96.00
FERGUSON WATERWORKS	02558	RAT PIPE CUTTER SET - WATER	152.12
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	136.32
CONSUMERS ENERGY	00095	GAS SERVICE -WATER	21.54
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	21.54
CONSUMERS ENERGY	00095	GAS SERVICE - WW	36.57
CONSUMERS ENERGY	00095	GAS SERVICE - WW	18.89
CONSUMERS ENERGY	00095	GAS SERVICE -PARKS	18.00
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	18.00
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	20.65
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	187.33
FAMILY FARM & HOME	01972	WASP SPRAY - PARKS	18.88
CULLIGAN	02130	WATER X2 - PARKS, CEM	16.00
WALKER PROCESS EQUIPMENT	02655	CLARIFIER PARTS - WW	3,471.90
TROJAN TECHNOLOGIES	02175	UV3B RELAY -WW	354.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MRWA	01935	OUTDOOR EXPO REGISTRATION - WW	480.00
GRAINGER, INC.	00172	PUMP FLUID- MAJ STS	40.58
GRAINGER, INC.	00172	BACKFLOW PREVENTER - WATER	188.75
GRAINGER, INC.	00172	SAFETY GLASSES - MTR POOL	17.64
STATE OF MICHIGAN	02577	REGISTRATION DISTRIBUTION - WATER	275.00
CULLIGAN	02130	WATER X1 - WW	9.00
CINTAS	02901	RESTOCK MEDICINE CABINET - MTR POOL	8.16
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	145.94
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	68.55
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	26.04
D & E ELECTRIC LLC	02640	NEW METER SOCKET/FEEDER WIRES - ELECTRIC	300.00
TRUGREEN	02830	WEED CONTROL - ELECTRIC	167.64
TRUGREEN	02830	WEED CONTROL - ELECTRIC	151.97
RANGE TELECOMMUNICATIONS	02872	TELECOM AFTER HOURS SERV CALLS - ELECTRIC	164.00
GRAINGER, INC.	00172	SHOP SUPPLIES - ELECTRIC	286.16
GROSS MACHINE SHOP	00180	MACHINING FOR REPAIRS - ELECTRIC	150.00
POWER LINE SUPPLY COMPANY	00389	TOOL SHOTGUN OPERATING ROD/CASE - ELECTRIC	328.75
POWER LINE SUPPLY COMPANY	00389	FIELD SUPPLIES - ELECTRIC	136.00
GRAINGER, INC.	00172	OFFICE SUPPLIES - ELECTRIC	211.72
OLSON & HOWARD, PC	02951	LEGAL SUPPORT - ELECTRIC	475.00
FAMILY FARM & HOME	01972	SUPPLIES - ELECTRIC	63.96
THE POLICE AND SHERIFFS PRESS	MISC	ID HELMS - POLICE	20.00
CINTAS	02901	RESTOCK MEDICINE CABINET - CITY HALL	70.49
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT AUGUST 2025- GEN	453.42
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	5.94
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	442.37
PURE GREEN LAWN AND TREE	02812	SEC J LAWN TREATMENT - CEM	120.00
CINTAS	02901	RESTOCK MEDICINE CABINET - PARKS, CEM	104.12
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	463.50
GRAINGER, INC.	00172	SUPPLIES - MTR POOL	35.09
SHERWIN-WILLIAMS	01746	SUPPLIES - MAJ STS	153.20

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KOLP ENTERPRISE LLC	MISC	ENERGY OPTZ REFUND PROGRAM - ELECTRIC	382.32
HOMETOWN SPORTS, INC.	01326	DECALS - ELECTRIC	3,900.00
NEWKIRK ELECTRIC ASSOCIATES	00331	GRANT ST SUBSTATION - ELECTRIC APP RES 24-88	198,298.98
RIVERSIDE FIRE & SECURITY, INC	00647	FIRE ALARM SERVICE - CITY HALL	384.25
RIVERSIDE FIRE & SECURITY, INC	00647	ALARM MONITORING FEE - CITY HALL	540.00
KEUSCH TIRE & AUTO	00228	OIL CHANGE, TIE RODS - POL	1,382.18
RESCO	00392	DIST SYSTEM FUSE HOLDERS - ELECTRIC	1,566.00
CORRIGAN OIL CO, NO. 11	02693	DIESEL - ELECTRIC	3,220.48
CORRIGAN OIL CO, NO. 11	02693	DIESEL - ELECTRIC	2,846.14
PLEUNE SERVICE COMPANY INC.	00741	AIR COMPRESSOR INSTALL - ELECTRIC	4,740.65
PLEUNE SERVICE COMPANY INC.	00741	ROOF FAN REPAIR - ELECTRIC	3,820.88
PLEUNE SERVICE COMPANY INC.	00741	ROOF FAN REPAIR - ELECTRIC	980.00
ERIC PLINE	02960	CLOTHING ALLOW - LOC STS	238.49
CULLIGAN	02130	WATER X2 CITY HALL - GEN	16.00
SELBY LAWN CARE	02736	JULY LAWN MOWNING - ELECTRIC	1,385.00
GRP ENGINEERING INC.	01994	GIS MAPPING/ASSET MGMT & SUPPORT - ELECT	995.00
MANER COSTERISAN	02588	FINANCIAL AUDIT YR END 6/30/25 - VAR DEPTS	7,230.00
STRYKER	02688	FINAL PAYMENT FOR MED EQUIPMENT - AMB	19,893.58
HUNTINGTON PUBLIC CAP CORP	00193	FIRST PAYMENT LEAF MACHINE - MTR POOL	36,174.05
HUNTINGTON PUBLIC CAP CORP	00193	ELECTRIC BOND INTEREST - ELECTRIC	8,401.23
ROCHESTER CREATIONS	02359	EMS UNIFORMS - AMB	265.00
CULLIGAN	02130	WATER X2 - WW	16.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	323.53
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	470.29
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT - GEN	1,880.45
STAPLES	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	111.14
UPS	02587	SHIPPING TO BONNELL - MTR POOL	53.36
DAN SOWLES	02724	EXPENSE REIMB - AMB	514.17
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - PARKS	418.92
CULLIGAN	02130	WATER X4 - PARKS, CEM	30.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	115.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RESCO	00392	TRANSFORMER - ELEC APP CONS AGENDA 5-5-25	4,875.00
LANSING SANITARY SUPPLY	02485	PAPER PRODUCTS - CITY HALL, PARKS	610.95
QUALITY CAR & TRUCK REPAIR	02839	M&R CAR 42 - AMB	1,005.56
TRUGREEN	02830	WEED CONTROL DAM - ELECTRIC	151.97
TRUGREEN	02830	WEED CONTROL - ELECTRIC	167.64
RESCO	00392	ARRESTER - ELECTRIC	175.65
POWER LINE SUPPLY COMPANY	00389	BUCKET TRUCK BUCKET COVER - ELECTRIC	250.00
MENARDS	00260	HARDWARE - ELECTRIC	242.98
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	250.00
GRAINGER, INC.	00172	MISS DIG FLAGS - ELECTRIC	276.60
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	3,108.63
Total:			\$339,044.44

**BI-WEEKLY  
WAGE REPORT  
September 2, 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.	12,100.85	60,444.17	4,311.08	17,881.25	16,411.93	78,325.42
ASSESSOR	-	-	-	-		
CEMETERY	5,937.32	30,078.92	3,140.03	10,261.47	9,077.35	40,340.39
POLICE	17,224.61	101,203.14	5,782.14	28,259.88	23,006.75	129,463.02
CODE ENFORCEMENT	2.18	97.16	0.17	7.46	2.35	104.62
PARKS	5,655.61	27,981.41	1,178.24	4,383.23	6,833.85	32,364.64
INCOME TAX	2,243.49	12,888.97	1,031.35	4,898.86	3,274.84	17,787.83
MAJOR STREETS	2,724.44	19,326.49	1,000.45	5,753.15	3,724.89	25,079.64
LOCAL STREETS	3,046.02	27,176.53	894.58	10,573.19	3,940.60	37,749.72
RECREATION	1,408.01	12,686.01	252.72	1,866.37	1,660.73	14,552.38
AMBULANCE	27,168.19	145,544.52	5,802.72	29,566.83	32,970.91	175,111.35
DDA	2,901.50	15,074.30	571.92	2,758.37	3,473.42	17,832.67
ELECTRIC	30,059.00	140,014.32	13,076.72	48,633.15	43,135.72	188,647.47
WASTEWATER	10,790.94	53,337.18	3,268.50	13,701.72	14,059.44	67,038.90
WATER	8,565.53	36,845.85	3,991.09	15,087.86	12,556.62	51,933.71
MOTOR POOL	995.31	3,753.07	356.19	1,143.55	1,351.50	4,896.62
<b>TOTALS:</b>	<b>130,823.00</b>	<b>686,452.04</b>	<b>44,657.90</b>	<b>194,776.34</b>	<b>175,480.90</b>	<b>881,228.38</b>



User: NBROWN

DB: Portland

PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2025	MONTH 07/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000	REAL PROPERTY TAXES	1,403,956.00	83,601.89	83,601.89	1,320,354.11	5.95
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)	3,350.00	0.00	0.00	3,350.00	0.00
101-000-445.000	PENALTY & INTEREST	6,500.00	0.00	0.00	6,500.00	0.00
101-000-447.000	TAX COLLECTION FEES	53,000.00	2,427.25	2,427.25	50,572.75	4.58
101-000-476.000	BUSINESS PERMITS	400.00	0.00	0.00	400.00	0.00
101-000-477.000	CABLE TV FEES	8,000.00	1,755.21	1,755.21	6,244.79	21.94
101-000-490.000	NON-BUSINESS PERMITS	40,000.00	1,761.00	1,761.00	38,239.00	4.40
101-000-543.000	ACT 302 POLICE TRAINING GRANT	1,500.00	0.00	0.00	1,500.00	0.00
101-000-569.000	OTHER STATE GRANTS	0.00	24.50	24.50	(24.50)	100.00
101-000-570.000	LIQUOR FEES	5,000.00	0.00	0.00	5,000.00	0.00
101-000-573.000	LOCAL COMM. STABILIZATION SHARE APPROP	3,000.00	0.00	0.00	3,000.00	0.00
101-000-574.000	REVENUE SHARING-CONST SALES	415,169.00	0.00	0.00	415,169.00	0.00
101-000-574.001	REVENUE SHARING-STAT SALES	138,392.00	0.00	0.00	138,392.00	0.00
101-000-574.002	REVENUE SHARING -PUBLIC SAFETY	2,412.00	0.00	0.00	2,412.00	0.00
101-000-623.000	TRANSCRIPT FEES	500.00	166.45	166.45	333.55	33.29
101-000-624.000	MISCELLANEOUS FEES	500.00	0.00	0.00	500.00	0.00
101-000-628.000	ADMINISTRATIVE CHARGES	480,352.00	40,029.33	40,029.33	440,322.67	8.33
101-000-630.000	CEMETERY LOT SALES	18,800.00	1,600.00	1,600.00	17,200.00	8.51
101-000-633.000	CEMETERY CARE FEES	15,000.00	2,670.00	2,670.00	12,330.00	17.80
101-000-634.000	GRAVE OPENING FEES	21,000.00	1,400.00	1,400.00	19,600.00	6.67
101-000-656.000	DISTRICT COURT FINES	10,000.00	348.56	348.56	9,651.44	3.49
101-000-661.000	PARKING FINES	1,000.00	10.00	10.00	990.00	1.00
101-000-663.000	MISCELLANEOUS FINES	1,500.00	190.00	190.00	1,310.00	12.67
101-000-665.000	INTEREST INCOME	5,000.00	994.72	994.72	4,005.28	19.89
101-000-665.002	INTEREST INCOME-PERPETUAL CARE	1,500.00	348.44	348.44	1,151.56	23.23
101-000-667.000	RENTAL INCOME	11,000.00	1,830.00	1,830.00	9,170.00	16.64
101-000-676.001	DONATIONS-MISCELLANEOUS	125.00	125.00	125.00	0.00	100.00
101-000-678.000	MERS FOREITURE REVENUES	3,000.00	2,199.92	2,199.92	800.08	73.33
101-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	9,000.00	0.00	0.00	9,000.00	0.00
101-000-678.006	REIMBURSEMENTS- MISCELLANEOUS	50,000.00	4,552.28	4,552.28	45,447.72	9.10
101-000-678.007	REIMBURSEMENTS-PAMA	2,000.00	0.00	0.00	2,000.00	0.00
101-000-693.000	SALE OF EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
101-000-699.150	TRANSFER FROM PERP CARE	300.00	32.89	32.89	267.11	10.96
101-000-699.582	TRANSFER FROM ELECTRIC (IN LIEU	115,391.00	0.00	0.00	115,391.00	0.00
101-000-699.590	TRANS FROM WASTEWATER (IN LIEU O	81,250.00	0.00	0.00	81,250.00	0.00
101-000-699.591	TRANSFER FROM WATER (IN LIEU OF	40,805.00	0.00	0.00	40,805.00	0.00
TOTAL REVENUES		2,955,602.00	146,067.44	146,067.44	2,809,534.56	4.94
Expenditures						
100	COUNCIL	36,820.00	24.00	24.00	36,796.00	0.07
172	CITY MANAGER	244,130.00	10,819.39	10,819.39	233,310.61	4.43
201	GENERAL ADMINISTRATION	524,780.00	17,300.55	17,300.55	507,479.45	3.30
257	ASSESSING	75,815.00	5,712.33	5,712.33	70,102.67	7.53
262	ELECTIONS	9,650.00	0.00	0.00	9,650.00	0.00
265	CITY HALL	99,915.00	5,180.15	5,180.15	94,734.85	5.18
301	POLICE	1,098,389.00	37,244.41	37,244.41	1,061,144.59	3.39
371	CODE ENFORCEMENT	27,375.00	1,282.47	1,282.47	26,092.53	4.68
567	CEMETERY	230,095.00	10,658.03	10,658.03	219,436.97	4.63
707	COMMUNITY PROMOTIONS	458,486.00	40,128.69	40,128.69	418,357.31	8.75
728	ECONOMIC DEVELOPMENT	29,750.00	1,758.18	1,758.18	27,991.82	5.91
751	PARKS	289,100.00	12,375.19	12,375.19	276,724.81	4.28

REVENUE AND EXPENDITURE REPORT FOR CITY OF PORTLAND

PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2025 NORMAL (ABNORMAL)	MONTH 07/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		3,124,305.00	142,483.39	142,483.39	2,981,821.61	4.56
<hr/>						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,955,602.00	146,067.44	146,067.44	2,809,534.56	4.94
TOTAL EXPENDITURES		3,124,305.00	142,483.39	142,483.39	2,981,821.61	4.56
NET OF REVENUES & EXPENDITURES		(168,703.00)	3,584.05	3,584.05	(172,287.05)	2.12

PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2025	MONTH 07/31/2025	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 105 - INCOME TAX FUND									
Fund 105 - INCOME TAX FUND:									
	TOTAL REVENUES	1,200,000.00		155,246.39		155,246.39		1,044,753.61	12.94
	TOTAL EXPENDITURES	1,758,221.00		8,233.13		8,233.13		1,749,987.87	0.47
	NET OF REVENUES & EXPENDITURES	(558,221.00)		147,013.26		147,013.26		(705,234.26)	26.34
Fund 202 - MAJOR STREETS FUND									
Fund 202 - MAJOR STREETS FUND:									
	TOTAL REVENUES	878,548.00		136.72		136.72		878,411.28	0.02
	TOTAL EXPENDITURES	1,028,504.00		45,485.19		45,485.19		983,018.81	4.42
	NET OF REVENUES & EXPENDITURES	(149,956.00)		(45,348.47)		(45,348.47)		(104,607.53)	30.24
Fund 203 - LOCAL STREETS FUND									
Fund 203 - LOCAL STREETS FUND:									
	TOTAL REVENUES	1,495,564.00		6,643.45		6,643.45		1,488,920.55	0.44
	TOTAL EXPENDITURES	1,562,697.00		23,527.49		23,527.49		1,539,169.51	1.51
	NET OF REVENUES & EXPENDITURES	(67,133.00)		(16,884.04)		(16,884.04)		(50,248.96)	25.15
Fund 208 - RECREATION FUND									
Fund 208 - RECREATION FUND:									
	TOTAL REVENUES	153,760.00		4,869.02		4,869.02		148,890.98	3.17
	TOTAL EXPENDITURES	153,760.00		7,884.11		7,884.11		145,875.89	5.13
	NET OF REVENUES & EXPENDITURES	0.00		(3,015.09)		(3,015.09)		3,015.09	100.00
Fund 210 - AMBULANCE FUND									
Fund 210 - AMBULANCE FUND:									
	TOTAL REVENUES	1,167,345.00		460,800.10		460,800.10		706,544.90	39.47
	TOTAL EXPENDITURES	1,265,348.00		146,715.08		146,715.08		1,118,632.92	11.59
	NET OF REVENUES & EXPENDITURES	(98,003.00)		314,085.02		314,085.02		(412,088.02)	320.49
Fund 248 - DDA FUND									
Fund 248 - DDA FUND:									
	TOTAL REVENUES	483,000.00		3,095.94		3,095.94		479,904.06	0.64
	TOTAL EXPENDITURES	465,260.00		13,209.32		13,209.32		452,050.68	2.84
	NET OF REVENUES & EXPENDITURES	17,740.00		(10,113.38)		(10,113.38)		27,853.38	57.01
Fund 405 - WELLHEAD IMPROVEMENT FUND									
Fund 405 - WELLHEAD IMPROVEMENT FUND:									
	TOTAL REVENUES	10,000.00		0.00		0.00		10,000.00	0.00
	TOTAL EXPENDITURES	10,000.00		2,020.95		2,020.95		7,979.05	20.21
	NET OF REVENUES & EXPENDITURES	0.00		(2,020.95)		(2,020.95)		2,020.95	100.00
Fund 520 - REFUSE SERVICE FUND									
Fund 520 - REFUSE SERVICE FUND:									
	TOTAL REVENUES	219,670.00		18,139.22		18,139.22		201,530.78	8.26
	TOTAL EXPENDITURES	218,000.00		18,043.48		18,043.48		199,956.52	8.28
	NET OF REVENUES & EXPENDITURES	1,670.00		95.74		95.74		1,574.26	5.73
Fund 582 - ELECTRIC FUND									
Fund 582 - ELECTRIC FUND:									
	TOTAL REVENUES	5,753,650.00		564,601.23		564,601.23		5,189,048.77	9.81
	TOTAL EXPENDITURES	6,471,693.00		348,307.33		348,307.33		6,123,385.67	5.38
	NET OF REVENUES & EXPENDITURES	(718,043.00)		216,293.90		216,293.90		(934,336.90)	30.12

User: NBROWN

DB: Portland

PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2025 NORMAL (ABNORMAL)	MONTH 07/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	1,857,216.00	162,544.70	162,544.70	1,694,671.30	8.75
	TOTAL EXPENDITURES	2,137,186.00	51,408.82	51,408.82	2,085,777.18	2.41
	NET OF REVENUES & EXPENDITURES	(279,970.00)	111,135.88	111,135.88	(391,105.88)	39.70
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	960,200.00	92,066.09	92,066.09	868,133.91	9.59
	TOTAL EXPENDITURES	983,338.00	41,878.26	41,878.26	941,459.74	4.26
	NET OF REVENUES & EXPENDITURES	(23,138.00)	50,187.83	50,187.83	(73,325.83)	216.91
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	315,700.00	21,613.03	21,613.03	294,086.97	6.85
	TOTAL EXPENDITURES	502,941.00	7,273.45	7,273.45	495,667.55	1.45
	NET OF REVENUES & EXPENDITURES	(187,241.00)	14,339.58	14,339.58	(201,580.58)	7.66
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
	NET OF REVENUES & EXPENDITURES	(2,062,295.00)	775,769.28	775,769.28	(2,838,064.28)	37.62



# PURCHASE ORDER

## City of Portland

P.O. 16910

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

VENDOR TROJAN TECH  
\_\_\_\_\_  
\_\_\_\_\_

DATE: 8-26-2029

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
# 331014-002 UV KITS x 13	590-548-931		\$4,833.40
#302312 Steel nut cap x 50			\$417.50
surcharge			\$262.55
S & H			\$473.00
DEPARTMENT HEAD (UP TO \$500) <u>Jmh</u>		TOTAL	\$5,986.45

Treasurer Initials

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

## Tony Smith

---

**From:** Trojan Technologies Shared Inbox for Midwest US Municipal Territory (London)  
<midwestus@trojantechnologies.com>  
**Sent:** Wednesday, August 20, 2025 2:38 PM  
**To:** Tony Smith  
**Subject:** RE: City of Portland WWTP-3000B replacement relay circuit

Hello Tony,

Thank you for reaching out. Below is the quote for the requested parts as per your request:

**Line 10**

1X 331014-002 Kit has the following components \$371.80EA

13 X \$371.80 = \$4,833.40

PART NO.	DESCRIPTION	QTY
302418-004	LAMP P, UV6414 UV 4-PKG	1
302208-004	SLEEVE, QTZ UV3 20X23X1610 4PK	1
302300	O-RING, SLEEVE SEAL 4MM X 23MM	4
302314	O-RING, SLEEVE SUPPORT #317	4
700105	COMPRESSION SPRING, SS	4

**Line 20**

1X 302312 Sleeve Cup Nut,UV3 MOD RYTON \$8.35 EA

50X \$8.35 = \$417.50

**Line 30**

Surcharge fee of 5% will Apply

5% \* (417.50+4833.40) = \$262.55

**Line 40**

Freight Line Amount \$473.00

**Total Order Amount = \$5,986.45**

Should you require any further assistance, please contact us.

Cheers,

**Mr. Fady Alaloul | INSIDE SALES REPRESENTATIVE**

TROJANUV |

1-519-457-3400 x 2334 office

[MidWestUS@trojantechnologies.com](mailto:MidWestUS@trojantechnologies.com)



# PURCHASE ORDER

## City of Portland

P.O. 17652

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

VENDOR Joint Michigan  
Apprentice Program

DATE: 8/16/25

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<u>Tuition for Kyle</u>	<u>582.539.960</u>		<u>\$6,000.<sup>00</sup></u>
DEPARTMENT HEAD (UP TO \$500) <u>[Signature]</u>		TOTAL	<u>\$6,000.<sup>00</sup></u>

[Signature]  
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:** August 26, 2025

**Re:** **Action Item BLP 25-8D** - Approval to pay JMAP tuition fees for Kyle Enz

---

On October 22, 2024, Kyle Enz transferred from the DPW Department to the Electric Department. Kyle began as a Groundman, with the understanding that the department might soon be training another apprentice lineman. He has been an excellent addition to the team, and last spring, the decision was made to offer Kyle the opportunity to pursue apprentice lineman education.

Kyle is now enrolled in the Joint Michigan Apprenticeship Program, operated by Wolverine Power. This is the same program in which all of our current linemen and apprentice linemen have been—or are currently—trained. Kyle will begin with two weeks of training in Cadillac, Michigan, this September. In late July, we received an invoice for the upcoming training.

**Recommendation:**

Recommend City Council approve the payment of tuition fees for Year 1/Week 1 and Year 1/Week 2 to the Joint Michigan Apprenticeship Program.

**Fiscal Impact:**

The cost for the proposed training is \$6,000.

# JOINT MICHIGAN APPRENTICE PROGRAM

10125 W. Watergate Road, Cadillac, MI 49601  
Phone: Fax:

<b>Bill To:</b>	City of Portland 259 Kent Street Portland, MI 48875	<b>Customer ID:</b>	10015
		<b>Internal ID:</b>	13817

Invoice Date	Invoice Number	Due Date	Total Due
April 7, 2025	II2300181	May 7, 2025	\$ 6,000.00

Start Date	Student / Step	Cost
09/22/2025	Tuition Fees - Enz, K. Y1W1 & Y1W2	\$ 6,000.00

Tax	\$	0.00
<b>Total</b>	<b>\$</b>	<b>6,000.00</b>

### ACH Payment Instructions

Bank Name:	Horizon Bank
Routing Number:	071201320
Account Number:	2552416832

### Check Payment Instructions

**Joint Apprenticeship & Training Trust Fund**  
c/o Wolverine Power Cooperative  
10125 W. Watergate Road  
Cadillac, MI 49601

### Contact Information

Billing Questions: Kelsey Beck	kbeck@wpsci.com	(231) 779-3419
Program Questions: Heather DeLeon	hdeleon@wpsci.com	(231) 779-3393

Withdrawal Policy	Refund
- Prior to start of class	100%
- After classes start	0%

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

Held on Monday, July 28, 2025  
In the Council Chambers at City Hall

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

Members Absent: Williamson

Staff: Director ConnerWellman, City Clerk Miller

Guests: Merry Hass of The Port

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

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

Under Public Comment, Merry Hass of The Port recapped and provided information on the problems she has experienced with the DDA.

Motion by Barnes, supported by Briggs, to approve the minutes of the June 30, 2025, regular meeting with the addition of the word “stated” in Paragraph six, page four.  
All in favor. Adopted.

Under the Treasurer’s Report, Mayor Barnes explained the charge for the Uhaul one month and mileage the following month. He noted the process for submitting expenses and asked that the expense report process be improved so it is easier to tie items together. He would like to see more complete information.

Vogl asked for more information on the vendor used for the t-shirts for the Brews & Pours event.

Motion by Briggs, supported by Schneider, to approve the Treasurer’s Report as presented.  
All in favor. Adopted.

Under Team Reports, City Manager Dymczyk proved an update on the Looking Glass Plaza Project. The work on Grand River Avenue is almost finished so he expects Grand River Avenue to be fully open later this week. Work on the plaza will take place during the month of August.

Director ConnerWellman stated she has received a lot of community input at the TeamWork meetings and would like to keep these meetings and have them evolve into something else called Team Portland that would include other organizations in the City. She provided information on a contact she has from Rogers City who is willing and anxious to share how he has implemented something like this in his community.

Director ConnerWellman noted she emailed the sign-up sheet for volunteers for Brews & Pours to the board members and asked them to sign up for a time slot and to share it with their contacts.

Under Old Business, Director ConnerWellman presented the DDA Director Job Description with edits/suggestions prepared by her and Finance Director Tolan to reflect duties she does/has done that previous DDA Directors have not done and that might hinder other departments' ability to work effectively.

There was discussion about the proposed job description, including whether or not the DDA Director should report to the City Manager.

Director ConnerWellman stated she received a text from Chair Williamson resigning from the DDA effective immediately.

There was discussion around whether a new subcommittee should be formed and whether other board members besides the Board Officers could be a part of the subcommittee.

Motion by Barnes, supported by Schneider, to table approval of the DDA Job Description until the next DDA meeting and the subcommittee, comprised of the Chair, Vice Chair, and City Manager, have a chance to review and make recommendations on the same.  
All in favor. Adopted.

Under Funding Initiatives, City Manager Dymczyk stated his feeling that sponsorship dollar amounts should be approved by the DDA moving forward.

Member Schneider stated that this would hinder the DDA Director from doing her job. Her ability to make changes to sponsorships allows her to pivot quickly when necessary. Unless there is a legal issue, he feels that changing this process seems to be excessive oversight. DDA Director ConnerWellman has done a great job and can be trusted.

There was discussion around how approvals might be accomplished and the difference between sponsorships and donations.

Motion by Dymczyk, supported by Barnes, to have sponsorships authorized by the DDA Board prior to an event.

Yeas: Dymczyk, Barnes, Vogl

Nays: Schneider, Ward

Abstain: Briggs

Adopted

Under New Business, the Election of Board Officers was held.

Motion by Ward, supported by Dymczyk, that Vogl be Chair, Schneider be Vice Chair, Barnes be Treasurer, and Briggs be Secretary.

All in favor. Adopted.

Director ConnerWellman presented a request that checks be cut ahead of the Brews & Pours event.

Motion by Briggs, supported by Schneider, to cut checks to facilitate the cash flow required for the Brews & Pours event.

All in favor. Adopted.

Director ConnerWellman stated the Bi-Annual DDA-TIF Public Meeting will be held at 7:00 P.M. on September 22, 2025, with the DDA meeting to follow.

There was discussion about forming a By-Laws Review Group.

Motion by Barnes, supported by Briggs, the same subcommittee that is reviewing the DDA Job Description review the By-Laws, in addition to Member Ward.

All in favor. Adopted.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, City Manager Dymczyk provided an update on City activities.

Member Ward inquired about equipment staging for the Divine Highway Bridge Project next year. She suggested if the parking lots on either side are filled with construction equipment property owners on the north side of the Looking Glass River won't be able to park a vehicle on either side of the bridge.

Motion by Dymczyk, supported by Briggs, to adjourn the meeting at 8:28 P.M.

All in favor. Adopted

Respectfully submitted,

---

Margery Briggs, Secretary

**DRAFT MEETING MINUTES - REGULAR MEETING**  
**PORTLAND BOARD OF LIGHT AND POWER**  
4:00 P.M. Tuesday, July 23, 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 Chairman Robert Baldyga at 4:00 PM. Attendees included: Chairman Robert Baldyga, Board Member Nick Lefke, Board Member Mike Fox, City Manager Andrew Dymczyk, and Superintendent Todd Davlin.

**II. SAFETY SHARE**

Todd Davlin presented a Safety Share about heat exhaustion

**III. APPROVAL OF AGENDA**

**Motion:** Mike Fox      **Seconded:** Robert Baldyga

**Yay:** 3      **Nay:** 0

**IV. III. APPROVAL OF MINUTES**

**Motion:** Nick Lefke      **Seconded:** Robert Baldyga

**Yay:** 3      **Nay:** 0

**V. ACTION ITEM(S)**

**Action Item BLP 25-7A**

**Subject:** Adopt New Utility Service Construction Fee Ordinance to improve planning and documentation and reduce capital risk.

**Recommendation:** Recommend that City Council adopt the proposed Utility Service Construction Fee Ordinance, including the associated forms and template agreements. With consistent restoration language included throughout the documents, and modifications that surveys and formal easement language should be changed to rights of access for construction/maintenance for residential installations.

**Fiscal Impact:** There are no new costs associated with adopting this ordinance. Implementation is expected to yield minor but consistent year-over-year reductions in operating expenses and reduce capital risk associated with growth.

**Motion:** Robert Baldyga      **Seconded:** Nick Lefke

**Yay:** 3      **Nay:** 0

**Action Item BLP 25-7B**

**Subject:** Approval of RESCO Proposal for 500 MCM Copper Kerite Conductor.

**Recommendation:** Recommend that the City Council approve the purchase of 4200 feet of 15KV Copper medium voltage Kerite underground conductor from RESCO at a unit cost of \$32.80 per foot, commit to purchasing an additional 4,050 feet in 2027.

**Fiscal Impact:** The total cost for the proposed expenditure is \$137,760.

**Motion:** Nick Lefke      **Seconded:** Mike Fox

**Yay:** 3      **Nay:** 0

**VI. INFORMATIONAL ITEMS**

Todd Davlin provided brief reports addressing the following topics:

- a. Financial report
- b. Reliability report
- c. Grant Street Substation Update
- d. Engine Plant Maintenance

**VII. NEXT REGULAR BLP BOARD MEETING: Tues August 26<sup>th</sup>**

**VIII. PUBLIC COMMENT (5-minute time limit per speaker) None**

**CITY MANAGER COMMENTS**

City Manager Andrew Dymczyk provided an overview of current City projects and initiatives.

**IX. BOARD COMMENTS: None**

**X. ADJOURNMENT:** Board Chairman Robert Baldyga adjourned the meeting by proclamation at 5:30 PM.



Aug 13, 2025

Mr. Andrew Dymczyk, City Manager

City of Portland

259 Kent Street

Portland, MI 48775

**RE: July 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 July 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 black ink, appearing to read "T. Smith", with a stylized flourish at the end.

Tony Smith

City of Portland WWTP Superintendent

- **ADMINISTRATIVE REPORT**

- The July 2025 Discharge Monitoring Report (DMR) was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The average influent flow was 283,000 gallons per day. The daily maximum flow was 335,000 GPD. WWTP discharged a total of 7.562 MG (million gallons) of final effluent to the Grand River for the month of July and treated a total of 8.779 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 July. Contractors have set all 4 structures and tied into the existing C3 sanitary manhole located in Grand River Avenue. Concrete restoration in Grand River has been completed, and the lane closure/shift was removed in early August. The decommissioned sanitary lines have been bulk headed and filled with flowable fill. Contractors will shift attention to the restoration to the I03 Plaza retaining wall and the Lateral hookup for Fabiano's will be rerouted through a Grease separator before flowing to the new sanitary sewer main.
- 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. These items are to be addressed in August.
- 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/August. The line was discovered earlier this summer while performing sewer maintenance.
- Change orders IO and II have been reviewed again, we plan to move forward now that the River Crossing portion of the project has been completed. The Main item to be completed this fall will be the Lab Improvements at the WWTP. Windows, doors, flooring, Lighting and new HVAC that are original construction will all be replaced. The floor plan will be adjusted to accommodate a suitable locker room for employees, laundry and break room. Also, with the remaining funds the City of Portland WWTP will purchase a 6" trash pump and hoses to provide relief during plant hydraulic overload events (flooding, ice jams).

## WASTEWATER MAINTENANCE

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

- UIS was on-site in July to perform annual calibrations on all flow meters at the WWTP. Kennedy Industries will be out in August to complete the annual pump maintenance at the Cities three lift stations.

-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. The fuses were upsized according to the manufacturer's recommendations and repaired in July.

-Plant staff were able to clean over 23,000 feet of sanitary sewer for the month of July. WWTP has cleaned nearly 75% of the sanitary lines in the Cities Collection system in a two-year period. The new Gap Vac combo truck has proven to be a great asset to maintaining the sanitary infrastructure.

-Staff located all the manholes that run through Cherry Hill on the west end of town and the remote area near Community Lake. Contractors 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. Once completed the city will begin cleaning and root cutting the sanitary sewer lines.

## EMERGENCY ALARM CALL-OUTS

-There were 1 after hours call outs for the month of July 2025. The callout was for a lateral back up on Kearney Street, staff arrived and investigated. The blockage was determined to be in the homeowner's lateral. Staff responded to locate utilities for an emergency miss dig on East Grand River

## ● DAILY FLOW SUMMARY

The wastewater flow was monitored using the facility's influent and effluent flow meters. The chart below shows the flow readings for the month of July 2025. The average influent flow during this period was 283,000 gallons per day and the average effluent flow during this period was 244,000 gallons per day. We had (10) days with measurable precipitation which totaled 2.45 inches. The influent flow is higher than the effluent flow due to solids removal and due to recycled flows, which are measured twice.



July 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	5.2		14.3		99	8.4		23.1		96	4	0.496	1.1	92	7.9	5.2	12						
2	5.0		14.0		99	9.6		26.8		98	6	0.502	1.2	93	7.3	5.3	2						
3																							
4																							
5																							
6																							
7		5.1		14.1			9.0		25.0									5					
8	7.6	6.3	18.1	16.0	98	12.4	11.0	29.5	28.1	97	4.4	0.601	1.2	92	7.3	5.1	6	3					
9	5.9	6.8	15.5	16.8	98	8.8	10.6	23.0	26.3	99	7.6	0.558	1.2	90	7.3	5.4	6	6	0.18				
10	6.9	6.8	16.7	16.7	98	14.0	11.7	33.9	28.8	95	10.8	0.522	1.0	94	7.3	5.4	2	4	0.19				
11		6.8		16.7			11.7		28.8									4					
12		6.8		16.7			11.7		28.8									4					
13		6.8		16.7			11.7		28.8									4					
14		6.8		16.7			11.7		28.8									4					
15	5.1	6.0	12.5	14.9	98	8.4	10.4	20.6	25.8	97	6.4	0.717	1.5	90	7.3	5.1	16	6					
16	5.3	5.8	13.3	14.2	98	7.6	10.0	19.0	24.5	99	4.4	0.723	1.5	90	7.5	5.4	7	6					
17	5.2	5.2	12.1	12.6	98	6.0	7.3	14.0	17.9	98	4.4	0.992	1.9	85	7.5	5.1	6	9	0.22				
18		5.2		12.6			7.3		17.9									9					
19		5.2		12.6			7.3		17.9									9					
20		5.2		12.6			7.3		17.9									9					
21		5.2		12.6			7.3		17.9									9					
22	4.5	5.0	10.3	11.9	99	9.6	7.7	21.9	18.3	97	7.6	0.540	1.0	92	7.5	5.4	4	6					
23	5.5	5.1	13.1	11.8	98	8.8	8.1	20.9	18.9	97	6.8	0.645	1.3	90	7.5	5.5	6	5	0.21				
24	5.2	5.1	12.2	11.8	98	8.8	9.1	20.6	21.2	97	7.6	0.744	1.5	88	7.4	5.5	2	4					
25		5.1		11.8			9.1		21.2									4					
26		5.1		11.8			9.1		21.2									4					
27		5.1		11.8			9.1		21.2									4					
28		5.1		11.8			9.1		21.2									4					
29	6.7	5.8	16.8	14.0	98	12.8	10.1	32.1	24.6	97	9.6	0.884	1.9	88	7.3	5.1	6	4					
30	6.4	6.1	16.1	15.0	98	10.0	10.5	25.2	26.0	97	6.8	0.742	1.7	88	7.5	5.3	4	4	0.16				
31	5.5	6.2	13.4	15.5	99	8.4	10.4	20.5	25.9	97	4.4	0.629	1.3	90	7.5	5.4	12	7					
M/M																							
TL																							
GA																							
ME	5.7		14.2		98	9.5		23.7		97	6.4	0.66	1.4	90	7.4	5.3	5.4		0.2				
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

July 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	5.0	0.0		6.8	6.3	1.44	3.60	0	10
2	24	4.9	0.0		5.8	5.7	1.44	3.60	0	10
3	24	5.5	0.0		5.7	5.9	1.44	3.60	0	10
4	24	6.9	0.0		4	5.1	1.44	3.60	0	10
5	24	7.0	0.0		5.6	6.0	1.44	3.60	0	10
6	24	6.1	0.0		4.1	6.0	1.44	3.60	0	10
7	24	6.0	0.0		6.3	6.1	1.44	3.60	0	10
8	24	5.8	0.0		6.7	5.6	1.44	3.60	0	10
9	24	5.2	0.0		5.1	6.0	1.44	3.60	0	10
10	24	5.7	0.0		4	5.9	1.44	3.60	0	10
11	24	5.8	0.0		3.5	5.6	1.44	3.60	0	10
12	24	6.0	0.0		4.3	5.8	1.44	3.60	0	10
13	24	5.7	0.0		3	4.0	1.44	3.60	0	10
14	24	5.6	0.0		2.4	3.4	1.44	3.60	0	10
15	24	5.6	0.0		3.1	6.2	1.44	3.60	0	10
16	24	5.5	0.0		2.9	5.6	1.44	3.60	0	10
17	24	5.9	0.0		1.8	5.2	1.44	3.60	0	10
18	24	5.9	0.0		5.8	6.3	1.44	3.60	0	10
19	24	6.3	0.0		6.2	6.1	1.44	3.60	0	10
20	24	6.0	0.0		5.2	5.4	1.44	3.60	0	10
21	24	5.8	0.0		4.6	4.9	1.44	3.60	0	10
22	24	6.0	0.0		3.5	3.3	1.44	3.60	0	10
23	24	5.8	0.0		5	5.7	1.44	3.60	0	10
24	24	5.9	0.0		4.3	5.6	1.44	3.60	0	10
25	24	6.2	0.0		3.5	5.6	1.44	3.60	0	10
26	24	6.7	0.0		2.6	3.4	1.44	3.60	0	10
27	24	6.1	0.0		2.8	3.3	1.44	3.60	0	10
28	24	5.7	0.0		2.2	3.4	1.44	3.60	0	10
29	24	5.5	0.0		5.5	5.5	1.44	3.60	0	10
30	24	5.4	0.0		5.4	5.1	1.44	3.60	0	10
31	24	5.6	0.0		4.8	3.8	1.44	3.60	0	10
TL								111.60	0	
ME	24	5.8	#DIV/0!	#DIV/0!	4	5.2	1.44	3.60	0	
REMARKS:										

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

July 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 Gallons
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	
SF				1					
1	y	40.5	0	168				268	4.5
2	y		0	176	18	26	13	268	2.5
3	y		0	176				268	2.1
4	n		0	168				268	0.0
5	n		0	176				268	0.0
6	n		0	168	38	58	29	268	0.0
7	n		0	168				268	0.0
8	y	40.5	0	176	20	26	14	268	0.0
9	y		0	184				268	0.0
10	y		0	184	18	26	15	268	0.0
11	y		0	200				268	0.0
12	n		0	200				268	0.0
13	n		0	184	28	41	25	268	0.0
14	n		100	184				268	0.0
15	y	40.5	0	192	17	26	12	268	0.0
16	y		300	200				268	0.0
17	y		0	168	22	28	22	268	0.0
18	y		0	176				268	0.0
19	n		0	176				268	0.0
20	n		200	184	30	42	28	268	0.0
21	n		200	184				268	0.0
22	y	40.5	0	184	22	29	17	268	0.0
23	y		0	184				268	0.0
24	y		0	192	17	27	32	268	0.0
25	n		0	224				268	0.0
26	n		0	192				268	0.0
27	n		0	192	25	39	1	268	0.0
28	n		0	184				268	0.0
29	y	40.5	0	192	31	28	13	268	0.0
30	y		0	192				268	0.0
31	y		0	192	10	28	20	268	0.0
<b>TL</b>		202.5	800.0	5720	296	424	241	8308	9.1
<b>ME</b>		40.5	26	185	23	33	19	268	0.3
<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

July 2025

**DIGESTER BIOSOLIDS**

SF DAY	RAW SLUDGE-D1/D2						BIOSOLIDS-Thickener					
	Amt. Pumped gal	Percent Total Solids	Digester % Vol. Solids	Digester Loading lbs/1000 cuft.	PH	TEMP. C.	SLUDGE TEMP. C.	PH	T. S. %	V. S. %	VA/TA RATIO	VOLATILE SOLIDS REDUCTION
		D1 D2	D1 D2		D1 D2	D1 D2						
1	#REF!											
2	#REF!											
3	#REF!	1.4	54	#REF!	7.5	25.0	25.0	7.4	7.5	59		
4	#REF!											
5	#REF!											
6	#REF!											#DIV/0!
7	#REF!											
8	#REF!	1.4	56		7.4	25.0	25.0	7.4	0.9	52		
9	#REF!											
10	#REF!			#REF!								
11	#REF!	1.2	53		7.3	25.0	25.0	7.3	7.9	57		#DIV/0!
12	#REF!											
13	#REF!											
14	#REF!	1.7	57	#REF!	7.3	25.0	25.0	7.5	1.1	52		
15	#REF!											
16	#REF!											
17	#REF!			#REF!								
18	#REF!											#DIV/0!
19	#REF!											
20	#REF!											
21	#REF!			#REF!								
22	#REF!	1.1	55		7.4	27.4	28.4	7.3	1.5	54		#DIV/0!
23	#REF!											
24	#REF!			#REF!								
25	#REF!											#DIV/0!
26	#REF!											
27	#REF!											
28	#REF!			#REF!								
29	#REF!	1.1	52		7.2	31.0	31	7.1	1.4	53		#DIV/0!
30	#REF!											
31	#REF!			#REF!								
TL	#REF!											
ME	#REF!	1.3	55	#REF!	7.4	26.4	26.6	7.3	3.4	55		#DIV/0!
REMARKS: Loading Rate = .02 -.10 lb/cu. ft.												

Digester Volume:  
 Primary: 14700  
 Secondary: 14700

Process Pattern:  
 Primary, Secondary, Land Application

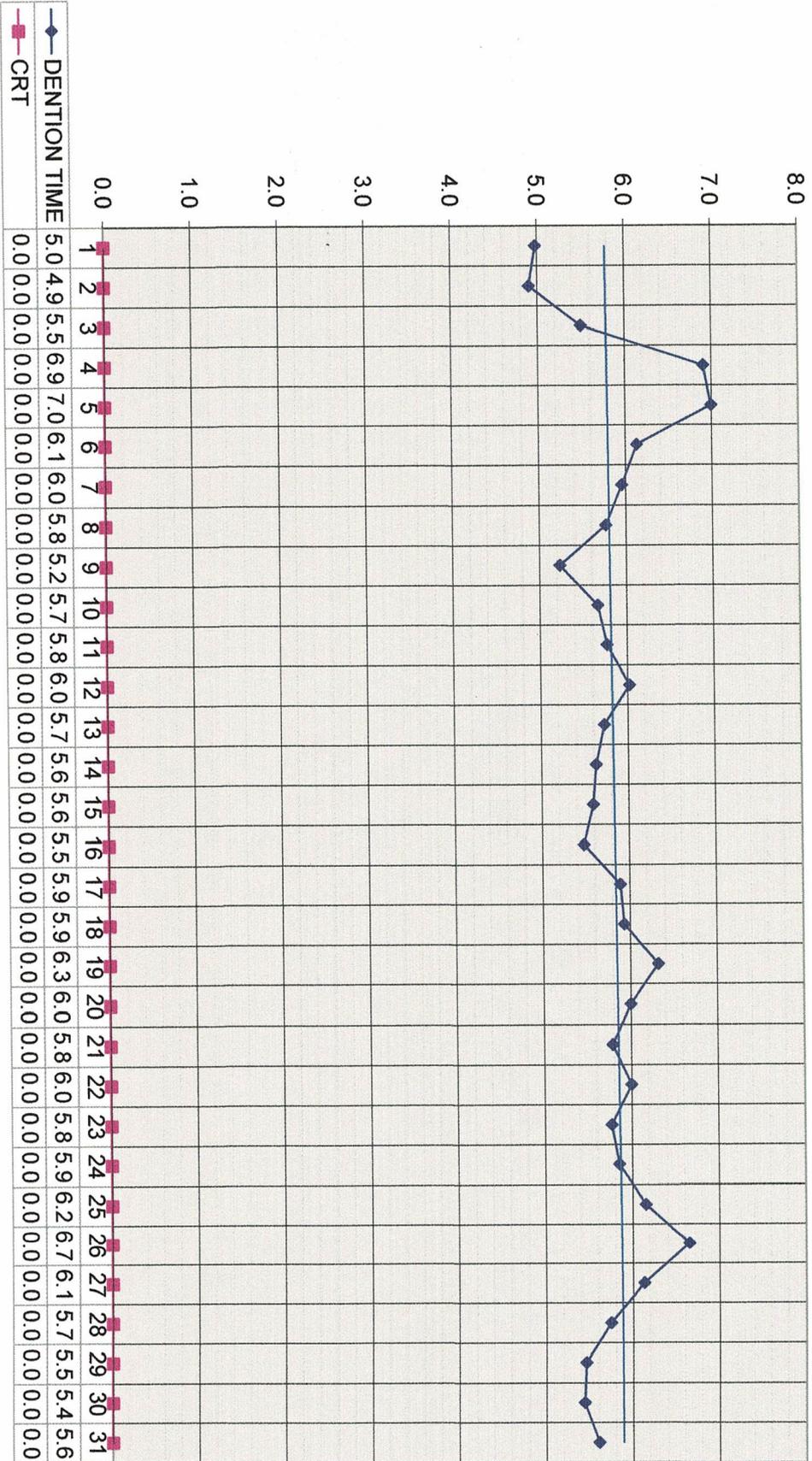
## Sludge Storage Tank Level July 2025

Day	Start Level	End Level	Sludge Intake
1	257.85	262.65	5760
2	262.65	269.85	8640
3	269.85	274.45	5520
4	274.45	274.45	0
5	274.45	274.45	0
6	274.45	274.4	-60
7	274.4	274.25	-180
8	274.25	274.25	0
9	274.25	274.25	0
10	275.25	274.1	-1380
11	274.1	274.2	120
12	274.2	274.1	-120
13	274.1	274.05	-60
14	274.05	274.1	60
15	274.1	274.05	-60
16	274.05	273.9	-180
17	273.9	273.8	-120
18	273.85	273.8	-60
19	273.8	273.9	120
20	273.9	273.7	-240
21	273.7	273.8	120
22	273.8	273.75	-60
23	273.75	273.55	-240
24	273.55	273.9	420
25	273.9	273.85	-60
26	273.85	273.7	-180
27	273.7	273.75	60
28	273.75	273.65	-120
29	273.65	273.55	-120
30	273.55	269.1	-5340
31	269.8	269.9	120
Total			12360

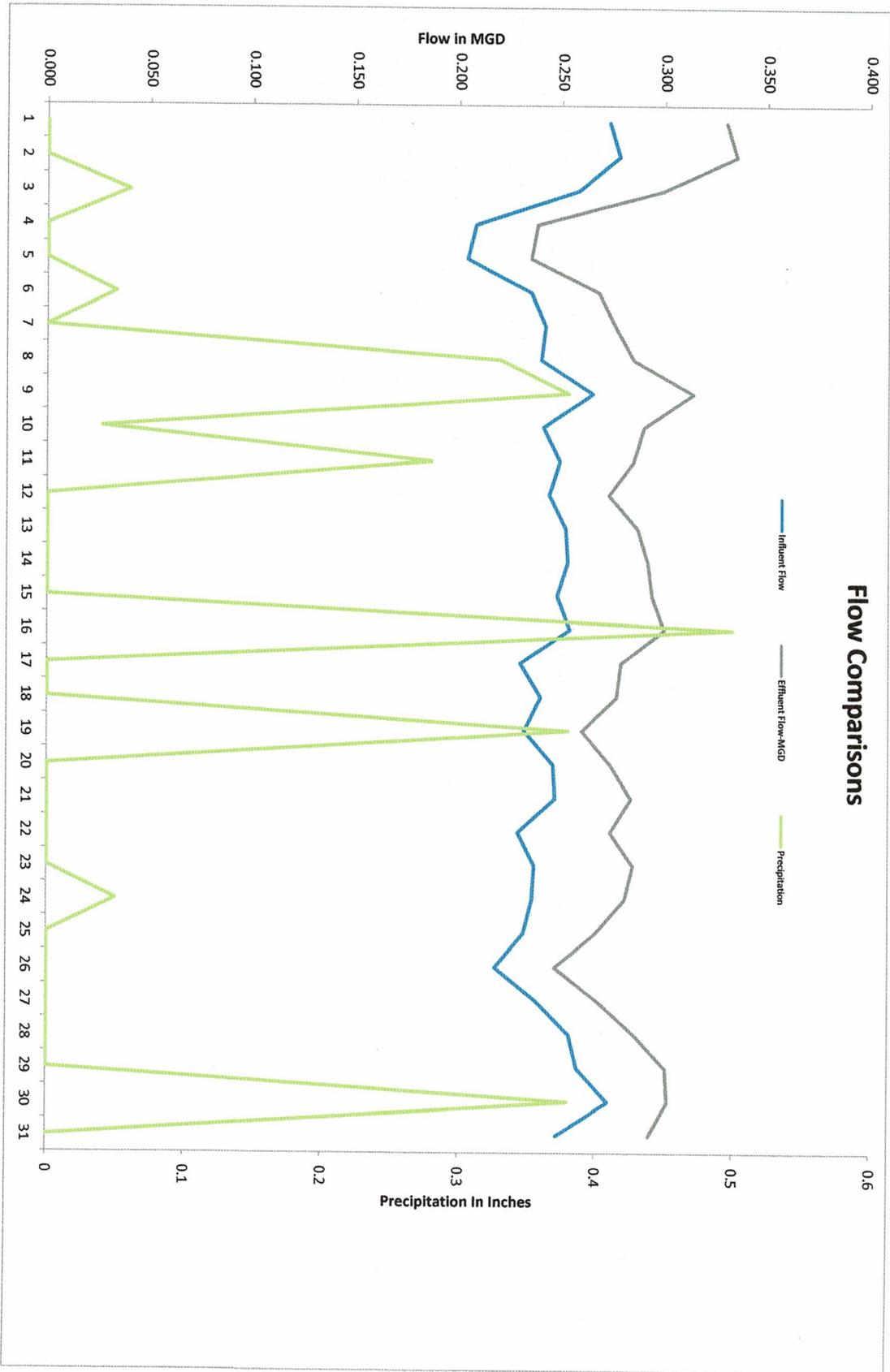


# DETENTION & CRT

DET=HRS; CRT = DAYS



# Flow Comparisons



**CITY OF PORTLAND**

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

August 21, 2025  
July 1-31, 2025

<b>Kwh Consumed</b>	4,055,255
<b>DIESEL PRODUCTION</b>	0
<b>HYDRO GENERATION</b>	161,293

<b>Total Kwh Purchased</b>	<b>3,893,962</b>	<b>Total Dollars Paid</b>	<b>\$ 312,299.77</b>
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**Kwh Billed**

Residential	2,161,252
Commercial	896,128
Large General	755,580
City St. Lites Metered	6,401
St. Lites Unmetered	
Rental Lights	
Demand	1,930

**Dollars Billed**

PCA Billed	\$ 116,697.02
Residential	\$ 336,225.88
Residential EO Charge	\$ 3,830.77
Geothermal Discount	\$ (0.31)
AMI Opt Out	\$ 105.00
Commercial	\$ 139,699.76
Commercial/LG EO Charge	\$ 2,449.79
Large General	\$ 83,278.04
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 687.64
St. Lights Unmetered	\$ 1,640.25
Rental Lights	\$ 246.34
Demand	\$ 17,779.80
Tax	\$ 26,811.22

**Total Kwh Billed 3,819,361**

**Total Dollars Billed \$ 729,469.60**

Arrears after billing	\$ 5,169.27
Penalties Added	\$ 2,426.29
Arrears end of month	\$ 36,437.81
Fuel Cost Billed	\$ 78,846.45
Amount Collected	\$ 529,581.90
Total Adjustments	\$ 2,798.96

Power Cost Adj. 0.03060

Residential Customers	2,237
Commercial Customers	329
Large General	15
<b>Total Customers</b>	<b>2,581</b>

08/05/25



**CITY OF PORTLAND**  
**August-25**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Jul-25	<b>PERIOD COVERED</b>	July 1-31, 2025
Customers Billed		Penalties Added	\$ 359.16
City	1,859	Dollars Collected	\$ 82,902.85
Rural	24	Arrears at end of Month	\$ 9,760.29
Total Customers	1,883	Adjustments	\$ (712.60)
		Gallons Pumped	14,210,000
		Hydrant Flusing/Rental (unmetered)	0 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	13,065,547		\$ 95,583.93
Rural	204,593		\$ 2,849.87
Total	<u>13,270,140</u>		<u>\$ 98,433.80</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,801	Dollars Billed	<b>\$157,853.25</b>
		Sewer Credit	\$ -
		Total Sewer Billed	<b>\$ 157,853.25</b>

Penalties Added	\$ 780.31
Dollars Collected	\$ 162,569.04
Arrears at end of Month	\$ 13,779.95
Adjustments	\$ 711.65
Gallons Treated per Million	7.562



**IONIA COUNTY BOARD OF COMMISSIONERS**  
**BOARD OF COMMISSIONERS MEETING**  
**AUGUST 26, 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 July 2025- \$ 2,200,569.79
  - D. Approve payments of Health Department payroll and accounts payable for the month of July 2025-\$ 233,192.71
  - E. Approve payments of Road Department payroll and accounts payable for the month of July 2025- \$ 1,334,828.88
  - F. Approval of payments from Trust and Agency for the month of July 2025- \$ 393,565.33
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. Reappointment to the Commission on Aging Board
    - Cheryl Irish, three-year term
  - B. Appointment for Board Liaison to Greater Ionia Development Group
    - Gordon Kelley
  - C. Request to renew Kindergarten Oral Health Assessment Service Agreement- Haleigh Leslie/Aimee Feehan
  - D. Request to renew Speech Therapy Referral Service Agreement- Haleigh Leslie
  - E. Request to purchase Hot Mastic Material- Linda Pigue

- F. Request approval to renew MDOT Bellamy Creek Maintenance Contract – Linda Pigue
  - G. Request to renew Emergency Culvert & Tile Jetting Contract- Linda Pigue
  - H. Request to renew Plastic Pipe (Culvert) Contract- Linda Pigue
  - I. Request approval to renew Cold Patch Contract- Linda Pigue
  - J. Request approval of Disposal of Equipment Policy – Chad Shaw
  - K. Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation (Purdue & Sacklers) -Chad Shaw
  - L. Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation (Generic Manufacturers)- Chad Shaw
- IX. Department Reports**
- A. MSU Extension/4-H Program
  - B. Road 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 August 2025:**

- **Substance Use Disorder Oversight Policy Board**

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

- **Commission on Aging Board**