



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

7:00 P.M. Monday, May 16, 2016
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

| <u>Estimated Time</u> | | <u>Desired Outcome</u> |
|-----------------------|--|------------------------|
| 7:00 PM | I. <u>Call to Order</u> | |
| 7:01 PM | II. <u>Pledge of Allegiance</u> | |
| 7:02 PM | III. <u>Acceptance of Agenda</u> | Decision |
| 7:03 PM | IV. <u>Public Comment</u> (5-minute time limit per speaker) | |
| 7:08 PM | V. <u>City Manager Report</u> | |
| | VI. <u>Presentations</u> | |
| 7:15 PM | A. DDA/Main Street Director Perry – Monthly Report | |
| 7:20 PM | B. Joe Russman - Portland Rodeo Days | |
| | VII. <u>Public Hearing(s)</u> - None | |
| | VIII. <u>Old Business</u> - None | |
| | IX. <u>New Business</u> | |
| 7:22 PM | A. Proposed Resolution 16-41 approving the City Manager’s Proposed Appointment of Janet K. Ogden as the City Assessor | Decision |
| | | |
| 7:25 PM | X. <u>Consent Agenda</u> – | Decision |
| | A. Minutes & Synopsis from the Regular City Council Meeting held on May 2, 2016 | |
| | B. Payment of Invoices in the Amount of \$66,689.41 and Payroll in the Amount of \$146,809.32 for a Total of \$213,498.73 | |
| | C. Purchase Orders over \$5,000 | |
| | 1. Synagro Central, LLC in the amount of \$6,369.75 for Biosolids pump and transport | |
| | | |
| | XI. <u>Communications</u> – | |
| | A. Police Department Report for April 2016 | |
| | B. Water Department Report for April 2016 | |
| | C. Wastewater Treatment Plant Report for April 2016 | |
| | D. Ionia County Board of Commissioners Agenda for May 10, 2016 | |
| | E. Ionia County Board of Commissioners Agenda for May 17, 2016 | |

**Estimated
Time**

7:27 PM

7:30 PM

7:35 PM

7:40 PM

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

**Desired
Outcome**

Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

Motion by _____, supported by Council Member _____, made a motion to adopt the following resolution:

RESOLUTION NO. 16-41

**A RESOLUTION APPROVING THE CITY MANAGER’S PROPOSED
APPOINTMENT OF JANET K. OGDEN AS THE CITY ASSESSOR**

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

WHEREAS, the City posted the Assessor position in various publications and conducted interviews of selected candidates; and

WHEREAS, the City Manager proposes to appoint Janet K. Ogden as the Portland City Assessor.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the appointment of Janet K. Ogden as the Portland City Assessor.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

Dated: May 16, 2016

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, May 2, 2016

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Kirk, DDA/Main Street Director Perry; Eric Proctor

Guests: Noreen Logel and Lisa Balderson with the Friends of the Red Mill; Evie Johnston; Kathy Parsons

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

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

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under Public Comment, Noreen Logel gave an update on the progress of the Red Mill Pavilion project and requested consideration of a change in plans to include a closed loop in-floor heating system in main area of the pavilion to serve as an ice melt system. Current plans already include in-floor heating in the restrooms. The Friends of the Red Mill are willing to install everything at this time or just the flex tubing in the cement that would allow for future installation of the other components.

Mayor Barnes stated that the City has a fantastic partnership with the Friends of the Red Mill. He further stated that he would like to ensure the City has all of the appropriate information in terms of the long-term maintenance costs before making a decision.

City Manager Gorman stated the feasibility of this request has been discussed by the DPW Supervisor, the Building Inspector, and the City Engineer and they have all expressed concern with the cost of maintenance.

Mayor Barnes suggested that input should be taken from the Parks and Recreation Board as the pavilion will be under their purview.

Lisa Balderson presented information from the contractor of the in-floor heating system. Although there are some variables to consider he estimates the cost to be \$250 per month if the in-floor heat were to be run continuously. He also estimated annual maintenance to be approximately \$220 per year.

There was continued discussion.

Mrs. Logel stated the in-floor heat would not be intended to heat the building but as a safety measure to keep the floor dry and ice free.

Under City Manager Report, City Manager Gorman reported the Community Cleanup was held Saturday, April 30, 2016 and was another successful event. The City will be looking at ways to improve the event. There were 307 loads (54% from City residents) compared to 393 at last year's event.

Goodwill is planning to hold their Grand Opening on Saturday, June 25, 2016. There is an easement that goes through the middle of that property. A recommendation will be made to the Council at an upcoming meeting to vacate the portion of the easement that is under the building for the purpose of a clear title.

City Manager Gorman stated that he has spoken with representatives of Muffler Man and they confirmed their commitment to Portland and they plan to reopen by June of this year.

Representatives of the Rindlehaven development has contacted the City and stated their interest in beginning the 2nd phase of that project. Their plans include the final top coat on the road.

Under Presentations, Mayor Barnes presented the Arbor Day Proclamation and reminded everyone that a tree planting ceremony will be held and that seedlings will be distributed to second graders at both Oakwood Elementary and St. Patrick Schools.

Mayor Barnes opened the Public Hearing to vacate the undeveloped portion of Marshall St. as requested by St. Patrick Church at 7:30 P.M.

City Manager Gorman stated that the field house owned by St. Patrick Church was damaged by the tornado on June 22, 2015. In order to have a clear title to begin construction of a new field house the undeveloped portion of Marshall St. situated southeast of Grove St. must be vacated.

There was no public comment on the vacation.

Mayor Barnes closed the Public Hearing at 7:33 P.M.

Mayor Barnes opened the Public Hearing on the Budget proposed for Fiscal Year 2016-2017 at 7:33 P.M.

Mayor Barnes thanked City Manager Gorman and City staff for their help in preparing the budget.

City Manager Gorman thanked City staff for their help and assistance in the preparation of the budget.

There was no public comment on the proposed budget.

Mayor Barnes closed the Public Hearing at 7:34 P.M.

Under New Business, the Council considered Resolution 16-34 to vacate the undeveloped portion of Marshall St. situated Southeast of Grove Street as requested by St. Patrick Church. City staff reviewed the request and determined that this portion of the street is unimproved and is not presently used or maintained by the City and is satisfied this portion of the street may be vacated without any adverse effects on the public health, safety, or welfare. The City's Department of Public Works has determined that public and private utilities do not exist within this portion of the street.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 16-34 to approve the vacation of the undeveloped portion of Marshall Street situated southeast of Grove St.

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

The Council considered Resolution 16-35 to adopt the Annual Budget for Fiscal Year 2016-2017.

Mayor Pro-Tem VanSlambrouck thanked everyone for their hard work on the budget document. This year's budget is conservative but allows for maintenance and some purchase of equipment.

Motion by VanSlambrouck, supported by Baldyga, to approve Resolution 16-35 to adopt the City of Portland's Annual Budget for Fiscal Year 2016-2017.

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

The Council considered Resolution 16-36 to approve Fleis & VandenBrink's proposal in the amount of \$6,300.00 to assist the Wastewater Treatment Plant with improvements to the grit and thickener building related to heating and ventilation for more reliable performance.

City Manager Gorman stated that funds have been set aside per the requirements of the USDA funding of the Wastewater Treatment Plant Improvement Project for these kinds of repairs and maintenance.

Motion by Fitzsimmons, supported by Johnston, to approve Resolution 16-36 approving Fleis & VandenBrink's proposal to assist the Wastewater Treatment Plant with improvements to the grit and thickener building.

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

The Council considered Resolution 16-37 for the purchase of an International Plow Truck to replace the current plow truck that is in disrepair and in need of replacement. The current snow plow trucks were purchased in 1994. DPW Foreman, Ken Gensterblum, recommends the approval of this purchase through the State of Michigan's MiDeal Program at a cost of \$146,409.00. Due to the extended time necessary for the manufacturer to build the truck, the order must be placed now in order to receive it for the 2016 winter season.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 16-37 approving the purchase of an International Snow Plow Truck for the Department of Public Works.

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

The Council considered Resolution 16-38 to approve a fireworks display at the Portland High School Football Field as part of the 4th of July celebration on Sunday, July 3, 2016. This will be same as done previous years.

Mayor Barnes thanked the Chamber of Commerce for hosting this annual event.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 16-38 approving, authorizing and directing the Mayor to sign a permit for a fireworks display at Portland High School.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 16-39 to authorize a license agreement to farm the 52.9 acres at Grand River Ave. and Cutler Rd. The Economic Development Corporation (EDC) anticipates that no development activity will occur on the property during 2016 and recommends the City Council approve the license agreement with Mr. Francis Hoerner.

Motion by Baldyga, supported by Johnston, to approve Resolution 16-39 approving, authorizing, and directing the Mayor and Clerk to sign a License Agreement to farm the 52.9 acres at Grand River Ave. and Cutler Rd.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 16-40 to approve Pay Request No. 9 in the amount of \$19,307.88 to MDOT for work performed on the Cutler Road Improvement Project. The City Engineer on the project has reviewed the pay request and recommends its approval.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 16-40 approving Pay Request No. 9 to the Michigan Department of Transportation for work performed on the Cutler Road Project.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Motion by Baldyga, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on April 18, 2016 and the City Council Budget Workshop on April 27, 2016, payment of invoices in the amount of \$129,569.63 and payroll in the amount of \$82,689.74 for a total of \$212,259.37. A purchase order to Power Line Supply in the amount of \$9,180.00 for rolls of wire was also included.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted that Mayor Exchange with Lowell will be held May 26, 2016 and June 30, 2016.

City Manager Gorman reminded residents to avoid blowing grass clippings into the road as they will plug the storm sewers.

The Portland Area Fire Authority will hold a Spaghetti Dinner on Wednesday, May 11, 2016 from 5:00 – 7:00 P.M.

Under Council Comments, Mayor Pro-Tem VanSlambrouck noted that the VFW will hold a Walleye Dinner on Friday, May 6, 2016 from 5:00 – 8:00 P.M.

Council Member Fitzsimmons thanked City Manager Gorman for the great work on the budget. The City is doing well.

Mayor Barnes stated that by law the City is required to review the wastewater rates as a condition of funding on the Wastewater Treatment Plant Improvement Project. There were many years when rates were not increased which eventually led to shortfalls in revenue. There are significant maintenance costs to the Wastewater Treatment Plant to provide a good, safe service. This year's budget includes a 2% increase to the wastewater and water rates. When Portland's rates are compared to other communities we are still lower than most.

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

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 7:53 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the May 2, 2016 City Council Meeting

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga, and Johnston; City Manager Gorman; City Clerk Miller; Police Chief Kirk, DDA/Main Street Director Perry; Eric Proctor

Public Comment – Noreen Logel with the Friends of the Red Mill gave an update on the progress of Red Mill Pavilion Project and requested consideration of a change of plans to include a closed loop in-floor heating system in the main area of the pavilion to serve as an ice melt system.

Presentation - Mayor Barnes presented the Arbor Day Proclamation.

Public Hearing to vacate the undeveloped portion of Marshall St. as requested by St. Patrick Church at 7:30 P.M.

Public Hearing on the Budget proposed for Fiscal Year 2016-2017.

Approval of Resolution 16-34 to approve the vacation of the undeveloped portion of Marshall Street situated southeast of Grove St.

All in favor. Adopted

Approval of Resolution 16-35 to adopt the City of Portland’s Annual Budget for Fiscal Year 2016-2017.

All in favor. Adopted.

Approval of Resolution 16-36 approving Fleis & VandenBrink’s proposal to assist the Wastewater Treatment Plant with improvements to the grit and thickener building.

All in favor. Adopted.

Approval of Resolution 16-37 approving the purchase of an International Snow Plow Truck for the Department of Public Works.

All in favor. Adopted.

Approval of Resolution 16-38 approving, authorizing and directing the Mayor to sign a permit for a fireworks display at Portland High School.

All in favor. Adopted.

Approval of Resolution 16-39 approving, authorizing, and directing the Mayor and Clerk to sign a License Agreement to farm the 52.9 acres at Grand River Ave. and Cutler Rd.

All in favor. Adopted.

Approval of Resolution 16-40 approving Pay Request No. 9 to the Michigan Department of Transportation for work performed on the Cutler Road Project.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:53 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

| VENDOR NAME | VENDOR | DESCRIPTION | AMOUNT |
|-------------------------------------|--------|--|----------|
| IONIA COUNTY REGISTER OF DEEDS | 00207 | TO RECORD THE VACATION OF PROPERTY - ASSESSING | 17.00 |
| AECOM TECHNICAL SERVICES | 01810 | FERC MONITORING - ELECTRIC | 915.00 |
| AMERICAN RENTALS, INC. | 00017 | PORTABLE TOILET RENTAL - PARKS | 85.00 |
| BOUND TREE MEDICAL LLC. | 01543 | EMS SUPPLIES - AMBULANCE | 428.45 |
| BOUND TREE MEDICAL LLC. | 01543 | EMS SUPPLIES - AMBUANCE | 355.50 |
| BS&A SOFTWARE | 00029 | ASSESSING ANNUAL SUPPORT/SERVICE - ASSESSING | 818.00 |
| BS&A SOFTWARE | 00029 | HUMAN RESOURCES.NET PROGRAM - GENERAL | 2,305.00 |
| B&W AUTO SUPPLY, INC. | 00030 | SUPPLIES, PARTS - VARIOUS DEPTS | 865.25 |
| CENTURYLINK | 01567 | PHONE SERVICE - VARIOUS DEPTS | 14.15 |
| CINTAS-725 | 00083 | UNIFORM & RUG CLEANING - VARIOUS DEPTS | 817.53 |
| CLEAN HARBORS ENVIRONMENTAL SERVICE | 02120 | FILTER BAGS - ELECTRIC | 408.50 |
| CLEAR RATE COMMUNICATIONS | 02231 | PHONE SVC - CITY HALL | 420.67 |
| ELHORN ENGINEERING | 00139 | EL-CHLOR 5/GAL CARBOY - WATER | 534.70 |
| ELHORN ENGINEERING | 00139 | STENNER - WATER | 528.54 |
| ESI HEATING | 01709 | UPGRADE - WATER | 130.00 |
| FARABEE MECHANICAL, INC. | 00148 | OIL FILTERS -ELECTRIC | 885.18 |
| FAMILY FARM & HOME | 01972 | BLADE FOR LAWN MOWER - MTR POOL | 10.19 |
| FAMILY FARM & HOME | 01972 | | 5.65 |
| FAMILY FARM & HOME | 01972 | CANVAS TARP - MAJ STS | 74.99 |
| FOSTER BLUE WATER OIL, LLC | 02301 | DIESEL FUEL - MTR POOL | 278.27 |
| FOSTER BLUE WATER OIL, LLC | 02301 | DIESEL FUEL - CEM, PARKS | 329.15 |
| FOSTER BLUE WATER OIL, LLC | 02301 | GASOLINE - CEM, PARKS | 398.62 |
| KEN GENSTERBLUM | 00163 | REIMB FOR CLEAN-UP LUNCH - COMM PROMO | 71.33 |
| GRAINGER, INC. | 00172 | LED FIXTURE - MTR POOL | 159.90 |
| GRAINGER, INC. | 00172 | SUPPLIES - WASTE WTR | 111.87 |
| GRAINGER, INC. | 00172 | MOBILEGEAR - WASTE WATER | 216.50 |
| GRANGER CONTAINER SERVICE | 00175 | 40 YARDS STREET SWEEPINGS - MAJ STS, LOC STS | 440.00 |
| GRANGER CONTAINER SERVICE | 00175 | REFUSE - POL, COMM PROMO, ELEC | 152.58 |
| GRANGER CONTAINER SERVICE | 00175 | RECYCLING - REFUSE | 2,749.30 |

| VENDOR NAME | VENDOR | DESCRIPTION | AMOUNT |
|-------------------------------|--------|---|-----------|
| GRANGER CONTAINER SERVICE | 00175 | REFUSE - CEM, PARKS, MTR POOL | 374.26 |
| GRANGER CONTAINER SERVICE | 00175 | REFUSE - REFUSE | 7,598.79 |
| GROSS MACHINE SHOP | 00180 | REPAIRS TO ROLLER - MTR POOL | 120.00 |
| HYDROCORP | 02340 | INSPECTION & REPORTING SERVICES - WATER | 380.00 |
| INSOURCE SOLUTIONS GROUP INC. | 01813 | 2015 E- FILING - INCOME TAX | 526.00 |
| KEUSCH SUPER SERVICE | 00228 | ZTRACK TIRE REPAIR - CEM, PARKS | 15.00 |
| KEUSCH SUPER SERVICE | 00228 | TIRES FOR GATOR - CEM, PARKS | 323.97 |
| KIESLER'S POLICE SUPPLY INC. | 02297 | CASE 12 GR SHOTGUN AMMO - POLICE | 275.48 |
| DAVID KIRK | 02402 | CELL PHONE REIMB - POLICE | 60.00 |
| MCFADDEN LAW OFFICE PLLC | 02299 | APRIL LEGAL SERVICES - POLICE | 138.00 |
| MENARDS | 00260 | INSTANT POST CEMENT - WASTE WTR | 11.96 |
| MENARDS | 00260 | SHELF KIT FOR BASEMENT CITY HALL - POLICE | 149.00 |
| MHR BILLING | 01780 | BILLING SERVICE FEE - AMBULANCE | 1,062.00 |
| MICHIGAN.COM | 02336 | APRIL LEGAL NOTICES - GENERAL | 486.82 |
| MICHIGAN MUNICIPAL LEAGUE | 00285 | JOB DESCRIPTIONS & EVALUATIONS - GENERAL | 5,000.00 |
| MSDS ONLINE | MISC | SDS ONLINE SERVICE - GENERAL | 149.00 |
| MUNICIPAL INSPECTION SERVICES | 00323 | NON BUSINESS PERMITS - GENERAL | 4,239.00 |
| MUNICIPAL SUPPLY CO. | 00324 | CONDUIT - WATER | 889.20 |
| MUNICIPAL SUPPLY CO. | 00324 | BLUE WATER FLAGS WITH METAL STAFF - WATER | 18.00 |
| MWEA OFFICE | 01347 | LAB PRACTICES SEMINAR - WASTE WATER | 260.00 |
| NYE UNIFORM CO. | 00338 | SHIRTS, PANTS - POLICE | 175.51 |
| NYE UNIFORM CO. | 00338 | SHIRTS, PANTS - POLICE | 216.51 |
| CITY OF PORTLAND - PETTY CASH | 00701 | POSTAGE - GENERAL, POL, ELEC, WTR, WW | 993.63 |
| PORTLAND TOWNSHIP TREASURER | 00371 | ANNEX AGREEMENT - COMM PROMO | 16,569.54 |
| PORTLAND TOWNSHIP TREASURER | 00371 | ANNEX AGREEMENT - COMM PROMO | 4,055.56 |
| PLEUNE SERVICE COMPANY INC. | 00741 | QUARTERLY INSPECTION - CITY HALL | 779.00 |
| ERIC PROCTOR | 01500 | BROADCASTING SERVICES - COUNCIL | 71.69 |
| PURITY CYLINDER GASES, INC. | 00380 | OXYGEN - AMBULANCE | 60.70 |
| RECYCLE IONIA, INC. | 02403 | ELECTRONICS RECYCLING - COMM PROMO | 3,650.30 |

| VENDOR NAME | VENDOR | DESCRIPTION | AMOUNT |
|--|--------|--|-------------|
| RESCO | 00392 | LOCK ENCLOSURE VARIABLE QTY - ELECTRIC | 85.00 |
| SEVEN'S PAINT & WALLPAPER CO. | 02404 | PAINT - ELECTRIC | 143.56 |
| SOCIETY FOR HUMAN RESOURCE MGM | 01418 | MEMBERSHIP - GENERAL | 190.00 |
| STAPLES BUSINESS ADVANTAGE | 00426 | SUPPLIES - VARIOUS DEPTS | 423.04 |
| STATE OF MICHIGAN | 00428 | BACTI SAMPLES - WATER | 160.00 |
| SUPPLYGEEKS | 02052 | TONER FOR COLOR PRINTER - ECON DEV | 208.22 |
| TOM'S FOOD CENTER | 00452 | SUPPLIES - VARIOUS DEPTS | 535.57 |
| USA BLUEBOOK | 01850 | PARTS - WASTE WTR | 281.04 |
| USA BLUEBOOK | 01850 | BATTERY, LIGHTS - WASTE WTR | 283.04 |
| UTILITY CONSULTING GROUP, LLC | 00465 | CALCULATE PCA FACTOR - ELECTRIC | 225.00 |
| VERIZON WIRELESS | 00470 | PHONE SERVICE-PARKS, CEM, CODE, REC, AMB, ELEC | 317.55 |
| WEST MI CRIMINAL JUSTICE TRAINING MISC | | YEARLY FEE - POLICE | 252.30 |
| WESTPHALIA MILLING CO. | 00480 | HYVAR - PARKER, CEM | 93.35 |
| GERALD ACKERSON | 02269 | UMPIRES - REC | 96.00 |
| BRIAN RUSSELL | 00593 | UMPIRES - REC | 72.00 |
| ALLISON RUSSELL | 01954 | UMPIRES - REC | 120.00 |
| BAILEY VAN HOUTEN | 02197 | SCOREKEEPERS - REC | 28.00 |
| Total: | | | \$66,689.41 |

**BI-WEEKLY
WAGE REPORT
May 9, 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. | 10,124.00 | 196,612.85 | 6,449.40 | 74,830.40 | 16,573.40 | 271,443.25 |
| ASSESSOR | - | 30,307.35 | - | 10,537.82 | - | 40,845.17 |
| CEMETERY | 1,612.46 | 68,191.62 | 1,265.25 | 25,237.47 | 2,877.71 | 93,429.09 |
| POLICE | 14,450.26 | 341,361.88 | 7,070.17 | 107,415.31 | 21,520.43 | 448,777.19 |
| CODE ENFORCEMENT | 592.74 | 15,259.80 | 565.57 | 5,900.77 | 1,158.31 | 21,160.57 |
| PARKS | 3,214.34 | 51,573.85 | 1,426.91 | 17,176.67 | 4,641.25 | 68,750.52 |
| INCOME TAX | 1,792.53 | 42,074.59 | 2,386.45 | 27,177.02 | 4,178.98 | 69,251.61 |
| MAJOR STREETS | 1,442.20 | 72,394.29 | 1,867.74 | 44,976.55 | 3,309.94 | 117,370.84 |
| LOCAL STREETS | 4,955.53 | 59,531.08 | 2,495.41 | 33,954.50 | 7,450.94 | 93,485.58 |
| RECREATION | 882.15 | 42,454.52 | 732.10 | 20,229.00 | 1,614.25 | 62,683.52 |
| AMBULANCE | 10,867.50 | 266,749.32 | 4,084.57 | 68,413.36 | 14,952.07 | 335,162.68 |
| DDA | 1,538.40 | 23,787.52 | 1,414.93 | 5,566.64 | 2,953.33 | 29,354.16 |
| ELECTRIC | 14,565.88 | 395,818.37 | 15,849.61 | 201,238.58 | 30,415.49 | 597,056.95 |
| WASTEWATER | 9,524.01 | 222,240.08 | 10,786.12 | 120,754.20 | 20,310.13 | 342,994.28 |
| WATER | 5,499.17 | 110,546.84 | 4,469.08 | 53,412.55 | 9,968.25 | 163,959.39 |
| MOTOR POOL | 1,724.10 | 34,031.91 | 3,160.74 | 18,762.29 | 4,884.84 | 52,794.20 |
| TOTALS: | 82,785.27 | 1,972,935.87 | 64,024.05 | 835,583.13 | 146,809.32 | 2,808,519.00 |

PURCHASE ORDER

CITY OF PORTLAND

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

TO

Synagro Central, LLC
 435 Williams Court, Suite 100
 Baltimore, MD 21220

SHIP TO

Portland WWTP
 600 Morse Dr.
 Portland, MI 48875

| DATE | DELIVERY DATE | SHIP VIA | F.O.B. | TERMS | PURCHASE ORDER NO. |
|----------|--|----------|--------|-------|--------------------|
| 5/10/16 | 4/27/16 | | | | |
| QUANTITY | DESCRIPTION | | | PRICE | AMOUNT |
| 1 | Spring Biosolids Pump/Transport/Land Apply 142,500 gals x .0447/gal (Contracted Service) | | | | 6369.75 |
| | 590-548-804.000 | | | | |

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

 AUTHORIZED SIGNATURE

ORIGINAL

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

Synagro Central, LLC
 435 Williams Court, Suite 100
 Baltimore, MD 21220
 (443) 489-9000

Invoice #: 20-127195
 Invoice Date: 4/30/2016
 Page: 1

Bill To:
 CITY OF PORTLAND
 259 KENT
 PORTLAND MI 48875

Please note our new remittance address below

| Purchase Order No. | Customer ID | Sales ID | Payment Terms | | |
|--------------------|---------------|-----------------------------------|---------------|------------|------------|
| APRIL 2016 | 20-POR100 | | Net 30 | | |
| Plant | Quantity | Description | U of M | Unit Price | Ext. Price |
| PORTLAND | 142,500.00000 | PUMP/TRANSP/ APP OF LIQ MATERIALS | G | 0.04470 | \$6,369.75 |

Please Remit To:

Synagro Central, LLC
 c/o SYNAGRO TECHNOLOGIES, INC.
 7773 SOLUTION CENTER
 CHICAGO IL 60677-7007

Subtotal: \$6,369.75
Misc: \$0.00
Tax: \$0.00
Total: \$6,369.75

For questions regarding this invoice, please contact Jennifer Howley at (443)-489-9198 or e-mail at jhowley@synagro.com.

| Current | 0-30 Days | 31-60 Days | 61-90 Days | Balance |
|---------|-----------|------------|------------|---------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Finance Charges will be applied to Past Due Invoices

Loads By Product Code (BIC)

4/1/2016 Thru 4/30/2016

| Project 5872 PORTLAND, MI/UNITED WATER | | Project Total | | TRUCK NUM | AMOUNT | Unit | |
|--|-----------|---------------|-------------|-----------|------------|------------|---|
| Plant 01 PORTLAND | | Plant Total | | | 142,500.00 | | |
| Field ID | Item Code | LIQB | PSQ-LIQ-L-G | Date Load | Item Total | 142,500.00 | |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832925-1 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832925-2 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832925-3 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832925-4 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832925-5 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832931-1 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832931-2 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832931-3 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832932-1 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832932-2 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832932-3 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832932-4 | 11,000.00 | G |
| MI-IO-0NP13-0-WG01 | | LIQB | PSQ-LIQ-L-G | 04/22/16 | T-832932-5 | 10,500.00 | G |

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
APRIL 2016**

Calls for Service

| | |
|----------------------|----|
| Dispatched | 61 |
| Patrol Originated | 16 |
| Assist to PPD | 11 |
| Assist to Fire / EMS | 10 |
| Assist Other Depts | 13 |
| Follow Up Complaints | 25 |

Arrests

| | |
|---------------------------------------|---|
| Misdemeanor Arrests (# of persons) | 7 |
| Misdemeanor Charges | 8 |
| Juvenile Apprehensions | 0 |
| Felony Arrests (# of persons) | 0 |
| Felony Charges | 0 |

Traffic Stops

| | |
|-------------------|----|
| Total Stops | 39 |
| Traffic Citations | 20 |
| Verbal Warnings | 43 |
| Parking Citations | 0 |
| Admin Citations | 0 |

Citizen Contacts

| | |
|-------------------|-----|
| Business Contacts | 87 |
| Patrol Contacts | 318 |

Assists to Other Agencies

April 3, 2016, Assist to MSP with a large party involving alcohol and minors near Marsalle / Divine Hwy.

April 8, 2016, Assist to MSP with warrant arrest.

April 8, 2016, Assist to IOSH with a crash involving injuries on west I 96 Hwy near Kent St.

April 17, 2016, Assist To IOSH on Petrie Rd with a domestic assault.

April 18, 2016, Assist to MSP with a complaint involving criminal sexual conduct with a victim residing within the City.

April 27, 2016, Assist to MSP with a domestic asault involving multiple victims on Barr Rd.

April 29, 2016, Assist To MSP during a traffic stop involving multiple subjects and the presence of warrants and narcotics on E I96 near the 69mm

Noteworthy:

There were no cases of particular significance reported during the month of April.

* Continue to next page for additional statistics.

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
APRIL 2016**

Non-Arrestable Complaints

| | | | |
|------------------------------|---|------------------------|----|
| Assist Ambulance | 9 | Suspicious Situation** | 12 |
| Assist Other Police Agencies | 7 | Traffic crashes | 4 |
| Assist Portland Fire | 2 | Vehicle Unlock | 13 |
| Found Property | 1 | Unfounded Alarm | 2 |
| Non-Criminal* | 9 | | |

** 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**

| | | | |
|------------------|---|----------------------|----|
| Assault | 1 | Probation Violation | 2 |
| Domestic Assault | 4 | Ordinance Violations | 16 |
| Fraud | 2 | OWI | 2 |
| Larceny | 1 | Traffic Offenses | 7 |
| Larceny /vehicle | 1 | Weapons | 1 |

****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.*

City Of Portland
 Water Department
 Monthly Water Report
 April 2016

Monthly Water Production

| | |
|---------|-------------------|
| Well #4 | 8,801,000 Gallons |
| Well #5 | 103,900 Gallons |
| Well #6 | 449,000 Gallons |
| Well #7 | 3,000 Gallons |

Daily Water Production

| | |
|---------|-----------------|
| Well #4 | 293,367 Gallons |
| Well #5 | 3,463 Gallons |
| Well #6 | 14,967 Gallons |
| Well #7 | 100 Gallons |

Daily Average Water Production for All Wells 311,897 Gallons

Total Water Production for the Month 9,383,900 Gallons

Total Water Production for the Previous Month 7,921,000 Gallons

Total Production increased by 1,462,900 Gallons

Total Production for This Month from the Previous Year 10,159,500 Gallons

Total Production decreased by 775,600 Gallons

Rodney D. Smith Jr.
Water Technician

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR April 2016

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of April 2016. Complete copies of all discharge Monitoring Reports are on file at the WWTP. Following last months' Permit Violation for CBOD, retraining was performed at the WWTP to avoid the possibility of overlooking the need to read the CBOD results on weekends and holidays when there is one to be read.

OPERATIONS

The WWTP treated and discharged **11.3 million gallons** for the month of April. The treatment continues to be very good. The CBOD averaged 5 ppm, Total Suspended Solids were at 8 ppm, Fecal Coliforms were at 8 ppm, and the Phosphorus was at 0.7 ppm.

Doug Sherman's PACP certification (pipeline inspection) was due to expire in May 2016. He attended a one day recertification class in Northville, MI for training and the recertification test. He is now recertified for the next three years.

Wolverine Power completed the annual generator preventative maintenance on the WWTP and Cutler Rd Lift Station generators. They were both also load bank tested and are performing satisfactorily.

The wheels are in motion for the installation of a standby generator at the Riverside Lift Station. Mike and Tim used the DPW backhoe to excavate the site for the concrete contractor to install the footings and foundation. Moyer Construction formed and installed the footings and foundation complete with rebar. They then let us know when the foundation could be backfilled. Michigan Critical power was contacted to have their electrician install the electric conduit stubs so that Moyer Construction can proceed with forming and pouring the slab for the generator. The slab will be completed in early May. Consumers Energy was contacted and they have supplied a packet of items that we need to complete so that we can return the Go form to have the new gas service installed for the generator. Mike and Tim have installed the meter support posts as specified by Consumers Energy. MI Critical Power has completed the form for the elevated gas service. Mindy has sent the fee for the installation of the gas service to Consumers. The purchase Order was sent to Michigan Critical Power to order the generator equipment.

We were fortunate to have a break in the weather and have Synagro here in a timely fashion to land apply our Biosolids that accumulated during the winter months. The next

anticipated haul will be in late August. I will be checking with some other companies for pricing for the same service before recommitting to Synagro.

The deadline for GHS labeling is rapidly approaching. As of June 1st we will be required to have GHS labeling on any chemicals stored on site. I have found that Avery has an internet site that can be used to design and print GHS labels for free. I have used it and it works very well. This saves having to buy a special GHS label printer and supplies to label products that we use that do not have the GHS label on them. The manufacturer and distributors will be responsible going forward for proper GHS labeling on their products.

A new drum of polymer for the Thickener was opened and found to be bad. The polymer Rep was immediately contacted and notified of this. He immediately responded to the WWTP to investigate and take samples of his product. Since we have been having problems with his polymer all winter, he performed jar testing on our Waste Activated Sludge to see if the characteristics of our sludge may have changed. He found that a different polymer worked much better than what we had originally been using. Because of the problems that we have had this past winter, he supplied us with three drums of polymer at no charge (\$1750 value) and had the bad polymer product picked up and removed from our site.

Mike and Tim changed the wear plates in the sludge feed pump on the Thickener. We are finding that these last about 8 – 9 months before the pumping efficiency of the pump is reduced to a point that we are unable to waste adequately to maintain control of the activated sludge treatment.

Maintenance & Capitol Expenses for April 1, 2016 to April 30, 2016

| ITEM | COST |
|---|--------------------|
| Tom's Do It Center – Misc. Plumbing Fittings | \$ 44.07 |
| USA Bluebook – Ammonia Testing Supplies | \$ 215.96 |
| Grainger – Infrared thermometer | \$ 99.55 |
| NCL – Laboratory Supplies | \$ 482.66 |
| Municipal Supply – Silt fencing & 2" x 21' Galvanized pipe | \$ 163.94 |
| Wolverine Power – Contractual Generator Maintenance & load test | \$ 1490.00 |
| MWEA – Lab Practice Seminar for Mike & Tim | \$ 260.00 |
| | |
| Total Expenses | \$ 2756.18 |
| Total Spent YTD | \$ 39905.20 |

WASTEWATER COLLECTION SYSTEM ACTIVITY

| | |
|--|----------|
| Sewer Trouble Spots sections cleaned | 3530feet |
| Routine cleaning | 710 feet |
| Sewer call outs due to building services | 1 |
| Sewer call outs due to plugged City main | 0 |
| New connections to sewer main | 0 |

| | |
|-----------------------------|--------|
| Building Services Televised | 1 |
| Building Services Inspected | 0 |
| City Main Televised | 0 feet |

SEWER CALLOUTS

April 25, 2016

A sewer call was received after hours by the DPW standby person. Mike Owen was contacted at home to help check out the problem. They arrived on the scene at 815 Kent St. to investigate the cause of the problem. After checking the flow in the City main and finding it to be normal, the problem was determined to be in the homeowners service lateral. The workers recommended that the homeowner contact a plumber and have their service lateral cleaned and root cut. They told the homeowner that they could televise the service after it is cleaned if so desired. They left the scene at 9:50pm

Respectively Submitted,

Doug Sherman
WWTP Superintendent

IONIA COUNTY BOARD OF COMMISSIONERS

May 10, 2016 - 4:00 p.m.
Commissioners' Meeting Room – Courthouse – 3rd 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. Action on PA116 – Sheldon Reiff
- VIII. **New Business**
 - A. Request from Ionia Public Schools for Building Code Services
 - B. Request to fill District Court Probation officer position
 - C. Request to fill Health Department Hearing Technician
 - D. Health Department Budget Amendment – WIC
 - E. Health Department Grant Agreement Amendment
 - F. Sheriff's Office Byrne Justice Assistance Grant Subcontract
 - G. Acknowledgement of Applications for Appointment
 - 1. Commission on Aging Board – Two three-year terms
 - 2. Community Mental Health Services Board – One three-year term
 - 3. Midwest Michigan Trail Authority – Three three-year terms
 - H.
- 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
- XIII. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Commission on Aging Board – Two three-year terms, both expiring September 2017.
- Community Mental Health Services Board – One three-year term, expiring March 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 June 2016: None

Appointments for consideration in the month of July 2016: None

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

May 17, 2016-3:00 p.m.
Commissioners' Meeting Room-Courthouse-3rd 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. Veteran's Office Discussion
 - B. Ionia County Economic Alliance Report
 - C. Road Commission Annual Report
 - D. Departmental Reports
 - 1. Buildings and Grounds
 - 2. Central Dispatch
 - 3. Treasurer
 - 4. Friend of the Court
- 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**