



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

7:00 P.M. Monday, December 15, 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>	
	<b>VI. <u>Presentations</u> - None</b>	
	<b>VII. <u>Public Hearing(s)</u> - None</b>	
	<b>VIII. <u>Old Business</u> - None</b>	
	<b>IX. <u>New Business</u></b>	Decision
7:15 PM	<b>A. Proposed Resolution 25-85 Approving, Authorizing, and Directing the Mayor to Sign an Exclusive Marketing Agreement with Martin Commercial Properties, Inc. to Sell City Owned Property</b>	Decision
7:20 PM	<b>B. Proposed Resolution 25-86 Authorizing the Installation of License Plate Reader (LPR) Technology by the Michigan State Police</b>	Decision
7:25 PM	<b>C. Proposed Resolution 25-87 Approving Pay Application No. 2 with MWT, LLC for 103 East Grand River Avenue Plaza Improvements</b>	Decision
7:28 PM	<b>D. Proposed Resolution 25-88 Approving Payment to F&amp;V Construction for Work Performed in Relation to the Wastewater Treatment Plant Project</b>	Decision
7:30 PM	<b>E. Proposed Resolution 25-89 to Amend the Budget for Fiscal Year 2025-2026</b>	Decision
7:32 PM	<b>F. Proposed Resolution 25-90 Approving 2026 City Council Meeting Dates</b>	Decision
7:35 PM	<b>X. <u>Consent Agenda</u></b>	Decision
	<b>A. Minutes and Synopsis of the Regular City Council Meeting held on December 1, 2025</b>	

Estimated Time		Desired Outcome
	<ul style="list-style-type: none"> <li>B. Payment of Invoices in the Amount of \$560,748.34 and Payroll in the Amount of \$177,026.06 for a Total of \$737,774.40</li> <li>C. Purchase Orders over \$5,000.00               <ul style="list-style-type: none"> <li>1. Fleis &amp; VandenBrink in the Amount of \$14,405.14 for Divine Highway Bridge Engineering Services</li> <li>2. Michigan Electric Cooperative Association in the Amount of \$15,711.00 for 2026 Safety Training</li> </ul> </li> </ul>	
	<p><b>XI. <u>Communications</u></b></p> <ul style="list-style-type: none"> <li>A. Board &amp; Commission Application for TJ Costello</li> <li>B. Board &amp; Commission Application for Mike Judd</li> <li>C. Water Department Report for November 2025</li> <li>D. Wastewater Treatment Plant Report for November 2025</li> <li>E. Ionia County Board of Commissioners Agenda for December 9, 2025</li> </ul>	
7:40 PM	<b>XII. <u>Other Business</u> - None</b>	
7:45 PM	<b>XIII. <u>City Manager Comments</u></b>	
7:50 PM	<b>XIV. <u>Council Comments</u></b>	
7:55 PM	<b>XV. <u>Adjournment</u></b>	
		Decision

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-85**

**A RESOLUTION APPROVING, AUTHORIZING, AND DIRECTING THE MAYOR  
TO SIGN AN EXCLUSIVE MARKETING AGREEMENT WITH MARTIN  
COMMERCIAL PROPERTIES, INC. TO SELL CITY OWNED PROPERTY**

**WHEREAS**, the City owns approximately 50 acres of commercially zoned property located at Grand River Avenue and Cutler Road; and

**WHEREAS**, the City Manager recommends that City Council approve the Exclusive Marketing Agreement with Martin Commercial Properties, Inc. to sell the aforementioned property, 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 Exclusive Marketing Agreement with Martin Commercial Properties, Inc. to sell the aforementioned property, 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:**

**Dated:** December 15, 2025

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**Monique I. Miller, City Clerk**



**VIA ELECTRONIC MAIL**

December 3, 2025

# Martin

**Carson Patten**

Vice President,  
Retail Advisor

Andrew Dymczyk, City Manager  
City of Portland  
259 Kent Street  
Portland, MI 48875

Re: Vacant Land @ 1800 East Grand River Avenue, Portland, MI

Dear Andrew:

The Exclusive Marketing Agreement between City of Portland ("Owner") and Martin Commercial Properties, Inc. ("Martin") dated April 1, 2022, as amended, for the above-referenced property ("the Agreement") is modified as indicated below:

- Paragraph 6 (Term) – The term of the Agreement shall be extended to November 30, 2026.

All other terms of the Agreement shall remain the same.

If you are in agreement with the above, please have this document executed where indicated below and return to our office. A signature transmitted electronically shall be treated, and shall have the same force and effect, as an original signature. A fully executed copy will be returned to you for your files.

Sincerely,

MARTIN COMMERCIAL PROPERTIES, INC.

Carson Patten  
Vice President | Retail Advisor

CP/jml

1111 Michigan Ave, Ste 300  
East Lansing, MI 48823

Office: 517 351-2200  
Direct: 517 319-9230  
Cell: 720-987-4988  
Fax: 517 351-2201

carson.patten@  
[martincommercial.com](http://martincommercial.com)

Owner:  
**CITY OF PORTLAND**

By: \_\_\_\_\_  
James E. Barnes  
Its: Mayor

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

Martin:  
**MARTIN COMMERCIAL PROPERTIES, INC.**

By: \_\_\_\_\_  
Van W. Martin  
Its: President & CEO

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

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## EXCLUSIVE MARKETING AGREEMENT

THIS AGREEMENT made this 15<sup>th</sup> day of ~~March~~ <sup>April</sup>, 2022, between CITY OF PORTLAND (hereinafter "OWNER"), with offices at 259 Kent Street, Portland, Michigan 48875 and MARTIN COMMERCIAL PROPERTIES, INC., a Michigan Corporation (hereinafter "MARTIN"), with offices at 1111 Michigan Avenue, Suite 300, East Lansing, Michigan 48823.

WHEREAS, OWNER owns certain property located in the city of Portland, the county of Ionia, and the state of Michigan, commonly known as ±50.74 acres of vacant land at 1800 EAST GRAND RIVER AVENUE, PORTLAND, MICHIGAN 48875, parcel #300-500-000-010-03, hereinafter referred to as "the Property;" and

WHEREAS, OWNER is desirous of selling the Property; and

WHEREAS, MARTIN desires to provide such marketing services to assist in facilitating the above;

NOW THEREFORE, IN CONSIDERATION of the mutual covenants contained herein, it is hereby agreed as follows:

1. **Appointment of MARTIN as Exclusive Agent.** OWNER hereby appoints MARTIN as sole and exclusive agent for marketing and selling of the Property during the term of this Agreement and OWNER covenants that no other person or entity will be appointed as marketing or selling agent during that term.
2. **Duties of MARTIN.** MARTIN shall use its best efforts to market and promote the sale and to negotiate sales thereof. Additionally, MARTIN shall coordinate documents for and assist in the closing of sales; and facilitate all advertising of the Property as both MARTIN and OWNER agree is necessary and desirable.
3. **Sale Terms.** The Property is offered for sale and can be divided. The listing price for the Property in its entirety shall be Fifty Thousand and No/100 (\$50,000.00) Dollars per acre, or Two Million Five Hundred Thirty-Seven Thousand and No/100 (\$2,537,000.00) Dollars. Concurrent with marketing the Property for sale in its entirety, MARTIN shall market two- to five-acre sub parcels at a list price of Ninety Thousand and No/100 (\$90,000.00) Dollars per acre, the location of the sub parcels shall be agreed upon at a later date.
4. **Compensation of MARTIN.** MARTIN will receive compensation for its marketing services only when we perform. Our professional fees are payable as indicated in Paragraph 5 below. In return for the services of MARTIN described in paragraph 2, above, OWNER agrees to compensate MARTIN as follows: Six percent (6%) of the gross sale price.

OWNER acknowledges that MARTIN may claim a lien upon the Property pursuant to PA 201 of 2010 to secure the payment of any commission earned under the terms of this agreement.

5. **When Professional Fees are Due.** Professional fees for sales as set forth in Paragraph 4, above, shall be paid at closing of any transaction by MARTIN or any other person or any part of the Property during the term of this Agreement.

Further, professional fees as set forth in Paragraph 4 above shall be due for the sale (of any part) of the Property by MARTIN or other party during the term of this Agreement, and for a period of six (6) months after its lawful termination if the purchaser is a reserved prospect of MARTIN named on a list provided by MARTIN within fifteen (15) days of termination of the Agreement (the "Prospect List").

6. **Term.** This agreement shall be in continuous effect between the parties hereto, from and after the date hereof, until March 31, 2023.
7. **OWNER's Warranties.** OWNER warrants that it fully intends to sell the Property and will use its best efforts to do so. OWNER further warrants that it has good title to the Property and will execute all necessary documents for sale upon MARTIN's procurement of an acceptable offer from a ready, willing and able purchaser. Additionally, OWNER warrants that MARTIN shall have reasonable access to the Property (and any improvements thereon) for showing it to prospective purchasers and MARTIN shall have the right to place appropriate advertising signs, which have been approved by OWNER, on the Property.
8. **Relationship of Parties.** It is hereby agreed that the relationship of MARTIN and OWNER is limited to the agency arrangement established by this Agreement and that MARTIN and OWNER are not forming a partnership, joint venture or any similar relationship. It is agreed that MARTIN is an independent contractor and has sole control over its time, manner and means of fulfilling its obligations under this Agreement. MARTIN may employ sub-agents in carrying out this Agreement so long as MARTIN is solely responsible for any obligations to such sub-agents. Neither MARTIN nor OWNER shall have the right to bind the other party in any dealings with third parties.
9. **Indemnification.** OWNER hereby agrees to indemnify MARTIN, its agents, officers and employees against all claims, damages, losses and expenses (including legal expenses) arising out of ownership and sale of the Property that are caused by OWNER's acts or omissions or the acts or omissions of OWNER's employees and agents. MARTIN hereby

agrees to indemnify OWNER, its agents, officers and employees against all claims, damages, losses and expenses (including legal expenses) arising out of MARTIN's acts or omissions or the acts or omissions of MARTIN's employees and agents.

10. **MARTIN Expenses.** MARTIN shall be responsible for its own expenses in carrying out its duties under this Agreement. However, if an earnest money deposit is forfeited or becomes non-refundable, MARTIN shall have the right to be reimbursed from that deposit for all its expenses traceable to such transaction, and shall further have the right to receive one-half of the remainder of that deposit as compensation for its efforts, but not in excess of the compensation agreed to in Paragraph 4 above.
11. **Nondiscrimination.** OWNER and MARTIN agree not to discriminate because of race, creed, color, national origin, sex, marital status, age or handicap in the sale or lease of the Property.
12. **Assignment.** Unless prior written authorization by the other party is obtained, this Agreement may not be assigned or otherwise transferred by either OWNER or MARTIN.
13. **Amendments.** No amendments or changes to this Agreement shall be effective unless they are in writing and signed by both parties.
14. **Applicable Law.** This Agreement and any dispute relating to it shall be construed under the laws of the State of Michigan.
15. **Heirs and Successors.** This contract binds OWNER, MARTIN, their personal representatives and heirs, and anyone succeeding to their interest in the Property.
16. **Other Provisions.** None
17. **Agreement Terms Exclusive.** This Agreement contains the entire contract between OWNER and MARTIN and neither party is relying on any representation not contained in this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

WITNESSES TO OWNER:

Maureen J. N.  
S. J. [Signature]

CITY OF PORTLAND

By: James E. BARNES

Print: JAMES E. BARNES

Its: Mayor

Phone: 517-647-7531

Email: cityclerk@portland-michigan.org

WITNESSES TO MARTIN:

\_\_\_\_\_  
\_\_\_\_\_

MARTIN COMMERCIAL PROPERTIES, INC.,  
a Michigan Corporation

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

Chris Buck

Its: Senior Managing Director / COO



VIA ELECTRONIC MAIL

March 27, 2023

# Martin

**Carson Patten**

Sales Associate

Tutt Gorman, City Manager  
City of Portland  
259 Kent Street  
Portland, MI 48875

Re: Vacant Land @ 1800 East Grand River Avenue, Portland, MI

Dear Tutt:

The Exclusive Marketing Agreement between City of Portland ("Owner") and Martin Commercial Properties, Inc. ("Martin") dated April 1, 2022 for the above-referenced property ("the Agreement") is modified as indicated below:

- Paragraph 6 (Term) - The term of the Agreement is extended to March 31, 2024.

All other terms of the Agreement shall remain the same.

If you are in agreement with the above, please sign where indicated below and return to our office. A signature transmitted electronically shall be treated, and shall have the same force and effect, as an original signature. A fully executed copy will be returned to you for your files.

Sincerely,

MARTIN COMMERCIAL PROPERTIES, INC.

Carson Patten  
Vice President

CP/jml

1111 Michigan Ave, Ste 300  
East Lansing, MI 48823

Office: 517 351-2200  
Direct: 517 319-9230  
Cell: 720-987-4988  
Fax: 517 351-2201

carson.patten@  
martincommercial.com

Owner:  
CITY OF PORTLAND

By: James E. Barnes, Mayor

Its: James E. Barnes, Mayor

Date: April 17, 2023

Martin:  
MARTIN COMMERCIAL PROPERTIES, INC.

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

Van W. Martin  
President & CEO

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

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VIA ELECTRONIC MAIL

May 23, 2024

# Martin

Tutt Gorman, City Manager  
City of Portland  
259 Kent Street  
Portland, MI 48875

## Carson Patten

Vice President,  
Retail Advisor

Re: Vacant Land @ 1800 East Grand River Avenue, Portland, MI

Dear Tutt:

The Exclusive Marketing Agreement between City of Portland ("Owner") and Martin Commercial Properties, Inc. ("Martin") dated April 1, 2022 for the above-referenced property ("the Agreement") is modified as indicated below:

- Paragraph 6 (Term) - The term of the Agreement is extended to May 31, 2025.

All other terms of the Agreement shall remain the same.

If you are in agreement with the above, please have this document executed where indicated below and return to our office. A signature transmitted electronically shall be treated, and shall have the same force and effect, as an original signature. A fully executed copy will be returned to you for your files.

Sincerely,

MARTIN COMMERCIAL PROPERTIES, INC.

Carson Patten  
Vice President | Retail Advisor

CP/jml

1111 Michigan Ave, Ste 300  
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Office: 517 351-2200  
Direct: 517 319-9230  
Cell: 720-987-4988  
Fax: 517 351-2201

carson.patten@  
martincommercial.com

Owner:  
CITY OF PORTLAND

By:   
James E. Barnes  
Mayor

Date: June 3, 2024

Martin:  
MARTIN COMMERCIAL PROPERTIES, INC.

By: \_\_\_\_\_  
Van W. Martin  
President & CEO

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

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**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-86**

**A RESOLUTION AUTHORIZING THE INSTALLATION OF LICENSE PLATE  
READER (LPR) TECHNOLOGY BY THE MICHIGAN STATE POLICE**

**WHEREAS**, the City of Portland (“City”) is committed to supporting public safety efforts that protect residents, visitors, and property within the community; and

**WHEREAS**, the Michigan State Police (MSP) operates a statewide License Plate Reader (LPR) Program designed to assist law enforcement in criminal investigations, missing person cases, Amber Alerts, stolen vehicle recovery, and other public safety functions; and

**WHEREAS**, the City received a formal inquiry from MSP and their Program Coordinator, regarding whether the City permits the installation of LPR technology within its municipal boundaries; and

**WHEREAS**, MSP initially planned to deploy an LPR on the entrance and exit ramps along Interstate 96 but has since requested approval from the City of Portland to strategically install four (4) LPR units along E. Grand River Avenue (Business Loop I-96) to better monitor vehicle movements and enhance regional law-enforcement capabilities; and

**WHEREAS**, the proposed LPR units would be owned, operated, and maintained solely by the Michigan State Police, with no cost to the City unless otherwise agreed in writing; and

**WHEREAS**, MSP has affirmed that all LPR data will be collected, stored, and used in accordance with state law, applicable retention schedules, privacy protections, and MSP policies governing the use of LPR technology; and

**WHEREAS**, the City Council finds that permitting the installation of the requested LPR units will enhance public safety while maintaining necessary safeguards for data privacy and appropriate law-enforcement use; and

**WHEREAS**, the City Manager and Police Chief recommend the installation of the requested LPR units.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Portland hereby:

1. Authorizes the Michigan State Police to install up to four (4) License Plate Reader devices along E. Grand River Avenue / Business Loop I-96 within the City of Portland, at specific locations mutually agreed upon by the City Manager, DPW Director, and MSP.
2. MSP shall ensure that all collection, retention, and use of LPR data complies with state law, MSP policies, and applicable privacy protections. The City shall not store or retain LPR data unless separately authorized by agreement.
3. City staff are authorized to coordinate with MSP to identify appropriate installation points, confirm technical requirements, and ensure compliance with municipal right-of-way and permitting standards.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**Dated:** December 15, 2025

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**Monique I. Miller, City Clerk**

# PROCEDURE MANUAL

## 07-13



MICHIGAN STATE POLICE

## License Plate Reader Systems

**Purpose:** This manual provides procedures that govern the use of automated License Plate Reader (LPR) technology by members.

**Effective Date:** June 20, 2023

## Table of Contents

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License Plate Reader System

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## Definitions:

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**Access:** For the purposes of this policy, access is the ability to receive notifications and perform inquiries in an LPR system.

**Administrators:** Administrators are those defined as having full access to all features of an LPR system.

**Credentials:** As used herein, the term credentials means login information that corresponds with a sole individual's access to an LPR system. This information is personal in nature and is held to the same requirements as found in directives regarding information security, the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and the State of Michigan (SOM) Technical Standard, 1340.00.130.02 Acceptable Use of Information Technology.

**Crime:** As used herein, the term crime means an act or the commission of an act that is forbidden or the omission of a duty that is commanded by a public law and that makes the offender liable to punishment by that law. The term crime includes acts of terrorism.

**Dispatchers:** Dispatchers are those defined as having access to and the ability to receive notifications from an LPR system while working under the direction of a supervisor.

**Historical LPR Data:** Historical LPR Data consists of the dates, times, and locations of individually identifiable motor vehicles that is stored for future use and includes any LPR Data.

Historical LPR Data is not maintained by the Michigan State Police and will only be accessed through the organization maintaining the LPR system.

**Jurisdiction:** The geographical territory within which a law enforcement agency may exercise its power to enforce the law. This territory is defined as being within the state of Michigan.

**Law Enforcement Information Network (LEIN)/National Crime Information Center (NCIC) Alert List:** LEIN/NCIC Alert List means the list of license plates and certain other data extracted from the LEIN Alert Files and combined with the NCIC LPR Alert List.

**LPR Alert Entry:** An LPR Alert entry is entering a known license plate with a criminal predicate into an LPR system.

**LPR Data:** LPR Data is information, which is provided to a law enforcement official, including notifications that a license plate number contained in an LPR system has been detected in the vicinity of an LPR Unit.

**LPR Data Notifications:** Consists of license plate numbers and letters selected for inclusion on a particular list to facilitate the identification of vehicles displaying those license plate numbers. LPR Data notifications may be referred to as “alert lists” within this manual.

**LPR Images:** LPR Images consist of the optical appearance of the license plate and the surrounding area of the front and/or rear of a motor vehicle. LPR Images include information that is not rendered into an electronically readable format.

**LPR System:** LPR systems consists of the LPR Units, communications network components, data server hardware, software including any Optical Character Recognition (OCR) and algorithms, all operating in an organized and coordinated manner to collect license plate information and create notifications based on entered data.

**LPR Units:** LPR Units consist of the imaging hardware which captures the image of the license plates, regardless of the types of cameras used or the deployment of the unit.

**Memorandum of Understanding (MOU):** Refers to any agreement between the department and other law enforcement agencies.

**Query:** A query consists of the data provided by an LPR system in response to a transaction initiated by an authorized user.

**Real-time:** As used herein, the term "real-time" means a system in which input data is processed so that it is available virtually immediately.

**Statistical Summary Data:** Statistical Summary Data consists of a summary set of observations concerning LPR Data, which includes, but is not limited to:

- (1) Measures from location(s), (e.g., average location, average number of license plate scans, average number of alert list hits).
- (2) Raw counts of LPR Image captures. Statistical Summary Data shall not contain any license plate numbers.

**Supervisors:** Supervisors are those who have access to and the ability to receive notifications from an LPR system.

**Users:** Users are those defined as having access to an LPR system.

## Section 1: License Plate Reader (LPR) Systems

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### 1.1 Purpose for Collecting LPR Data

- a. LPR Data may be collected:
  - i. To support crime analysis techniques.

- ii. To alert law enforcement officials of the proximity of a vehicle displaying a license plate number that is included on an alert list.
- iii. To locate vehicles displaying license plate numbers and letters that have a known relationship to an individual who is reasonably suspected of having committed a crime.
- iv. To help law enforcement officials detect unreported and previously undetected crimes.
- v. To help law enforcement assist in locating missing or endangered persons and/or juveniles.

## 1.2 Collection of LPR Data

- a. LPR Units may be deployed within the department's jurisdiction in any one or all the following manners:
  - i. In a Fixed Deployment, by being mounted in a fixed location, whether overtly or covertly.
  - ii. In a Portable Deployment, by being semi-permanently placed, whether overtly or covertly.
  - iii. In a Mobile Deployment, by being mounted to a mobile vehicle, whether overtly or covertly.
  - iv. All LPR equipment requires bureau approval before acquiring and deploying such equipment.
- b. Elements of LPR Data
  - i. Each piece of LPR Data collected by the department must include:
    1. The LPR image.
    2. The license plate number derived by the system's OCR software.
    3. The Global Positioning System (GPS) coordinates or other location information of the observation.
    4. The date and time of the observation; and
    5. The deployment configuration of the LPR Unit that captured the LPR image.
  - ii. Each piece of LPR Data collected by the department may include other information that aids in the identification of vehicles including, but not limited to, the nonelectronically readable information contained in the LPR image (e.g., color, make, model, truck cap, etc.).
  - iii. LPR Data is not considered personal identifying information.
- c. LPR data obtained for prosecution shall be maintained as evidence and documented as such within the original incident report.

## 1.3 Credentials and Dissemination of LPR Data

- a. Department credentials to an LPR system shall follow the below listed guidelines.

- i. Members shall not have access granted through any other department's LPR system at any time.
  - ii. LPR access for members is reserved only for the department's LPR subscription(s) and credentials or access may be granted in accordance with guidelines defined below.
  - iii. Once a member has transferred or ended employment, those granted access or credential rights shall be terminated.
    1. Administrators are responsible for maintaining the list of users who have terminated following employment.
  - iv. Users shall not share any credential or access login information as this information is personal in nature and is held to the same requirements as found in directives regarding information security, the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and the State of Michigan (SOM) Technical Standard, 1340.00.130.02 Acceptable Use of Information Technology.
- b. Unless a request for an elevated designation has been submitted through the chain of command for approval by a bureau commander, or a bureau commander's designee, the access designations will be assigned to the corresponding departmental positions as follows:
- i. Users: Members who are in a position where job functions necessitate access to an LPR system.
  - ii. Supervisors: MSP Operations Lieutenants.
  - iii. Administrators: Administrators will be selected by a bureau commander or their designee.
- c. Anyone not employed by the department and not identified above, shall not be granted credentials to an LPR system. LPR Data can be shared upon written request to supervisors, as listed above, with confirmation of an ongoing criminal investigation. Federal agencies can access LPR data through their federal identified database.
- i. Non-department members who are working under the direction of a department member may be granted user access to LPR systems.
    1. These individuals shall review this directive prior to being granted access.
- d. Users may access LPR Data for any official law enforcement investigative purpose.
- i. Members shall provide an incident number as a reason for each inquiry of LPR systems.
    1. Dispatchers inquiring for non-department entities shall provide that entity's incident number.
  - ii. Members shall document all LPR inquires on their eDaily or within the original incident report.
  - iii. LPR Data may be accessed in emergency circumstances when members are actively investigating life threatening felonies, or if there is imminent risk of loss of life.
- e. Members with LPR system credentials may access LPR Data:

- i. To conduct crime analysis.
- ii. To identify and track the movement of vehicles displaying license plates reasonably related to a crime that has already been committed.
- iii. To identify and track the movement of vehicles displaying license plate numbers contained in an alert list.
- iv. To identify and track the movement of vehicles displaying license plates reasonably related to individuals when there is articulable suspicion linking the individual to having committed a crime.
- v. To generate investigative leads for the investigation of a felony.
- vi. To detect instances of criminal conduct not previously observed or reported to the department; and
- vii. To otherwise investigate crimes and criminal conduct.
- viii. Where the head law enforcement official or the elected prosecutor of a jurisdiction reasonably determines that an individual or vehicle poses a threat of substantial harm to the public, LPR Data may be released to the public, including, but not limited to, private security personnel.
  1. A determination that the public safety exception above applies must be documented in writing and sent to an administrator to be retained in an electronic centralized storage location.
  2. The release of LPR Data must be limited to information that could reasonably protect the public from the harm justifying the dissemination of the data.
- ix. LPR Images may be used in a photo line-up to further a specific investigation for which the LPR Image was requested.
- f. Dissemination of data, other than as set forth in this manual is prohibited.
- g. Administrative rights may be granted through a formal request to the commander of the Field Services Bureau. Administrative rights shall be limited to persons identified within the Michigan Intelligence Operation Center, Field Operations Bureau, and/or the Information Technology Division, and should be limited to areas of work that are identified in the request.

#### 1.4 Retention of LPR Data

- a. Historical LPR data shall not be retained. All historical LPR data will be maintained by the LPR provider in which the department subscribes to obtain the LPR data.
- b. The Memorandums of Understanding between the department and the provider shall request that LPR providers not retain data obtained from department hardware longer than 30 days.
- c. In instances where LPR Data has the potential to be used in criminal investigations, members shall capture that information as manufactured/digital evidence to include:
  1. License plate information
  2. Date and location where LPR Data was captured

3. Related camera information
- d. Members shall capture LPR Data using the features provided by the LPR System when accessible. In the event an LPR System does not provide a standard function for information download, members shall document the relevant information in the original incident report. Mechanisms for documentation include but are not limited to:
  1. Screen shots
  2. Metadata logs
  3. Dispatched information

### 1.5 Quality of LPR Data

- a. The Information Technology Division (ITD) shall monitor the quality of the LPR Data it uses, analyzes, and disseminates regardless of its source.
  - i. Members, using LPR Data, who identify an inconsistency between the LPR Image, and the license plate number derived from the LPR Image by the software shall take steps to correct the LPR Data.
  - ii. Members using LPR Data shall visually confirm, either from the LPR Image or the license plate itself, that the license plate which caused an LPR system to generate an alert or notification matches the information contained in an alert list prior to taking any enforcement action other than following the vehicle.
- b. ITD shall ensure the most recent or most trusted software is installed and used by an LPR system provider.
- c. ITD shall conduct routine data quality audits to measure the accuracy of the output derived from LPR Images.
- d. Individuals have no right to access or challenge LPR Data unless otherwise authorized by law.

### 1.6 LPR Data Notifications

- a. Prior to detaining a vehicle or individual based upon an alert or notification that the vehicle's license plate number is on an alert list, the law enforcement official shall verify that the vehicle's license plate number, obtained from a visual inspection of the plate or the LPR Image, matches the information contained on an alert list.
- b. Prior to detaining a vehicle or individual based upon an alert or notification that a vehicle's license plate number is on the LEIN/NCIC alert list, the law enforcement official shall run the license plate number in LEIN and NCIC to ensure the vehicle/license plate is an active record.
  - i. Alert list data connected to an investigation shall be retained as part of the investigation record consistent with Section 1.4.c.
- c. Alert List Data used to detain an individual shall be retained as part of the investigation and in accordance with the department's retention and disposal schedule.
  - i. Members shall document this LPR Data in the original incident.

- d. Members using alert lists who identify an inconsistency between the license plate number contained on an alert list and the records supporting that license plate number's inclusion on the Alert List shall take steps to correct an alert list.

### 1.7 Accountability for LPR Data

- a. Supervisors, as defined in section 1.3(b) shall monitor the use of an LPR system, including but not limited to alert list changes, individual searches, LPR data access, and the dissemination of LPR Data.
- b. Policy Awareness and Training
  - i. Training shall be provided to individuals prior to accessing, maintaining, analyzing, or otherwise using the department's LPR Data on the following topics:
    1. The requirements contained in this procedure manual and the importance of complying with its terms.
    2. The types of errors LPR software can make when extracting electronically readable information from an LPR Image.
    3. LPR Data relates only to a vehicle's license plate information whereabouts and not necessarily the whereabouts of its registered owner; members shall follow the operational guidelines as set in this policy.
    4. A license plate number is not a proxy for an individual's name or other personally identifying information; and
    5. Any additional subjects the department considers significant to ensure LPR Data is appropriately accessed, analyzed, and disseminated.
  - ii. Use of LPR systems shall be limited to members who have completed training in accordance with this section and provide documentation of successfully completing that training.
  - iii. Administrators, as defined in section 1.3(b), shall maintain appropriate records confirming personnel that access or use LPR Data have completed training in accordance with this Section.
- c. The LPR Coordinator shall monitor relevant legislative and regulatory activity impacting the administration of LPR systems or the collection, analysis, and dissemination of LPR Data and communicate changes needed to this written directive accordingly.

### 1.8 Security of LPR System and Data

- a. The site security, system integrity, personnel security, and system security of an LPR system and data shall be maintained in accordance with directives regarding information security, the FBI CJIS Security Policy, the FBI CJIS Security Policy Michigan Addendum, and SOM Policy 1340.00 Information Technology Information Security.

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**Review Responsibility:** Field Operations Bureau; Field Support Bureau, Information Technology Division

**Accreditation Standards:** CALEA 41.3.9

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-87**

**A RESOLUTION APPROVING PAY APPLICATION NO.2 WITH MWT, LLC  
FOR 103 EAST GRAND RIVER AVENUE PLAZA IMPROVEMENTS**

**WHEREAS**, the City awarded a contract in the amount of \$236,816.00 to MWT, LLC for plaza improvements at 103 East Grand River Avenue; and

**WHEREAS**, the City Engineer has prepared, reviewed and is recommending approval of Pay Request No. 2, a copy of which is attached as Exhibit A, in the amount of \$213,240.83 to MWT, LLC for work completed through December 3, 2025.

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

1. The Portland City Council approves the Engineer's recommendation to approve Pay Request No. 2, a copy of which is attached as Exhibit A, in the amount of \$213,240.83 to MWT, LLC for work completed through December 3, 2025.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED**

**Dated:** December 15, 2025

Monique I. Miller, City Clerk

**Contractor's Application for Payment**

<b>Owner:</b>	<u>City of Portland</u>	<b>Owner's Project No.:</b>	<u>N/A</u>
<b>Engineer:</b>	<u>Fleis &amp; VandenBrink</u>	<b>Engineer's Project No.:</b>	<u>863880</u>
<b>Contractor:</b>	<u>MWT, LLC</u>	<b>Contractor's Project No.:</b>	<u>N/A</u>
<b>Project:</b>	<u>103 E. Grand River Avenue Plaza Improvements</u>		
<b>Contract:</b>	<u>N/A</u>		
<b>Application No.:</b>	<u>2</u>	<b>Application Date:</b>	<u>12/3/2025</u>
<b>Application Period:</b>	<b>From</b> <u>10/4/2025</u>	<b>to</b>	<u>12/3/2025</u>

1. Original Contract Price	\$	236,816.00
2. Net change by Change Orders	\$	57,023.67
3. Current Contract Price (Line 1 + Line 2)	\$	293,839.67
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	293,839.67
5. Retainage		
a. <u>      </u> X <u>  \$  </u> Work Completed	\$	5,000.00
b. <u>      </u> X <u>  \$  </u> Stored Materials	\$	
c. Total Retainage (Line 5.a + Line 5.b)	\$	5,000.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$	288,839.67
7. Less previous payments (Line 6 from prior application)		75,598.84
8. Amount due this application	\$	213,240.83
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	0.00

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** MWT, LLC  
**Signature:** *[Signature]* **Date:** 12-3-25  
Jim Bryant, Member

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u><i>[Signature]</i></u>	<b>By:</b> _____
<b>Title:</b> <u>Jon Moxey, PE, Project Manager</u>	<b>Title:</b> <u>N/A</u>
<b>Date:</b> <u>12/3/2025</u>	<b>Date:</b> _____

<b>Approved by Funding Agency</b>	
<b>By:</b> <u>N/A</u>	<b>By:</b> <u>N/A</u>
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-88**

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

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

**WHEREAS**, F&V Construction has performed work in relation to the Wastewater Treatment Plant and has submitted a request for payment in the amount of \$293,764.00; a copy of which is attached as Exhibit A.

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

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

1. The Portland City Council approves the pay request from F&V Construction for work performed for the wastewater treatment plant project in the amount of \$293,764.00 a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** December 15, 2025

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**Monique I. Miller, City Clerk**

To (Owner):	<b>City of Portland 259 Kent Street Portland, MI 48875</b>	Project:	<b>Wastewater System Improvements CWSRF No. 5758-01</b>	Invoice No.:	<b>122137</b>
				Application No.:	<b>37</b>
				Application Date:	<b>November 26, 2025</b>
DESIGN-BUILDER:	<b>F&amp;V Construction 2960 Lucerne Drive SE Grand Rapids, MI 49546</b>			Period to:	<b>November 30, 2025</b>
				FVC Proj No.:	<b>1221</b>
				Contract Date:	<b>December 23, 2021</b>

DESIGN-BUILDER'S APPLICATION FOR PAYMENT

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

CHANGE ORDER SUMMARY

Change Orders Approved	ADDITIONS	DELETIONS
Change Order No. 1	\$ 28,649.69	\$ -
Change Order No. 2	\$ 14,723.00	\$ -
Change Order No. 3	\$ 6,836.00	\$ -
Change Order No. 4	\$ 21,544.00	\$ -
Change Order No. 5	\$ 1,887,894.00	\$ -
Change Order No. 6	\$ -	\$ (32,116.76)
Change Order No. 7	\$ 84,247.00	\$ -
Change Order No. 8	\$ 103,137.00	\$ -
Change Order No. 9	\$ 22,460.00	\$ -
Change Order No. 10	\$ 591,725.00	\$ -
Change Order No. 11	\$ 87,752.48	\$ -
<b>TOTALS</b>	<b>\$ 2,848,968.17</b>	<b>\$ (32,116.76)</b>

Approved this Month

	<b>TOTALS</b>	<b>\$ -</b>	<b>\$ -</b>
Net Change by Change Orders	<b>\$ 2,848,968.17</b>	<b>\$ (32,116.76)</b>	

CERTIFICATE FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM . . . . .	\$ 12,750,000.00
2. NET CHANGE BY CHANGE ORDERS . . . . .	\$ 2,816,851.41
3. ADJUSTED CONTRACT SUM TO DATE . . . . .	\$ 15,566,851.41
(Line 1 + Line 2)	
4. TOTAL COMPLETED & STORED TO DATE . . . . .	\$ 14,973,087.60
5. RETAINAGE . . . . .	\$ 100,000.00
6. TOTAL ELIGIBLE TO DATE (Line 4 - Line 5) . . . . .	\$ 14,873,087.60
7. LESS PREVIOUS PAYMENTS . . . . .	\$ 14,579,323.60
8. CURRENT PAYMENT DUE . . . . .	\$ 293,764.00
9. BALANCE TO FINISH, PLUS RETAINAGE . . . . .	\$ 693,763.81
(Line 3 - Line 4 + Line 5)	

AMOUNT CERTIFIED

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

**\$ 293,764.00**

DESIGN-BUILDER:

Cory Turner

By: \_\_\_\_\_ Date: November 26, 2025

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

APPROVALS:

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

**Payment Application No. 37**

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

Contract No.	Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previously Invoiced	Work Completed this Period	Total Completed to Date	Balance to Finish	Percent Complete
C1	Site Work & Excavation	\$ 1,557,040.00	\$ 1,584,922.29	\$ 3,141,962.29	\$ 3,099,532.29	\$ 26,430.00	\$ 3,125,962.29	\$ 16,000.00	99%
C2	Concrete	\$ 684,595.00	\$ 159,637.00	\$ 844,232.00	\$ 844,232.00	\$ -	\$ 844,232.00	\$ -	100%
C3	General Trades	\$ 656,125.00	\$ 250,738.15	\$ 906,863.15	\$ 709,498.65	\$ 41,400.00	\$ 750,898.65	\$ 155,964.50	83%
C4	Painting	\$ 210,568.00	\$ 66,005.00	\$ 276,573.00	\$ 267,173.00	\$ -	\$ 267,173.00	\$ 9,400.00	97%
C5	Mechanical	\$ 4,527,209.20	\$ 316,066.39	\$ 4,843,275.59	\$ 4,587,175.60	\$ 71,000.00	\$ 4,658,175.60	\$ 185,099.99	96%
C6	Electrical, Instrumentation & Control	\$ 1,072,737.00	\$ 75,228.00	\$ 1,147,965.00	\$ 1,132,965.00	\$ 4,500.00	\$ 1,137,465.00	\$ 10,500.00	99%
C7	Biosolids Storage Tank	\$ 488,780.00	\$ -	\$ 488,780.00	\$ 488,780.00	\$ -	\$ 488,780.00	\$ -	100%
C8	Sanitary Sewer Improvements (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C9	Cured-in-Place Pipe	\$ -	\$ 129,198.00	\$ 129,198.00	\$ 129,198.00	\$ -	\$ 129,198.00	\$ -	100%
C10	River Crossing (Not Used)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C11	Masonry	\$ 225,000.00	\$ -	\$ 225,000.00	\$ 225,000.00	\$ -	\$ 225,000.00	\$ -	100%
C12	Concrete Demo (Included in C1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
C13	Owner's System Integrator WWTP	\$ 49,900.00	\$ 5,750.00	\$ 55,650.00	\$ 55,650.00	\$ -	\$ 55,650.00	\$ -	100%
	Owner's System Integrator Lift Stations	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	100%
	General Conditions	\$ 313,700.00	\$ 187,750.48	\$ 501,450.48	\$ 393,804.06	\$ 98,137.00	\$ 491,941.06	\$ 9,509.42	98%
	Design-Builder's Fee	\$ 831,800.00	\$ 232,272.00	\$ 1,064,072.00	\$ 1,016,795.00	\$ 14,547.00	\$ 1,031,342.00	\$ 32,730.00	97%
	Basic Services - Design, VE & Pre-Con	\$ 740,000.00	\$ -	\$ 740,000.00	\$ 740,000.00	\$ -	\$ 740,000.00	\$ -	100%
	Basic Services - PM, Admin, SS	\$ 789,800.00	\$ 245,542.21	\$ 1,035,342.21	\$ 986,020.00	\$ 37,750.00	\$ 1,023,770.00	\$ 11,572.21	99%
	Design-Builder's Contingency	\$ 602,745.80	\$ (439,758.11)	\$ 162,987.69	\$ -	\$ -	\$ -	\$ 162,987.69	0%
	<b>Contract Total</b>	<b>\$ 12,750,000.00</b>	<b>\$ 2,816,851.41</b>	<b>\$ 15,566,851.41</b>	<b>\$ 14,679,323.60</b>	<b>\$ 293,764.00</b>	<b>\$ 14,973,087.60</b>	<b>\$ 593,763.81</b>	<b>96%</b>

Item Description	Original Contract Amount	Changes to Date	Adjusted Contract Amount	Previously Invoiced	Work Completed this Period	Total Completed to Date	Balance to Finish	Percent Complete
CWSRF No. 5758-01	\$ 12,750,000.00	\$ 127,388.41	\$ 12,877,388.41	\$ 12,692,415.41	\$ -	\$ 12,692,415.41	\$ 184,973.00	99%
Earmark: CO No. 5, 9 & 10	\$ -	\$ 2,502,079.00	\$ 2,502,079.00	\$ 1,799,524.19	\$ 293,764.00	\$ 2,093,288.19	\$ 408,790.81	84%
DDA: CO No. 7 & 8	\$ -	\$ 187,384.00	\$ 187,384.00	\$ 187,384.00	\$ -	\$ 187,384.00	\$ -	100%
<b>Total</b>	<b>\$ 12,750,000.00</b>	<b>\$ 2,816,851.41</b>	<b>\$ 15,566,851.41</b>	<b>\$ 14,679,323.60</b>	<b>\$ 293,764.00</b>	<b>\$ 14,973,087.60</b>	<b>\$ 593,763.81</b>	<b>96%</b>

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-89**

**A RESOLUTION TO AMEND THE BUDGET  
FOR FISCAL YEAR 2025-2026**

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

**WHEREAS**, the Finance Director has reviewed current fund balances and expenditures for FY 2025-2026 and recommends that the Council approve the proposed amendments, set forth in the attached Exhibit A, in order to comply with State law.

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

1. The Portland City Council approves the 2025-2026 fiscal budget amendments as listed on the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** December 15, 2025

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

## BUDGET AMENDMENT DETAIL REPORT FOR CITY OF PORTLAND

2nd Quarter

GL Number	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-172-717.000	LIFE/LTD INSURANCE	970.00
101-201-717.000	LIFE/LTD INSURANCE	900.00
101-201-734.000	SAFETY SUPPLIES	200.00
101-201-802.000	AUDIT SERVICE	700.00
101-201-864.000	CONFERENCE & WORKSHOP	300.00
101-201-983.000	OFFICE EQUIPMENT LEASE	150.00
		<u>2,250.00</u>
101-262-801.000	LEGAL SERVICE	200.00
101-265-717.000	LIFE/LTD INSURANCE	20.00
101-265-718.000	PENSION	100.00
101-265-740.000	OPERATING SUPPLIES	500.00
101-265-921.000	ELECTRICITY	1,000.00
101-265-923.000	WATER	500.00
		<u>2,120.00</u>
101-301-702.000	S & W FULLTIME	(18,000.00)
101-301-706.000	S & W PARTTIME	18,000.00
101-301-717.000	LIFE/LTD INSURANCE	1,000.00
101-301-740.000	OPERATING SUPPLIES	(1,200.00)
101-301-751.000	UNIFORM CLEANING	1,200.00
101-371-723.000	UNEMPLOYMENT	1.00
101-371-851.000	TELEPHONE SERVICE	100.00
101-567-702.000	S & W FULLTIME	2,000.00
101-567-706.000	S & W PARTTIME	1,100.00
101-567-717.000	LIFE/LTD INSURANCE	1,200.00
101-567-718.000	PENSION	3,000.00
101-567-921.000	ELECTRICITY	300.00
101-567-924.000	SEWER	100.00
101-567-947.000	VEHICLE RENTAL	500.00

		8,200.00
101-707-715.000	S & W SOCIAL SECURITY	25.00
101-707-717.000	LIFE/LTD INSURANCE	45.00
101-707-806.000	DATA PROCESSING-CITY WEBSITE	200.00
101-707-884.000	CLEANUP WEEK	1,000.00
		<hr/>
		1,270.00
101-751-717.000	LIFE/LTD INSURANCE	350.00
101-751-775.001	M & R RIVERTRAIL	8,000.00
101-751-923.000	WATER	3,000.00
		<hr/>
		11,350.00
101-751-930.000	M & R BUILDING	7,500.00
101-751-967.000	TREE MANAGEMENT	(7,500.00)
202-201-802.000	AUDIT SERVICE	300.00
202-463-706.000	S & W PARTTIME	1,500.00
202-463-751.000	UNIFORM CLEANING	500.00
202-474-710.000	S& W OVERTIME	50.00
202-474-717.000	LIFE/LTD INSURANCE	15.00
202-474-723.000	UNEMPLOYMENT	5.00
202-474-775.000	M & R SUPPLIES	5,500.00
		<hr/>
		5,570.00
203-201-802.000	AUDIT SERVICE	300.00
203-463-717.000	LIFE/LTD INSURANCE	300.00
203-463-960.000	EDUCATION & TRAINING	2,500.00
203-468-702.000	S & W FULLTIME	5,900.00
203-468-717.000	LIFE/LTD INSURANCE	500.00
208-751-702.000	S & W FULLTIME	(34,900.00)
208-751-703.000	S & W SUPERVISOR	2,000.00
208-751-706.000	S & W PARTTIME	26,500.00
208-751-715.000	S & W SOCIAL SECURITY	(200.00)
208-751-717.000	LIFE/LTD INSURANCE	(400.00)
208-751-809.000	INSTRUCTOR SERVICE	1,000.00
208-751-956.000	MISCELLANEOUS EXPENSES	50.00
		<hr/>

(5,950.00)

210-201-804.000	CONTRACTUAL SERVICE	30.00
210-302-702.000	S & W FULLTIME	21,000.00
210-302-706.000	S & W PARTTIME	(21,000.00)
210-302-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	(11,500.00)
210-302-716.003	HEALTH REIMBURSEMENT ACCOUNT (HRA)	12,000.00
210-302-717.000	LIFE/LTD INSURANCE	1,500.00
210-302-718.000	PENSION	3,000.00
210-302-740.000	OPERATING SUPPLIES	645.00
210-302-740.000	OPERATING SUPPLIES	345.00
210-302-933.000	M & R VEHICLES	5,000.00
210-302-993.000	INTEREST	8,070.00
		<hr/>
		19,060.00
248-000-568.000	CONTRIBUTION FROM STATE -GRANT	6,000.00
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	1,000.00
248-000-678.012	REIMBURSEMENTS-BEER FEST	(11,000.00)
248-000-678.017	REIMBURSEMENTS - BANDSHELL MUSIC	(3,500.00)
248-267-717.000	LIFE/LTD INSURANCE	100.00
248-267-740.008	OPERATING SUPPLIES - BEER FEST	(13,700.00)
248-267-740.012	OPERATING SUPPLIES - BANDSHELL MUSIC	(3,700.00)
248-267-960.000	EDUCATION & TRAINING	1,000.00
248-267-982.000	CAPITAL OUTLAY-DDA	(2,500.00)
248-267-982.002	CAPITAL OUTLAY-LOOKINGGLASS PLAZA	(18,000.00)
582-000-698.002	ELECTRIC LOAN PROCEEDS	(225,000.00)
582-539-977.000	CAPITAL OUTLAY-EQUIPMENT	(225,000.00)
582-201-717.000	LIFE/LTD INSURANCE	300.00
582-201-802.000	AUDIT SERVICE	300.00
582-201-806.000	DATA PROCESSING	500.00
582-201-923.000	WATER	1,600.00
582-201-924.000	SEWER	2,300.00
582-201-934.000	M & R OFFICE EQUIPMENT	1,600.00

582-539-717.000	LIFE/LTD INSURANCE	2,000.00
582-539-745.000	MOTOR FUEL & OIL	4,000.00
582-539-745.001	FUEL-DIESEL GENERATION	5,500.00
582-539-803.001	ENG SERVICE-POWER RATE STUDY	5,300.00
582-539-977.025	CAPITAL EQUIPMENT - TRANSFORMERS	6,000.00
582-539-804.000	CONTRACTUAL SERVICE	1,500.00
		<hr/>
		24,300.00
582-539-977.000	CAPITAL OUTLAY-EQUIPMENT	(85,000.00)
582-539-985.017	CIRCUIT TRANSITION PROJECT	85,000.00
590-201-801.000	LEGAL SERVICE	2,200.00
590-201-802.000	AUDIT SERVICE	(3,200.00)
590-201-804.000	CONTRACTUAL SERVICE	500.00
590-201-864.000	CONFERENCE & WORKSHOP	800.00
590-201-915.000	BOILER INSURANCE	1,090.00
		<hr/>
		1,390.00
590-441-702.000	S & W FULLTIME	13,700.00
590-441-703.000	S & W SUPERVISOR	400.00
590-441-715.000	S & W SOCIAL SECURITY	1,000.00
590-441-716.000	HEALTH INSURANCE	300.00
590-441-717.000	LIFE/LTD INSURANCE	150.00
590-441-717.000	LIFE/LTD INSURANCE	300.00
590-441-804.000	CONTRACTUAL SERVICE	30,000.00
590-441-947.000	VEHICLE RENTAL	11,000.00
		<hr/>
		56,850.00
590-548-717.000	LIFE/LTD INSURANCE	200.00
590-548-804.000	CONTRACTUAL SERVICE	(30,000.00)
591-201-802.000	AUDIT SERVICE	300.00
591-201-806.000	DATA PROCESSING	1,000.00
591-441-706.000	S & W PARTTIME	500.00
591-441-717.000	LIFE/LTD INSURANCE	1,000.00
591-441-743.000	CHEMICALS-TESTING	2,000.00
591-441-931.000	M & R EQUIPMENT	2,000.00
591-441-947.000	VEHICLE RENTAL	39,000.00
		<hr/>
		44,500.00
661-201-730.000	POSTAGE	300.00

661-441-956.000

MISCELLANEOUS EXPENSES

300.00

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 25-90**

**A RESOLUTION APPROVING 2026 CITY COUNCIL MEETING DATES**

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

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

**2-19 Time and place.**

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

**WHEREAS**, the City Clerk has prepared the attached listing of the 2026 regular meeting dates for the City Council, Planning Commission, ZBA, DDA, DDA Work Meeting, Board of Light & Power, and Parks and Recreation Board, a copy of which is attached as Exhibit A.

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

1. The Portland City Council approves the list of proposed dates for the meeting of City Council for the year 2026 as set forth on the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** December 15, 2025

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**Monique I. Miller, City Clerk**

## PUBLIC NOTICE

In compliance with the Open Meetings Act and the Portland City Charter, following are the dates for the regular meetings, unless otherwise noted, for Boards & Commissions of the City of Portland for 2026. Individuals with disabilities requiring auxiliary aids or services for any meeting may obtain a Request for Accommodations form at City Hall, or call the City Clerk at 517-647-3211 to have a form mailed to you.



CITY COUNCIL	
All meetings are held at 7:00 P.M., the first and third Monday of each month, in the Council Chambers at City Hall, 259 Kent St.	
Monday	January 5th
Monday	January 19th
Monday	February 2nd
Tuesday	February 17th
Monday	March 2nd
Monday	March 16th
Monday	April 6th
Monday	April 20th
Monday	May 4th
Monday	May 18th
Monday	June 1st
Monday	June 15th
Monday	July 6th
Monday	July 20th
Monday	August 3rd
Monday	August 17th
Tuesday	September 8th
Monday	September 21st
Monday	October 5th
Monday	October 19th
Monday	November 2nd
Monday	November 16th
Monday	December 7th
Monday	December 21st

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

DDA	
All meetings are held at 6:00 P.M., the fourth Monday of each month, in the Council Chambers at City Hall, 259 Kent St., Portland, MI.	
Monday	January 26th
Monday	February 23rd
Monday	March 23rd
Monday	April 27th
Tuesday	May 26th
Monday	June 22nd
Monday	July 27th
Monday	August 24th
Monday	September 28th
Monday	October 26th
Monday	November 23rd
* No Meeting *	

DDA - Positively Portland Meeting	
All meetings are held at 6:00 P.M., the second Tuesday of each month, at City Hall, 259 Kent St., Portland, MI	
Tuesday	January 13th
Tuesday	February 10th
Tuesday	March 10th
Tuesday	April 14th
Tuesday	May 12th
Tuesday	June 9th
Tuesday	July 14th
Tuesday	August 11th
Tuesday	September 8th
Tuesday	October 13th
Tuesday	November 10th
* No Meeting *	

BOARD OF LIGHT & POWER	
All meetings are held at 4:00 P.M., the last Tuesday of each month, at the Diesel Plant, 723 E. Grand River Ave., Portland, MI.	
Tuesday	January 27th
Tuesday	February 24th
Tuesday	March 24th
Tuesday	April 28th
Tuesday	May 26th
Tuesday	June 23rd
Tuesday	July 28th
Tuesday	August 25th
Tuesday	September 29th
Tuesday	October 27th
Tuesday	November 24th
* No Meeting *	

PARKS & REC BOARD	
All meetings are held at 5:30 P.M., the third Monday of each month, in the Executive Board Room at City Hall, 259 Kent St., Portland, MI.	
Monday	January 19th
Tuesday	February 17th
Monday	March 16th
Monday	April 20th
Monday	May 18th
* No Meeting *	
Monday	July 20th
Monday	August 17th
Monday	September 21st
Monday	October 19th
Monday	November 16th
* No Meeting *	

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



# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 1, 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, Schneider and Boyer; City Manager Dymczyk; City Clerk Miller; Finance Director Tolan; DDA Director ConnerWellman; Police Chief Thomas

Guests: Bill Tucker and Kevin Jang of Maner Costerisan; Jon Moxey of Fleis & VandenBrink; Terry Frewern, Ionia County Commissioner; Eve Boyer; Tim Fuller; Denise Barnes; Kathy Parsons

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

City Clerk Miller explained the procedure for nominating the Mayor and Mayor Pro-Tem and opened the floor for nominations for Mayor.

Council Member Schneider nominated Council Member Boyer for Mayor.

Council Member Boyer supported the nomination.

Council Member Fitzsimmons nominated Council Member Barnes for Mayor.

Council Member VanSlambrouck supported the nomination.

There were no other nominations.

City Clerk Miller held the vote for Boyer for Mayor.

Yeas: Schneider, Boyer

Nays: VanSlambrouck, Fitzsimmons, Barnes

The motion failed.

City Clerk Miller held the vote for Barnes for Mayor.

Yeas: VanSlambrouck, Fitzsimmons, Barnes

Nays: Schneider, Boyer

Adopted.

City Clerk Miller named Council Member Barnes as Mayor and turned the meeting over to him.

Mayor Barnes opened the floor for nominations for Mayor Pro-Tem.

Mayor Barnes nominated Council Member VanSlambrouck for Mayor Pro-Tem.

City of Portland  
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Council Member Fitzsimmons supported the nomination.

Council Member Schneider nominated Boyer for Mayor Pro-Tem.

Council Member Boyer supported the nomination.

City Clerk Miller held the vote for VanSlambrouck for Mayor Pro-Tem.

Yeas: Barnes, Fitzsimmons, VanSlambrouck

Nays: Schneider, Boyer

Adopted

Council Member VanSlambrouck was named Mayor Pro-Tem.

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

Yeas: VanSlambrouck, Fitzsimmons, Schneider, Boyer, Barnes

Nays: None

Adopted

Under Public Comment, Terry Frewen, Ionia County Commissioner, announced his candidacy for State Representative for District 78.

Under City Manager Report, City Manager Dymczyk reported he has been working with the Rindlehaven Development Group regarding their construction phasing and utility service connections in advance of their final site plan application.

He also noted this meeting was the first being streamed to the City of Portland website with the new audio/video equipment.

He noted zoning issues that he has been working on and addressed winter parking and snow removal.

There was discussion.

Under Presentations, Bill Tucker and Kevin Jang of Maner Costerisan presented the Fiscal Year 2024-2025 Audit results. They confirmed it was a clean financial statement audit with the City adding to its fund balance in the General Fund.

Jon Moxey of Fleis & VandenBrink provided an engineering report and updates on several projects.

There was discussion.

DDA Director ConnerWellman presented a report on downtown activities.

Under New Business, the Council considered the Fiscal Year 2024-2025 Audit for approval.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Fiscal Year 2024-2025 Audit.

Yeas: VanSlambrouck, Fitzsimmons, Schneider, Boyer, Barnes

Nays: None

Adopted

The Council considered Resolution 25-82 to approve Fleis & VandenBrink's proposal, in the amount of \$90,400.00, to provide design engineering and bidding services for the Hill Street Improvement Project.

Motion by Fitzsimmons, supported by Schneider, to approve Resolution 25-82 approving Fleis & VandenBrink's proposal to provide design engineering and bidding services for the Hill Street Improvement Project.

Yeas: Fitzsimmons, Schneider, VanSlambrouck, Boyer, Barnes

Nays: None

Adopted

The Council considered Resolution 25-83 to approve Fleis & VandenBrink's proposal, in the amount of \$17,200.00, to provide design and bidding services for the Grand River Avenue Parking Lot Reconstruction.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 25-83 approving Fleis & VandenBrink's proposal to provide design and bidding services for the Grand River Avenue Parking Lot Reconstruction.

Yeas: VanSlambrouck, Fitzsimmons, Schneider, Boyer, Barnes

Nays: None

Adopted

The Council considered Resolution 25-84 to approve a change order in the amount of \$10,489.50, to Theka Engineering Solutions for services performed out of the scope of the original contract for the Grant Street Substation Project.

Motion by Schneider, supported by Fitzsimmons, to approve Resolution 25-84 approving a change order to the scope of services outlined in the Grant Street Substation Proposal with Theka Engineering Solutions.

Yeas: Schneider, Fitzsimmons, VanSlambrouck, Boyer, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City held on November 17, 2025, payment of invoices in the amount of \$121,453.57 and payroll in the amount of \$204,587.92 for a total of \$326,041.49. Purchase orders to MAAG Transport in the amount of \$5,500.00 for annual brush grinding and compost removal, Kendall Electric in the amount of \$5,902.87 for galvanized sweep elbows for the Grant Street Substation Project, and Resco in the amount of \$6,104.00 for cabinet foundations for the Grant Street Substation Project were also included.

Yeas: VanSlambrouck, Fitzsimmons, Schneider, Boyer, Barnes

Nays: None

Adopted

There were no further City Manager comments.

Under Council Member Comments, Council Member Fitzsimmons commended Finance Director Tolan for her work on the audit, noting that not all municipalities have such successful audits.

Mayor Barnes commented on the Plaza ribbon-cutting event, mentioning that the weather was beautiful. He also congratulated St. Patrick's football team on their state championship.

Council Member Fitzsimmons added that the team had impressive community support at their championship game, even though it was played far from Portland.

City of Portland  
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Mayor Barnes also acknowledged the Portland High School football team had another very successful season this year as well.

Motion by VanSlambrouck, supported by Schneider, to adjourn the regular meeting.

Yeas: VanSlambrouck, Schneider, Fitzsimmons, Boyer, Barnes

Nays: None

Adopted

Meeting adjourned at 8:10 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

---

Monique I. Miller, City Clerk

DRAFT

**City of Portland**  
**Synopsis of the Minutes of the December 1, 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 City Clerk Miller at 7:00 P.M.

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

**The Election of the Mayor and Mayor Pro-Tem was held.**

**Public Comment** - Terry Frewen, Ionia County Commissioner, announced his candidacy for State Representative for District 78.

**Presentation** - Bill Tucker and Kevin Jang of Maner Costerisan presented the Fiscal Year 2024-2025 Audit results.

**Presentation** - Jon Moxey of Fleis & VandenBrink provided an engineering report and updates on several projects.

**Presentation** - DDA Director ConnerWellman presented a report on downtown activities.

**Acceptance of the Fiscal Year 2024/2025 Audit**

All in favor. Adopted.

**Resolution 25-82** approving Fleis & VandenBrink's proposal to provide design engineering and bidding services for the Hill Street Improvement Project.

All in favor. Adopted.

**Resolution 25-83** approving Fleis & VandenBrink's proposal to provide design and bidding services for the Grand River Avenue Parking Lot Reconstruction.

All in favor. Adopted.

**Resolution 25-84** approving a change order to the scope of services outlined in the Grant Street Substation Proposal with Theka Engineering Solutions.

All in favor. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 8:10 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
LARA - MI PUBLIC SERVICE COMMISSIO	02975	LIEAF SURCHARGE - ELECTRIC	3,255.00
PAMA	01370	40% CONT TO PAMA - COM PROMO	194.00
DOUGHERTY ASSESSING	02973	ASSESSING SVCS 1ST HALF OF DEC 2025 - ASSESSOR	1,770.83
PURE GREEN LAWN AND TREE	02812	LAWN SERV AGREEMENT CEM SEC J - CEM	521.00
FAMILY FARM & HOME	01972	BALL VALVE - WW	9.29
F&V CONSTRUCTION MANAGEMENT IN	00828	EARMARK WWTP PROJECT - WW	293,764.00
CULLIGAN	02130	WATER X3 CITY HALL - GEN	26.00
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	1,208.99
HYDROCORP	02340	INSPECTION & REPORT - WTR APP RES 25-51	586.88
NEWKIRK ELECTRIC ASSOCIATES	00331	GRANT ST SUB STATION - ELECTRIC APP RES 24-88	110,557.98
RESCO	00392	CABINET FOUNDATION - ELECTRIC APP CONS AGENDA 1	6,104.00
BUIST ELECTRIC INC.	02673	UPGRADE AUDIO/VIDEO - COM PROMO APP RES 25-46	54,146.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	486.51
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	492.94
ARGENT INSTITUTIONAL TRUST COMPANY	02966	ANNUAL ADMIN GOLT 2023 BOND - ELECTRIC	500.00
BADGER METER INC.	02247	ORION CELLULAR LTE SVC - WATER, WW	895.59
GRAINGER, INC.	00172	WASHER/DRYER COMBO - WW	2,431.72
PORTLAND DDA	01008	SAFETY AWARDS - GEN	50.00
STRAIN ELECTRIC CO.	02379	PED LIGHTS & INSTALL - MAJ STS	5,512.28
CORRIGAN OIL CO, NO. 11	02693	DIESEL - MTR POOL	1,340.43
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	250.00
KENDALL ELECTRIC	00225	HARDWARE - ELECTRIC	429.05
POWER LINE SUPPLY COMPANY	00389	GLOVE PROTECTORS - ELECTRIC	309.00
POWER LINE SUPPLY COMPANY	00389	SUPPLIES FOR CLEANING RUBBER GOODS - ELECTRIC	338.40
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	232.48
GRAINGER, INC.	00172	SHOP SUPPLIES - ELECTRIC	465.72
STAR THOMAS	01654	PURCHASES REIMB - POLICE	275.41
ROBERT LAMSON PHD	02795	PRE EMPLOY EVALUATION - POLICE	495.00
CULLIGAN	02130	WATER X2 - WW	18.00
MIDWEST DIAL TONE LLC	02813	MONTHLY PHONE BILLING - GEN	680.74
FAMILY FARM & HOME	01972	CLOTHING - MAJ, LOC STS, MTR POOL., CEM	524.96

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CORE TECHNOLOGY CORPORATION	02419	ANNUAL PYMT - POLICE	4,552.90
KYLE ENZ	02651	CDL RENEWAL REIMB - MTR POOL	79.62
VERIZON WIRELESS	00470	PHONE DATA - VAR DEPTS	1,059.99
BRENT LISTERMAN	02519	UNIFORM EQUIPMENT ALLOW - POLICE	223.94
FLEIS & VANDENBRINK	00153	PROFESSIONAL ENGINEERING SERVICES - GEN	850.00
CINTAS	02901	RESTOCK MEDICINE CABINET -CITY HALL	41.87
CINTAS	02901	RESTOCK MEDICINE CABINET - MTR POOL	29.57
GRAINGER, INC.	00172	WALL PACK EXT LIGHT W CREDIT - WW	197.68
VERDANTAS MICHIGAN LLC	02967	PROF ENGINEERING SERV - ELECT APRV CONSENT AGEN	5,000.00
MIKE FOX	02921	DEC BOR - ASSESSOR	45.00
DOUG LOGEL SR.	02451	DEC BOR - ASSESSOR	45.00
RACHELLE BREEDEN	02927	DEC BOR - ASSESSOR	45.00
MHR BILLING	01780	NOV 2025 BILLING - AMB	2,100.00
MUZZALL GRAPHICS	00326	M DOUGHERTY BUSINESS CARDS - ASSESS	67.50
USA BLUEBOOK	01850	SUPPLIES - WW	718.88
USA BLUEBOOK	01850	SUPPLIES - WW	55.10
PAMA	01370	40% CONT TO PAMA - COM PROMO	490.00
CULLIGAN	02130	COOLER RENTAL - WW	15.00
STATE OF MICHIGAN	02577	NPDES ANNUAL PERMIT FEE - WW	400.00
PARKSON CORPORATION	02939	FIRE SCREEN BAGGER CASS - WW	1,105.15
FOSTER, SWIFT, COLLINS & SMITH PC	02866	GEN LEGAL SVCS - GEN	593.00
HOMEWORKS TRI-COUNTY ELECTRIC	02092	PROPANE REFILL - CEM	905.35
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WW	91.45
KEUSCH TIRE & AUTO	00228	M&R AMB 44 - AMB	84.95
DORSEY COLLEGE	02971	TUITION, LAB FEES, CLINICAL BOOKS - AMB	550.00
RESCO	00392	BALANCE DUE - ELECTRIC	180.00
GRP ENGINEERING INC.	01994	ENGINEERING & SUPPORT - ELECT	102.50
KENDALL ELECTRIC	00225	GALVANIZED ELBOW - ELECTRIC APP CONSENT AGENDA	5,902.87
FIRE PROS, LLC	00151	SPRINKLER SYSTEM INSPECTION - ELECTRIC	135.00
GRAINGER, INC.	00172	HARDWARE - ELECTRIC	71.28
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	197.24

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MOTOROLA SOLUTIONS INC.	02459	MAGNET MOUNTS SHIRTS, MOLLE - POLICE	296.00
SARAH BOS	MISC	ARCHERY INSTRUCTION - REC	208.00
BRYAN GEHRCKE	MISC	ARCHERY INSTRUCTION - REC	208.00
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS	17.88
FAMILY FARM & HOME	01972	NUTS/BOLTS - MAJ STS	13.54
UTILITY CONSULTING GROUP, LLC	00465	CALC PCA FACTOR - ELECTRIC	225.00
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRC	634.49
GRANGER	00175	REFUSE- MTR POOL, PARKS, CEM	343.98
GRANGER	00175	REFUSE - WW	180.81
PLEUNE SERVICE COMPANY INC.	00741	LABOR/TRIP CHARGE - CITY HALL	347.50
CINTAS	02901	RESTOCK MEDICINE CABINET -CITY HALL	27.71
PLEUNE SERVICE COMPANY INC.	00741	HEATING ISSUES - CITY HALL	458.52
GRANGER	00175	REFUSE- REFUSE	17,948.73
FIRST ADVANTAGE OCCUPATIONAL HEALTH	02603	CLINICAL COLLECTIONS K GENSTERBLUM - MTR POOL	219.35
STAPLES	00426	VAR SUPPLIES/PURCHASES - VAR DEPTS	312.03
HOMEWORKS TRI-COUNTY ELECTRIC	02092	FIBER COST - VAR DEPTS	1,205.14
BRYAN SCHEURER	00600	OFFICIAL - REC	135.00
MARK SCHEURER	00601	OFFICIAL - REC	135.00
JAMES FORTON	02847	OFFICIAL - REC	225.00
JOHN FORTON	02919	OFFICIAL - REC	225.00
TIM ANDROS	02920	OFFICIAL - REC	135.00
MICHAEL REDELL	02984	OFFICIAL - REC	135.00
BRUCE ELLIOTT	02017	OFFICIAL - REC	135.00
RON BANKS	02935	OFFICIAL - REC	225.00
OWEN RUSSELL	02249	OFFICIAL - REC	90.00
JERRYD SCHEURER	02785	OFFICIAL - REC	36.00
CARLEY BOWER	02722	OFFICIAL - REC	36.00
GRACE ROCKEY	02968	OFFICIAL - REC	36.00
MAKAYLA KRIZOV	02985	OFFICIAL - REC	24.00
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	669.29
STAR THOMAS	01654	USPS REIM - POLICE	7.50

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ALTEC INDUSTRIES, INC.	00016	ANNUAL MAINT DIGGER TRUCK - ELECTRIC	1,714.26
SELBY LAWN CARE	02736	LAWN CARE - ELECTRIC	700.00
FLEIS & VANDENBRINK	00153	PROF SVCS KENT ST - MAJ STS	104.75
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - PARKS	96.00
CINTAS	00083	UNIFORM CLEANING, BLDG SUPPLIES - VAR DEPTS	1,781.93
FLEIS & VANDENBRINK	00153	DIV HWY BRIDGE ENG SVC - MAJ STS	14,405.14
MCGINTY HITCH PERSON ANDERSON REVO02907		GEN LEGAL SVCES - GEN	852.00
FLEIS & VANDENBRINK	00153	BRIDGE INSPECT - MAJ STS	900.00
FLEIS & VANDENBRINK	00153	GEN ENGINEERING - GEN	1,057.50
NORTH CENTRAL LABORATORIES	00959	DISPENCER - WW	141.38
APPLIED INNOVATION	02493	PRINTER INVOICE - VARIOUS DEPTS	203.76
APPLIED INNOVATION	02493	COPY MACHINE MAINT - ELECTRIC	44.43
APPLIED INNOVATION	02493	CITY HALL COPY MACHINE MAINT - GENERAL	43.68
Total:			\$560,748.34

**BI-WEEKLY  
WAGE REPORT  
December 8, 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.	12,294.05	160,731.51	4,303.15	41,154.58	16,597.20	201,886.09
ASSESSOR	-	-	-	-		
CEMETERY	4,005.14	65,555.17	1,431.81	19,483.60	5,436.95	85,038.77
POLICE	18,682.68	231,247.71	6,017.22	61,377.95	24,699.90	292,625.66
CODE ENFORCEMENT	28.37	222.67	2.17	17.08	30.54	239.75
PARKS	3,982.64	57,445.22	1,298.05	9,263.87	5,280.69	66,709.09
INCOME TAX	2,335.97	30,132.24	1,036.04	10,887.25	3,372.01	41,019.49
MAJOR STREETS	5,231.17	47,630.45	1,623.69	11,549.78	6,854.86	59,180.23
LOCAL STREETS	5,865.59	57,448.92	1,781.73	16,531.41	7,647.32	73,980.33
RECREATION	1,880.11	23,996.51	288.23	3,231.64	2,168.34	27,228.15
AMBULANCE	29,376.61	363,378.27	6,410.40	70,625.05	35,787.01	434,003.32
DDA	2,780.41	36,063.37	596.73	6,281.16	3,377.14	42,344.53
ELECTRIC	27,146.11	343,601.27	12,877.71	105,823.28	40,023.82	449,424.55
WASTEWATER	10,845.03	133,665.42	3,373.73	31,458.11	14,218.76	165,123.53
WATER	7,306.10	97,616.32	3,481.74	33,931.19	10,787.84	131,547.51
MOTOR POOL	545.44	9,875.71	198.24	2,609.10	743.68	12,484.81
<b>TOTALS:</b>	<b>132,305.42</b>	<b>1,658,610.76</b>	<b>44,720.64</b>	<b>424,225.05</b>	<b>177,026.06</b>	<b>2,082,835.81</b>







Invoice

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

December 08, 2025  
 Project No: 840730  
 Invoice No: 75975

Project 840730 Portland - Divine Highway Bridge  
**Services included:** Environmental Clearance, Preliminary Design, Hydraulic Modeling, Mussel Survey.  
For professional services rendered for the period October 26, 2025 to November 22, 2025

**Professional Services**

	Hours	Billing
<b>Total</b>	75.50	<b>9,419.50</b>
<b>Reimbursable Expenses</b>		
Expenses		35.64
Subconsultants		4,950.00
<b>Total</b>		<b>4,985.64</b>
<b>Total this Invoice</b>		<b>\$14,405.14</b>

*Thank you for your business, it is sincerely appreciated.  
 If there are any questions regarding this invoice or the services provided, please contact us.*

Terms: Net 15 days



# PURCHASE ORDER

## City of Portland

P.O. 18354

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

VENDOR MECA  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
MECA Safety Training	582-539.960.000		\$ 5,000
2020	582-539.734.000		\$ 5,000
	582-539.956.000		\$ 5,711.00
DEPARTMENT HEAD (UP TO \$500) <u>ZOO</u>		TOTAL	\$ 15,711.00

3rd year of  
Contract Approved

\_\_\_\_\_  
Treasurer Initials

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



10125 W. Watergate Road, Cadillac, MI 49601  
Phone: (231) 775-5700 Fax:

**Bill To:** City of Portland  
Attn: Mike Hyland  
259 Kent Street  
Portland, MI 48875  
**Customer ID:** 10015  
**Internal ID:** 10090

Invoice Date	Invoice Number	Due Date	Total Due
September 5, 2025	112300356	December 1, 2025	\$ 15,711.00

Period	Description	Amount
2026	MECA Safety Dues (Yearly)	\$ 15,711.00

Tax	\$	0.00
<b>Total</b>	<b>\$</b>	<b>15,711.00</b>

**ACH Payment Instructions**

Bank Name: Mercantile Bank of Mich.  
Routing Number: 072413829  
Account Number: 4100379683

**Check Payment Instructions**

**Michigan Electric Cooperative Association**  
c/o Accounts Receivable  
10125 W. Watergate Road  
Cadillac, MI 49601

**Contact Information**

Accounting services for MECA are managed by tdesjardins@wpsci.com (231) 779-3398  
Wolverine Power Cooperative. For questions regarding this invoice, contact Tricia DesJardins



MICHIGAN ELECTRIC COOPERATIVE  
ASSOCIATION

*September 5, 2025*

Todd Davlin  
Portland Board of Light & Power  
259 Kent St.  
Portland, MI 48875

**Re: Notice of 2026 Safety Program Pricing**

Dear Todd,

Thank you for your commitment to workplace safety and your continued participation in the Michigan Electric Cooperative Association (MECA) safety training program. In response to increasing costs and consistent with the Safety Program Agreement between our two organizations, MECA is providing notice of a 5% increase to safety program dues in 2026. The annual fee for Portland Board of Light & Power will be \$15,711 in 2026. The attached invoice for 2026 safety program dues is due to MECA by December 1, 2025.

The success of our safety program is based on a foundation of partnership between our electric cooperative members and municipal/private utility partners. Thank you for being part of this incredible safety community. If you have any questions, please direct them to me at [jmcelroy@meca.coop](mailto:jmcelroy@meca.coop) or 517-331-4459.

Sincerely,

A handwritten signature in black ink that reads "Joe McElroy". The signature is written in a cursive, flowing style.

Joe McElroy  
Director of Safety & Loss Control

## Michigan Electric Cooperative Association

### SAFETY PROGRAM AGREEMENT

The undersigned municipal utility ("Utility") hereby subscribes to participate in the Employee Safety Program described below (the "Program") and provided by the Michigan Electric Cooperative Association ("MECA").

The Utility and MECA hereby agree as follows:

#### 1. The Program.

MECA shall provide the Program services to the Utility as more particularly set forth on Exhibit "A" attached to this Agreement and incorporated herein by reference.

The Program will be provided at a time scheduled by MECA in a single location within the Utility's service territory or in reasonably close proximity. MECA provides the Program services to multiple utilities and, for efficiency, reserves the right to combine the Utility's Program services with other utilities' participation at a more central location.

#### 2. Term.

The initial term of this Agreement is three (3) years beginning January 1, 2012. The Agreement shall thereafter automatically renew for successive three (3) year renewal terms unless either party provides written notice of non-renewal to the other party not less than six (6) months prior to the expiration of the initial term or any renewal term. MECA may change the fees for the Program services for any subsequent renewal term by providing written notice to the Utility not less than eight (8) months prior to the expiration of the then-current term of this Agreement.

The Agreement may be earlier terminated by either party at any time (i) upon a default of the other party after written notice of the default and failure to cure the default within 30 days after receipt of the notice; or (ii) MECA ceasing to provide the Program services.

Upon an early termination based upon MECA ceasing to provide the Program, all pre-paid

Program services shall be provided or the annual payment shall be refunded to the Utility.

#### 3. Fees.

The annual fee for the Program shall be \$7,667, payable in advance to MECA by December 1 of each preceding calendar year during the term of this Agreement. The annual fee is subject to change for each renewal term by written notice to the Utility as provided in Section 2.

#### 4. Liability.

The Utility remains responsible for its compliance with all applicable safety requirements and recommendations. Nothing in this Agreement or in the provision of the Program services to the Utility and its employees shall cause MECA to assume any responsibility or any liability to any third party or to the Utility or its employees for the Utility's compliance with any applicable federal, state, local or industry standards or requirements.

The Utility hereby agrees to indemnify and hold MECA, and its directors, members, employees, contractors and agents, harmless from and against any claims made against MECA for any injury, death or damages, including all costs of defense against any such claim, arising out of or made in connection with the Utility's or its employees' failure to properly comply with any applicable safety standard or requirement.

Neither party shall be liable to the other party for any indirect, incidental or consequential damages related to either party's performance or non-performance of their obligations under this Agreement.

#### 5. Assignment.

This Agreement shall be binding upon the parties hereto and their respective successors and permitted assigns; provided, however, that this Agreement may not be assigned by the Utility to any

unaffiliated person without the prior written consent of MECA.

**6. Notices.**

Any notice required or permitted to be given under this Agreement shall be in writing and shall be sent by first class mail, postage prepaid, to the addresses set forth below. Notice shall be deemed to be given upon mailing.

**7. No Agency.**

By entering into this Agreement and performing its obligations hereunder, MECA is acting solely as an independent contractor and shall not be, and shall not be deemed to be, an agent of the Utility for any purpose.

The undersigned parties have caused this Agreement to be executed by their duly authorized officers or representatives as of the date accepted and executed by MECA below.

**8. Entire Agreement.**

This Agreement contains the entire agreement of the parties with respect to the provision of the Program services and supersedes all prior correspondence, conversations and negotiations with respect thereto. Except as otherwise provided herein, this Agreement may be changed or otherwise modified only in writing and signed by both parties hereto.

**9. Governing Law.**

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan.

PORTLAND BOARD OF WATER & LIGHT & POWER

By: [Signature]  
Its: PORTLAND CITY MANAGER

Address: CITY OF PORTLAND  
259 KENT ST.  
PORTLAND, MI 48875

Accepted 25 NOV, 2011

MICHIGAN ELECTRIC COOPERATIVE ASSOCIATION

By: [Signature]  
Craig Borr, President and CEO

Address: 2859 W. Jolly Road  
Okemos, MI 48864



EXHIBIT "A"  
Description of Employee Safety Program Services

<p><b>SEGMENT PARTICIPANTS:</b></p> <p><b>Portland L&amp;P Board</b> Annual Program Investment: <b>\$7,667</b></p>	<p><b>INCLUDED PROGRAM DELIVERABLES:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Eight (8) Traditional Safety Meetings</b> All safety meetings to be delivered at designated host location, topics to be selected from an approved list of available programs. Up to two (2) meetings can be substituted for equal number of Block Training or Crew Observation a la carte items.</li> <li>▪ <b>Four (4) Safety Workshops</b> Attendance for up to two (2) utility employees per workshop per year. Pricing for additional participants to be determined. To be held jointly with other safety program participants. Workshop topics include:             <ul style="list-style-type: none"> <li>▪ Accident Investigation Workshop</li> <li>▪ National Electric Safety Code (NESC) Workshop</li> <li>▪ Chainsaw Workshop</li> <li>▪ Safety Coordinators Workshop</li> </ul> </li> <li>▪ <b>Continued Participant Advantages</b> <ul style="list-style-type: none"> <li>▪ Mutual Aid Support</li> <li>▪ Accident Investigation</li> <li>▪ Accident and Near-Miss Review and Discussion</li> </ul> </li> <li>▪ <b>Reliable Public Power Provider (RP3) Support and Assistance</b></li> </ul>	<p><b>A LA CARTE OPTIONS:</b> Annual safety investment amount DOES NOT include the following a la carte items, available upon request:</p> <ul style="list-style-type: none"> <li>• <b>Block Training</b> Hourly Rate: (TBD)</li> <li>• <b>Crew Observations</b> Hourly Rate: (TBD)</li> <li>• <b>Additional Workshop Participants</b> Cost Per Additional Participant: (TBD)</li> </ul>
<p><b>Proposed Host Location:</b></p> <p><b>HomeWorks Tri-County Electric Cooperative</b></p>		
<p><b>Term:</b></p> <p><b>2012 - 2014</b></p>		

**Nikki Miller**

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, December 3, 2025 8:14 AM  
**To:** Nikki Miller  
**Subject:** Online Form Submittal: Board & Commission Application

## Board & Commission Application

Name	Anthony (TJ) Costello
Date	12/3/2025
Address	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
Employer	Portland Products, LLC
Employer Phone	5176474191
How long have you lived in the City of Portland?	Previously lived 20 years.
Please mark your choice(s).	Light and Power Board
If more than one please list them in order.	<i>Field not completed.</i>
Please tell us your qualifications.	Responsible for overseeing daily operations, budgets, equipment reliability, and maintenance planning,
Are you a high school graduate?	Yes
Are you a college graduate?	Yes
List name of the college or university you attended and the level of degree earned.	ITT Tech - A.A.S. in Electrical Engineering Technology

List your professional and work experience.

Operations Manager, Portland Products

---

List your community activities, interests and service.

I actively support community engagement through my role at Portland Products, particularly in areas related to local manufacturing, workforce development, and partnerships within the city. While I am not heavily involved in formal organizations at this time, I stay connected by supporting local initiatives, and attending community events when possible.

---

References (optional)

*Field not completed.*

---

File Attachment

*Field not completed.*

---

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



CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. **This information is also available for public review.**

Please print your responses

Date: 3/6/17

Name: MIKE JUDD

Address: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Employer RETIRED Telephone No. —

How long have you lived in the City of Portland? 63 yrs

\*\*\*\*\*

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education

Are you a high school graduate? *yes, Portland*

College, University, or other school. State name and degree, certificate, etc., earned.

*Ferris STATE College  
BA. Computer Science*

Professional and work experience

Community activities, interests, and service

*Portland Historical Society.  
Community Orchestra  
DDA/MAIN ST. Volunteer (Design Committee)*

References (optional) Please provide name, address, and telephone number.

*Margery Briggs  
Pastor Marilyn Davidson*

City Of Portland  
Water Department  
Monthly Water Report  
November 2025

Monthly Water Production

Well #4	4,079,000 Gallons
Well #5	0 Gallons
Well #6	4,081,000 Gallons
Well #7	3,000 Gallons

Daily Water Production

Well #4	135,966 Gallons
Well #5	0 Gallons
Well #6	136,033 Gallons
Well #7	100 Gallons

Daily Average Water Production for All Wells 272,099 Gallons

Total Water Production for the Month 8,163,000 Gallons

Total Water Production for the Previous Month 10,382,000 Gallons

Total Production decreased by 2,219,000 Gallons

Total Production for This Month from the Previous Year 8,595,000 Gallons

Total Production decreased by 432,000 Gallons

Rodney D. Smith Jr.  
Water Technician



December 5, 2025

Mr. Andrew Dymczyk, City Manager  
City of Portland  
259 Kent Street  
Portland, MI 48775

**RE: November 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 November 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', written in a cursive style.

Tony Smith

City of Portland WWTP Superintendent

## 1. Administrative Report

- The **November 2025 Discharge Monitoring Report (DMR)** was submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
    - Average influent flow: **261,000 GPD**
    - Maximum daily flow: **312,000 GPD**
    - Total final effluent discharged to the Grand River: **6.610 MG**
    - Total influent treated: **7.834 MG**The Monthly Operating Report (MOR) is included with this submission.
  - The **City of Portland WWTP Permit** is set to expire in spring 2025. The renewal application was submitted to EGLE before the October 1 deadline and is currently under review. The WWTP continues to operate under the previous permit until renewal is issued.
- 

## 2. Action Items

- Staff solicited three contractor quotes for repair of a sewer main near **Kent and Island Street**. Scope also includes raising **three manhole covers on Market Street** currently covered by asphalt to ensure access for routine maintenance. This item is scheduled for Council review in December/January, with work anticipated for early spring pending approval.
  - City staff, F&V, and contractors continue working through remaining project **punch list items**:
    - Electrical conduit installation is complete.
    - Replacement garage door panels have been installed.
    - Remaining item: repair of the **chemical feed tank**. The leak is contained but cannot be repaired until the tank is emptied. Once empty, contractors will enter the tank and complete fiberglass and marine-grade epoxy repairs.
  - Staff continue uploading data, locations, and assets into the new **CMMS maintenance system**.
  - Contractors were on-site to execute **Change Orders 10 and 11**.
    - Demo work and underground plumbing are near completion.
    - Current activities include electrical and plumbing relocation.
    - December work will include installation of new lighting and ceiling grids, replacement of windows and doors, and installation of a new HVAC system.
    - The WWTP will also take ownership of a **new trailer-mounted 6" trash pump**, equipped with all hoses and fittings for use during hydraulic overload events such as ice jams or flooding.
  - Sewer maintenance scheduled for the Cherry Hill area is planned to resume next summer. Staff and contractors marked and cleared brush throughout 2025 to prepare for this work. Dry soil conditions will be required for Vac Truck and easement machine access.
-

### 3. Wastewater Maintenance

- WWTP staff completed all **preventative maintenance work orders** generated by the MaintainX CMMS system for November. Equipment information, vendor details, and maintenance intervals continue to be added.
  - WWTP operators attended a **Wastewater Exam preparation course** in advance of their November licensing exam. Results are expected in early 2026. Staff also attended a **Lab Practices seminar** to earn continuing education credits for license renewal.
  - The annual **interlaboratory sample split** with Trace Laboratories is scheduled for early December. Results will be compared against WWTP laboratory findings. As part of QA/QC procedures, “known concentration” samples for Total Phosphorus, Suspended Solids, CBOD, Ammonia, and Fecal Coliform were analyzed, with a target of **15% deviation** for acceptable accuracy.
  - Plant staff cleaned more than **7,900 feet** of sanitary sewer in November.
    - Over the last two years, more than **90% of sanitary lines** have been cleaned city-wide.
    - More than **100,000 feet** have been cleaned in 2025 alone.
    - The new Gap Vac combo truck continues to significantly improve system maintenance efficiency.
    - Street maintenance is expected to slow with the onset of freezing temperatures.
  - City staff coordinated with **Merrel Bros** and **Cook Bros** to press and haul biosolids to the landfill for the first time in the City's history. The week-long operation was successful, and the WWTP experienced **no permit violations**.
    - With on-site storage of 500,000 gallons and expected production rates, biosolids pressing will likely occur **every 16 months** moving forward.
- 

### 4. Emergency Alarm Callouts

- The City of Portland WWTP recorded **ZERO alarm callouts** and **ZERO sewer complaints** for November.
- 

### 5. Daily Flow Summary

Flow was monitored using the facility's influent and effluent flow meters.

- Average influent flow: **261,000 GPD**
- Average effluent flow: **220,000 GPD**
- Precipitation: **1.31 inches** recorded over **6 days**
- Influent values are higher than effluent due to solids removal and internal recycled flows, which are measured twice.



November 2025

**FINAL EFFLUENT**

DAY	CBOD -5					T.S.S					V.S.S	TOTAL PHOSPHORUS			pH	DO	FECAL		AMMONIA		
	mg/l	mg/l	lbs/day	lbs	%	mg/l	mg/l	lbs/day	lbs	%		mg/l	mg/l	lbs/day			%	su	mg/l	COLIFORM	NITROGEN
	7-day		7-day		Rem.	7-day		7-day		Rem.		Rem.					cts/100 ml	7-day	mg/l	lbs/day	
	Avg		Avg			Avg		Avg									GEO				
1																					
2																					
3																					
4	4.2		9.1		99	9.6		20.7		98	5.2	0.590	1.1	93	7.1	5.9	4				
5	5.3		11.2		99	6.0		12.7		97	5.6	0.579	1.0		7.2	5.7	4				
6	4.2		9.0		99	4.4		9.5		98	3.2	0.652	1.1	89	8.3	5.3	6				
7		4.6		9.8			6.7		14.3									5			
8		4.6		9.8			6.7		14.3									5			
9		4.6		9.8			6.7		14.3									5			
10		4.6		9.8			6.7		14.3									5			
11	6.0	5.2	13.2	11.2	99	12.0	7.5	26.4	16.2	97	9.6	0.721	1.4	90	7.1	5.2	8	6			
12	7.1	5.8	16.1	12.8	98	11.6	9.3	26.3	20.7	96	7.2	0.681	1.3	89	7.2	5.7	4	6			
13	4.7	5.9	10.7	13.3	99	12.0	11.9	27.2	26.7	97	10.0	0.765	1.4	88	7.1	5.7	8	6			
14		5.9		13.3			11.9		26.7									6			
15		5.9		13.3			11.9		26.7									6			
16		5.9		13.3			11.9		26.7									6			
17		5.9		13.3			11.9		26.7									6			
18	4.4	5.4	10.4	12.4	99	8.4	10.7	19.8	24.5	97	3.6	0.687	1.3	91	7.1	6.2	3	5			
19	6.3	5.1	16.4	12.5	99	8.8	9.7	22.9	23.3	96	4.4	0.683	1.4	90	7.2	5.6	2	4			
20	6.0	5.6	14.5	13.7	99	10.8	9.3	26.0	22.9	96	8.0	0.650	1.3	92	7.3	5.6	2	2			
21		5.6		13.7			9.3		22.9									2			
22		5.6		13.7			9.3		22.9									2			
23	4.8	5.4	10.8	13.0	99	12.4	10.1	27.8	24.1	97	6.4	0.778	1.5	92	7.3	5.4	10	3			
24	4.5	5.2	9.2	12.2	99	9.2	9.9	18.9	23.1	97	6.0	0.627	1.1	88	7.0	5.8	1	3			
25	4.2	5.2	8.2	11.8	99	8.4	9.9	16.4	22.4	97	5.6	0.534	0.9	92	7.2	5.7	12	3			
26		4.9		10.7			10.2		22.3									4			
27		4.5		9.4			10.0		21.0									5			
28		4.5		9.4			10.0		21.0									5			
29		4.5		9.4			10.0		21.0									5			
30		4.4		8.7			8.8		17.6									3			
M/M																					
TL																					
GA																					
ME	5.1		11.6		99	9.5		21.2		97	6.2	0.66	1.2	90		5.7	4.3	####	####		
WGA																					
WA																					
M/M = Maximum/Minium; TL = Total; GA = Geometric Average; ME = Mean Average; WGA = Weighted Geometric Average; WA = Weighed Avg.																					
REMARKS:																					

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

City of Portland, MI

November 2025

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

**RAW INFLUENT**

DAY	WEATHER		FLOW DATA						TEMP °C	PH SU	CBOD - 5 Day		TSS		V.S.S mg/l	TOTAL PHOSPHORUS		Day
	Type	Precip	Total	Total		Peak	Min	mg/l			lbs/day	mg/l	lbs/day	mg/l		lbs/day		
	Code	Inches	Influent	7-day	Effluent	7-day	mgd										mgd	
			mgd	Avg	mgd	Avg												
1	23	0	0.266		0.229		0.55	0.26										1
2	1,2,8	0.00	0.261		0.220		0.58	0.31										2
3	2,8,7	0.00	0.252		0.219		0.57	0.33										3
4	2,8	0.00	0.259		0.217		0.55	0.36	18.9	8.1	533	1151	616	1331	484	8.3	18	4
5	2,3	0.00	0.254		0.209		0.50	0.27	18.7	7.9	410	869	236	500	216	6.4	13	5
6	2,4	0.39	0.258		0.209		0.48	0.30	18.3	8.1	388	835	220	473	188	6.2	13	6
7	2,7,8	0.00	0.260	0.259	0.227	0.219	0.57	0.35										7
8	3,5,8	0.00	0.247	0.219	0.209	0.184	0.53	0.32										8
9	2,3,5,8	0.00	0.262	0.256	0.222	0.216	0.57	0.33										9
10	1,3,7	0.00	0.264	0.258	0.222	0.216	0.56	0.35										10
11	2,7,8	0.00	0.264	0.258	0.227	0.218	0.57	0.32	18.7	8.3	542.5	1194	400	881	320	7.5	17	11
12	2,7,8	0.00	0.272	0.261	0.226	0.220	0.56	0.33	16.5	7.9	315	715	264	599	140	6.0	14	12
13	2,8	0.00	0.272	0.263	0.224	0.222	0.60	0.29	17.2	7.9	325	737	368	835	328	6.6	15	13
14	2,8	0.00	0.265	0.264	0.229	0.223	0.55	0.32										14
15	2,8	0.00	0.240	0.263	0.215	0.224	0.56	0.33										15
16	1,2	0.00	0.264	0.263	0.225	0.224	0.56	0.31										16
17	2,7,8	0.00	0.297	0.268	0.249	0.228	0.80	0.32										17
18	2,4,7,8	0.00	0.283	0.270	0.232	0.229	0.55	0.34	14.8	8.1	535	1263	276	651	192	7.5	18	18
19	2,3,4	0.03	0.312	0.276	0.252	0.232	0.61	0.33	14.5	7.9	428.8	1116	220	572	192	7.1	15	19
20	3,4	0.02	0.289	0.279	0.236	0.234	0.57	0.27	16.9	7.9	416.7	1004	288	694	144	7.7	19	20
21	237	0.00	0.256	0.277	0.218	0.232	0.49	0.25										21
22	12	0.00	0.243	0.278	0.210	0.232	0.55	0.25										22
23	23	0.00	0.269	0.278	0.228	0.232	0.57	0.27	15.2	8.1	383.3	860	440	987	332	9.6	22	23
24	2,3	0.00	0.246	0.271	0.203	0.226	0.50	0.28	14.9	7.8	358.3	735	276	566	244	5.2	11	24
25	2,3,4	0.37	0.234	0.264	0.196	0.220	0.55	0.33	15.0	7.9	445	868	308	601	276	6.8	13	25
26	2,5,7,8	0.20	0.260	0.257	0.220	0.216	0.53	0.33										26
27	2,7,8	0.00	0.240	0.250	0.205	0.211	0.61	0.32										27
28	2,7,8	0.00	0.242	0.248	0.203	0.209	0.55	0.35										28
29	3,5,7,8	0.00	0.243	0.248	0.206	0.209	0.51	0.32										29
30	2,3,5	0.30	0.260	0.246	0.223	0.208	0.60	0.31										30
TL		1.31	7.834		6.610		16.85	9.35	199.6	95.9								
MAX																		
ME		0.04	0.261		0.220		0.56	0.31	16.6	8.0	423	946	326	724	255	7.1	16	
REMARKS:																		

City of Portland, MI

November 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	6.2	0.0		6.4	6.1	1.44	3.60	0	10
2	24	6.3	0.0		6	5.8	1.44	3.60	0	10
3	24	6.5	0.0		6.1	6.4	1.44	3.60	0	10
4	24	6.3	0.0		4.7	5.4	1.44	3.31	0	10
5	24	6.5	0.0		4.7	5.6	1.44	3.30	0	10
6	24	6.4	0.0		3.7	4.6	1.44	3.30	0	10
7	24	6.3	0.0		4.7	5.1	1.44	3.31	0	10
8	24	6.7	0.0		4.2	4.6	1.44	3.31	0	10
9	24	6.3	0.0		4.5	5.2	1.44	3.30	0	10
10	24	6.2	0.0		5.5	6.3	1.44	3.30	0	10
11	24	6.2	0.0		3.8	4.9	1.44	3.30	0	10
12	24	6.0	0.0		3.8	4.9	1.44	3.31	0	10
13	24	6.0	0.0		3.9	3.8	1.44	3.30	0	10
14	24	6.2	0.0		4	5.0	1.44	3.31	0	10
15	24	6.9	0.0		3.7	4.4	1.44	3.31	0	10
16	24	6.2	0.0		3.3	5.1	1.44	3.31	0	10
17	24	5.5	0.0		3.4	5.1	1.44	3.40	0	10
18	24	5.8	0.0		2.8	4.8	1.44	3.40	0	10
19	24	5.3	0.0		1.6	4.7	1.44	3.41	0	10
20	24	5.7	0.0		5.5	6.2	1.44	3.41	0	10
21	24	6.4	0.0		4.8	5.8	1.44	3.30	0	10
22	24	6.8	0.0		5	6.2	1.44	3.30	0	10
23	24	6.1	0.0		3.7	5.0	1.44	3.30	0	10
24	24	6.7	0.0		3.3	4.4	1.44	3.30	0	10
25	24	7.0	0.0		3.5	3.0	1.44	3.30	0	10
26	24	6.3	0.0		3.6	1.2	1.44	3.31	0	10
27	24	6.9	0.0		3.3	3.3	1.44	3.30	0	10
28	24	6.8	0.0		4.6	6.7	1.44	3.30	0	10
29	24	6.8	0.0		3.6	4.9	1.44	3.30	0	10
30	24	6.3	0.0		3.6	3.9	1.44	2.75	0	10
TL								99.85	0	
ME	24	6.3	#DIV/0!	#DIV/0!	4	4.9	1.44	3.33	0	
REMARKS:										

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

November 2025

**MISCELLANEOUS DATA**

DAY	OUTFALL	GRIT	NAT.	ELECT.	ELECT.	ELECT.	ELECT	FERRIC	Polymer
	OBSERVATION		GAS	WWTP	Riverside	Canal	Cutler	CHLORIDE	Sludge
					Lift Stat.	Lift Stat.	Lift Stat.		Thickener
	yes/no	cf	cf	kwh	kwh	kwh	kwh	lbs	Gallons
SF				1					
1	n		1600	128				268	0.0
2	n		1600	192				268	0.0
3	n		1500	160				268	0.0
4	y		1300	176	30	29	19	268	0.0
5	y	40.5	1600	184				268	0.0
6	y		2000	184	30	30	35	268	0.0
7	n		2600	184				268	0.0
8	n		2900	176				268	0.0
9	n		3300	176				268	0.0
	y		2500	160				268	0.0
11	y		2900	176	96	68	84	268	0.0
12	y	40.5	900	176				268	0.0
13	y		1600	184	37	28	34	268	0.0
14	n		1500	184				268	0.0
15	n		1500	176				268	0.0
16	n		1900	176	56	43	50	268	0.0
17	n		2500	176				268	5.0
18	y		3100	208	38	28	36	268	4.5
19	y	40.5	3300	184				268	4.5
20	y		3300	184	30	25	30	268	2.1
21	y		3300	184				268	0.0
22	n		3300	200				268	0.0
23	y		3000	192	49	44	52	268	0.0
24	y		3900	208				268	0.0
25	y	40.5	4700	208	31	29	29	268	0.0
26	y		5000	224				268	0.0
27	n		4300	168				268	0.0
28	n		4800	200				268	0.0
29	n		6100	200				268	0.0
30	n		3600	192	91	69	102	268	0.0
31									
<b>TL</b>		162.0	85400.0	5520	488	393	471	8040	16.1
<b>ME</b>		40.5	2847	184	49	39	47	268	0.5
	REMARKS:								

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

November 2025

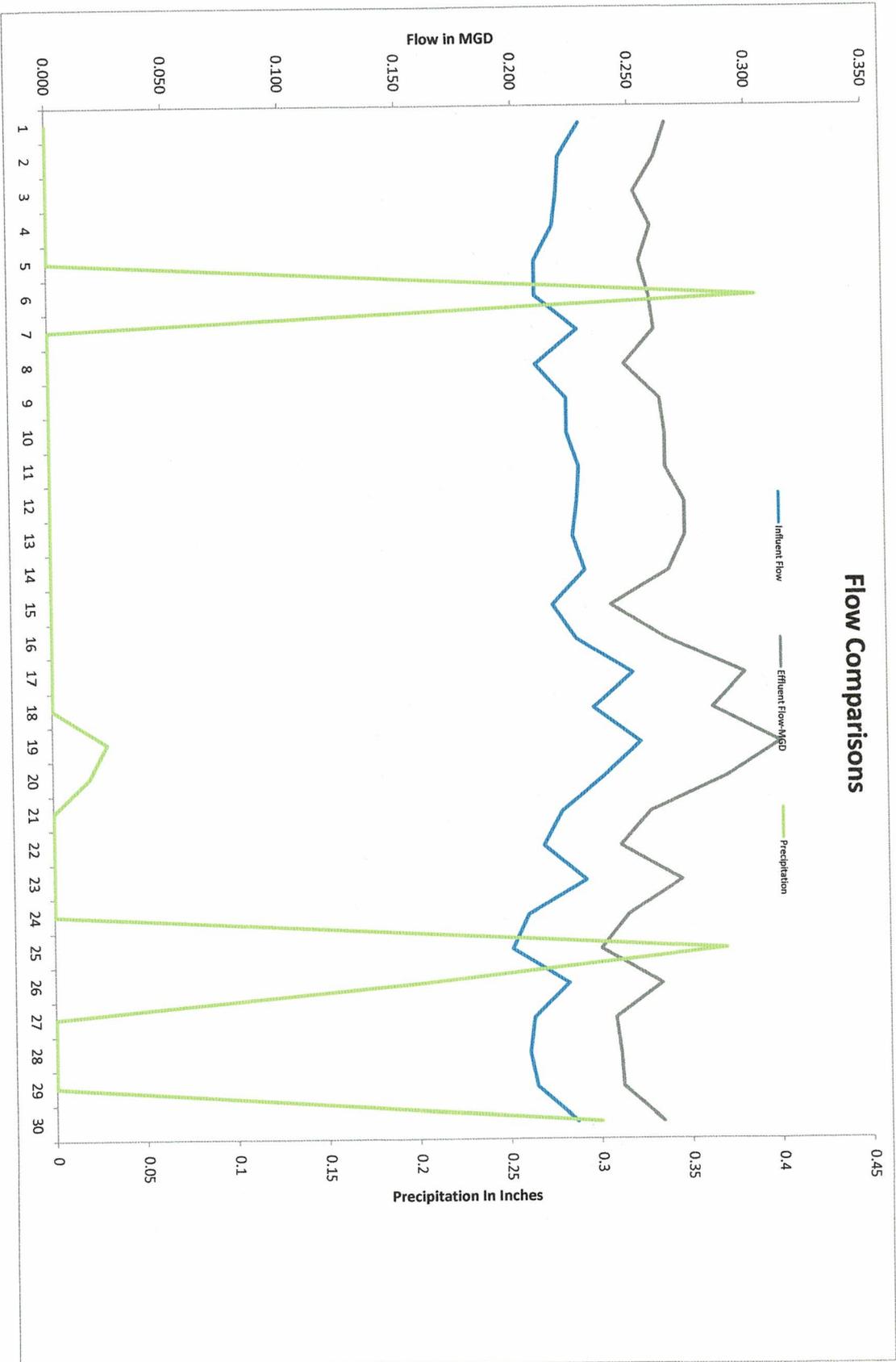
**DIGESTER BIOSOLIDS**

SF DAY	RAW SLUDGE-D1/D2						BIOSOLIDS-Thickener					
	Amt.	Percent	Digester	Digester	PH	TEMP.	SLUDGE	PH	T. S.	V. S.	VA/TA	VOLATILE
	Pumped	Total	% Vol.	Loading			TEMP.				RATIO	SOLIDS
	gal	Solids	Solids	lbs/1000 cuft.		C.	C.		%	%		REDUCTION
	D1	D2	D1	D2		D1	D2	D1	D2			
1	#REF!											
2	#REF!											
3	#REF!				#REF!							#DIV/0!
4	#REF!											#DIV/0!
5	#REF!											
6	#REF!											
7	#REF!											
8	#REF!											
9	#REF!											
10	#REF!				#REF!							#DIV/0!
11	#REF!											
12	#REF!											
13	#REF!	1.6	62		7.0	12.9	13.7	7.1	1.6	60		
14	#REF!				#REF!							#DIV/0!
15	#REF!											
16	#REF!											
17	#REF!	1.6	61.6	#REF!	7.2	15.0	15.8	7.3	9.1	65.2		
18	#REF!	1.3	60		7.3	12.9	13.6	7.2	9.1	63.9		
19	#REF!	1.7	61.7		7.1	11.0	11.7	7.1	7.6	65.9		
20	#REF!	1.8	62.8		7.1	11.3	11.6	7.2	7.5	65.9		
21	#REF!				#REF!							#DIV/0!
22	#REF!											
23	#REF!											
24	#REF!	1.9	63	#REF!	7.2	15.0	10.6	7.6	1.1	58.2		
25	#REF!											
26	#REF!											
27	#REF!											
28	#REF!				#REF!							#DIV/0!
29	#REF!											
30	#REF!											
31	#REF!				#REF!							
<b>TL</b>	#REF!											
<b>ME</b>	#REF!	1.7	62	#REF!	7.2	13.0	12.8	7.3	6.0	63		#DIV/0!
<b>REMARKS:</b> Loading Rate = .02 -.10 lb/cu. ft.												

Digester Volume:  
 Primary: 14700  
 Secondary: 14700

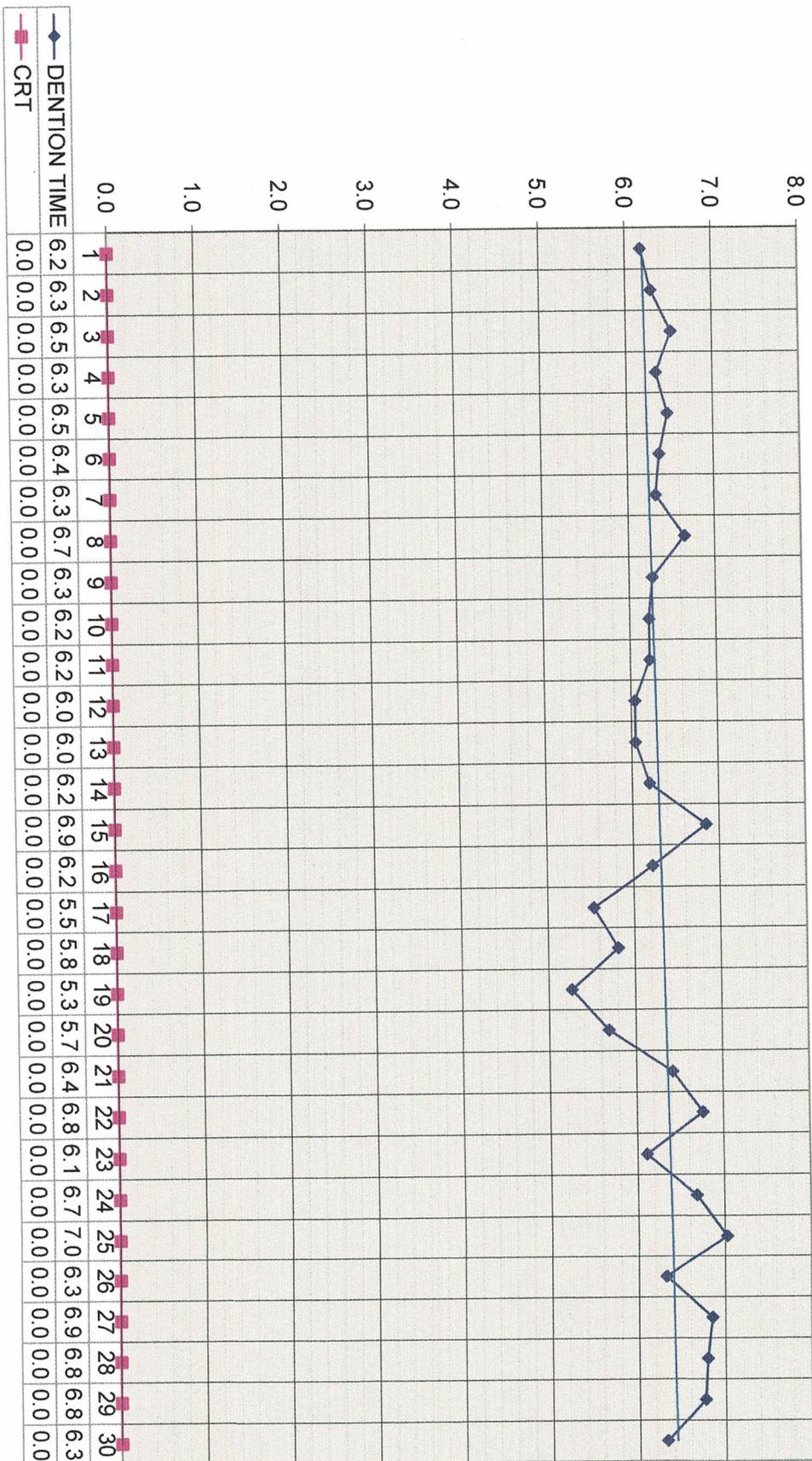
Process Pattern:  
 Primary, Secondary, Land Application

# Flow Comparisons



# DETENTION & CRT

DET=HRS; CRT = DAYS



**IONIA COUNTY BOARD OF COMMISSIONERS  
BOARD OF COMMISSIONERS MEETING**

**DECEMBER 9, 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
- VII. Unfinished Business**
- VIII. New Business**
  - A. Request date for Organizational 2026 meeting
  - B. Reappointment to Ionia County Hope and Recovery
    - Jason Smith, 2 year term
    - Margery Briggs, 2 year term
  - C. Appointment to West Michigan Regional Planning Commission
    - Ryan Wilson, 1 year term
  - D. Appointment to West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee
    - Ryan Wilson, 1 year term
  - E. Approval of Countywide Early Voting Agreement for Election Services- Greg Geiger
  - F. Request Approval to Award Sleet Sand Contract – Linda Pigue
  - G. Request Approval to Renew Contract for Chip Seal and Fog Seal – Linda Pigue
  - H. Request Approval to Renew Contract for Diesel Fuel – Linda Pigue
  - I. Request Approval of Revision to Road Department Policies 03 & 04 – Linda Pigue

- J. Request Approval for Annual Maintenance Payment – CORE Technology for Talon/LEIN System – Lance Langdon
- K. Request Approval of Annual Maintenance Payment – Central Square CAD System – Lance Langdon
- IX. Department Reports**
  - A.
- 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 December 2025:**

- **Hope and Recovery**
- **West Michigan Regional Planning Commission**
- **WMRPC Comprehensive Economic Development Strategy Committee**

**Appointments for consideration in the month of January 2026:**

- **Airport Zoning Board**
- **Board of Public Works**
- **Park Advisory Board**
- **Tax Allocation Board**