



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

7:00 P.M. Monday, March 21, 2016

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</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>	
7:08 PM	<b>V. <u>City Manager Report</u></b>	
7:15 PM	<b>VI. <u>Presentations</u></b>	
	<b>A. DDA/Main Street Director Perry – Downtown Report</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>	
7:20 PM	<b>A. Proposed Resolution 16-11 Adjusting the Purchase of a Generator for The Wastewater Treatment Plant to be used for the Riverside Lift Station</b>	Decision
7:25 PM	<b>B. Proposed Resolution 16-12 Approving the Purchase of Street Lights For the Kent Street Improvement Project</b>	Decision
7:28 PM	<b>C. Proposed Resolution 16-13 A Resolution of Intent to Sell Surplus Real Property Owned by the City</b>	Decision
7:31 PM	<b>D. Proposed Resolution 16-14 Approving a Budget for Fiscal Year 2016-2017 for the Portland Area Fire Authority</b>	Decision
7:33 PM	<b>E. Proposed Resolution 16-15 Approving Fleis &amp; VandenBrink’s Proposal to Apply for Funding Through the Local Bridge Program Administered by the Michigan Department of Transportation</b>	Decision
7:37 PM	<b>F. Proposed Resolution 16-16 Approving the Submittal of an Application for Local Bridge Program Funds for Replacement of the Divine Highway Bridge over the Looking Glass River</b>	Decision
7:39 PM	<b>G. Proposed Resolution 16-17 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Bridge Street Bridge over the Grand River</b>	Decision
7:41 PM	<b>H. Proposed Resolution 16-18 Approving the Submittal of an Application for Local Bridge Program Funds for Preventative Maintenance of the Grand River Avenue Bridge over the Grand River</b>	Decision

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:43 PM	I. Proposed Resolution 16-19 to Extend the Moratorium on the Enforcement of Section 42-306 (c)(2) of the City of Portland Zoning Ordinance to Accommodate Reconstruction in the City	Decision
7:45 PM	J. Proposed Resolution 16-20 Approving the Board of Light and Power's Recommendation to Award Electric Undergrounding Work to Cook Brothers Excavating, Inc.	Decision
7:48 PM	K. Proposed Resolution 16-21 Approving Participation in the State Bid Process for Winter Road Salt 2016-2017	Decision
7:50 PM	<p><b>X. <u>Consent Agenda</u>–</b></p> <p>A. Minutes &amp; Synopsis from the Regular City Council Meeting held on March 7, 2016</p> <p>B. Payment of Invoices in the Amount of \$59,119.68 and Payroll in the Amount of \$141,896.92 for a Total of \$201,016.60</p> <p>C. Purchase Orders over \$5,000</p> <p>1. Fleis &amp; VandenBrink in the amount of \$5,159.57 for Construction Engineering</p>	Decision
	<p><b>XI. <u>Communications</u>–</b></p> <p>A. DDA Minutes for February 18, 2016</p> <p>B. Presidential Primary Election Results</p> <p>C. Police Department Report for February 2016</p> <p>D. Wastewater Treatment Plant Report for February 2016</p> <p>E. DEQ re: Lead and Copper Rule Implementation at Community Public Water Supplies</p> <p>F. WOW! Channel Lineup Notification</p> <p>G. Ionia County Board of Commissioners Agenda for March 8, 2016</p> <p>H. Ionia County Board of Commissioners Agenda for March 15, 2016</p>	
7:53 PM	<b>XII. <u>Other Business</u> - None</b>	
7:55 PM	<b>XIII. <u>City Manager Comments</u></b>	
8:00 PM	<b>XIV. <u>Council Comments</u></b>	
8:05 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. 16-11**

**A RESOLUTION ADJUSTING THE PURCHASE OF A GENERATOR  
FOR THE WASTEWATER TREATMENT PLANT TO BE USED FOR  
THE RIVERSIDE LIFT STATION**

**WHEREAS**, the Portland Wastewater Treatment Plant (“WWTP”) operates a lift station located at Riverside Drive (“Riverside Lift Station”) for the purpose of moving wastewater from lower to higher elevation, particularly where the elevation of the source is not sufficient for gravity flow; and

**WHEREAS**, in the event there is a loss of power, the Riverside Lift Station currently has no alternate power source or means to independently operate and city staff recommends purchasing a permanent generator; and

**WHEREAS**, on September 21, 2015, Council passed Resolution 15-73, approving the installation of a standby generator for the Riverside Generator in the amount of \$27,353.00, a copy of Resolution 15-73 is attached as Exhibit A; and

**WHEREAS**, the City’s engineers, Fleis & VandenBrink (F&V) determined that the generator was slightly undersized and recommends a larger generator, along with various price adjustments related to the installation in the adjusted amount of \$37,961.27, a copy of the letter from F&V and revised quotes are attached as Exhibit B; and

**WHEREAS**, the WWTP Superintendent and F&V recommend that City Council approve the adjusted purchase of a generator from Michigan Critical Power in the estimated amount of \$20,432.00 with a contingency of \$5,000.00; the installation of a concrete generator pad in the estimated amount of \$4,300.00; the installation of a gas main by Consumer’s Energy in the estimated amount of \$3,679.27; and engineering work to be performed by Fleis & VandenBrink in the estimated amount of \$4,550.00, a copy of the letter from F&V and revised quotes are attached as Exhibit B.

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

1. The City Council approves the adjusted purchase of a generator from Michigan Critical Power in the estimated amount of \$20,432.00 with a contingency of \$5,000.00; the installation of a concrete generator pad in the estimated amount of \$4,300.00; the installation of a gas main by Consumer’s Energy in the estimated amount of \$3,679.27; and engineering work to be performed by Fleis & VandenBrink in the estimated amount of \$4,550.00, a copy of the letter from F&V and revised quotes are attached as Exhibit B.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

PORTLAND CITY COUNCIL  
Ionia County, Michigan

Council Member Baldyga, supported by Mayor Pro-Tem VanSlambrouck, made a motion to adopt the following resolution:

**RESOLUTION NO. 15-73**

**A RESOLUTION APPROVING THE PURCHASE OF A GENERATOR FOR THE WASTEWATER TREATMENT PLANT TO BE USED FOR THE RIVERSIDE LIFT STATION**

**WHEREAS**, the Portland Wastewater Treatment Plant (“WWTP”) operates a lift station located at Riverside Drive (“Riverside Lift Station”) for the purpose of moving wastewater from lower to higher elevation, particularly where the elevation of the source is not sufficient for gravity flow; and

**WHEREAS**, in the event there is a loss of power, the Riverside Lift Station currently has no alternate power source or means to independently operate and city staff recommends purchasing a permanent generator; and

**WHEREAS**, the WWTP Superintendent sought bids and recommends that City Council approve the purchase of a generator from Michigan Critical Power in the estimated amount of \$15,905.00, with a contingency of \$5,000.00; the installation of a gas main by Consumer’s Energy in the estimated amount of \$3,098.00; and engineering work to be performed by Fleis & VandenBrink in the estimated amount of \$3,350.00, a copy of the proposals are attached as Exhibit A.

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

1. The City Council approves the purchase of a generator from Michigan Critical Power in the estimated amount of \$15,905.00, with a contingency of \$5,000.00; the installation of a gas main by Consumer’s Energy in the estimated amount of \$3,098.00; and engineering work to be performed by Fleis & VandenBrink in the estimated amount of \$3,350.00, a copy of the proposals are attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:** Baldyga, VanSlambrouck, Fitzsimmons, Barnes

**Nays:** None

**Absent:** Clement

**Abstain:** None

**RESOLUTION DECLARED ADOPTED.**

**Dated:** September 21, 2015



Monique I. Miller, City Clerk



March 15, 2016

Mr. Tutt Gorman, City Manager  
City of Portland  
259 Kent Street  
Portland, Michigan 48875

**RE: Riverside Lift Station Generator**

Dear Tutt:

We are writing this letter as a follow-up to Doug Sherman's request to revise the Riverside Lift Station Generator budget. On 9/21/15 Council passed Resolution No. 15-73 for the installation of a standby generator at the Riverside Lift Station. This was based upon quotations that had been received by the WWTP from Critical Power. The Resolution that was approved included a 24RCL Kohler generator with transfer switch, cement pad, battery & coolant heater, electrical & mechanical permit, labor to install the equipment, natural gas line from gas meter and hook-up for \$15,905.00; \$3,350.00 for F&V engineering work; \$3,098.00 for Consumers Energy to install the Gas service and meter from their main; a contingency of \$5,000 for a total of \$27,353.00.

Upon reviewing the submittals from the supplier, F&V recommended the addition of a concrete foundation beneath the pad for the generator.

When F&V submitted the application to the DEQ for the Part 41 construction permit, the DEQ requested the sizing information from Critical Power. DEQ questioned whether the size of the generator was adequate. F&V ran calculations that showed it was slightly undersized so Critical Power has proposed the next size to meet the needs of the Lift Station. F&V re-submitted the permit application which has been approved. F&V also recommended that the City of Portland have Consumers Energy install a 2 psi gas service to make sure that there is an adequate gas supply when the generator is running. This in turn would require a special pressure regulator at the generator with an added cost. F&V has had additional time and effort in the generator sizing and permitting that was not anticipated at the time of the original proposal. New updated quotes were obtained from Critical Power, Consumers and the concrete contractor.

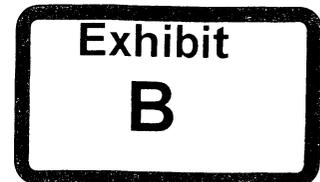
The original and proposed revised budgets are as follows:

**Original Budget:**

▪ Generator	\$15,905.00
▪ Survey/Permitting	\$3,350.00
▪ Gas Service	\$3,098.00
▪ Contingency	\$5,000.00
▪ Pad	\$0.00
<b>Total</b>	<b>\$27,353.00</b>

**Revised Budget:**

▪ Generator	\$20,432.00
▪ Survey/Permitting & Sizing	\$4,550.00
▪ Gas Service	\$3,679.27
▪ Contingency	\$5,000.00
▪ Pad	\$4,300.00
<b>Total</b>	<b>\$37,961.27</b>



2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
www.fveng.com



## QUOTATION

Estimate Number: G183-3

Date: JANUARY 19, 2016

(good for 30 days from above date)

TO: Doug Sherman  
City of Portland  
600 Morse Dr.  
Portland, MI 48875

SALESPERSON	JOB	PAYMENT TERMS
Mike Krause	Kohler 30REZG	Net 30 days

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Kohler 30REZG 240 3P Sound Attenuated		
1	Kohler KSS-AFTC-0100S Transfer Switch		
1	Battery, Battery Charger, Block Heater		
1	Electrical & Mechanical Permits		
1	Pour Cement Pad		
1	Installation - Labor & Material to Install		
1	Run Gas Line From Meter to Generator		
1	Gas Regulator - 2 PSI to 11" WC		
	*Cement Pad by Others		
		Total	\$20,432.00

Estimate Prepared By: \_\_\_\_\_ Mike Krause \_\_\_\_\_  
 This is an estimate for the goods/services named and subject to the conditions noted below: \_\_\_\_\_

To accept this estimate, sign here and return: \_\_\_\_\_

MOYER CONSTRUCTION CO.

5913 E. GRAND RIVER AVE  
 PORTLAND, MI 48875  
 PHONE 517-647-4798  
 FAX 517-647-4040

# Estimate

DATE	ESTIMATE #
3.1.2016	4619

CITY OF PORTLAND 259 KENT STREET - CITY HALL PORTLAND, MI 48875 ATTN: DOUG SHERMAN
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CONTACT INFO	

QTY	DESCRIPTION	COST	TOTAL
	GENERATOR PAD		
22	LF. 16"X8" FOOTING w/ 2 #5 BAR CONT.	34.09091	750.00
22	LF. 3'6X8" WALL w/ #4 BAR 12" ON CENTER EW	68.18182	1,500.00
26	SF. 12" THICK CONCRETE PAD w/ #4 BAR 12" ON CENTER EW TOP & BOTTOM	50.00	1,300.00
1	EA. AGGREGATE PRICE INCREASE	750.00	750.00
	NOTE: EXCAVATION TO BE DONE BY OTHERS		
	A RESIDENTIAL BUILDER OR A RESIDENTIAL MAINTENANCE AND ALTERATION CONTRACTOR IS REQUIRED TO BE LICENSED UNDER ARTICLE 24 OF ACT 299 OF THE PUBLIC ACTS OF 1980, AS AMENDED, BEING SECTIONS 339.2401 TO 339.2412 OF THE MICHIGAN COMPILED LAWS. MOYER CONSTRUCTION CO. IS LICENSED TO PROVIDE THE ABOVE CONTRACTED IMPROVEMENT. THE LICENSE NUMBER IS 2102125152.		
	Note: Grade to be + or - one inch by others		

<b>TOTAL</b>	\$4,300.00
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S. Tutt Gorman

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**From:** MARK R. STAHL <MARK.STAHL@cmsenergy.com>  
**Sent:** Monday, February 29, 2016 12:41 PM  
**To:** wwtp@portland-michigan.org  
**Subject:** Kent St Lift station

Doug,

I have revised the materials using the loads provided.

The new billing amount is \$3,679.27.

I can send a formal invoice when you need it.

Also, Please provide a site address for this location that I can use for this billing as well as future utility billing.

**Mark Stahl**

Customer Energy Management

O: 517-674-2231 | C: 269-275-7137

WORKING TO DELIVER THE ENERGY YOU NEED, WHEREVER YOU LIVE IT.  
THAT'S OUR PROMISE TO MICHIGANI

 Please consider the environment before printing this email





MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER RESOURCES DIVISION

PERMIT APPLICATION FOR WASTEWATER SYSTEMS

Construction - Alteration - Addition or Improvement as Described Herein

Required under the Authority of Part 41, Sewerage Systems, of 1994 PA 451, as amended (Act 451)

This application becomes a Part 41 Construction Permit only when signed and issued by authorized DEQ Staff.

**INSTRUCTIONS:** Complete items 1 through 32 on this form and complete the Project Basis of Design (attached form EQP-4600A) or provide same information. Print or type all information except for signatures. Complete the Streamlined Checklist (EQP5937) for sewer projects that qualify; checklist available at [www.michigan.gov/deq](http://www.michigan.gov/deq) (select Water; then select Wastewater Construction). Complete the Non-Governmental Ownership Checklist (attached form EQP-4600C) for non-governmentally owned projects. Deliver complete application, plans and specifications, and attachments to the DEQ district office having jurisdiction for the project.

**PROCESSING TIME FRAME:** Part 13, Permits, of Act 451 allows 150 days for processing of an administratively complete Part 41 permit application, with extensions available when requested by the applicant. However, permits are generally processed within 45 days or less for routine projects. For information regarding recent permit processing time frames, refer to the WRD Metrics Web page (refer to metric B-9). For a fee, an expedited permit review process is available for applicants seeking quicker review time frames; information about this process is available at [www.michigan.gov/deq](http://www.michigan.gov/deq) (select Water; then select Wastewater Construction) or click here.

**REQUIRED NOTIFICATIONS:** The permittee shall provide Startup Notification (just prior to excavation) including permit number and date of issuance and Completion Notification (upon completion of the project) including permit number and date of issuance to the DEQ district office having jurisdiction for the project (attached form EQP-4600B).

PERMIT NUMBER (DEQ USE ONLY)

P41-1008705

DATE OF ISSUANCE (DEQ USE ONLY)

FEBRUARY 1, 2016

1. **Municipality or Organization, and Address** which will own the wastewater facilities to be constructed. This permit is to be issued to:

City of Portland  
259 Kent Street  
Portland, Michigan 48875

2. **Owner's Contact Person** (provide name for questions):

Contact: Douglas C. Sherman  
Phone: 517-647-3812

3. **Project Name** (Provide phase number if project is segmented)

Riverside Lift Station Generator

4. **Project Location**

Riverside Drive

5. **County** (location of project)

Ionia

Permit Stamp Area (DEQ use only)

DEPARTMENT OF ENVIRONMENTAL QUALITY

PERMIT NUMBER

P41-1008705 FEB 01 2016

AUTHORIZING SEWERAGE SYSTEM CONSTRUCTION  
IN ACCORDANCE WITH ACT 451 PA 1994, PART 41

ISSUED UNDER THE AUTHORITY OF THE DIRECTOR OF THE DEPARTMENT OF ENVIRONMENTAL QUALITY

cc: Ionia County Health Department  
Mr. Paul Galdes, P.E., Fleis & Vandenbrink Engineering

Issued by: Leslie N. Sorensen  
Leslie N. Sorensen, P.E., Environmental Engineer

Reviewed by: Leslie N. Sorensen  
Leslie N. Sorensen, P.E., Environmental Engineer

If this box is marked see special conditions attached to this permit.

**GENERAL PERMIT CONDITIONS**

- This PERMIT only authorizes the construction, alteration, addition, or improvement of the wastewater system as described herein and is issued solely under the authority of Part 41 of Act 451.
- Issuance of this PERMIT does not authorize any violation of federal, state, or local laws or regulations, nor does it obviate the need to obtain other permits or approvals from the DEQ or other units of government as may be required by law.
- This PERMIT expires two (2) years after the above date of issuance unless construction starts prior to the expiration date in accordance with R 299.2939(2) of the Part 41 Administrative Rules.
- Any portion of the herein described facilities constructed prior to the date of issuance is not authorized by this PERMIT and is a violation of Act 451.
- No sewer shall be placed into service unless and until the outlet sewer has been constructed, tested, and placed into service.
- Failure to meet any condition of this PERMIT or any requirement of Act 451 constitutes a violation of Act 451.
- The applicant must provide notice of impending construction to public utilities and comply with the requirements of the Protection of Underground Facilities Act, 1974 PA 53, as amended (MISS DIG).
- All earth changing activities must be conducted in accordance with Part 91, Soil Erosion and Sedimentation Control, of Act 451.
- All construction activity impacting wetlands shall be conducted in accordance with Part 303, Wetlands Protection, of Act 451.
- Intentionally providing false information in this application constitutes a violation of Section 249 of the Michigan Penal Code, 1931 PA 328, as amended.

Michigan Department of Environmental Quality  
Water Resources Division  
Permit Application for Wastewater Systems (Continued)

6. **Facilities Description** In the space below, provide a detailed description of the proposed project in the format shown in the examples at the bottom of this page. Applications with inadequate facilities descriptions will be returned. Use additional sheets if needed.

A new permanent Kohler 30REZG natural gas generator at the existing Riverside lift station located on Riverside Drive.

**EXAMPLES OF FACILITIES DESCRIPTIONS**

Sanitary Sewers and/or Force Mains	250 feet of 10" sanitary sewer in Mark Avenue between John and Lincoln Streets. <b>OR</b> 250' of 10" sewer in an easement from the intersection of Mark Avenue and John Street to the north.
Pumping Stations	A wetwell/drywell, suction lift, submersible, etc. pumping station rated for 250 gpm at a TDH of 34' located at the northeast corner of Mark Avenue and Lincoln Street, and equipped with two pumps, backup power, pump around capability, and all other equipment as required for proper operation.
Wastewater Treatment Facilities	A 10 million gpd (avg. flow) facility located at the north end of Ronald Street including a 2.0 million gallon equalization basin, six 0.5 million gallon primary clarifiers, four 0.75 million gallon aeration basins with fine bubble aerators, four 0.8 million gallon circular secondary clarifiers, ultraviolet disinfection, and all necessary appurtenances and piping as shown on the plans and described in the specifications for the proper operation of the treatment facility to provide a discharge quality in compliance with the facility's discharge permit.

**RECEIVED**

JAN 19 2016



Michigan Department of Environmental Quality  
Water Resources Division  
Permit Application for Wastewater Systems (Continued)

**GENERAL PROJECT INFORMATION – Complete All Boxes Below**

7. Design engineer's name, engineering firm, address, phone no., and e-mail address:

Ed Hawks  
Fields & Vandenberg Engineering  
2860 Lucerne Drive SE, Grand Rapids MI 49546  
Ph: (616) 977-4400 Email: ehawks@fveng.com

8. Indicate who will prepare "as-built" plans for this project:  
 Design Engineer in Box 7  
 Other - name, organization, address, and phone no.:

City of Portland

9. Indicate who will provide project construction inspection:  
 Engineering firm listed in Box 7  
 Other - name, organization, address, and phone no.:

City of Portland

10. Is groundwater dewatering expected for this project?  
 YES  NO  
If YES, provide dewatering specifications.  
If YES, will water wells or water bodies be impacted?  
 YES  NO

11. To which wastewater collection system will the project connect?

City of Portland Sanitary Sewer System

12. To which wastewater treatment system will the project connect?

Final discharge is to:  Groundwater  Surface Water

13. Will this project be within 50 ft. of a private water well?  
 YES  NO If YES, locate on plans.

14. Will this project be within 200 ft. of a public water well?  
 YES  NO If YES, locate on plans.

15. Is the project construction activity within a wetland (as defined by Section 30301(p) of Part 303 of Act 451)?

YES  NO  
If YES, has application been made for a wetland permit?  
 YES  NO

16. Is the project construction activity within a 100-year floodplain (as defined by Section 3101 of Part 31, Water Resources Protection, of Act 451, and the associated Administrative Rules)?

YES  NO  
If YES, has application been made for a floodplain permit?  
 YES  NO

17. Is the project construction activity below the ordinary high water mark of an inland lake or stream (as defined by Section 30101(f) of Part 301 of Act 451)?

YES  NO  
If YES, has application been made for an inland lakes and streams permit?  YES  NO

18. Is the project construction activity within 500 ft. of a lake, reservoir, or stream?  YES  NO

If YES, has application been made for a Soil Erosion and Sedimentation Control Permit?  YES  NO  
Is owner listed in box 2 of this application an Authorized Public Agency (Section 9110 of Part 91 of Act 451)?  
 YES  NO

19. Will the proposed construction activity be part of a project involving the disturbance of five (5) or more acres of land?  
 YES  NO Please contact 517-284-5587 with questions regarding the storm water regulations.

If YES, is project regulated by the National Pollutant Discharge Elimination System (NPDES) storm water regulations?  
 YES: Attach copy of application or NPDES authorization to discharge storm water from construction activities.  
 NO: Describe why activity is not regulated: Limited ground disturbance

20. Is the project in or adjacent to a site of known soil or groundwater contamination?  YES  NO  
If YES, attach a copy of a plan acceptable to the DEQ for handling contaminated soils and/or groundwater disturbed during construction. Contact the local DEQ office for listings of Michigan sites of environmental contamination.

**SEWER SYSTEM CAPACITY**

21. Are there any known capacity concerns in the collection system downstream of the proposed project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, include a full explanation with the application.	Flow Rate	Units
22. Proposed project peak design flow rate:		
23. Total capacity of the existing outlet sewer:		
24. Current peak hour flow into the existing outlet sewer:		
25. Design capacity of nearest downstream pumping station (largest pump out of service):	N.A. <input type="checkbox"/>	
26. Current peak hour flow into nearest downstream pump station:	N.A. <input type="checkbox"/>	

**OVERFLOWS AND BASEMENT FLOODING – For Proposed Sewer Projects, Mark All Boxes That Apply**

27. Has the downstream collection system overflowed or flooded basements in the past five years?  YES  NO  
If YES, attach a listing of events in the past five years including date, location, cause, and corrective action.

28. Has the downstream collection system owner entered into an agreement satisfactory to the DEQ to address sanitary sewer overflows and flooding of basements?  YES  NO  
If YES, enter agreement name and number:

JAN 19 2013



**29. TREATED WASTEWATER DISCHARGE AUTHORIZATION – Mark Boxes As Appropriate**

- A. Does project include a new treatment facility or expansion, a change in discharge method, or a new discharge location?  
 YES – Complete B below     NO – skip to item 30
- B. If A is marked YES, indicate discharge authorization and provide the requested information:  
 1. NPDES or Groundwater Discharge Permit No: \_\_\_\_\_ Permit Authorized Flow Rate: \_\_\_\_\_ Units: \_\_\_\_\_  
 2. Local health department approval. **Include a copy of the approval with this application.**

**30. OWNERSHIP – Mark A or B as Appropriate Below**

- A. Ownership will be by a governmental entity before the sewer is placed in service.  
 B. Ownership will be by a non-governmental entity, and a completed Non-Governmental Ownership Checklist is included with this application.

**Note:** A completed Non-Governmental Ownership Checklist (EQP-4600C) must be included with the application for non-governmentally owned projects. The checklist is attached to this application and the supporting information is available at [www.michigan.gov/deg](http://www.michigan.gov/deg) (select Water; then select Wastewater Construction).

**31. COMPLETE APPLICATION CHECKLIST – Please confirm that this application is complete by using this checklist. Mark the box if the condition is met. This will help reduce DEQ review time and speed permit issuance.**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> A. Items 1 to 30 of the application are completed.  | <input checked="" type="checkbox"/> E. Owner's certification signed and complete (item 32).  |
| <input type="checkbox"/> B. A contamination management plan is included for sites with known contamination (item 20). <input checked="" type="checkbox"/> N.A.  | <input type="checkbox"/> F. A detailed basis of design is included with the application. Form EQP-4600A (attached) or similar form is completed providing information required by Rule 35(3) of the Part 41 Administrative Rules of Act 451. |
| <input type="checkbox"/> C. For projects with local health department discharge authorization, a copy of the health department authorization is included (item 29). <input checked="" type="checkbox"/> N.A.        | <input type="checkbox"/> G. Final plans and specifications sealed and signed by a Michigan licensed professional engineer are provided.  |
| <input type="checkbox"/> D. For non-governmentally owned projects, provide the Non-Governmental Ownership Checklist and all documents required by the checklist (item 30). <input checked="" type="checkbox"/> N.A. |  |

**32. OWNER'S CERTIFICATION – The owner of the proposed facilities or the owner's authorized representative shall complete the following owner's certification:**

I, Douglas C. Sherman (name), acting as the WWTP Supervisor (title/position) for City of Port Huron (entity owning proposed facilities) certify that the information provided in and with this application is true and accurate to the best of my knowledge, and I certify that the plans and specifications and other documents submitted to the DEQ with the Part 41 Permit Application accurately represent what I intend to construct under the terms of the Part 41 Permit, once issued. Also, I certify that this proposed project as detailed in the plans and specifications submitted under this application is in compliance with the requirement of Rule 41(a) of the Part 41 Administrative Rules of Act 451, which states that "Proper devices are or will be available and are in satisfactory operation for the collection, transportation and treatment before discharge into any public watercourse, lake, drain, ditch or groundwater, of the sewage or wastes collected or conveyed by such systems, or a definite program or agreement satisfactory to the department leading to the construction and operation of such collection, transportation or treatment devices shall have been officially adopted by the applicant for such permit and filed in the offices of the department." Further, I hereby acknowledge the requirement to provide Startup Notification (just prior to excavation) with the permit number and date of issuance and Completion Notification (upon completion of the project) with the permit number and date of issuance to the DEQ district office having jurisdiction for the project.

SIGNATURE: Douglas C. Sherman

DATE: 10/26/15

NAME (TYPED): Douglas C. Sherman PHONE: 517-647-6926

RECEIVED

JAN 16 2016

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

**RESOLUTION NO. 16-12**

**A RESOLUTION APPROVING THE PURCHASE OF STREET LIGHTS  
FOR THE KENT STREET IMPROVEMENT PROJECT**

**WHEREAS**, the Kent Street Improvement Project is scheduled to begin in June 2016 and will consist of repairing or replacing curb, sidewalk, storm sewer, sanitary sewer, street lights, and paving on Kent Street from Academy Street to the City limits; and

**WHEREAS**, the Electric Superintendent, Mike Hyland, sought bids and is recommending City Council approve the purchase of twenty-one (21) street lights from VISCO in the estimated amount of \$55,188.00, a savings of \$15,267.00, a copy of the quote from VISCO is attached as Exhibit A.

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

1. The City Council approves the purchase of twenty-one (21) street lights from VISCO in the estimated amount of \$55,188.00, a savings of \$15,267.00, a copy of the quote from VISCO 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:** March 21, 2016

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

Date: Mar 11, 2016

Quote: MLS16-70067-1

# Quote



Page 1/1

Michigan Lighting Systems West  
2918 North Ridge NW  
Grand Rapids MI 49544  
Phone: (616) 785-1415  
Fax: (616) 785-1282  
**From: Mark Hornak**  
**Quoter Ph: (616) 419-5168x.**  
**email: mhornak@mls-west.com**

## Project CITY OF PORTLAND - VISCO BUY

### Location

Quote MLS16-70067-1

To: **Mike Hyland**

CITY OF PORTLAND

259 KENT STREET

PORTLAND MI 48875

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

### For

**Bid Date** Mar 11, 2016

**Expires** Apr 10, 2016

QTY	Type	MFG	Part	Price	UQ
1		VISC	VII/INT-C1-117"-150HPS-199-22C-24C	\$3,355.00	
<b>QTY BREAK</b>					
21			VII/INT-C1-117"-150HPS-199-22C-24C	\$2,628.00	
<b>Total for: QTY BREAK</b>					
				<b>#####</b>	<b>Total: \$58,543.00</b>

### Terms and conditions of sale:

- 1) Michigan Lighting Systems will NOT be responsible for errors resulting on orders released without receipt of Approved Submittals, or errors missed in the Approval Process.
- 2) The purchaser is responsible for verifying voltage, and if multiple ballast are required for multi level switching. Unless specified otherwise herein - 120 volt, single level switching, multi-lamp ballast will be supplied.



- 3) Electronic fluorescent ballast shall be supplied as Industry standard Instant start 20% THD or Rapid start 20% THD at the manufacturers discretion, unless otherwise specified herein.
- 4) Prices do not include lamps, spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise specified herein.
- 5) Prices are firm for 30 days from date of quotation, and shipment within 180 days of date of quotation unless otherwise specified herein. All quotations are subject to the manufacturer's standard freight/sales terms and conditions of sale unless otherwise noted herein.
- 6) Complete quote must be used, partials may be subject to requote.
- 7) This quotation is for the listed materials only. Please refer to this quotation by quote number when ordering.
- 8) Standard manufacturer's warranty for lighting products is 1 year from date of shipment unless noted herein. Ballasts are warranteed by the respective ballast manufacturer for 1 year from date of shipment.

**Mfg Terms:**

VISC	VISCO	Allowance	Order	Total
		Freight	Minimum	#####

Freight allowed over \$ 5,000 Net 30

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 16-13**

**A RESOLUTION OF INTENT TO SELL  
SURPLUS REAL PROPERTY OWNED BY THE CITY**

**WHEREAS**, the City has acquired the property listed on the attached Exhibit A from tax reversion; and

**WHEREAS**, Staff has reviewed the parcel listed on the attached Exhibit and determined that it is not essential for the provision of City services and is recommending that it be offered for sale; and

**WHEREAS**, Section 11.3 of the City Charter provide as follows:

**Section 11.3. Limitations on Contractual Power.**

- (a) The Council shall only have power to enter into contracts which, by the terms thereof, will be fully executed within a period of thirty (30) years, unless such contracts shall first receive the approval of a majority of the qualified electors voting thereon at a regular or special election. This qualification shall not apply to any contract for service with a public utility or one or more other governmental units, nor to contracts for debt secured by bonds or notes which are permitted to be issued by the City by law.
  - (b) The City shall not have power to purchase, sell or dispose of any real estate unless:
    - (1) In case of sale, there shall be two published notices of intent to sell prior to the adoption of a resolution for sale or disposal;
    - (2) Such action is approved by the affirmative vote of at last [least] four members of the Council, and unless;
    - (3) In the case of real estate owned by it, the resolution authorizing the sale, lease, or disposal thereof shall be completed in the manner in which it is finally passed and has remained with the Clerk for public inspection for ten days before the final adoption or passage thereof.
  - (c) Except as provided by ordinance authorized by Section 11.2 of this chapter each contract for construction of public improvements or for the purchase or sale of personal property shall be let after opportunity for competitive bidding. All bids shall be opened in public by the City Manager or his authorized representative at the time designated in the notice of letting and shall be reported by him to the Council at its next meeting. The Council may reject any or all bids, if deemed advisable. If, after ample opportunity for competitive bidding, no bids are received or such bids as were received were not satisfactory to the Council, the Council may either endeavor to obtain new competitive bids or authorize the City Manager or other proper official of the City to negotiate for a contract on the open market.
  - (d) All contracts shall be in accordance with Sections 5.8 and 4.6(f) of this Charter.<sup>1</sup> ; and
-

**WHEREAS**, the City Manager recommends that the City Council approve offering the property on the attached Exhibit A for sale as surplus real estate owned by the City.

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

1. The City Council has determined that the property on the attached Exhibit A is surplus real estate owned by the City that may be offered for sale.
2. The City Council authorizes and directs the City Manager to explore any available sale or development options for the property listed on the attached Exhibit A in order to determine the best option for each property.
3. The City Council authorizes and directs the City Manager to publish a Notice of Intent to sell the surplus property listed on the attached Exhibit A in the manner deemed most appropriate to the City's needs.
4. 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:** March 21, 2016

---

**Monique I. Miller, City Clerk**

628 CANAL ST

Description

Lot Size: 62.5' x 238'  
.341 Acres

Vacant Lot

**ESTIMATED VALUE**

\$10,000 - \$15,000

**COMMENT:** Parcel could be split and developed

**LAST TRANSFER:** 4/1977 for \$5,600

**Exhibit**

**A**

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

**RESOLUTION NO. 16-14**

**A RESOLUTION APPROVING A BUDGET FOR FISCAL YEAR 2016-2017 FOR THE PORTLAND AREA FIRE AUTHORITY**

**WHEREAS**, the City of Portland, Portland Township, and Danby Township have approved a Joint Fire and Emergency Services Agreement (Agreement) to create the Portland Area Fire Authority (Authority); and

**WHEREAS**, the Portland Area Fire and Emergency Services Board (Board) met on January 5, 2016 and approved to recognize the proposed budget for the entities to adopt for FY 2016-2017 (See the Board's Minutes, budget formula, and proposed budget, attached hereto as Exhibit A); and

**WHEREAS**, City staff reviewed the proposed budget and the funding formula governing the percentage of budget funded by each entity; and

**WHEREAS**, the proposed budget is \$110,171.29 and is approximately 7.4% higher than the City's contribution in the FY 2015-2016; and

**WHEREAS**, the Authority has forwarded copies of their approved recommended budget options for FY 2016-2017 to the City Council and Township Boards for approval pursuant to Section 2.2(a) of the Agreement.

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

1. The City Council approves the Authority's proposed budget, for FY 2016-2017, 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:** March 21, 2016

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



Portland Area Fire Authority  
Minutes of the Regular Board Meeting  
Tuesday January 5, 2016 - 6:00pm

Call to Order – Pledge of Allegiance

Meeting called to order at 6:00 pm. The Pledge of Allegiance was observed.

Roll Call

Dick Pohl, Kathy Parsons, Chris Jensen, Bill Stegenga, Mark Ackerson, Joel VanSlambrouck,  
Chief John Baker

Guest: Patti Jo Schafer

Public Comment- None

Agenda Approval

Mr. VanSlambrouck moved to approve the agenda as published. Mr. Stegenga supported.  
**Motion carried.**

Approval of Minutes

Mr. Pohl moved to approve the minutes of the previous meeting. Mr. Jensen supported. **Motion carried.**

Financial Report

Mr. Jensen reported that roughly 42% of the budget is spent this fiscal year to date. An item of interest: Maintenance Agreements, Building insurance and uniform budgets are a little over.

Patti reported that the assets are added to the books now per the permanent agreement. The assets were added by the auditors and are explained in the audit items. Discussion was had about how it will be shown on the balance sheet and the Profit and Loss Statement. Patti explained the mechanics and will state fixed assets on a new sub line. Mr. Pohl moved to approve the financial report as presented. Mr. Stegenga supported. **Motion carried.**

Approval of Bill Payment

\$20,127.66 of monthly bills were presented. Mr. Jensen moved to pay the bills as presented. Mr. Pohl supported. **Motion carried.** Mr. Ackerson moved to pay the additional payroll discrepancies from December and for Voluntary Termination Stipend for one firefighter. Mr. VanSlambrouck. Motion carried.

Correspondence – None

Received from Doug Logel, Sr. his withdrawal from the Department.

Chief's Report -

There were no questions for Chief on either the monthly or annual report. Everyone was pleased with the format report, and the information provided in the annual report.

The new Pumper/Tanker will be placed in service Thursday, pending passing Chief's inspection. Overall, everyone is pleased with their training on the new apparatus.

Committee Reports:

- Insurance – None
- Policy & Procedure



- Currently researching Health Screening Policies. Will meet soon.
- Budget –
  - Will be addressed under new business.
- Personnel

Old Business:

- Audit/Budget Amendments 2014/2015
  - All remaining issues and questions are addressed in the 2015/2016 proposed budget. Ms. Schafer said the bound copies of the audit are not yet arrived. She will be happy to present to each of the entities in their upcoming meetings. Four copies will be forthcoming. Upon receiving tonight, it may be disseminated electronically.

New Business:

- Formula For Cost Sharing For Budget Year 2016/2017
  - All of the information for adjustment of the funding formula is now in, and the formula was recalculated, and the new percentages are: City of Portland: 39.88%, Portland Township: 34.96%, and Danby Township: 25.16%.
- Approval Of 2016/2017 Budget Recommendations
  - Chief Baker reported that payroll numbers are okay as is, formula percentages are adjusted, and a couple of lines were tweaked, presenting a budget totaling \$276,257.00. Mr. Pohl moved to recommend the proposed budget for 2/16/2017 to the entities for adoption, Mr. VanSlambrouck supported. **Motion carried.** Patti will clean up the items and format for a final presentation copy based on recommended totals and distribute within 2 weeks.

Board Comments and Public Comment

Chief shared a Facebook post from Chopper Shrauben commending and thanking the department for their response to the Wagon Wheel fire this afternoon.

Adjournment

Mr. Jensen moved to adjourn. Mr. Stegenga supported. **Motion carried.** Meeting adjourned at 7:00pm.

Next Meeting: Tuesday, February 2<sup>nd</sup> at 6 pm at Portland City Hall.

Respectfully Submitted



Kathy Parsons, Secretary



**Proposed 2016-2017 Budget  
Portland Area Fire Authority**

	<u>Final Budget 2015-</u> <u>2016</u>	<u>Proposed 2016-2017</u> <u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
400 · Contributions/Grants FY16-17 New %'s		
405 · City of Portland - 38.5% / 39.88	102,512.60	110,171.29
410 · Danby Township - 23.28% / 25.16	61,986.84	69,506.26
415 · Portland Twp - 38.22% / 34.96	101,767.06	96,579.45
<b>Total 400 · Contributions/Grants</b>	<b>266,266.50</b>	<b>276,257.00</b>
430 · Fund Balances **		
435 · Capital Outlay Fund balance **		
438 · Operating Fund Balance **		
<b>Total 430 · Fund Balances **</b>		
440 · Interest		
450     Rebates/Refunds *		
460 · Donations **		
<b>Total Income</b>	<b>266,266.50</b>	<b>276,257.00</b>
<b>Expense</b>		
700 · Salaries		
701 · Board Member Salaries	0.00	0.00
703 · Chief Salary	8,662.50	10,000.00
704 · Assistant Chief	1,742.50	2,100.00
705 · Officers	4,920.00	5,190.00
706 · Fire Marshalls	3,792.50	<b>2,800.00</b>
707 · FireFighters	32,800.00	32,800.00
708 · Apparatus Maintenance Wages	2,460.00	2,460.00
<b>Total 700 · Salaries</b>	<b>54,377.50</b>	<b>55,350.00</b>
710 · Fringe Benefits		
711 · Workers Comp	2,500.00	6,500.00
712 · FICA	4,010.00	4,300.00
713 - Unemployment Payments*	0.00	0.00
<b>Total 710 · Fringe Benefits</b>	<b>6,510.00</b>	<b>10,800.00</b>
720 · Office Supplies	800.00	800.00
728 · Dues & Subscriptions	300.00	300.00
730 · Operating Expenses		
731 · General Repair	2,000.00	2,000.00
732 · Engine 11-1991 Pumper	900.00	3,000.00
733 · Engine 1-1999 Rescue Pumper	4,300.00	3,000.00
734 · Engine 7-1976 Pumper	2,100.00	0.00
735 · Tanker 9- 1990	2,750.00	0.00
736 · Brush 6- 1994 Grass Rig	400.00	400.00
737 · Brush 8- 1994 Grass Rig	400.00	400.00
738 · Brush 12- 1996 DNR Grass Rig	400.00	400.00
739 · L/A 2 - 1979 Light & Air Truck	400.00	400.00

**Proposed 2016-2017 Budget  
Portland Area Fire Authority**

	<u>Final Budget 2015-</u>	<u>Proposed 2016-2017</u>
	<u>2016</u>	<u>Budget</u>
740 · Car 4 - Excursion- Support	300.00	300.00
741 · Truck 10- Support Vehicle	300.00	0.00
742 · Quad 51 - 2002 Honda Quad	50.00	0.00
743 · Marine 1- Zodiac Boat w/ motor	200.00	200.00
744 · Old Engine 1- 1942 Pumper	500.00	500.00
745 · Tanker T-9 2015	0.00	1,000.00
<b>Total 730 · Operating Expenses</b>	<hr/> 15,000.00	11,600.00
746 · Turnout Gear	7,000.00	6,300.00
747 · Uniforms	752.00	752.00
748 · Gas & Fuel	4,000.00	2,000.00
750 · Employee Program		
751 · Infectious Control Program	400.00	400.00
752 · Respiratory Program	1,100.00	10,000.00
753 · Health Testing	500.00	500.00
754 · Firefighter Program **	0.00	0.00
<b>Total 750 · Employee Program</b>	<hr/> 2,000.00	10,900.00
770 · Equipment Maintenance	1,000.00	2,000.00
780 · Maintenance Agreements	4,500.00	4,500.00
790 · Building Maintenance	2,000.00	2,000.00
800 · Professional Services		
801 · Accounting Services	4,800.00	4,800.00
802 · Bank Charges	0.00	0.00
803 · Computer Consulting	0.00	1,500.00
804 · Legal Services	500.00	500.00
<b>Total 800 · Professional Services</b>	<hr/> 5,300.00	6,800.00
810 · Advertising	500.00	500.00
815 · Audit Services	2,440.00	2,600.00
820 · Trash Removal/Sanitation	300.00	300.00
824 · Training	3,150.00	3,150.00
840 · Insurance Expenses		
841 · Vehicle Insurance	8,740.00	10,000.00
842 · Building Insurance	212.00	500.00
843 · Liability Insurance	3,980.00	4,200.00
<b>Total 840 · Insurance Expenses</b>	<hr/> 12,932.00	14,700.00
850 · Communication Expenses		
851 · Internet Expense	0.00	0.00
852 · Radios/Pagers	4,500.00	3,500.00
853 · Telephone/Cell Phones	1,500.00	1,000.00
<b>Total 850 · Communication Expenses</b>	<hr/> 6,000.00	4,500.00
880 · Inner Department Expenses		
881 · Fire Safety & Prevention	750.00	750.00
882 · S.C.B.A Program	3,500.00	3,500.00
883 · HazMat Program *	0.00	0.00
	<hr/> 0.00	0.00

**Proposed 2016-2017 Budget  
Portland Area Fire Authority**

	<u>Final Budget 2015-</u> <u>2016</u>	<u>Proposed 2016-2017</u> <u>Budget</u>
Total 880 · Inner Department Expenses Expenses	4,250.00	4,250.00
890 Interest Expense	2,614.00	3,225.00
920 · Utilities Expense		
922 · Gas & Electric	10,000.00	9,000.00
923 · Water & Sewer	850.00	850.00
924 · Water - Fires and Training	150.00	150.00
Total 920 · Utilities Expense	<u>11,000.00</u>	<u>10,000.00</u>
955 · Board Supplies	2,000.00	2,000.00
957 - Board Travel/Education *	0.00	0.00
Total Expense **	<u>148,725.50</u>	<u>159,327.00</u>
Net Ordinary Income **	117,541.00	116,930.00
Other Income/Expense **		
Other Expense **		
970 · Capital Outlay		
976 · Equipment Purchase	15,000.00	15,000.00
977 · Office Equipment	2,500.00	2,500.00
978 - Vehicle Purchase *		
979 · Vehicle Replacement Fund	102,655.00	99,430.00
Total 970 · Capital Outlay	<u>120,155.00</u>	<u>116,930.00</u>
Total Other Expense	<u>120,155.00</u>	<u>116,930.00</u>
N Net Other Income **	<u>-120,155.00</u>	<u>-116,930.00</u>
	<u><b>-2,614.00</b></u>	<u><b>0.00</b></u>
TOTAL Budget****	\$ 268,880.50	\$ 276,257.00

\*\*\* 2015-2016 includes interest and budget amendment can be made at year end.

\*\*\*\* 2016-2017 includes increase of \$8,900 for acct #752 for testing  
increase of \$1,000 for acct #745 for New Truck Maint.

Acct #890 & 979 combined total the vehicle replacement fund budget of \$102, 655.

**Key**

Decrease from Last Budget (red)

Same as last budget (black)

Increase from Last Budget (green)

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

**RESOLUTION NO. 16-15**

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO  
APPLY FOR FUNDING THROUGH THE LOCAL BRIDGE PROGRAM  
ADMINISTERED BY THE MICHIGAN DEPARTMENT OF  
TRANSPORTATION**

**WHEREAS**, the City conducted bridge inspections in 2014 and 2015 of its three (3) vehicular bridges and the inspections concluded that repairs, maintenance, and eventual replacement were necessary; and

**WHEREAS**, the Michigan Department of Transportation through its Local Bridge Program provides funds for 95% of the construction costs, with a local agency being responsible for a 5% match and engineering costs, a copy of which is attached as Exhibit A; and

**WHEREAS**, the City's engineer, Fleis & VandenBrink is proposing to apply for funding through the Local Bridge Program administered by the Michigan Department of Transportation to assist with the necessary repairs, maintenance and replacement of the City's three (3) vehicular bridges for \$1,000.00, as outlined in the attached Exhibit B.

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

1. The Portland City Council approves Fleis and VandenBrink's Proposal to apply for funding through the Local Bridge Program administered by the Michigan Department of Transportation to assist with the necessary repairs, maintenance and replacement of the City's three (3) vehicular bridges for \$1,000.00, as outlined in the attached Exhibit B.
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:** March 21, 2016

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



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

February 9, 2016

Ms. Denise Donohue, Director  
County Road Association of Michigan  
417 Seymour, Suite One  
Lansing, Michigan 48901-2067

Mr. Matt Bach, Director of Communications  
Michigan Municipal League  
320 N. Washington Square, Suite 100  
Lansing, Michigan 48933-1288

Dear Ms. Donohue and Mr. Bach:

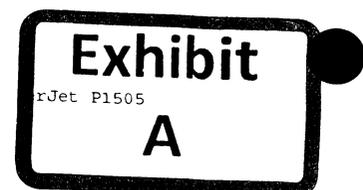
**Local Bridge Program**  
**Deadline for Applications – May 2, 2016**

The Michigan Department of Transportation (MDOT) is soliciting applications for candidate projects for the Local Bridge Program. Selected projects will be funded during the 2019 fiscal year. Enclosed are documents containing the application requirements. Do not submit projects which cannot be committed to construction within the 2019 fiscal year. The applications can be submitted by the local agency owner or their consultant. The total number of applications from any one local agency is limited to five. Submitting more than five applications from one agency will be cause to reject all applications submitted.

**All applications must include the requirements listed on the enclosed pages. All bridge applications submitted in previous years that have not been selected for funding have been discarded. Region Bridge Councils and the Local Bridge Advisory Board will only consider applications submitted during the current year's call. Incomplete applications will be rejected and returned to the local agency.**

To be eligible for bridge funds, the structure must meet the definition of a bridge, defined as a structure with a total clear span of more than 20 feet, measured along the centerline of the roadway over a stream, watercourse, or opening. For a span bridge, this means the clear opening span, measured face to face at the inside of the abutments, is greater than 20 feet. A multi-unit culvert is considered a bridge if the total length, as measured along the centerline of the roadway, is greater than 20 feet and the distance between the culvert units is less than half the diameter of the smallest unit. This description is referenced in item number 112 of the Michigan Structure Inventory and Appraisal Coding Guide. There are many multi-unit culverts under local agency jurisdiction that qualify as bridges and thus, are required to be on the structure inventory and regularly inspected. Please check multi-unit culverts in your area to see if they qualify under the definition of a "bridge."

An application must list the specific work being applied for in the preventative maintenance and/or rehabilitation categories.



Ms. Denise Donahue  
Mr. Matt Bach  
Page 2  
February 9, 2016

Enclosed is the current Local Agency Program (LAP) –Bridge Cost Estimate Worksheet, dated 12/11/2015, which indicates per unit cost estimates of various rehabilitation and preventive maintenance options. This information will be helpful in determining estimated construction costs for different types of repairs. All estimates for projects to be constructed in 2019 should incorporate an annual inflationary factor of three percent (3%). If the structure is over a railroad, include the railroad's flagging and construction fees.

### ***Bridge Scoping***

To assist in the bridge scoping and fix selection process, refer to MDOT's Scoping Manual, specifically pages 30 through 48 of Chapter 5, *Signs of Pavement & Bridge Distress and Fix Selection Guidelines*.

### ***Bridge Asset Management Plan***

To assist with managing bridge inventory and developing an optimum bridge preservation strategy, a valuable resource is the Asset Management Guide for Local Bridges in Michigan.

All local agencies are encouraged to submit asset management plans for the applications being submitted. A summary of the local agency's bridge network asset management plan may also be submitted for review.

### ***Replacement***

Replacement projects involve replacing the entire substructure, superstructure, deck and necessary approach work. For replacement projects, the minimum average cost per square foot (sft) of proposed deck area should be estimated at \$300/sft for rural roadways and \$320/sft for urban roadways. If a multi-use path or sidewalk is planned but does not currently exist, the estimate needs to clearly indicate the costs of these items. If the project is selected for funding, a master plan showing the path or sidewalk must be provided in order for them to be considered participating in the Local Bridge Program.

The approach costs should be estimated using a minimum of \$35,000 per station, with a minimum approach cost of \$150,000. The estimate needs to account for public utilities such as water mains and sewers, which will need to be altered during construction. Also, if the structure is within a substandard horizontal or vertical alignment, the estimate must account for any possible increase in approach distance.

Replacement projects need to meet current American Association of State Highway and Transportation Officials (AASHTO) guidelines and the Load Factor Resistance Design criteria. The minimum overall estimated cost for a replacement project including approach work should be \$500,000.

### ***Rehabilitation***

Rehabilitation is defined as major work required to restore the structural integrity of a bridge, as well as work necessary to correct major safety defects. These projects are required to meet AASHTO guidelines. If a rehabilitation project is over water, a scour analysis will be required during the design phase and the existing foundations will need to be shown to be stable under a scour event. A structure that is not found to be stable during a scour event may not be allowed to proceed to contract. If making the structure stable results in a change in scope, it may be necessary to re-apply during a future call for applications.

Estimated repair costs for bridge rehabilitation projects will vary by the type of work. Include publicly owned utility relocation costs. Examples of rehabilitation work eligible for funding under the program include:

- Full deck replacement (with or without painting of steel beams)
- Superstructure replacement
- Structure widening
- Removal of existing bridge without replacement

### ***Preventive Maintenance***

Preventative Maintenance applications can be submitted for a single bridge. They may also be submitted for multiple bridges which require similar preventive maintenance work and may be combined into one application. This can include multiple agencies working together to submit one application. A multiple bridge application will count as one of the five applications any one agency is allowed to submit per year. The Region Bridge Councils will review a multiple structure application as one package and will not rate each structure independently. Preventive Maintenance activities are eligible under the Local Bridge Program.

When applying for a multiple bridge preventative maintenance project, submit each structure individually. For electronic submission, select “PM-Multiple Structure” as the type of work on each form. For paper submission, identify on the cover sheet that each bridge is part of a “PM-Multiple Structure” application. Examples of Preventive Maintenance include:

- Hot mix asphalt (HMA) overlay with waterproofing membrane
- Shallow deck overlay (removing and replacing concrete surface above the top mat of steel reinforcement)
- Deep deck overlay (removing and replacing the concrete surface below the top mat of steel reinforcement)
- Painting only (full, zone, or spot painting)
- Pin and hanger replacement
- Slope paving repair
- Joint replacement and repair
- Drainage system repair (bridge deck drains and bridge approach downspouts)

- Scour countermeasures
- Concrete crack sealing
- Concrete patching and repair
- Approach pavement relief joint installation
- Temporary supports
- Expansion or construction joint repair
- Guard rail beam retrofit or installation
- Substructure repairs

***NOTE:** If a bridge has a single load posting instead of the three truck posting, a Load Rating Summary sheet should be included in the application with an explanation as to why only a single load posting is shown.*

The data found on the Structure Inventory and Appraisal (SI&A) form is used in many of the formula rating point calculations and is one item looked at by your Region Bridge Council when considering discretionary rating points. It is very important that this data be current and correct before submitting the application; incorrect data may significantly affect the rating points. When completing an application, the data stated in the supporting documents must match the data found in the SI&A form. Conflicting information may be cause to reject an application.

MDOT bridge personnel will review submitted applications for completeness and determine the preliminary (computer generated) rating points. The LAP bridge staff will perform site visits, verify appropriate scopes of work, and create written site reports. The applications, preliminary rating points, and the site visit reports will then be forwarded to the respective Region Bridge Council for their review and the addition of the discretionary rating points.

The preventive maintenance, structure rehabilitation and replacement, and approach construction costs may be eligible for a maximum of 95 percent participation from federal and/or state funds. The right-of-way, design engineering, and construction engineering costs are not eligible for Local Bridge Program funds.

The Local Bridge Advisory Board has set a policy for projects coming in over application estimate. If, at the grade inspection stage, the project estimate exceeds the application estimate, the Region Bridge Council may review the project. The council can decide to accept the project at the increased estimate, cap the project at a percentage above the application estimate, or delay the project until the following year. Please take due diligence in getting the most reasonable application estimates.

Applications can be submitted electronically using the Local Agency Bridge Program Website, or directly at FY 2019 Local Bridge Program - Call for Applications Submission Sheet. Please be sure your Structure Number is correct and have your signed resolution, SI&A, Bridge Inspection Report, cost estimate, location and detour maps, project narrative, letters of support, and photos

Ms. Denise Donahue  
Mr. Matt Bach  
Page 5  
February 9, 2016

ready to include as attachments. If you are unable to submit your attachments electronically, please submit physical copies of your applications via mail or delivery service to:

Rita Levine, P.E.  
Local Agency Programs-Development Services Division  
Michigan Department of Transportation  
425 West Ottawa Street, Mail Stop B215  
P.O. Box 30050  
Lansing, Michigan 48909

*Applications submitted via mail, delivery service or through the MDOT website, **must be postmarked or received no later than May 2, 2016.** Applications postmarked or received via delivery service or submitted through the MDOT website after May 2, 2016, will be rejected and returned to the local agency. We encourage you to submit your applications early, when complete.*

If you have any questions or need further information, please contact me or Keith Cooper, Bridge Program Manager, at 517-373-2346.

Sincerely,



Tracie Leix  
for Matthew W. DeLong, Administrator  
Development Services Division

Enclosures

cc: Keith Cooper

## APPLICATION REQUIREMENTS (Standard and Emergency Applications)

1. Include the most recent Structure Inventory and Appraisal (SI&A) form and Bridge Inspection Report form (BIR). These forms must have been updated within the 24-month period, prior to May 2, 2016. The data found on the SI&A form is used in many of the formula rating point calculations and is one item looked at by your Region Bridge Council when considering discretionary rating points. It is very important that this data be current and correct before submitting the application; incorrect data may significantly affect the rating points. The SI&A and BIR forms must be updated electronically on MiBridge prior to the May 2, 2016 deadline. Do not send in any marked up forms as we can not update the data for you.
2. Submit a legible map (8 ½" X 11") showing:
  - a. Emergency facilities such as fire stations, hospitals or police stations.
  - b. Schools and other significant traffic generating facilities.
  - c. The alternate routes or detours which must be used as a result of load limits or closures.
  - d. Do not color code this map, it will be reproduced on a black and white scanner/copier.
3. For all applications, include a minimum of two photographs of the following:
  - a. One showing the structure's alignment.
  - b. One showing the structure's profile view.
  - c. If the bridge is posted, include one photograph of the bridge clearly showing the current posting sign. These photos need to be of good quality in order to reproduce copies on a black and white scanner/copier.
4. For **rehabilitation** and **preventive maintenance** applications, also include photographs of the following:
  - a. The deck showing the areas of delamination and patches.
  - b. The substructure units showing areas of delaminations/spalls.
  - c. The beams showing areas of cracks and delamination for concrete and local areas of corrosion and/or local failure for steel.
  - d. The photos need to be of good quality in order to reproduce copies on a black and white scanner/copier.
5. Submit a narrative which includes the following:
  - a. The responsible local agency contact person's name, title, e-mail and telephone number.
  - b. **Clearly indicate whether the application is for rehabilitation, replacement, and preventive maintenance. For rehabilitation and preventive maintenance, clearly specify work requested for funding.**
  - c. A statement explaining the economic importance of the structure.
  - d. In a short paragraph, if there is currently a detour for the structure, explain "Existing detour currently affects ...."
  - e. In a short paragraph, if the structure is or would be closed, explain "If the structure is closed, the detour would affect...."
  - f. If the structure is closed, what year the structure was closed.
  - g. A statement of any maintenance done on the structure either past or present.

6. Submit a breakdown of the estimated replacement, rehabilitation, and preventive maintenance as follows:
- |    |                        |          |       |
|----|------------------------|----------|-------|
| A. | Approach Construction  | (A) \$   | _____ |
| B. | Structure Construction | (B) \$   | _____ |
|    | Total (A & B)          | Total \$ | _____ |

Note: Use the attached Cost Estimate Worksheets to calculate the approach and structure costs.

7. Submit a "**Priority List**" listing all the structures that you want rated. Any application not containing a total priority list of all applications will be considered incomplete, and will be rejected and returned to the owner.
8. **For each application**, submit a current resolution, signed and dated, from the governing board supporting the project. Resolutions from previous applications will not be accepted. Letters of local support are recommended but are not mandatory.
9. Do not staple the application together or put in a booklet or binder, as it needs to be reproduced on a black and white scanner/copier.
10. Any application that is not complete will be rejected and returned to the local agency. Common examples of incomplete applications are those that are missing updated SI&A forms, photos of postings, load ratings, missing resolutions, and priority lists. All completed applications must be postmarked by the May 2, 2016, deadline.
11. All local agencies are encouraged to submit asset management plans for the applications being submitted. A summary of the local agencies bridge network asset management plan may also be submitted for review. Refer to the Asset Management Guide for Local Agency Bridges in Michigan, located on MDOT's Local Agency Bridge Program's website.
12. Previous years' applications have been discarded. The Region Bridge Councils and the Local Bridge Advisory Board will only review applications submitted during the current call for applications. After the applications have been reviewed and projects have been selected for funding, all non-funded bridge applications will be discarded.
13. Clearly indicate whether the application is for rehabilitation, replacement, or preventive maintenance. For rehabilitation and preventive maintenance, clearly specify the work requested for funding.

Submit Applications:

By E-mail: Fill out form at the link below and attach application (One application per sheet).  
**Application conversion to pdf is preferred over scanned applications due to file size.**  
[FY 2019 Local Bridge Program - Call for Applications Submission Sheet](#)

By Mail:  
 Send applications to:

Rita Levine, P.E.  
 Local Agency Programs-Development Services Division, MDOT  
 425 West Ottawa Street  
 P.O. Box 30050  
 Lansing, Michigan 48909  
 Phone: (517) 373-0041



January 13, 2016

Mr. S. Tutt Gorman  
City of Portland  
259 Kent Street  
Portland, MI 48875

**RE: 2016 Local Bridge Program Applications**

Dear Tutt:

As you are aware, the three applications the City submitted to the Local Bridge Program in 2015 for bridge improvements (replacement of Divine Highway and preventative maintenance on Grand River Avenue and Bridge Street Bridges) were not selected for funding. The Grand Region awarded approximately \$3.5M in funds, \$3.2M of which consisted of one project each to Ottawa, Mecosta and Ionia County Road Commissions. As we have discussed, it is not uncommon for it to take several funding cycles for a project to be given priority for funding – part of which is determined by the objective bridge inspection data and part is subjective by the selection committee.

The 2016 Call for Applications will be posted soon for funding in the 2019 fiscal year. Applications will be due May 1, 2016. If you recall, the Local Bridge Program funds up to 95% of eligible construction costs with the Local Agency responsible for a 5% match and engineering costs. There are three categories eligible for funding: replacement, rehabilitation and preventative maintenance. For reference, the following scope of improvements have been identified (in order of project priority):

Scope of Improvements

Divine Highway over the Looking Glass River (Replacement)

- Replacement of the existing structure with a new single span structure (if practical).
- Realignment of Divine Highway allowing parallel construction to limit the duration road closure.
- Restoration of the trail crossing beneath the structure.
- Removal of abandoned structures within the channel area adjacent to the existing structure.

Bridge Street over the Grand River (Preventative Maintenance)

- Clean and re-coat the steel trusses.
- Replacement of the timber sidewalk.
- Minor slope repairs.
- Repair utility crossings.

**Exhibit  
B**

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
www.fveng.com

### Grand River Avenue over the Grand River (Preventative Maintenance)

- Replace expansion joints.
- Install an epoxy overlay on the deck surface.
- Repair/replace approach pavement.
- Repair failed coating on the steel railings.
- Patch spalled concrete.
- Repair cracking in beams.
- Install concrete surface sealer.

Additional items identified by City staff can be added/ revised during preparation of application materials.

We propose the following Work Plan and Engineering Budget to assist you:

#### Work Plan

- Update the load rating calculations for the Divine Highway Bridge to reflect the results of the 2015 bridge inspection. As the bridge deteriorates, it will eventually need to be posted for restricted loading, which will improve its priority for funding.
- Review the inspection forms generated during the 2014/2015 inspections and include them in the application materials.
- Include the black and white map of each structure created in 2015 showing critical facilities and detour routes.
- Assemble black and white photographs of the structures taken during the 2014/2015 inspections.
- Update the project narratives for each structure that were drafted in 2015 outlining the need for the project according to the application requirements.
- Update the pre-design construction cost estimate for each structure.
- Provide the City with draft language for a resolution of support for each application to be adopted by the City and included in the application. Each funding cycle requires a new resolution of support.
- Include letters of support for the project that were obtained in 2015. Letters of support do not typically need to be updated from year to year.
- Review the draft application materials with City staff. Incorporate comments received into the final application packages.
- Submit the applications electronically in accordance with current MDOT procedures.

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 16-16**

**A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR REPLACEMENT OF THE DIVINE HIGHWAY BRIDGE OVER THE LOOKING GLASS RIVER**

**WHEREAS**, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

**WHEREAS**, the Divine Highway Bridge over the Looking Glass River is deteriorated and in need of replacement; and

**WHEREAS**, the City Council supports an application requesting funding for this project.

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

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for replacement of the Divine Highway Bridge over the Looking Glass River and further, that the City is seeking the Department's active participation in the project.
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:** March 21, 2016

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**Monique I. Miller, City Clerk**

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 16-17**

**A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR PREVENTATIVE MAINTENANCE OF THE BRIDGE STREET BRIDGE OVER THE GRAND RIVER**

**WHEREAS**, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

**WHEREAS**, the Bridge Street Bridge over the Grand River is deteriorated and in need of maintenance; and

**WHEREAS**, the City Council supports an application requesting funding for this project.

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

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Bridge Street Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
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:** March 21, 2016

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 16-18**

**A RESOLUTION APPROVING THE SUBMITTAL OF AN APPLICATION FOR LOCAL BRIDGE PROGRAM FUNDS FOR PREVENTATIVE MAINTENANCE OF THE GRAND RIVER AVENUE BRIDGE OVER THE GRAND RIVER**

**WHEREAS**, the Michigan State Legislature and the U.S. Congress have appropriated funds for preventative maintenance of local bridges in the State of Michigan; and

**WHEREAS**, the Grand River Avenue Bridge over the Grand River is deteriorated and in need of maintenance; and

**WHEREAS**, the City Council supports an application requesting funding for this project.

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

1. The City Council hereby approves of the filing of an application with the Michigan Department of Transportation requesting funds through their Local Bridge Program for preventative maintenance of the Grand River Avenue Bridge over the Grand River and further, that the City is seeking the Department's active participation in the project.
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:** March 21, 2016

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

**CITY COUNCIL  
CITY OF PORTLAND**  
Ionia County, Michigan

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

**RESOLUTION NO. 16-19**

**A RESOLUTION TO EXTEND THE MORATORIUM ON THE  
ENFORCEMENT OF SECTION 42-306(c)(2) OF THE CITY OF  
PORTLAND ZONING ORDINANCE TO ACCOMMODATE  
RECONSTRUCTION IN THE CITY**

**WHEREAS**, on June 22, 2015, the City of Portland experienced a devastating tornado that caused severe damage to many buildings and structures throughout the City, including several that do not comply with the dimensional requirements of the City's current zoning ordinance; and

**WHEREAS**, during the clean-up process, City staff determined that insurance proceeds are not available to cover the costs of rebuilding these preexisting nonconforming buildings and structures beyond their previous nonconforming state; and

**WHEREAS**, in recognition of the unique circumstances at issue, and in an effort to promote community solidarity and efficiently restore the public health, safety and welfare, on July 6, 2015, the City Council imposed a 90-day moratorium suspending the application and enforcement of Section 42-306(c)(2) of the City of Portland Zoning Ordinance against nonconforming buildings and structures damaged by the June 22, 2015 tornado; and

**WHEREAS**, to provide the owners of such nonconforming buildings with additional time to complete rebuilding projects, the City Council has determined that it is desirable to extend the moratorium for an additional 90-day period; and

**WHEREAS**, this will be the third and final extension of the initial 90-day moratorium.

**NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

1. For the reasons stated above, the City Council hereby extends the moratorium suspending the application and enforcement of Section 42-306(c)(2) of the City of Portland Zoning Ordinance against nonconforming buildings and structures damaged by the June 22, 2015 tornado, as determined by the City Manager and/or his designee, located within the residential and commercial zoning districts of the City, for an additional period of 90-days or until any needed or desirable amendment(s) to the City's zoning ordinance and other applicable City ordinances are adopted, whichever occurs first, subject to all terms and requirements imposed by City Council Resolution No. 15-49, as adopted on July 6, 2015.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Yeas:**  
**Nays:**  
**Absent:**  
**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

Dated: March 21, 2016

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

**CERTIFICATION**

As it's duly appointed Clerk, I certify that this is a true and complete copy of a resolution adopted by the City Council of the City of Portland, Ionia County, Michigan, at a regular meeting held on March 21, 2016.

Date: March 21, 2016

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

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 16-20**

**A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S  
RECOMMENDATION TO AWARD ELECTRIC UNDERGROUNDING WORK  
TO COOK BROTHERS EXCAVATING, INC**

**WHEREAS**, the Electric Superintendent inquired and Cook Brothers Excavating, Inc. agreed to hold their prior year's bid prices for additional work this summer to continue to undergrounding electric lines along Marsalle Road, as summarized in the Electric Superintendent Memo Attached as Exhibit A; and

**WHEREAS**, on March 15, 2016, the Board of Light and Power reviewed the proposed scope of work and estimated cost based on the previous contract with Cook Brothers Excavating, Inc., and approved a recommendation that the City Council approve the Marsalle Road Project and award the work to Cook Brothers for the amounts estimated, as summarized in the Electric Superintendent Memo Attached as Exhibit A.

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

1. The City Council approves the Board of Light and Power's recommendation to approve the proposed projects for construction in 2016 and awards the work to Cook Brothers Excavating, Inc. for the amounts estimated 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:** March 21, 2016

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

City of Portland  
Board of Light & Power  
723 E. Gd. River Ave.  
Portland, Mi. 48875

Mar. 9th, 2016

Re: Cook Bros. work extension

Light & Power Board  
City Council

I would like to add some work for Cook Bros. before they are complete with the existing project, that they are doing for us (Spohns). They still have some spring restoration to do.

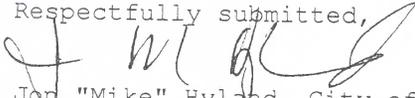
We have one area that still has some backyard overhead lines in it, on Marsalle Rd. west of Divine Hwy. The line is not in very good shape and needs to be rebuilt and re-insulated. Instead of rebuilding it overhead I would prefer to underground it. It is difficult, if not impossible to get any equipment into the area. We would be re-locating the lines to the front of the houses, similar to what we did in Spohn's sub-division.

The line is insulated presently, for 2400 volt system, and would be prepared for the future at 7200 volts.

Estimated costs:

1800 ft. of primary/main trench @ \$8.00 per ft.--	\$ 14,400.00
2400 ft. of secondary trench @ \$6.00 per ft.----	\$ 14,400.00
4200 ft. of restoration @ \$2.80 per ft.-----	\$ 11,760.00
Survey-----	\$ 500.00
12 driveway crossings @ \$600. each-----	\$ 7,200.00
Sand-----	\$ 500.00
Concrete removal-----	\$ 500.00
Concrete replacement-----	\$ 2,000.00
Asphalt removal-----	\$ 150.00
Asphalt replacement-----	\$ 500.00
Drain repairs-----	\$ 500.00
Sub-total-----	\$ 52,410.00
10% percent contingency-----	\$ 5,241.00
Total-----	\$ 57,651.00

Respectfully submitted,

  
Jon "Mike" Hyland, City of Portland, Board of Light & Power

**Exhibit**  
**A**

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 16-21**

**A RESOLUTION APPROVING PARTICIPATION IN THE STATE BID  
PROCESS FOR WINTER ROAD SALT 2016-2017**

**WHEREAS**, the City previously solicited its own bids for winter road salt; and

**WHEREAS**, for the past ten years the City has taken advantage of an opportunity to receive more competitive pricing by participating in the State Bid through the MiDEAL program; and

**WHEREAS**, in addition to more competitive pricing, MiDEAL Road Salt Contracts provide the following benefits:

- The City's order quantity is guaranteed, which helps alleviate sufficient supply issues
- Additional product available if the City exhausts its complete supply - all vendors are required to keep 30% extra here in Michigan to ensure that MiDEAL Members that participate in the road salt contracts have what they need in case of a heavy winter.
- The City is only required to accept 70% of its seasonal backup commitment.

**WHEREAS**, the State of Michigan Department of Management & Budget sent out an email advising that road salt requisitioning would be done on-line with the deadline for ordering being April 13, 2016; and

**WHEREAS**, the City Manager and DPW Foreman recommend using the MiDEAL program again this year and submitting the requisition for 100 tons for the early delivery and 300 tons for the seasonal backup as compared to last year's order of 350 tons for the early delivery and 300 tons for the seasonal backup.

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

1. The Portland City Council approves participating in the State bid process for Winter Road Salt for 2016-2017 and authorizes the City Manager to submit the on-line requisition for 100 tons for the early delivery and 300 tons for the seasonal backup.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Tuesday, March 7, 2016

In Council Chambers at City Hall

Present: Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Interim Police Chief Bauer

Absent: Mayor Barnes

Guests: Kathy Parsons; David Kirk; Representative Mike Callton; Portland District Librarian Cory Grimminck; Craig Patterson of The Woda Group

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

Motion by Fitzsimmons, supported by Baldyga, to approve the Proposed Agenda as presented.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston

Nays: None

Absent: Barnes

Adopted

Motion by Fitzsimmons, supported by Baldyga, to excuse the absence of Mayor Barnes.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston

Nays: None

Absent: Barnes

Adopted

Under the City Manager Report, City Manager Gorman introduced David Kirk who will begin serving as Portland's new Police Chief on March 14, 2016. He was formerly employed with the Shiawassee County Sheriff Department.

City Manager Gorman extended thanks to Interim Police Chief Bauer for his willingness to serve during this time of transition.

Mr. Kirk addressed the Council and stated that he feels like he belongs in Portland. He further stated that he is excited for the opportunity and grateful that he has been entrusted with the position.

City Manager Gorman stated that before the tree removal process began along Kent St. City staff and engineers re-assessed the trees slated for removal and determined that four previously marked should not be removed. The City does not take this process lightly and has made every effort to save as many trees as possible. The trees marked for removal have been deemed unsafe or are being removed in order to widen sidewalks to make them ADA compliant. Trees that have been removed will be replaced at the completion of the Kent Street Improvement Project.

City Manager Gorman thanked City staff for their dedication and efforts during the snowstorm on March 1, 2016.

Under Presentations, Representative Mike Callton provided a legislative update.

Craig Patterson of The WODA Group provided an update on the progress of the redevelopment of Old School Manor. Demolition inside the building has already begun and the goal is to begin reconstruction by April 15<sup>th</sup> after the application for Part 2 of the Historic Credits is approved. Construction on the 29 units is expected to take 9 to 10 months.

Mayor Pro-Tem VanSlambrouck and City Manager Gorman both expressed their appreciation and excitement for the project.

Cory Grimminck, Librarian for the Portland District Library, presented the library's 2014-2015 Annual Report.

Under New Business, the Council considered Resolution 16-08 to approve AECOM's proposal for the annual water level monitoring, downstream fish passage and nuisance plant monitoring and reporting for 2016 and 2017 as required by the Federal Energy Regulatory Commission (FERC) for the operation of the municipal dam as part of the hydroelectric plant. The City has previously employed AECOM in consulting matters pertaining to the FERC license since 2002. The Board of Light & Power met on February 23, 2016 and recommended the Council approve the proposal in an amount not to exceed \$32,900.00.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 16-08 approving AECOM's proposal for annual water level monitoring, downstream fish passage and nuisance plant monitoring and reporting for 2016 and 2017.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston

Nays: None

Absent: Barnes

Adopted

The Council considered Resolution 16-09 to approve reverting to charging only one No-Transport-No Treatment fee of \$170.00 for the Portland Ambulance Department rather than the various rate changes that were passed by Council by Resolution 16-02.

Motion by Baldyga, supported by Johnston, to approve Resolution 16-09 approving rate changes for the Portland Ambulance Department.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons

Nays: None

Absent: Barnes

Adopted

The Council considered Resolution 16-10 to confirm the Mayor's appointment of Herb Mosser to the Board of Review with a term expiring December 2018.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 16-10 confirming the Mayor's appointment to City Boards and Commissions.

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

Motion by Fitzsimmons, supported by Baldyga, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting and Closed Session held on February 16, 2016, payment of invoices in the amount of \$147,479.70 and payroll in the amount of \$83,655.64 for a total of \$231,135.34. A purchase order to Cook Brothers Excavating in the amount of \$80,581.88 for trenching and burial of service at Spohn's Subdivision was also included.

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

Under City Manager Comments, City Manager Gorman noted the article posted by the Lansing State Journal in regard to limitations of WOW!'s cable service to Portland. He further noted that he has requested a meeting with local consultants to gain a better understanding of the issue.

City Manager Gorman reminded everyone that the Presidential Primary will be held tomorrow, Tuesday, March 8, 2016. Polls are open from 7:00 A.M. to 8:00 P.M.

City Manager Gorman also noted that the Assessor has mailed property assessments. The Board of Review will meet Monday, March 14, 2016 from 9:00 A.M. to 12:00 P.M. and 1:30 P.M. to 4:30 P.M. and on Wednesday, March 16, 2016 from 1:00 P.M. to 4:00 P.M. and 6:00 P.M. to 9:00 P.M.

City Manager Gorman stated that Assessor Litts has offered his resignation in order to pursue another opportunity. The City will be taking application for the Assessor position through March 30, 2016 at 5:00 P.M.

Under Council Comments, Council Member Baldyga commented that he agreed with the City Manager's review of the franchise agreement with WOW!

Mayor Pro-Tem VanSlambrouck thanked City Manager Gorman for personally meeting with the residents along Kent St. in regard to the tree removal taking place.

Mayor Pro-Tem VanSlambrouck thanked City employees for the quick snow removal during the most recent snow storm.

Mayor Pro-Tem VanSlambrouck noted the VFW will host a Burger Night fundraiser on Saturday, March 19, 2016 from 5:00 P.M. to 8:00 P.M. in an effort to replenish funds for the Portland Community Fund depleted after the tornado last summer.

City Manager Gorman reminded residents that not all information posted on social media is factual and that residents should call City Hall with any questions they may have.

Motion by Fitzsimmons, supported by Baldyga, to adjourn the regular meeting.  
Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston

**City of Portland**  
**Synopsis of the Minutes of the March 7, 2016 City Council Meeting**

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

**Present** – Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Interim Police Chief Bauer

**City Manager Report** - City Manager Gorman introduced David Kirk who will begin serving as Portland's new Police Chief on March 14, 2016.

**Presentation** - Representative Mike Callton provided a legislative update.

**Presentation** - Craig Patterson of The WODA Group provided an update on the progress of the redevelopment of Old School Manor.

**Presentation** - Cory Grimminck, Librarian for the Portland District Library, presented the library's 2014-2015 Annual Report.

**Approval of Resolution 16-08** approving AECOM's proposal for annual water level monitoring, downstream fish passage and nuisance plant monitoring and reporting for 2016 and 2017.

All in favor. Approved.

**Approval of Resolution 16-09** approving rate changes for the Portland Ambulance Department.

All in favor. Approved.

**Approval of Resolution 16-10** to confirm the Mayor's appointment of Herb Mosser to the Board of Review with a term expiring December 2018.

All in favor. Approved.

**Approval of the Consent Agenda.**

All in favor. Approved.

**Adjournment at 8:03 P.M.**

All in favor. Approved.

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
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	971.20
BADGER METER INC.	02247	RENEWAL - WATER	546.00
BOUND TREE MEDICAL LLC.	01543	EKG PATCHES - AMBULANCE	220.00
SCOTT CASSEL	00071	CDL RENEWAL REIMB - ELECTRIC	60.00
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	449.95
CHROUCH COMMUNICATION, INC.	00082	PORTABLE RADIO & REPAIR - AMBULANCE	289.00
CHROUCH COMMUNICATION, INC.	00082	RADIO - AMBULANCE	45.00
CHROUCH COMMUNICATION, INC.	00082	MAINT CONTRACTS - ELECTRIC	78.00
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	419.77
DANBY TOWNSHIP	00110	ANNEX AGREEMENT - COMM PROMO	1,625.25
DAVID L. KEILEN	00107	20 AMP GFCI OUTLET - WASTE WTR	303.65
DORNBOS, SIGN & SAFETY, INC.	00067	GRAPHICS FOR AMBULANCE 43 - AMBULANCE	2,456.64
FAMILY FARM & HOME	01972	PUMP/CLAMPS - ELECTRIC	45.15
FLAGS UNLIMITED LTD	00988	FLAG FOR CITY HALL - COMM PROMO	65.95
FP MAILING SOLUTIONS	01758	POSTAGE RESET - GENERAL	12.00
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	7,472.48
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WATER	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE -COMM PROMO, POLICE, ELECTRIC	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	2,049.50
HYDROCORP	02340	INSPECTION & REPORTING SERVICES - WATER	380.00
INTERSTATE BILLING SVC	00202	OIL - MTR POOL	58.00
IONIA OCCUPATIONAL HEALTH SERVICES	02275	PHYSICAL EXAM - WASTE WTR	100.00
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	59.00
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	25.00
MHR BILLING	01780	BILLING SERVICES FOR FEB - AMB	900.00
MICHIGAN ASSESSOR ASSOCIATION	00263	ADVERTISEMENT FOR ASSESSOR - ASSESSING	75.00
GRANGER CONTAINER SERVICE	00175	STREET SWEEPING - MAJ STS, LOC STS	528.00
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL, CODE	235.14
MICHIGAN ELECTION RESOURCES	00278	QVF VOTER ID CARD - ELECTIONS	74.85

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MOTION INDUSTRIES	02254	FLEX SLEEVE - WST WTR	54.47
MPC CASHWAY LUMBER	00317	SUPPLIES - WATER	105.57
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	6,511.00
NYE UNIFORM CO.	00338	NAME PLATES FOR EMS - AMBULANCE	175.00
NYE UNIFORM CO.	00338	NAME PLATES - AMBULANCE	282.46
PORTLAND TOWNSHIP TREASURER	00371	ANNEXATION AGREEMENT REVENUE SHARING - COMM PRC	4,426.39
REED & HOPPES, INC.	00390	CHROME COVER & STUD EXTENDERS - MTR POOL	19.32
RESCO	00392	ST LIGHTS - COMM PROMO	444.00
DUANE CROSS	00642	SOCKET SET - ELECTRIC	208.00
SPARROW OCCUPATIONAL HEALTH	00340	PHYSICAL - POLICE	123.00
STRYKER SALES CORPORATION	01753	EMS COTS & STRAP KITS - AMBULANCE	5,480.78
STRYKER SALES CORPORATION	01753	FOUR POINT HARNESS - AMBULANCE	185.02
STATE OF MICHIGAN	00428	2016 BIOSOLIDS LAND APPLICATION FEE - WASTEWATE	974.74
STEVE'S METER SERVICE	00442	METER SEALS - ELECTRIC	340.00
USA BLUEBOOK	01850	ABB PEN RD - WASTE WATER	51.75
USA BLUEBOOK	01850	ABB KENT CHART - WASTE WTR	148.04
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
MARY BECKHOLD	01113	ELECTION WAGES - ELECTION	119.00
NOREEN LOGEL	01105	ELECTION WAGES - ELECTION	139.72
YVONNE M. MILLER	00037	ELECTION WAGES - ELECTION	134.73
DOROTHY PLATTE	01111	ELECTION WAGES - ELECTIONS	110.50
KAY PARKHOUSE	01965	ELECTION WAGES - ELECTIONS	114.75
KATHLEEN POHL	01819	ELECTION WAGES - ELECTIONS	127.50
LORETTA SCHRAUBEN	01420	ELECTION WAGES - ELECTIONS	114.75
GENEVIEVE LEHMAN	00502	ELECTION WAGES - ELECTIONS	119.00
GREG GEIGER	02293	ELECTION WAGES - ELECTIONS	110.50
DORA GILLMER	02294	ELECTION WAGES - ELECTIONS	106.25
STAPLES BUSINESS ADVANTAGE	00426	OFFICE SUPPLIES - VARIOUS DEPTS	420.66
VERIZON WIRELESS	00470	CELL PHONES & DATA - CEM,PARKS,CODE,AMB, ELE	315.72

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	330.33
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	815.42
CENTURYLINK	01567	PHONE SERVICE - VARIOUS DEPTS	13.47
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,247.51
AT&T	00686	PHONE SERVICE - WASTE WTR	29.28
AT&T	00686	PHONE SERVICE - WST WTR	93.96
NYE UNIFORM CO.	00338	MISC UNIFORM EQUIPMENT - POLICE	445.18
NYE UNIFORM CO.	00338	NAMEBAR - POLICE	15.60
VILLAGE LAUNDRY	01490	OFFICER UNIFORM CLEANING - POLICE	100.75
FLEIS & VANDENBRINK	00153	DATA EVALUATION & MONITORING - ELECTRIC	777.34
FIRST ADVANTAGE LNS OCC. HEATH SOL01915		CLINIC COLLECTION - ELECTRIC	35.88
HASSELBRING-CLARK	02073	QTRLY MA COPY MACH-POL, FIRE, CODE, AMB	147.00
MRE SERVICES, INC.	00318	COMPUTER SERVICES - GENERAL, ELECTRIC	302.50
DAVID L. KEILEN	00107	FIXED BALLAST AT FRONT COUNTER AT CITY HALL - C	269.37
LANSING ASPHALT	MISC	TONS UPM COLD PATCH - MAJ STS, LOC STS	616.25
COMPASS MINERALS AMERICA	02313	ROAD SALT - LOC STS, MAJ STS	3,283.53
BADER & SONS CO.	00031	HOSE FITTINGS - MTR POOL	69.50
MUNICIPAL SUPPLY CO.	00324	BRASS FLANGE SET - WATER	95.00
GRAINGER, INC.	00172	FIRE EXTINGUISHER - MTR POOL	276.45
WOW! INTERNET-CABLE PHONE	02132	CABLE INTERNET SERVICES - ELECTRIC	32.97
B&W AUTO SUPPLY, INC.	00030	TOOLS, SUPPLIES - VARIOUS DEPTS	306.57
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	2,583.74
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - CEM, PARKS, MTR POOL	374.26
FLEIS & VANDENBRINK	00153	KENT ST CONSTRUCTION ENGINEERING - MAJ STS, WAS	5,159.57
IONIA CONSERVATION DISTRICT	00213	WHITE PINE SEEDLINGS - PARKS	90.00
WOW! INTERNET-CABLE PHONE	02132	CABLE INTERNET -CITY HALL, WW	70.94
Total:			\$59,119.68

**BI-WEEKLY  
WAGE REPORT  
March 14, 2016**

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.	7,916.38	161,102.11	5,233.02	61,538.33	13,149.40	222,640.44
ASSESSOR	1,273.92	24,966.96	1,106.79	9,119.86	2,380.71	34,086.82
CEMETERY	1,081.53	62,621.72	879.79	23,030.68	1,961.32	85,652.40
POLICE	13,901.09	284,972.02	7,280.22	89,672.03	21,181.31	374,644.05
CODE ENFORCEMENT	592.76	12,487.65	565.59	4,648.25	1,158.35	17,135.90
PARKS	876.21	44,650.21	760.09	14,632.82	1,636.30	59,283.03
INCOME TAX	1,751.81	34,700.81	2,517.41	22,178.07	4,269.22	56,878.88
MAJOR STREETS	6,515.75	63,712.09	5,758.36	39,502.96	12,274.11	103,215.05
LOCAL STREETS	2,654.17	47,190.37	2,485.01	28,057.17	5,139.18	75,247.54
RECREATION	738.75	39,212.71	664.91	18,655.18	1,403.66	57,867.89
AMBULANCE	9,752.25	223,766.85	4,052.16	57,966.93	13,804.41	281,733.78
DDA	1,538.40	17,633.92	294.48	2,303.90	1,832.88	19,937.82
ELECTRIC	15,473.45	335,546.27	16,758.71	166,911.39	32,232.16	502,457.66
WASTEWATER	9,061.91	184,862.07	9,922.07	97,650.09	18,983.98	282,512.16
WATER	4,071.74	92,251.53	3,466.71	44,163.61	7,538.45	136,415.14
MOTOR POOL	1,633.14	29,068.39	1,318.34	14,626.15	2,951.48	43,694.54
<b>TOTALS:</b>	<b>78,833.26</b>	<b>1,658,745.68</b>	<b>63,063.66</b>	<b>694,657.42</b>	<b>141,896.92</b>	<b>2,353,403.10</b>



**PURCHASE ORDER**

**CITY OF PORTLAND**

259 KENT STREET • PORTLAND, MICHIGAN 48875 • (517) 647-7531

TO Fleis + Vandenbrink

SHIP TO \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
3/11/16					
QUANTITY	DESCRIPTION			PRICE	AMOUNT
	Kent Street - Construction Engineering			\$	5,159.57
	202.452.803009	Major Sts	Eng Svc	\$	4,127.66
	590.452.803009	Wst Wtr	" "	\$	773.94
	591.452.803009	Water	" "	\$	257.97
				\$	5,159.57

NOT FOR RESALE  FOR RESALE

TAX NUMBER \_\_\_\_\_

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

ORIGINAL

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES



# FLEIS&VANDENBRINK

2960 LUCERNE DRIVE SE, GRAND RAPIDS, MI 49546  
OFFICE: 616.977.1000 | FAX: 616.977.1005

## Invoice

S Tutt Gorman  
City Manager  
City of Portland  
259 Kent Street  
Portland, MI 48875-1495

March 08, 2016  
Project No: 821681  
Invoice No: 42667

Project 821681 City of Portland-Kent Street Construction Engineering  
Services Included: Pre-construction activities, storm sewer design, tree removal coordination.

**For professional services rendered for the period January 30, 2016 to February 26, 2016**

### Professional Services

	Hours	Billing	
<b>Total</b>	40.00		<b>5,087.50</b>
<b>Reimbursable Expenses</b>			
Expenses		72.07	
<b>Total</b>		<b>72.07</b>	<b>72.07</b>
		<b>Total this Invoice</b>	<b>\$5,159.57</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

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

Held on Thursday, February 18, 2016  
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Antaya, Gorman, VanSlambrouck, Briggs, Blastic, Clement, Urie

Absent: Tyler, Grimminck

Staff: DDA/Main Street Director Perry, City Clerk Miller

Guests: None

The meeting was called to order at 3:34 P.M.

Motion by Barnes, supported by Clement, to approve the Agenda as presented.  
All in favor. Adopted.

Motion by Clement, supported by Blastic, to approve the minutes of the January 21, 2016 meeting as presented.  
All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the Treasurer's Report as presented.  
All in favor. Adopted.

Under Old Business, Director Perry presented an example of the proposed layout for the Michigan Trails advertisement and explained the sponsors/businesses that would like to participate. Main Street will have the rights to the layout so it can also be used to create brochures.

Under New Business, Director Perry requested permission to submit an application for a Special Event Liquor License for the May 21, 2016 Block Party.

Motion by Antaya, supported by Clement, to submit an application for a Special Event Liquor License for the May 21, 2016 Block Party.  
All in favor. Adopted.

Director Perry requested permission to submit an application for a Charitable Gaming License for the 2016 Portland Pay Day promotion that will begin in June 2016.

Motion by Antaya, supported by Urie, to submit an application for a Charitable Gaming License for the 2016 Portland Pay Day promotion  
All in favor. Adopted.

Under the Director's Report, Director Perry reported that Quarterly training will be held in Farmington on March 8<sup>th</sup>. Volunteers are welcome to attend as well.

The Main Street National Conference will be held in Milwaukee, WI on May 23<sup>rd</sup> through the 25<sup>th</sup>. The theme is economic revitalization.

The work plans for 2016-2017 are being updated by the committees for the budget process.

A blanket permit for Block Party Rib Burn has been granted so all vendors will be able to sell ribs to customers.

The Economic Revitalization Committee continues to work on brochures.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee is planning for the May 21<sup>st</sup> Block Party.

Member Briggs reported the Design Committee will accept applications for Façade grants through March 11<sup>th</sup>. Some interest has been shown.

Bids have been received for 10 light pole banners to advertise the Block Party event. There will be an area for businesses to sponsor a banner. RCP is the lowest price bid.

Member Briggs also stated that Director Perry has found a planter that has a large reservoir that will hold water at the bottom. These planters will not require as much labor to water over the summer.

Director Perry reported the Economic Revitalization Committee is still working on developing brochures.

Committee Chair Barnes reported for the Organization and Finance Committee. They continue to develop their work plans for the upcoming Fiscal Year. The "On the Street" publication and website continue to be published and updated. Another run is being considered later this year. The dates will be clarified to avoid a conflict with St. Patrick's. The Beerfest will be sponsored by another organization this year, not by Main Street.

There was discussion of a date for Wine the Walk.

Under Board Member Comments, City Manager Gorman noted the Kent Street Improvement Project will begin this summer from Academy St. to the City limits. There are some trees that require removal for the project. They will be removed by April 1<sup>st</sup>.

Motion by Barnes, supported by Clement, to adjourn the meeting at 4:10 P.M.  
All in favor. Adopted

Respectfully submitted,

**Presidential Primary Election  
March 8, 2016**

	Precinct #1	Precinct #2	City Total	% of vote	County Total	% of vote	State of MI	%
<b>Republican</b>								
Ted Cruz	72	87	159	38.04%	2,630	32.08%	328,894	24.86%
Carly Fiorina	0	0	0	0.00%	7	0.09%	1,408	0.11%
Lindsey Graham	0	1	1	0.24%	3	0.04%	438	0.03%
Mike Huckabee	1	1	2	0.48%	22	0.27%	2,591	0.20%
John Kasich	59	98	157	37.56%	1,783	21.75%	320,505	24.23%
George Pataki	0	0	0	0.00%	0	0.00%	589	0.04%
Rand Paul	2	0	2	0.48%	27	0.33%	3,763	0.28%
Marco Rubio	23	40	63	15.07%	685	8.35%	123,231	9.32%
Rick Santorum	0	0	0	0.00%	7	0.09%	1,720	0.13%
Donald Trump	47	76	123	29.43%	2,676	32.64%	482,825	36.50%
Jeb Bush	1	10	11	2.63%	78	0.95%	10,632	0.80%
Ben Carson	6	4	10	2.39%	142	1.73%	21,259	1.61%
Chris Christie	0	0	0	0.00%	17	0.21%	3,113	0.24%
Uncommitted	4	2	6	1.44%	119	1.45%	21,774	1.65%
Write In	0	0	0	0.00%	3	0.04%	0	0.00%
<b>TOTAL</b>	215	319	534	57.36%	8,199	65.01%	1,322,742	52.58%
<b>Democrat</b>								
Roque Rocky De La Fuente	2	0	2	0.48%	6	0.14%	861	0.07%
Martin O'Malley	0	1	1	0.24%	15	0.34%	2,331	0.20%
Bernie Sanders	128	123	251	60.05%	2,812	64.11%	593,563	49.75%
Hillary Clinton	60	77	137	32.78%	1,491	33.99%	575,512	48.23%
Uncommitted	3	3	6	1.44%	62	1.41%	20,902	1.75%
Write In	0	0	0	0.00%	0	0.00%	0	0.00%
<b>TOTAL</b>	193	204	397	42.64%	4,386	34.78%	1,193,169	47.42%
	Voters	Registered Voters		Voter Turnout				
<b>Precinct #1</b>	534	1266		42.18%				
<b>Precinct #2</b>	397	1388		28.60%				
<b>TOTAL</b>	931	2654		35.08%				
Registered Voters					42,611			
<b>Ballots Cast</b>					12,611		2,515,911	

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
FEBRUARY 2016**

**Calls for Service**

Dispatched	71
Patrol Originated	10
Assist to PPD	23
Assist to Fire / EMS	10
Assist Other Depts	11
Follow Up Complaints	38

**Arrests**

Misdemeanor Arrests (# of persons)	8
Misdemeanor Charges	11
Juvenile Apprehensions	0
Felony Arrests (# of persons)	2
Felony Charges	2

**Traffic Stops**

Total Stops	64
Traffic Citations	34
Verbal Warnings	56
Parking Citations	15
Admin Citations	3

**Citizen Contacts**

Business Contacts	58
Patrol Contacts	309

**Assists to Other Agencies**

**February 7, 2016,** Assist to IOSH with a PPO violation on Frost Rd.

**February 7, 2016,** Assist to MSP on a traffic stop on I96 near Peake Rd.

**February 14, 2016,** Assist to Clinton Co Sheriffs Department with a domestic assault during a traffic stop on I-96 near Peake.

**February 14, 2016,** Assist to Ingham Co Sheriffs Department with a hit and run crash where a vehicle was registered to a city resident.

**February 19, 2016,** Assist to IOSH for a traffic stop involving controlled substances on E Grand River Ave near Friend Rd.

**February 25, 2016,** Assist to IOSH at the Portland Middle School for physical threats to the principal that originated outside of the City.

**Noteworthy:**

Officer Teitsma and Sgt Ludwick investigated a complaint of a stolen car on February 4, 2016. The vehicle was suspected to have been taken by a family member who was on parole. The vehicle was later recovered, and the suspect was arrested for violation of her parole. Charges concerning the Unauthorized Use of an Auto are pending with the Ionia County Prosecutors Office.

Officer Fandel was requested to assist a female citizen on Kent St who was locked out of the apartment. Further investigation revealed that a highly intoxicated subject was inside the apartment and responsible for an infant who could be heard screaming for several minutes. Officer Fandel gained emergency entry into the apartment, and as a result, an investigation for child abuse is being completed.

***continued on next page:***

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
FEBRUARY 2016**

**Noteworthy con't:**

Officer Groenhof and Sgt Ludwick investigated a complaint of a domestic assault on Divine Hwy where a male subject had assaulted a female and also caused damage to her vehicle when she tried to leave; he threatened further to assault her with a firearm. The female had managed to lock the male out of the residence; however, he forced his way back in. The suspect was arrested on charges of domestic assault and damage to property and lodged at the Ionia County Jail.

Officer Thomas was requested to investigate suspicious circumstances at a residence and found that a bullet had been shot into a home where a mother and two children were present. There were no injuries; however there was damage to the home. Interviews of the neighbor revealed that a firearm was accidentally discharged. The case is under review by the Ionia County Prosecutors Office.

**Non-Arrestable Complaints**

Assist Ambulance	11	Non-Criminal*	7
Assist Fire Authority	4	Suspicious Situation**	14
Assist Other Police Agencies	6	Traffic crashes	9
Found Property	2	Vehicle Unlock	9
Juvenile Trouble	1	Unfounded Alarm	4

*\* Calls for service that are not criminal in nature. Examples include involving traffic hazards, motorist assists on the roadway, mental health, well-being checks*

*\*\* Calls where complaint deemed suspicious or does not reach level of criminal activity. Examples include 911 hang up calls, suspicious vehicles, unwanted subjects, loud music, etc*

**Arrestable Offenses\*\***

Alcohol (non-driving)	1	Parole Violation	1
Child Abuse	1	Probation Violation	1
Disorderly Conduct	1	Traffic Offenses	6
Domestic Assault	3	Unlawful Use Vehicle	1
Identity Theft	1	Warrant Arrests	4
Larceny	1	Weapons Offense	1
MDOP	3	VCSA	1
Ordinance Violations	9		

*\*\*\*Not indicative to the number of persons arrested or victims affected. Reflects arrests made during initial call or within reporting month. Requests for warrants may have been made to prosecuting attorney.*

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
FEBRUARY 2016**

Chief Bauer			
<b><u>Total Calls Responded To:</u></b>	<b>3</b>	<b><u>Traffic Stops</u></b>	
Dispatched	3	Total Stops	1
Patrol Originated	0	Traffic Citations	1
Assist to PPD	0	Verbal Warnings	0
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	0	Administrative Citations	0
Follow Up Complaints	0		
		<b><u>Citizen Contacts</u></b>	
		Business Contacts	0
		Patrol Contacts	9
<b><u>Arrests</u></b>			
Misdemeanor Arrests	0		
(# of persons)			
Misdemeanor Charges	0		
Juvenile Apprehensions	0		
Felony Arrests	0		
(# of persons)	0		
Felony Charges	0		

Sgt Ludwick			
<b><u>Total Calls Responded To:</u></b>	<b>33</b>	<b><u>Traffic Stops</u></b>	
Dispatched	8	Total Stops	6
Patrol Originated	3	Traffic Citations	5
Assist to PPD	3	Verbal Warnings	4
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	1	Administrative Citations	1
Follow Up Complaints	18		
		<b><u>Citizen Contacts</u></b>	
		Business Contacts	5
		Patrol Contacts	44
<b><u>Arrests</u></b>			
Misdemeanor Arrests	3		
(# of persons)			
Misdemeanor Charges	4		
Juvenile Apprehensions	0		
Felony Arrests	1		
(# of persons)			
Felony Charges	1		

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
FEBRUARY 2016**

Officer Teitsma			
<b><u>Total Calls Responded To:</u></b>	<b>40</b>	<b><u>Traffic Stops</u></b>	
Dispatched	19	Total Stops	4
Patrol Originated	1	Traffic Citations	0
Assist to PPD	0	Verbal Warnings	4
Assist to Fire / EMS	3	Parking Citations	0
Assist Other Depts	3	Administrative Citations	0
Follow Up Complaints	14		
		<b><u>Citizen Contacts</u></b>	
<b><u>Arrests</u></b>		Business Contacts	9
Misdemeanor Arrests	0	Patrol Contacts	69
(# of persons)			
Misdemeanor Charges	0		
Juvenile Apprehensions	0		
Felony Arrests	0		
(# of persons)			
Felony Charges	0		

Officer Thomas			
<b><u>Total Calls Responded To:</u></b>	<b>26</b>	<b><u>Traffic Stops</u></b>	
Dispatched	16	Total Stops	16
Patrol Originated	2	Traffic Citations	4
Assist to PPD	1	Verbal Warnings	13
Assist to Fire / EMS	1	Parking Citations	0
Assist Other Depts	2	Administrative Citations	0
Follow Up Complaints	4		
		<b><u>Citizen Contacts</u></b>	
<b><u>Arrests</u></b>		Business Contacts	2
Misdemeanor Arrests	2	Patrol Contacts	47
(# of persons)			
Misdemeanor Charges	3		
Juvenile Apprehensions	0		
Felony Arrests	0		
(# of persons)			
Felony Charges	0		

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
FEBRUARY 2016**

Officer Groenhof			
<b><u>Total Calls Responded To:</u></b>	<b>18</b>	<b><u>Traffic Stops</u></b>	
Dispatched	7	Total Stops	30
Patrol Originated	2	Traffic Citations	19
Assist to PPD	4	Verbal Warnings	29
Assist to Fire / EMS	3	Parking Citations	12
Assist Other Depts	1	Administrative Citations	2
Follow Up Complaints	1		
		<b><u>Citizen Contacts</u></b>	
<b><u>Arrests</u></b>		Business Contacts	22
Misdemeanor Arrests	2	Patrol Contacts	74
(# of persons)			
Misdemeanor Charges	3		
Juvenile Apprehensions	0		
Felony Arrests	0		
(# of persons)			
Felony Charges	0		

Officer Fandel			
<b><u>Total Calls Responded To:</u></b>	<b>25</b>	<b><u>Traffic Stops</u></b>	
Dispatched	15	Total Stops	6
Patrol Originated	2	Traffic Citations	5
Assist to PPD	1	Verbal Warnings	5
Assist to Fire / EMS	5	Parking Citations	3
Assist Other Depts	2	Administrative Citations	0
Follow Up Complaints	0		
		<b><u>Citizen Contacts</u></b>	
<b><u>Arrests</u></b>		Business Contacts	20
Misdemeanor Arrests	1	Patrol Contacts	49
(# of persons)			
Misdemeanor Charges	1		
Juvenile Apprehensions	0		
Felony Arrests	1		
(# of persons)			
Felony Charges	1		

**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
FEBRUARY 2016**

<b>Officer Venton (part - time)</b>			
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<b><u>Total Calls Responded To:</u></b>	<b>5</b>	<b><u>Traffic Stops</u></b>	
Dispatched	3	Total Stops	1
Patrol Originated	0	Traffic Citations	0
Assist to PPD	0	Verbal Warnings	1
Assist to Fire / EMS	1	Parking Citations	0
Assist Other Depts	1	Administrative Citations	0
Follow Up Complaints	0		
		<b><u>Citizen Contacts</u></b>	
		Business Contacts	0
		Patrol Contacts	17
<b><u>Arrests</u></b>			
Misdemeanor Arrests (# of persons)	0		
Misdemeanor Charges	0		
Juvenile Apprehensions	0		
Felony Arrests (# of persons)	0		
Felony Charges	0		

<b>Officer Patterson - In Training</b>			
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<b><u>Total Calls Responded To:</u></b>	<b>0</b>	<b><u>Traffic Stops</u></b>	
Dispatched	0	Total Stops	0
Patrol Originated	0	Traffic Citations	0
Assist to PPD	0	Verbal Warnings	0
Assist to Fire / EMS	0	Parking Citations	0
Assist Other Depts	0		
		<b><u>Citizen Contacts</u></b>	
		Business Contacts	0
		Patrol Contacts	0
		<b><u>Minutes</u></b>	
		Time Assigned	0
		Preventative Patrol	0
<b><u>Arrests</u></b>			
Misdemeanor Arrests (# of persons)	0		
Misdemeanor Charges	0		
Juvenile Apprehensions	0		
Felony Arrests (# of persons)	0		
Felony Charges	0		

# **PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR February 2016**

## **NPDES COMPLIANCE**

The City WWTP was in compliance with the NPDES permit limitations for the month of February 2016. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

## **OPERATIONS**

The WWTP treated and discharged **10.3 million gallons** for the month of February. The treatment continues to be very good with the CBOD at 6 ppm, Total Suspended Solids were at 7 ppm, Fecal Coliforms were at 29 ppm, and the Phosphorus was at 0.78 ppm.

Mike and Tim attended the Water/Wastewater Expo in Lansing on the first day of the expo. Doug attended the Expo on the second day. This is always a good experience as we are able to view the new technology that is available for the treatment of wastewater. We also have the opportunity to talk to the vendors and ask questions. CEC's for the renewal of our operator certifications are also given for attending the event.

We received the Part 41 Construction permit From the MDEQ to install a back-up generator at the Riverside Lift Station. Due to the change in sizing required by the permit, new quotes were obtained for the concrete foundation/pad, a new gas service to be installed by Consumers Energy, and the Generator and automatic switching equipment.

The month of February provided some very cold weather and challenges in our thickener building. We had to temporarily place two electric space heaters into service to provide additional heating in the building to keep the polymer drums in the range of 60°F - 70°F. This raised a question about the safety of using the space heaters in this room as it is sometimes quite damp. Blair Selover from Fleis & Vanden Brink (F&V) came to the WWTP to help determine if this is an unsafe practice. He informed us that the building is considered unclassified and the use of space heaters is acceptable. He did however point out that we should place them off of the floor on a substantial base such as a concrete block and that we probably should install the GFI type of electrical outlet receptacles in the building for protection in the damp environment. Concrete blocks have been used to raise the heaters off of the floor and D&E Electric replaced all of the electrical outlets in the building for added protection. The extra heaters are now only used when low temperatures are forecasted. Bruce Sabin at F&V is evaluating what is needed to heat the building properly without the use of space heaters and will be providing us with the information we need to accomplish this.

Jim Hilligan from Conflux brewery was contacted to answer several questions that he had. He is currently investigating if he will be able to dispose of his brewing waste stream by having it hauled off site. This would eliminate any waste discharge to the WWTP and would help him with his cost for the Debt Service charges. I also talked to him about the old drawings that indicate that his building and the house next door share a common sewer connection. I explained to him that if this is true, that by City Ordinance the services would have to be separated. I offered the services of the WWTP push camera to confirm or disprove the shared connection.

I conducted a follow up visit to the Gallery Brewery for an informal tour of the brewing process in order to become familiar with how they are discharging their brewing waste stream and disposing of any excess solids that are generated. I also discussed the missing baseline lab results that were requested and answered any questions about the missing information on the original Discharge Survey. Jared was very cooperative and has been in touch with me since this visit.

### **Maintenance & Capitol Expenses for February 1, 2016 to February 29, 2016**

<b>ITEM</b>	<b>COST</b>
Tom's Do It Center – Calculator & Misc. Hardware	\$ 61.53
PolyDyne – Polymer	\$ 1741.50
Interstate Battery – Emergency light batteries	\$ 63.95
Synagro – January Sludge Haul	\$ 5162.85
USA Bluebook – Sludge Judge Middle & Lower Sections	\$ 132.01
Grainger – B&G coupling	\$ 42.00
Motion Industries – Sure Flex Coupling	\$ 51.64
Eagle Enterprises – Grit overhead door repair	\$ 100.00
Jack Doheny Co. – Doug PACP Recertify Registration	\$ 350.00
<hr/>	
<b>Total Expenses</b>	<b>\$ 7705.48</b>
<b>Total Spent YTD</b>	<b>\$ 32423.61</b>

### **WASTEWATER COLLECTION SYSTEM ACTIVITY**

Sewer Trouble Spots sections cleaned	5796feet
Routine cleaning	0 feet
Sewer call outs due to building services	2
Sewer call outs due to plugged City main	1
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	0
City Main Televised	0 feet

### **SEWER CALLOUTS**

February 15, 2016

A call was received by the WWTP from Ken at the DPW that he had received a call from the Road Commission about another sewer back-up at the I-96 Rest Area. Mike Owen and Tim Krizov from the WWTP responded to the call to investigate the problem. The sewer main was open. They found the problem to be in the building service lateral. They reported no overflow. The rest area maintenance man said that they would contact O'Mara Plumbing to see if they could clear the blockage.

A new service Sewer Connection Permit was obtained by Mayberry Homes for 112 Rindlebluff Dr.

Respectively Submitted,

Doug Sherman  
WWTP Superintendent

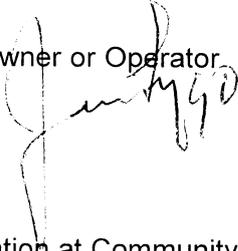


RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



KEITH CREAGH  
DIRECTOR

TO: Community Public Water Supply Owner or Operator  
FROM: Jim Sygo, Chief Deputy Director   
DATE: March 14, 2016  
SUBJECT: Lead and Copper Rule Implementation at Community Public Water Supplies

This mailing is to notify you of changes that the Department of Environmental Quality (DEQ), Office of Drinking Water and Municipal Assistance (ODWMA), is recommending be implemented by each Community Public Water Supply (Supply) in the state of Michigan. The DEQ believes these actions will aid in the protection of public health by encouraging Supplies to confirm compliance with the Lead and Copper Rule and to be proactive and transparent in their approach to further reduce lead and copper concentrations in drinking water.

Supplies subject to lead and copper monitoring requirements should:

1. *Confirm that lead and copper monitoring practices conform to the Lead and Copper Rule and associated guidance and protocols.*
  - a. **Review and update the Supply's distribution system material inventory to ensure accuracy.** This should include as much information as possible about not only what is owned by the Supply, but also the privately-owned portion of the service lines.
  - b. **Review the Supply's lead and copper sampling pool to ensure that sampling sites are appropriate and meet the required Tier criteria prior to future sampling events.** Keep appropriate documentation to justify sample site, including any additions to or deletions from the sampling pool. Review past documentation of sample sites that have been discontinued to determine if adequate justification exists.
  - c. **Incorporate updated sampling collection procedures into future sampling events.** Current procedures no longer include a "pre-stagnation flush" the day prior to collection and require the use of wide-mouth sample bottles. A separate DEQ mailing will be sent to supplies that are due for lead and copper sampling during the summer of 2016, with updated instructions, educational materials, forms, and other details. Also, please be aware that related documents are available online.
  - d. **Be advised that partial lead service line replacements should be avoided** since these activities may result in a lead level increase in the water of associated homes. Additionally, if lines are disturbed during construction, this information should be provided to affected occupants along with information about decreasing risk of lead exposure.
  - e. **If the Supply is optimizing corrosion control utilizing chemical addition, review the treatment strategy to ensure efficacy.** Review all water quality parameters and monitoring results for adequacy and regulatory compliance, including proper tracking and reporting.

- f. **Prior to any change to source and treatment, examine potential effects on water chemistry.** Ensure that regulatory requirements, including notification to the DEQ as well as possible increased monitoring, are met and methods to reduce parameters of concern are explored.
2. *Enhance proactive measures to provide lead and copper monitoring results and public educational information directly to all residents as soon as possible after it is received.*
    - a. **Set goals for the Supply to provide results and educational information directly to impacted residents more quickly than required by the regulations,** particularly to homes where lead results exceed 15 parts per billion (ppb).
    - b. **In the event that future lead and copper sampling results in an action level exceedance (ALE) for the Supply, ensure that results and educational materials are widely distributed within the community** through a press release and/or other means, and consult with the DEQ on regulatory requirements.
  3. *Increase the Supply's transparency and assistance to the public.*
    - a. **Widely distribute information about the location of lead service lines within your community, as well as all sampling results and educational materials,** including posting this material on the Supply's Web site, if applicable. General information about lead exposure reduction can be found at:  
<http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=500025PW.txt>
    - b. **Be aware that all lead monitoring results above 15 ppb will be provided to the Department of Health and Human Services (DHHS) and will inform them of ALEs in communities.** This may result in additional public education, health screenings, testing of blood lead levels, and/or other recommendations for action.
    - c. **Provide expertise and assistance to those in your community with questions about lead and copper and those interested in supplemental sampling to determine water lead and copper levels at locations not included in the sampling pool for Lead and Copper Rule compliance, such as schools, medical facilities, day cares, nursing homes, as well as private residents.**

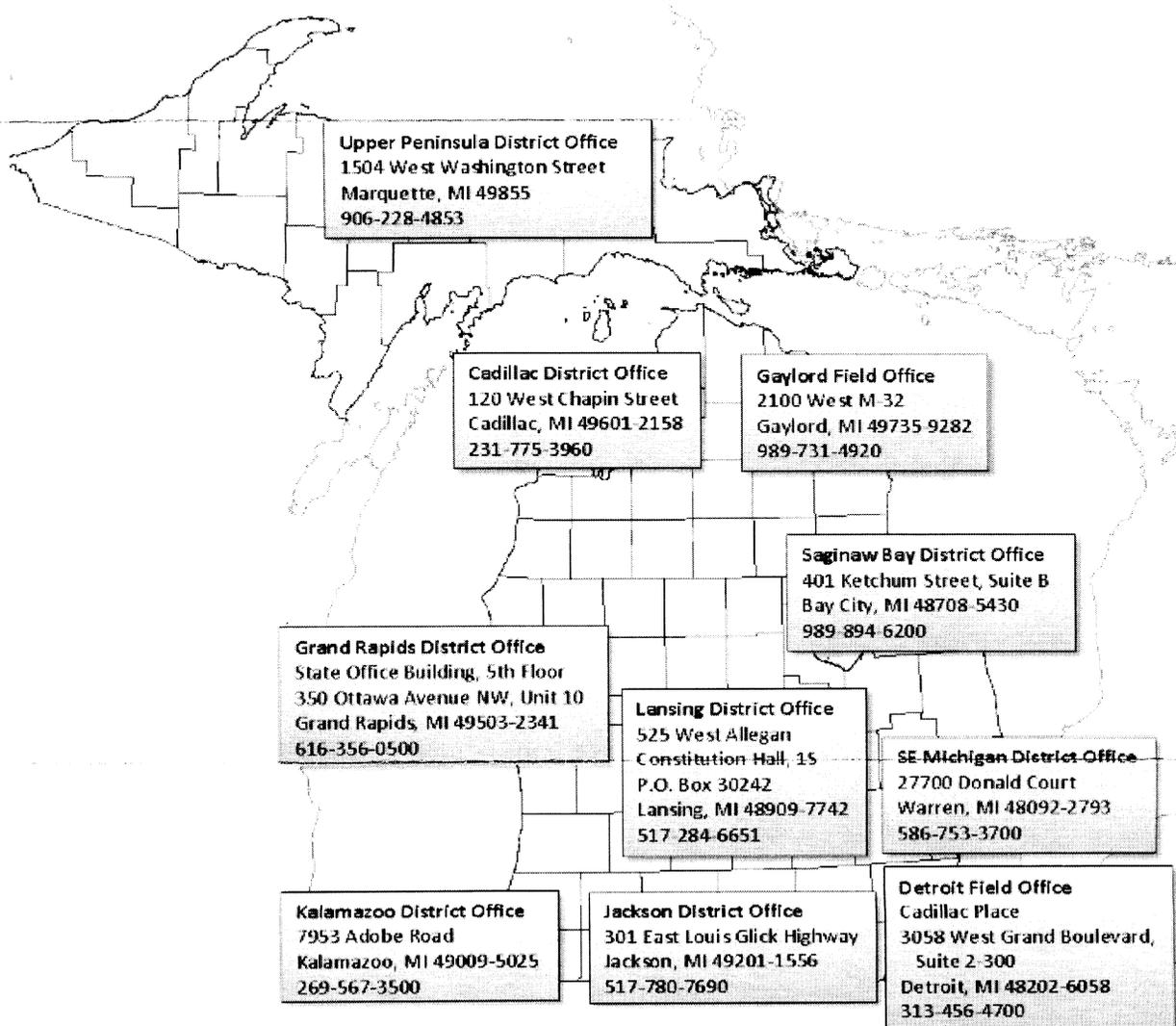
Finally, it is recommended that each Supply begin developing a plan to identify and replace **all** lead components in the Supply's distribution system, including the privately-owned portion of the service lines. It is recognized that this will require significant time and capital outlay and cause many logistical issues, but a plan should be started and potential funding and tools should be explored.

It is likely that there will be new guidance and regulations coming in the near future. The DEQ is committed to working with you to address risks from lead and copper in drinking water. Thank you for your cooperation in implementing these actions. Please contact your DEQ district office (see attachment) if you have questions about the contents of this memorandum.

Attachment

cc: Nick Lyon, Director, DHHS  
Keith Creagh, Director, DEQ

# MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY DISTRICT OFFICE MAP





380 Wright Industrial Parkway  
Pottersville, Michigan 48876

March 8, 2016

To all Grand Rapids lineup franchises:

Effective March 1, 2016 WOW! has launched the following programming in the Grand Rapids lineups:

- Get TV (WOTV D2) on the Small Package (formerly Limited Basic) on channel 165
- WGN America HD on the Medium Package (formerly Expanded Basic) on channel 427

Regards,

A handwritten signature in black ink that reads "Dominick Silvio".

Dominick Silvio  
System Manager

[dsilvio@wideopenwest.com](mailto:dsilvio@wideopenwest.com)

[Phone \(517\) 319-3150](tel:5173193150)

# **IONIA COUNTY BOARD OF COMMISSIONERS**

**March 8, 2016 - 4:00 p.m.  
Commissioners' Meeting Room – Courthouse – 3<sup>rd</sup> Floor**

## **AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment**  
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
  - A.
- VIII. New Business**
  - A. 2016 Green Day Celebration Presentation – Michelle Riger-Spicer
  - B. Health Department Request for Adjustment Authorization
  - C. Health Department Maternal/Infant Support Services Consultant Agreement
  - D. Health Department MIHP Care Coordination Agreements
    - 1. Priority Health
    - 2. Blue Cross Complete
    - 3. United Healthcare Community Plan
  - E. Request to fill Custodian/Groundskeeper Position
  - F. Request to fill Deputy Position
  - G. Request to fill Community Corrections Manager Position
  - H. Acknowledgement of PA116 – Fandel
  - I. Acknowledgement of Applications for Appointment
    - 1. Community Mental Health Services Board
  - J.

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

- A. Chairperson
- B. County Administrator

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

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

**XII. Closed Session**

- A. Attorney/Client Privilege Memorandum

**XIII. Adjournment**

**Board and/or Commission Vacancies**

- Board of Public Works – One three-year term expiring January 2018.
- Commission on Aging Board – One three-year term, expiring September 2017.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term, expiring April 2018.

**Appointments for consideration in the month of April 2016:** None

- *Area Agency on Aging of Western Michigan Advisory Council* – One three-year appointment.
- *Economic Development Corporation/Brownfield Redevelopment Authority* – Three three-year appointments.
- *Land Bank Authority* – One three-year appointment.

**Appointments for consideration in the month of May 2016:**

- *Midwest Michigan Trail Authority* – Three three-year appointments; two are county commissioners; one is an Ionia County Resident Representative.

**IONIA COUNTY BOARD OF COMMISSIONERS**  
**Committee-of-the-Whole**

**March 15, 2016 - 3:00 p.m.**  
**Commissioners' Meeting Room – Courthouse – 3<sup>rd</sup> Floor**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment**  
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business**
  - A.
- VII. New Business**
  - A. West Michigan Regional Planning Commission – Annual Report - Dave Bee, Director
  - B. Departmental Reports
    - 1. Register of Deeds
    - 2. Buildings & Grounds
    - 3. MSU Extension
    - 4. Central Dispatch
    - 5. Sheriff Department
    - 6. Information Technology
  - C. Facilities Discussion
  - D.
- VIII. Reports of Officers, Board and Standing Committees**
  - A. Chairperson
  - B. Commissioners
  - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees**
- X. Closed Session**
- XI. Adjournment**