



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

7:00 P.M. Monday, September 19, 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
7:05 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:10 PM	V. <u>City Manager Report</u>	
7:20 PM	VI. <u>Presentations</u>	
7:20 PM	A. Constitution Week Proclamation	
7:23 PM	VII. <u>Public Hearing(s)</u> - None	
7:28 PM	VIII. <u>Old Business</u> – None	
7:28 PM	IX. <u>New Business</u>	
7:23 PM	A. Proposed Resolution 16-69 Approving a Bid for Sale of the Tax Reverted Property at 628 Canal Street	Decision
7:28 PM	B. Proposed Resolution 16-70 Approving Bill No. 3 to the Michigan Department of Transportation for Work Performed on the Kent Street Improvement Project	Decision
7:30 PM	C. Proposed Resolution 16-71 Approving an Energy Purchase through The Michigan Public Power Agency Contingent upon the Approval Of the Board of Light and Power	Decision
7:33 PM	X. <u>Consent Agenda</u>–	Decision
7:33 PM	A. Minutes & Synopsis from the Regular City Council Meeting held on September 6, 2016	
7:33 PM	B. Payment of Invoices in the Amount of \$214,948.85 and Payroll in the Amount of \$145,255.27 for a Total of \$360,204.12	
7:33 PM	C. Purchase Orders over \$5,000	
7:33 PM	1. United States Geological Survey in the Amount of \$7,850.00 for Shared Operation of the Streamgaging Station at the Portland Hydroelectric Dam as Required by the Federal Energy Regulatory Commission	
7:33 PM	2. Portland Area Fire Authority in the Amount of \$27,494.48 for 2 nd Quarter Fire Services	
7:33 PM	3. Fleis & VandenBrink in the Amount of \$39,102.51 in the Amount \$39,102.51 for Kent Street Construction Engineering Services	

**Estimated
Time**

**Desired
Outcome**

XI. Communications–

- A. DDA Minutes from August 18, 2016
- B. DDA Treasurer’s Report for September 9, 2016
- C. Water Department Report for August 2016
- D. Wastewater Treatment Plant Report for August 2016
- E. Police Department Report for August 2016
- F. Fleis & VandenBrink Bridge Inspection Report
- G. Ionia County Board of Commissioners Agenda for September 13, 2016
- H. MPSC Notice of Hearing for Consumers Energy

XII. Other Business - None

XIII. City Manager Comments

XIV. Council Comments

XV. Adjournment

7:35 PM

7:40 PM

7:45 PM

7:50 PM

Decision



Constitution Week 2016

Whereas, September 17, 2016 marks the two hundred and twenty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

NOW, THEREFORE, I, James E. Barnes, Mayor of the City of Portland do hereby proclaim September 17 through 23, 2016 to be:

CONSTITUTION WEEK

in the City of Portland, and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.

Signed this 19th day of September 2016.

James E. Barnes, Mayor

SEAL

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. 16-69

**A RESOLUTION APPROVING A BID FOR SALE OF THE TAX REVERTED
PROPERTY AT 628 CANAL STREET**

WHEREAS, the City previously published a notice of intent to sell a certain tax reverted property and invited sealed bids; and

WHEREAS, bids were received on the property at 628 Canal Street, a summary of the properties and high bids is attached as Exhibit A; and

WHEREAS, the City Manager recommends approving the high bid, publishing a second notice of intent to sell this property, and directing that the appropriate contract and resolution be prepared and placed on file with the clerk at least 10 days in advance of their consideration for approval by the City Council.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the high bid, publishing a second notice of intent to sell this property, and directs the City Manager to prepare the necessary contract and resolution and have them placed on file with the clerk at least 10 days in advance of their consideration for approval by the City Council.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: September 19, 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

FOUR BIDS RECEIVED. HIGH BID \$10,565.00

Exhibit

A

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-70

**A RESOLUTION APPROVING BILL NO. 3 TO THE MICHIGAN DEPARTMENT OF
TRANSPORTATION FOR WORK PERFORMED ON THE KENT STREET
IMPROVEMENT PROJECT**

WHEREAS, the Kent Street Improvement Project is administered through the Michigan Department of Transportation (MDOT) because the project will be partially funded by federal funds; and

WHEREAS, through MDOT's bid letting process, the City awarded a contract in the amount of \$807,755.45 to CL Trucking & Excavating, LLC to make certain improvements to Kent Street; and

WHEREAS, MDOT has submitted Bill No. 3 requesting a progress payment in the amount of \$60,413.63 for work performed, a copy of Bill No. 3 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Bill No. 3 and is recommending the City Council approve payment in the amount of \$60,413.63, a copy of the engineer's letter is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the City Engineer's recommendation to approve Bill No. 3 and authorizes payment in the amount of \$60,413.63 to the Michigan Department of Transportation, a copy of the engineer's letter is attached as 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: September 19, 2016

Monique I. Miller, City Clerk

FEDERAL ITEM HK0575
JOB NUMBER 126247A
AGREEMENT NO. 155478
NAME / ADDRESS 010111
RECEIPT CODE 899-14-00
 899-92-203

Bill NUMBER 3

LOCALITY CITY OF PORTLAND 15-2510

DESCRIPTION CITY OF PORTLAND, PART A: HOT MIX ASPHALT COLD MILLING AN
RESURFACING WORK ALONG KENT ST FROM THE SOUTH LIMITS OF
THE CITY OF PORTLAND NORTHEASTERLY TO ACADEMY ST
PART B: WATERMAIN AND SANITARY SEWER WORK IN THE LIMITS AS
DESCRIBED IN PART A

CONTRACT AWARD	807,755.45
OTHER COST	500.00
TOTAL ESTIMATED PROJECT COST	808,255.45

ESTIMATED FEDERAL PARTICIPATION	375,000.00
ESTIMATED STATE PARTICIPATION	0.00
ESTIMATED LOCAL PARTICIPATION	433,255.45

ADVANCE BY LOCAL	0.00
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ESTIMATED BILLABLE TO LOCAL	433,255.45
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LOCAL CONTRACT COST TO DATE	185,085.93
LOCAL OTHER COST TO DATE	27.07
TOTAL LOCAL COST TO DATE	185,113.00

PREVIOUS BILLED	124,699.37
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BALANCE OF ADVANCE BY LOCAL	0.00
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LOCAL CURRENT MONTH CONTRACTOR COSTS	60,413.63
LOCAL CURRENT MONTH OTHER COSTS	0.00
TOTAL LOCAL BILL AMOUNT	60,413.63



MICHIGAN DEPARTMENT OF TRANSPORTATION
Financial Operations
LOCAL PROGRESS BILLINGS
INVOICE

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

Invoice Number:	591-8052696
Customer Id:	70111
Invoice Date:	August 25, 2016
Total Due:	\$60,413.63

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

MDOT FED ID: 38-6000134 LOCAL PROGRESS BILLINGS
(517) 373-0416

PO Number
126247A

Invoice Item	Qty	Unit Cost	Sales Tax	Total Cost
JOB #126247A ITEM #HK0575	1.00	\$60,413.63	\$0.00	\$60,413.63

PAYMENT DUE AS SPECIFIED IN THE SIGNED AGREEMENT

Total Invoice: **\$60,413.63**
Payment Due: September 24, 2016

REMIT PAYMENT TO: **STATE OF MICHIGAN**
TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:
ATTENTION: FINANCE CASHIER
PO BOX 30648

LANSING, MI 48909

(Please note or make any address corrections below.)

PORTLAND, CITY OF
259 KENT ST
PORTLAND, MI 48875-1495

INVOICE NUMBER 591-8052696 FIN AP

PO Number
126247A

Total Due: **\$60,413.63**



FLEIS & VANDENBRINK

DESIGN. BUILD. OPERATE.

September 9, 2016

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

Project: Kent Street Improvements – MDOT Local Agency Project No. 126247A

Dear Mr. Gorman:

Attached is a copy of MDOT's Description Report from MDOT. The invoice includes \$23,136.15 related to sanitary sewer work, \$30,618.75 related to water main work and \$6,658.73 in general/road construction.

Based on our knowledge of the work completed on the project, and the methods used by MDOT to calculate the bill amount, we recommend that the City pay MDOT's Bill #3 in the amount of \$60,413.63.

If there are any questions, please call.

Sincerely,

FLEIS & VANDENBRINK

Jonathan W. Moxey, P.E.
Project Manager

Exhibit

B

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 16-71

**A RESOLUTION APPROVING AN ENERGY PURCHASE THROUGH THE
MICHIGAN PUBLIC POWER AGENCY CONTINGENT UPON THE APPROVAL OF
THE BOARD OF LIGHT AND POWER**

WHEREAS, the Michigan Public Power Agency (MPPA) provides a means for Michigan municipalities which are members of MPPA to secure electric power and energy for their present and future needs; and

WHEREAS, the City of Portland, as a member of the MPPA's Energy Services Project Committee, has an opportunity to enter into a transaction to meet a portion of its future load requirements for the 2020 calendar year by purchasing energy not to exceed \$78,840.00 pursuant to the terms of the Letter of Authorization, attached as Exhibit A.

WHEREAS, this recommendation will be an action item for the Board of Light and Power at its regularly scheduled meeting on September 20, 2016.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Contingent upon the approval of the Board of Light and Power at its regularly scheduled meeting on September 20, 2016, the City Council authorizes the Electric Superintendent or City Manager to sign the Letter of Authorization to approve the energy purchase for the 2020 calendar year not to exceed \$78,840.00, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: September 19, 2016

Monique I. Miller, City Clerk



September 9, 2016

Subject: Letter of Authorization

The City of Portland, through its Member Authorized Representative, hereby authorizes a purchase of Energy by Michigan Public Power Agency on behalf of the City of Portland at the Michigan Hub in the Amount and Term(s) of:

Calendar Year 2020			
All Hours:		On-Peak Hours	
Max Volume, MW per hour	Price, \$/MWh (not to exceed)	Max Volume, MW per hour	Price, \$/MWh (not to exceed)
0.2	\$ 45.00	0.0	\$ 55.00

Maximum commitment = \$78,840

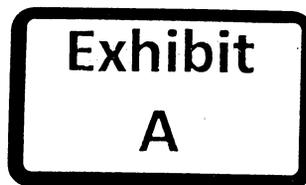
The transaction(s) above will be for Financially-Firm Energy with Physical delivery to the MISO Michigan-Hub in the Day Ahead Market.

Member Authorized Representative:

Printed

Signature

Date



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, September 6, 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

Guests: James Hilligan of ConfluxCity Brewing Company, LLC

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

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman thanked the Council for their input on the 2016 Capital Improvement Plan, Summary of Preliminary Priority Projects as discussed at the Special Meeting held on Monday, August 29, 2016 and City Staff for their input and work on the related PASER study. Fleis & VandenBrink are making adjustments to the plan. The plan will likely be addressed at the next City Council meeting.

City Manager Gorman reported that he has authorized Fleis & VandenBrink to pursue a Safety Grant through MDOT for the intersection at Grand River Ave. and Bridge St. This is an 80% matching grant.

Fleis & VandenBrink has completed the field work on the environmental study for the property owned by ADM Alliance Nutrition. To date there are no real surprises in the findings. The full report should be completed soon.

City Manager Gorman further reported that the field work on the bridge inspections has also been completed by Fleis & VandenBrink and the report is being compiled. There does not appear to be any real surprises in the findings. The report will include recommendations to the City for continued maintenance of the bridges.

The Kent Street Improvement Project is now substantially complete and open to thru traffic. The contractors will now be working on the final punch list items. The decorative light poles will be installed sometime in October by the Electric Department. The date and time of the dedication ceremony is to be determined.

City Manager Gorman stated that he is in discussion with Sparrow to finalize the terms of the purchase agreement for purchase of property at Grand River Ave. and Cutler Rd. When finalized the purchase agreement will be presented to the Economic Development Corporation for their recommendation to the Council.

ACD.net has reapplied to install six cellular poles in the City of Portland after the application they submitted last year was denied. The proposed cellular poles would enhance the service of Verizon Wireless customers.

City Manager Gorman stated that he recently spoke at the Michigan Downtown Developers Association meeting during a session focused on repurposing Michigan's waterways. Portland was a good representative of this focus among some much larger communities. City Manager Gorman shared his presentation with the Council.

City Manager Gorman noted that the Red Mill Pavilion Ribbon Cutting & Community Social will take place on Saturday, September 10, 2016. The gifting of the Red Mill Pavilion to the City will take place at 10:15 A.M.

City Manager Gorman reported that he recently toured the Old School Manor project being redeveloped by the WODA Group. He presented several photos of the progress taken during his tour to the Council. The WODA Group will be upgrading the playground equipment that is located in the City owned park adjacent to the property at 306 Brush St. The upgraded equipment will significantly enhance the park and will last for a long time. This project will provide a major revitalization to the area.

City Manager Gorman reminded residents that bids on the City owned property at 628 Canal St. are due Wednesday, September 14, 2016 at 3:00 P.M.

Muffler Man is still planning to redevelop their property located at 738 E. Grand River Ave. They are still working through the planning process.

Mayor Barnes noted how exciting it is to see the level of activity taking place in Portland, with a population of less than 4,000. He further stated that it speaks to Portland's reputation throughout the State of Michigan.

Under Presentations, DDA/Main Street Director presented her report on downtown activities. The Beerfest on the Bridge, held on Saturday, August 13, 2016 was another successful event and realized a profit of \$6,000.00 this year. The Sign Grant and Façade Grant application process is now open, applications are due October 13, 2016. Planning for this year's Holidayfest has begun, it will be held Saturday, December 10, 2016.

There are many upcoming local activities. Portland Main Street will join the Gallery Brewery to host the Big Beer Run in October this year. The Red Mill Pavilion Ribbon Cutting Ceremony & Community Social will take place this Saturday, September 10, 2016. Portland Main Street and the Portland District Library will hold a Pokémon night on Wednesday, September 21, 2016 at 6:00 P.M. where prizes will be awarded. The Chamber of Commerce will host its annual Outdoor Movie Night on Saturday, September 10, 2016 at 6:30 P.M. at Powers Park. The movie will be shown at dusk. The Gallery Brewery will host an estate planning event on Monday, September 26, 2016 from Noon – 2:00 P.M. The Chamber of Commerce will host a business education event, Path to Creating Greater Value, on Tuesday, September 27, 2016 from 3:30 P.M. to 5:00 P.M.

There is a new business located at 160 Kent St., Two Rivers Treasures, which specializes in repurposed furniture.

Under New Business, the City Council considered Resolution 16-67 to approve a Resolution of Local Approval for a Micro-Brewer License Application for the ConfluxCity Brewing Company, LLC.

City Manager Gorman stated that he has been in discussion with Mr. Hilligan for quite some time in regard to his establishment of ConfluxCity Brewing Company, LLC in Portland; especially in regard to how the Wastewater Treatment Plant would be able to handle the output from the proposed facility. It has been determined that the waste will be transported off site and will have no impact to the City's Wastewater Treatment Plant. Consideration tonight is only for the liquor license the planning process is still underway.

Mr. Hilligan told the Council about himself and presented his plan for the ConfluxCity Brewing Company, LLC. He would like to have the business open by Spring 2017.

Mayor Barnes stated the plan looks great and he can't wait to see the plan come together.

Motion by Baldyga, supported by Johnston, to approve Resolution 16-67 approving, authorizing, and directing the Mayor and City Clerk to sign a Resolution of Local Approval for a Micro-Brewer License Application for ConfluxCity Brewing Company, LLC.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 16-68 to appoint Mayor Barnes as the voting delegate at the 2016 Michigan Municipal League conference on Mackinac Island, September 14-16, 2016 and Council Member Johnston as the alternate.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 16-68 appointing a voting delegate and alternate to represent the City of Portland at the 2016 Michigan Municipal League (MML) Conference.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on August 1, 2016 and the Special City Council Meeting held on August 29, 2016, payment of invoices in the amount of \$93,208.98 and payroll in the amount of \$97,867.10 for a total of \$191,076.08. A purchase order to Fleis & VandenBrink in the amount of \$32,306.90 for Kent Street engineering services was also included.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted the Red Mill Pavilion Ribbon Cutting Ceremony & Community Social will take place this Saturday, September 10, 2016.

The Community is invited to a ceremony marking the 15th Anniversary of the 9/11 World Trade Center Disaster. The event will begin at 3:00 P.M. at the Band Shell. There will be fire trucks, ambulances and

police cars on display along Water Street, which will be closed between Grand River Ave and Morse Drive. Mayor Jim Barnes will be the Master of Ceremonies, and Guest Speaker is PAFA Chair Mark Ackerson to tell the story of our Memorial.

The VFW Post 4090 will hold a dedication of its new sign on Monday, September 12, 2016 at 5:30 P.M. Refreshments will be available after the ceremony.

The First Congregational Church will hold a dedication ceremony for its new building on Sunday, September 18, 2016 at 4:00 P.M.

City Manager Gorman noted that a question about whether smoking should be prohibited in the City parks. The Parks and Recreation Board will be considering this issue.

There was discussion.

Under Council Comments, Mayor Barnes noted that the cemetery grounds look great. City crews have been doing a great job keeping up on the mowing with all the recent rain and heat.

Council Member Fitzsimmons noted that it is great to see the improved maintenance of the parks. The City employees are doing a great job.

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 8:05 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the September 6, 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

Presentation - DDA/Main Street Director presented her report on downtown activities.

Approval of Resolution 16-67 approving, authorizing, and directing the Mayor and City Clerk to sign a Resolution of Local Approval for a Micro-Brewer License Application for ConfluxCity Brewing Company, LLC.

All in favor. Adopted.

Approval of Resolution 16-68 appointing a voting delegate and alternate to represent the City of Portland at the 2016 Michigan Municipal League (MML) Conference.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 8:05 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
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	899.48
BS&A SOFTWARE	00029	ASSESSING.NET TRAINING - ASSESSING	425.00
B&W AUTO SUPPLY, INC.	00030	SUPPLIES, PARTS - VARIOUS DEPTS	880.81
CINTAS-725	00083	UNIFORM & RUG CLEANING - VARIOUS DEPTS	1,100.23
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	421.74
CORE TECHNOLOGY CORPORATION	02419	CSB ACCESS TO TALON INCIDENT MGT SYSTEM - POLI	2,950.00
CULLIGAN	02130	WATER - CITY HALL	12.00
FAMILY FARM & HOME	01972	SUPPLIES - WATER	7.77
FLEIS & VANDENBRINK	00153	KENT STREET CONSTRUCTION ENGINEERING - MAJ STS	32,306.90
FLEIS & VANDENBRINK	00153	ENGINEERING SVC - ELECTRIC	1,800.65
FOSTER BLUE WATER OIL, LLC	02301	FUEL REFILL - CEM, PARKS	418.20
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - CEM, PARKS	248.07
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	7,797.24
HASSELBRING-CLARK	02073	STAPLES - GENERAL	73.06
KEUSCH SUPER SERVICE	00228	TIRE REPAIR - MTR POOL	20.00
KEUSCH SUPER SERVICE	00228	PROPANE - MTR POOL	158.00
KEUSCH SUPER SERVICE	00228	PROPANE - MTR POOL	158.00
LANSING UNIFORM COMPANY	00962	DUTY COAT - POLICE	269.90
MHR BILLING	01780	BILLING SERVICE - AMBULANCE	1,620.00
MICHIGAN.COM	02336	LEGAL NOTICES - GENERAL	168.60
MICHIGAN STATE POLICE	00275	TOKEN FEE - POLICE	66.00
MPC CASHWAY LUMBER	00317	LUMBER, SCREWS - MTR POOL	232.90
MRWA	01935	LIMITED TREATMENT REVIEW COURSE - WATER	255.00
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,631.00
MUNICIPAL SUPPLY CO.	00324	BURY ECLIPSE BLOW-OFF HYD NST OUTLET W CAP - W	1,348.19
PAMA	01370	CITY'S SHARE OF BULD REPAIRS - COMM PROMO	3,614.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	60.70
RESCO	00392	METER SOCKETS - ELECTRIC	1,104.00
S&K TROPHIES AND PLAQUES	00401	PLAQUE - COMM PROMO	40.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SUPPLYGEEKS	02052	TONER - GENERAL	298.86
UTILITY CONSULTING GROUP, LLC	00465	CALCULATE PCA FACTOR - ELECTRIC	225.00
VISCO	00793	HPS BALLAST - COMM PROMO	1,590.00
PORTLAND PARTY STORE	00369	ENERGY OPTZ - ELECTRIC	525.00
CRIME STOPPERS OF MID MICHIGAN	MISC	CRIME STOPPERS TIP START UP - GENERAL	100.00
MUZZALL GRAPHICS	00326	PURCHASE ORDERS - VARIOUS DEPTS	640.41
UNITED STATE GEOLOGICAL SURVEY	02212	USGS FUNDING FOR FERC LICENSE REQUIREMENT - EL	7,850.00
FLEIS & VANDENBRINK	00153	KENT ST CONSTRUCTION ENGINEERING -MAJ STS, WTR	39,102.51
MCFADDEN LAW OFFICE PLLC	02299	LEGAL SERICE - POLICE, INC TAX	356.50
FLEIS & VANDENBRINK	00153	PASER STUDY 2016 - MAJ STS, LOC STS	1,863.60
JANICE PLINE	MISC	SEWED PATCHES ON COAT - POLICE	80.00
TIMOTHY GROENHOF	02378	UPS/DEPARTMENT CAMERA/MILITARY SURPLUS REIMB -	84.05
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET - PARKS	85.00
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	2,049.50
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WTR	152.58
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMO, ELECTRIC	152.58
CENTURYLINK	01567	TELEPHONE SERVICE - VARIOUS DEPTS	10.44
CONSUMERS ENERGY	00095	GAS SERVICE- VARIOUS DEPTS	580.12
MIKE OWEN	01809	CLOTHING ALLOWANCE - WASTE WTR	136.41
GROSS MACHINE SHOP	00180	STEEL, HARDWARE, LABOR - MTR POOL	134.82
HYDRO DYNAMICS	02203	POWER CABLE - WASTE WTR	3,555.47
ELHORN ENGINEERING	00139	LIQUIFIED AQUADENE 5GAL - WATER	520.00
KODIAK EMERGENCY VEHICLES	02224	GRAPHICS FOR AMBULANCE - AMB	3,150.00
KODIAK EMERGENCY VEHICLES	02224	LOCKING MECHANISM ADJUSTING - AMBULANCE	170.10
PORTLAND AREA FIRE AUTHORITY	02128	2ND QUARTER FIRE SERVICES - COMM PROMO	27,494.48
MARK SPOHN	02110	MOWING RED MILL - COMM PROMO	230.00
STATE OF MICHIGAN	00428	KENT STREET PROJECT PAY #3 - WASTE WTR, WTR	60,413.63
SLICK SHIRTS SCREEN PRINTING	02003	T-SHIRTS - REC	592.50
ED FILTER	00540	UMPIRES - REC	48.00

Date: 09/14/16

CITY OF PORTLAND INVOICE REGISTER

Page: 3

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BRIAN RUSSELL	00593	UMPIRES - REC	216.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	28.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	21.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	49.00
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE, MILEAGE REIMB - VARIOUS DEPTS	384.49
TOM'S FOOD CENTER	00452	SUPPLIES - VARIOUS DEPTS	921.90
NORTH CENTRAL LABORATORIES	00959	SUPPLIES - WASTE WTR	390.43
DEWITT FENCE COMPANY	00118	SUPPLIES - WASTE WTR	513.00
USA BLUEBOOK	01850	STENNER QUICKPRO TUBE HOUSING - WASTE WTR	21.98
USA BLUEBOOK	01850	STENNER QUICKPRO HEAD WITH SIZE 7 SANTOPRENE &	124.05
Total:			\$214,948.85

**BI-WEEKLY
WAGE REPORT
September 12, 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.	8,188.20	50,863.79	3,730.91	17,230.76	11,919.11	68,094.55
ASSESSOR	848.56	5,723.01	65.42	441.24	913.98	6,164.25
CEMETERY	3,006.01	21,540.51	2,780.20	7,711.12	5,786.21	29,251.63
POLICE	15,554.99	91,314.37	5,486.08	24,057.55	21,041.07	115,371.92
CODE ENFORCEMENT	610.18	3,638.44	643.30	2,068.20	1,253.48	5,706.64
PARKS	3,364.84	27,509.64	1,050.54	6,166.93	4,415.38	33,676.57
INCOME TAX	1,763.35	11,067.46	2,230.54	7,877.17	3,993.89	18,944.63
MAJOR STREETS	2,515.19	17,705.55	2,992.69	13,732.95	5,507.88	31,438.50
LOCAL STREETS	2,386.81	18,379.48	2,857.59	8,797.59	5,244.40	27,177.07
RECREATION	760.79	4,759.76	849.44	2,673.88	1,610.23	7,433.64
AMBULANCE	11,036.32	65,866.90	3,913.32	16,054.23	14,949.64	81,921.13
DDA	1,584.80	9,416.00	855.56	4,349.37	2,440.36	13,765.37
ELECTRIC	15,889.82	101,742.93	16,287.76	56,652.30	32,177.58	158,395.23
WASTEWATER	10,166.50	57,723.57	10,671.42	36,866.83	20,837.92	94,590.40
WATER	4,800.99	27,526.83	3,405.49	12,633.01	8,206.48	40,159.84
MOTOR POOL	2,465.73	12,372.93	2,491.93	8,073.79	4,957.66	20,446.72
TOTALS:	84,943.08	527,151.17	60,312.19	225,386.92	145,255.27	752,538.09

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 9/15/16
MEETING DATE 9/19/16

Fund	Description	Beginning Balance 8/31/16	Total Cash in	Total Cash out	Cash Balance 9/15/16	Time Certificates	Ending Balance 9/15/16
101	GENERAL FUND	1,726,864.30	130,850.37	(219,302.23)	1,638,412.44	235,000.00	1,873,412.44
105	INCOME TAX FUND	101,766.07	5,719.49	(60,679.73)	46,805.83	10,000.00	56,805.83
150	CEMETERY PERPETUAL CARE FUND	36,117.20	-	-	36,117.20		36,117.20
202	MAJOR STREETS FUND	42,200.94	50,142.85	(19,818.01)	72,525.78		72,525.78
203	LOCAL STREETS FUND	119,583.32	12,373.85	(17,119.05)	114,838.12		114,838.12
208	RECREATION FUND	16,431.99	2,049.48	(9,733.16)	8,748.31		8,748.31
210	AMBULANCE FUND	153,733.65	22,174.03	(43,714.30)	132,193.38		132,193.38
245	MSHDA LOFT FUND	-	-	-	-		-
248	DDA FUND	41,955.96	307,061.15	(346,527.65)	2,489.46		2,489.46
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	-	-	-	-		-
520	REFUSE SERVICE FUND	19,781.75	2,974.58	(92.32)	22,664.01		22,664.01
582	ELECTRIC FUND	113,891.49	194,661.63	(176,176.82)	132,376.30	530,000.00	662,376.30
590	WASTEWATER FUND	(47,552.07)	113,405.43	(96,524.26)	(30,670.90)		(30,670.90)
591	WATER FUND	105,274.72	29,344.40	(30,327.18)	104,291.94	420,000.00	524,291.94
661	MOTOR POOL FUND	32,753.66	58,497.66	(18,787.07)	72,464.25		72,464.25
703	CURRENT TAX FUND	6,680.01	703,220.85	-	709,900.86		709,900.86
TOTAL - ALL FUNDS		2,472,845.24	1,632,475.77	(1,038,801.78)	3,066,519.23	1,195,000.00	4,261,519.23
					ELECTRIC-RESTRICTED CASH	334,418.00	334,418.00
					CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
					PERPETUAL CARE CD	130,000.00	130,000.00
					INCOME TAX SAVINGS	479,848.29	479,848.29
					ELECTRIC-PRIN & INT ESCROW	137,417.86	137,417.86
					WASTEWATER DEBT ESCROW	235,706.71	235,706.71
					WASTEWATER REPAIR ESCROW	60,539.54	60,539.54
					DDA-PRIN & INT ESCROW	500.00	500.00
							<u>5,809,949.63</u>

*Customer Deposit Breakdown

Electric	128,000.00
Wastewater	21,000.00
Water	21,000.00
	<u>170,000.00</u>

PURCHASE ORDER

CITY OF PORTLAND

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

TO USGS

SHIP TO E/acc

582-539-803,002

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
------	---------------	----------	--------	-------	--------------------

9-13-16

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	USGS FUNDING FOR FENC LICENSE REQUIREMENT	\$	7850.

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE

ORIGINAL

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

UNITED STATES DEPARTMENT OF THE INTERIOR
DOWN PAYMENT (BILL) REQUEST

Make Remittance Payable To: U.S. Geological Survey
Billing Contact: Shonnie Tripp Phone: 614-430-7706

Bill #: 90474799
Customer: 6000001519
Date: 09/08/2016
Due Date: 11/07/2016

Remit Payment To: United States Geological Survey
P.O. Box 71362
Philadelphia, PA 19176-1362

Payer: THE CITY OF PORTLAND
259 KENT ST.
ATTN:MIKE HYLAND
PORTLAND MI 48875

Additional forms of payment may be accepted. Please email GS-A-HQ_RMS@USGS.GOV or call 703-648-7683 for additional information.

To pay through Pay.gov go to <https://www.pay.gov>.

Checks must be made payable to U.S. Geological Survey. Please detach the top portion or include bill number on all remittances.

Amount of Payment: \$ _____

Date	Description	Qty	Unit Price		Amount
			Cost	Per	
09/08/2016	For shared operation of hte streamgaging station on the Grand River at Portland, Michigan 16EMNH0012	1	7,850.00	1	7,850.00
Amount Due this Bill:					7,850.00

Accounting Classification:
Sales Order: 54873
Sales Office: GENH
Customer: 6000001519
Accounting #: 10680559

TIN: *****7243

PURCHASE ORDER

CITY OF PORTLAND

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

TO Portland Area Fire Authority

SHIP TO _____

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
10/1/16					10-934
QUANTITY	DESCRIPTION			PRICE	AMOUNT
	2nd Qtr Fire Services - 10/16 - 12/16				27,494.48
	101-101-804.336				

NOT FOR RESALE FOR RESALE

TAX NUMBER _____



ORIGINAL

[Handwritten Signature]
 AUTHORIZED SIGNATURE

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

Portland Area Fire Authority773 E Grand River Ave
Portland, MI 48875**Invoice**

Invoice #: 31351

Invoice Date: 10/1/2016

Due Date: 10/1/2016

Project:

P.O. Number: 2nd Qtr

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

Date	Description	Amount
10/1/2016	<p>2nd Quarter Fire Services October - December '16</p> <p>Note the invoice is based on the existing fire budget as per the Fire Authority Agreement. The following is a breakdown based on the existing annual budget of \$276,257.00</p> <p>City of Portland - 39.81% = \$109,977.91 divided by 4 = (1 pmt -\$27,494.47 and 3 pmts-\$27,494.48)</p> <p>Portland Twp. - 36.10% = \$99,728.78 divided by 4 = (1 pmt \$24,932.21 and 3 pmts - \$24,932.19)</p> <p>Danby Twp. - 24.09% = \$66,550.31 divided by 4 = (1 pmt \$16,637.57 and 3 pmts - \$16,637.58)</p>	27,494.48

We appreciate your prompt payment.

Total	\$27,494.48
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Payments/Credits	\$0.00
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Balance Due	\$27,494.48
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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.
9/12/16					
QUANTITY	DESCRIPTION			PRICE	AMOUNT
	Kent Street Construction Engineering				\$39,102.51
	202.452.803009	Maj Sts.	Eng. Svc	\$31,282.01	
	590.441.803009	Waste Wtr	Eng. Svc	\$5,865.38	
	591.441.803009	Water	Eng. Svc	\$1,955.12	
				\$39,102.51	

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

ORIGINAL

AUTHORIZED SIGNATURE _____

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

September 8, 2016
Project No: 821681
Invoice No: 44129

Project 821681 City of Portland-Kent Street Construction Engineering
Services Included: Contract administration, on-site observation & testing, construction staking
For professional services rendered for the period July 30, 2016 to August 26, 2016
Professional Services

	Hours	Billing	
	331.75		
Total			35,776.00
Reimbursable Expenses			
Expenses		3,326.51	
Total		3,326.51	3,326.51
		Total this Invoice	\$39,102.51

*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, August 18, 2016
In Council Chambers at City Hall

Members Present: Barnes, Gorman, Blastic, Grimminck, Antaya, Tyler, Briggs, and Urie

Absent: Dumas, VanSlambrouck, Clement

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

Guests: None

The meeting was called to order at 3:31 P.M.

Motion by Grimminck, supported by Blastic, to approve the Agenda as presented.
All in favor. Adopted.

Motion by Blastic, supported by Gorman, to approve the minutes of the July 21, 2016 as presented.
All in favor. Adopted.

Motion by Barnes, supported by Tyler, to approve the Treasurer's Report as presented.

Members Urie and Briggs arrived at 3:32 P.M.

Mayor Barnes stated that he received this month's report prior to the meeting to verify what is scheduled to be paid. He made a couple of minor changes on the 1st draft and then when the report was finalized the 2nd draft was sent. This will be the practice from now on.

The vote on the motion on the floor was taken.
All in favor. Adopted.

Under Old Business, Director Perry reminded the members that the Main Street – Year End National Accreditation visit will be on Wednesday, November 9, 2016 at 8:00 A.M.

There was no New Business.

Under the Director's Report, Director Perry reported the Beerfest on the Bridge held over the weekend, on Saturday, August 13, 2016 was a fantastic event. The attendance was at least the same as last year, if not more. Founders Brewing Co. would like to participate in the event next year.

Director Perry stated she will attend a training opportunity on August 19, 2016 in Grand Haven sponsored by the Michigan Downtown Association. The theme is strengthening downtowns.

The Chocolate Moose reopened last Saturday under new ownership. They have improved the ice cream recipe and have very generous servings. The Ribbon Cutting Ceremony will be held Friday, August 19, 2016 at 7:00 P.M.

The Escape Room will open Friday, August 19, 2016 at the corner of Kent St. and Bridge St. The theme is a nuclear bunker that you need to escape from using the provided clues.

In other downtown news, Beauty & Baskets is now open at 110 E. Bridge St. The Smoke Shop at 244 Kent St. has a for sale sign posted. Director Perry also reported that she met with Ken Bush, owner of 128 Kent St., last week about plans for his building.

The Annual Main Street Report was filed yesterday.

Director Perry further reported that she will meet with Linda Curtis, Ionia DDA Director, next week to share ideas. In particular they will discuss the grant writer that Ionia uses.

Under Committee Reports, Member Urie reported the Promotions & Marketing Committee has recently been involved with planning of Beerfest on the Bridge. They are now getting ready to move onto planning for Holidayfest.

Under the Design Committee Report, Member Briggs reported they are working on educating downtown business owners on the upkeep of their buildings and why historic downtown preservation is important. There has been discussion of moving the Newman Fountain back to the downtown, where it was historically located, from Alton Park. The committee has also been looking at signage for the downtown and a historic marker.

Member Tyler, Economic Revitalization Committee Chair, reported the work continues on finalizing the Portland Visitors Guide. The quarterly “Business after Hours” event was held last month and had a decent turnout. The Chamber of Commerce will host the next “Business after Hours” event in October.

Committee Chair Barnes reported for the Organization and Finance Committee. The On the Street Newsletter was mailed with the August utility bills. The Beerfest on the Bridge was held over the weekend and was another great event. There has been discussion of adding some kind of event that would incorporate the river next year. The Healthy Portland will not be held this fall. They will plan to hold it next year.

Under Board Member Comments, Mayor Barnes noted that the new Department of Labor laws go into effect December 1, 2016 and Director Perry’s revised contract needs to be in place by that time.

Director Perry stated that she would distribute her job description and contract to the members soon.

There was discussion about the billboard currently posted on I-96.

City Manager Gorman thanked everyone for their hard work on the Beerfest on the Bridge event.

City Manager Gorman also noted that the Kent St. Improvement Project should be wrapping up within the next week or two.

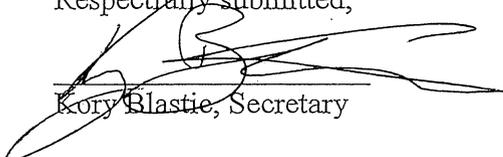
City Manager Gorman commented that a resident who received a notice about grass clippings complained about the weeds that are present in the downtown. There needs to be more attention to keeping the downtown cleaned up.

Member Urie suggested having a feasibility study done on the possible renovation of the Opera House.

Director Perry agreed and stated that she has someone coming in next month to discuss this with the owners of the property.

Motion by Barnes, supported by Blastie, to adjourn the meeting at 4:07 P.M.
All in favor. Adopted

Respectfully submitted,



Kory Blastie, Secretary



Date: September 15, 2016

REPORT OF FUNDS IN DDA AS OF: September 9, 2016

PRINCIPAL & INTEREST ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>8/12/2016</u>	\$ 110,540.84
INTEREST EARNED:	\$ 4.68
TRANSFER FROM REGULAR ACCOUNT FOR REPAYMENT OF ADVANCE	\$ 50,000.00
TRANSFER TO REGULAR ACCOUNT FOR PRINCIPAL PAYMENT AND INTEREST ON LOAN	<u>\$ (160,045.52)</u>
NEW BALANCE: <u>9/9/2016</u>	<u>\$ 500.00</u>

REGULAR ACCOUNT

PREVIOUS BALANCE: <u>8/12/2016</u>	\$ 39,348.59
INTEREST EARNED:	\$ 1.80
DEPOSITS:	
Ticket Sales - Beerfest on the Bridge	\$ 11,921.10
Beerfest on the Bridge Sponsor	\$ 600.00
Beerfest on the Bridge Refund - Alliance Beverage	\$ 18.00
MI Trails Magazine	\$ 10.00
First Installment of Property Taxes from DDA Captvre	\$ 81,529.33
Transfer from principal and interest account for principal and interest payment on loan	\$ 160,045.52

CHECKS WRITTEN:

Ck No. Payee:	<u>AMOUNTS</u>
1597 PAUL STARR - Beerfest (Pre-approved)	\$ 3,327.27
1598 BEER CITY GLASS - Glasses for Beerfest	\$ 1,092.00
1599 PNC - Loan Payment on City Hall	\$ 221,923.53
1600 DONNY KLEMMER JR - Myster Event Manual	\$ 300.00
1601 MICHIGAN.COM - R&O Advertising for Beerfest	\$ 735.57
1602 PATRICIA PERRY - Beerfest Sales Tax, Beer for Beerfest, Beerfest Security, Music for Beerfest, Consultant Visit	\$ 1,997.52
1603 CITY OF PORTLAND - Postage/On the Street, Electric for Beerfest, Telephone, Computer Services	\$ 532.99
1604/1605 QUARTERLINE MEDIA - Shooting/Editing/Equipment/Aerial	\$ 1,200.00
1606 SANCTUARY BREWERY - Beer for Beerfest	\$ 195.00
1607 STEELE ST. BREWERY - Beer for Beerfest	\$ 335.00
1608 WANDA URIE - Beerfest Decorations	\$ 83.55
TOTAL CHECKS	\$ (231,722.43)

TRANSFER TO PRINCIPAL AND INTEREST ACCOUNT FOR REPAYMENT OF ADVANCE	\$ (50,000.00)
TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 8/15/16 - 8/29/16	<u>\$ (4,181.88)</u>

TOTAL EXPENSES: \$ (285,904.31)

BALANCE: 9/9/2016 \$ 7,570.03

"The City of Portland is an equal opportunity provider and employer."

City Of Portland
Water Department
Monthly Water Report
August 2016

Monthly Water Production

Well #4	35,000 Gallons
Well #5	600 Gallons
Well #6	12,894,000 Gallons
Well #7	9,000 Gallons

Daily Water Production

Well #4	1,129 Gallons
Well #5	19 Gallons
Well #6	415,935 Gallons
Well #7	290 Gallons

Daily Average Water Production for All Wells 417,373 Gallons

Total Water Production for the Month 12,938,600 Gallons

Total Water Production for the Previous Month 14,759,900 Gallons

Total Production decreased by 1,821,300 Gallons

Total Production for This Month from the Previous Year 10,442,000 Gallons

Total Production increased by 2,496,600 Gallons

Rodney D. Smith Jr.
Water Technician

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR AUGUST 2016

NPDES COMPLIANCE

The City WWTP was not in compliance with the NPDES permit limitations for the month of August 2016. The permit phosphorus limit is 1.0 ppm. The WWTP reported 1.1 ppm for the month of August. With the higher than normal rainfall during the month coupled with the approaching hauling of our Biosolids (sludge), the treatment experienced a slight upset making our efforts to reduce the phosphorus ineffective. The DEQ was made aware of this during their compliance audit. All required reports have been completed to the DEQ for permit compliance. The City Manager was also notified of the noncompliance. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged **11.1 million gallons** for the month of August. The treatment suffered due to higher than normal rainfall and the recycle of poor quality supernatant to the treatment process. This caused a slight upset which would not respond quickly to the addition of extra Ferrous Chloride and the addition of polymer to the final clarifiers. The CBOD averaged 5 ppm, Total Suspended Solids were at 11 ppm, Fecal Coliforms were at 38 ppm, and the Phosphorus was at 1.1 ppm.

The WWTP has two wall unit heat pumps that were installed new during the 2012 plant upgrade. Both units were not cooling properly and during the excessive number of hot days this was very trying. Doug Sherman, who has a considerable amount of experience trouble shooting and repairing air conditioners, investigated the cause of the problem. The start/run capacitors were found to be defective. Two properly sized capacitors were located and ordered through a local heating contractor. Upon their arrival, Doug replaced the capacitors. The East wall unit began working correctly. However, the South wall unit still was not cooling. Upon closer examination the condensing coils were found to be very dirty. These are very difficult to get to for cleaning. After cleaning the unit still does not cool. A better solution will have to be incorporated in the future.

The electrical inspection for the new generator was completed and approved. We had Michigan Critical power return to conduct a baseline load test which was not included in the original quote. The generator at Riverside is now fully functional and complete.

The resident on Riverside Drive directly across the street from the Riverside lift station had concerns about his view of the new generator. After talking with him to find out what he would recommend, chain link fence slats were ordered to be installed.

Quotations for replacing the Duro Last membrane roof on the Secondary Digester have been received. The quotes have been prepared for presenting to the City Council for approval.

Bruce Sabin from F&V sent over preliminary design plans for improving the heating problems in the Grit & Screening building and the Sludge Thickening building. I reviewed and had several questions in regards to some of the equipment that they were suggesting. After he checked into my questions he returned to the drawing board to refine the design.

The MML Insurance representative completed his inspection of the WWTP to advise of any possible MIOSHA non-compliance. He had none at this time.

The MDEQ arrived at the WWTP to conduct a permit compliance audit. They set up a portable sampler to collect a composite sample of our effluent after treatment. They split the sample with us so that the results could be compared. A tour of the facility was conducted. Cindy Sneller, the field compliance officer for the DEQ, questioned if we have the flow meters inspected and calibrated annually. This was never required before the plant upgrade so was not being done. I told her that I would look into this and keep her posted as what needs to be done. I have had the manufacturer representatives to the WWTP to inform me of what needs to be done and provide me with the cost. Cindy also had concerns about if we were reporting influent flows or effluent flows as this makes a difference on our per cent removals that we report. We had been reporting the influent flow. She said that we need to report the flow leaving the WWTP. When I checked we have an effluent flow meter but found that it does not totalize the flow. I told Cindy that I would check into this. When I contacted Windemuller who installed the equipment during the 2012 upgrade, they discovered that they had not completed the PLC programming for this. I then schedule for them do this at no charge. Cindy requested that I let her know when this is done and when we begin reporting the effluent flow. Cindy also spent time in our lab to observe and discuss lab procedures with Mike and Tim. She also said that we will receive a follow up letter of her visit.

Maintenance & Capitol Expenses for august 1, 2016 to August 31, 2016

ITEM	COST
Tom's Do It Center – Dry Erase Marker, Pry bar, misc. plumbing	\$ 35.60
USA Bluebook – Misc. gloves, YSI DO meter & probe	\$ 2764.24
NCL – Lab supplies	\$ 390.43
Midwest Gas – Semi-annual meter calibration	\$ 78.28
Dewitt Fence – Fence slats for Riverside Lift Station	\$ 513.00
D&E Electric – RAS pump power reconnect	\$ 110.00
Gary's Heating – 2 Start/Run capacitors	\$ 60.00
Hydro Dynamics – Annual pump maintenance & RAS pump repair	\$ 369700
MWEA – Doug Sherman annual membership dues	\$ 70.00
Total Expenses	\$ 7718.55
Total Spent YTD	\$ 8269.60

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	2640feet
Routine cleaning	1205feet
Sewer call outs due to building services	0
Sewer call outs due to plugged City main	0
New connections to sewer main	1
Building Services Televised	0
Building Services Inspected	1
City Main Televised	0 feet

SEWER CALLOUTS

None to report

Respectively Submitted,

Doug Sherman
WWTP Superintendent

**PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
AUGUST 2016**

Calls for Service

Dispatched	196
Patrol Originated	9
Follow Up Complaints	83
Assist to PPD	12
Assist to Fire / EMS	5
Assist Other Depts	7
Directed Patrol	0

Traffic Stops

Total Stops	60
Traffic Citations	32
Verbal Warnings	51
Parking Citations	2
Admin Citations	7

Arrests

Misdemeanor Charges	23
Misdemeanor Arrests	10
(# of Persons)	
Felony Charges	1
Felony Arrests	1
(# of Persons)	
Juvenile Apprehensions	4

Other Functions

Pistol Purchase Permits	0
PBT's	0
FOIA Requests	0
Sex Offender Registrations	0
Other Misc Function	0

(This information to be displayed beginning with September 2016 stats)

Other

Physical Business Checks	
Interior	98
Exterior	0
Patrol Contacts	482

Assists to Other Law Enforcement Agencies

- August 6, 2016,** Assist to IOSH on E Grand River Ave near Silverland Dr for a car that struck a house.
- August 7, 2016,** Assist to MSP on I96 near Knox Rd to investigate a report of a juvenile with a long gun.
- August 18, 2016,** Assist to IOSH on Towner Rd with a known felon.
- August 19, 2016,** Assist to IOSH on I96 near Clintonia Rd for a personal injury crash.
- August 19, 2016,** Assist to MSP on I96 near 68mm with a driver impaired by drugs. There was no other unit available.
- August 19, 2016,** Assist to IOSH on I96 near 74mm for a domestic assault occurring while the vehicle was in motion.
- August 21, 2016,** Assist to MSP on I96 near 73mm with an intoxicated driver.
- August 22, 2016,** Assist to IOSH on Divine Hwy at Looking Glass with an intoxicated driver.
- August 23, 2016,** Assist to IOSH on E Grand River Ave near I96 with a warrant arrest.
- August 28, 2016,** Assist to IOSH on I96 west of Kent St for a subject driving in the wrong direction on the highway.

PORTLAND POLICE DEPARTMENT
STATISTICAL INFORMATION
AUGUST 2016

Of Interest:

On August 2, 2016, Sgt Ludwick and Officer Thomas stopped a vehicle where the driver was known not to have a valid license. A subsequent interview and search of his vehicle revealed that he was in possession of methamphetamine. The driver was arrested and lodged at the Ionia County Sheriffs Department.

On August 4, 2016, Officer Groenhof was requested to check on an overdue motorist. He was able to locate him; however, he was found to be driving under the influence of alcohol. Further investigation revealed that the driver had been living under an assumed name with a driver license he purchased on the black market. Under his true identity, the subject was found to have a suspended drivers license and warrants for his arrest. He was arrested and lodged at the Ionia County Jail on several charges.

On August 20, 2016, Officers Groenhof and Thomas stopped a vehicle that was the subject of a "BOL" and suspected to be intoxicated. The driver was ultimately arrested for driving intoxicated with a High BAC and a suspended drivers license as well as possession of marijuana.

On August 31, 2016, Sgt Ludwick and Officer Gerhardt had contact with the driver of a motorcycle. The driver was transporting a 5-year old child on the motorcycle improperly so that the child was tied to the driver with a nylon strap. The parent is currently being investigated for child abuse / child endangerment.



LEIS & VANDENBRINK

DESIGN. BUILD. OPERATE.

August 31, 2016

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

RE: 2016 Bridge Inspection Services

Dear Mr. Gorman:

We have completed our inspection of the City's three (3) vehicular bridge structures that are covered under National Bridge Inspection program. A summary of the significant findings during our inspection is as follows:

BRIDGE STREET OVER THE GRAND RIVER (#4103)

- The structure is a 2-span, 1-lane historic steel truss bridge that was originally constructed in 1890 and rehabilitated in 1990. The structure is generally in fair to good condition, but several repairs are recommended to preserve the structure and extend its useful life.
- There are a number of coating failures, primarily on the floor beams, which are allowing corrosion of the steel. It is recommended that these areas be properly prepared and the entire structure receive a new top coat of paint.
- Recoating the structure will likely require removal and replacement of the timber sidewalk structure. It is recommended that new materials be used for replacement, as the existing members are deteriorating with fungal growth and rot.
- The utility crossings carried on the structure should be repaired as well. The water main crossing on the south side has a number of areas of damaged insulation, exposing the main beneath to the elements. The electric conduits beneath the sidewalk have areas of coating failure and corrosion.
- The storm sewer outlet through the east abutment wall has eroded the bank. Stone riprap protection is recommended to prevent/mitigate further erosion.
- The approach pavement and sidewalk have settled. Sidewalk replacement or jacking and asphalt improvements are recommended to bring them back to flush with the structure.
- All of the needs identified above were included in our application to the MDOT Local Bridge Program, and we should know whether the application was successful later this year. If the project is not selected in the next few years, the City should consider performing several of the more urgent items with local funds.
- The steel trusses have a number of spider webs, bird nests and other debris. These impede the inspection process and increase the rate of deterioration. It is recommended that the City establish a maintenance schedule to power wash the trusses and remove debris.

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

DIVINE HIGHWAY OVER THE LOOKING GLASS RIVER (#4104)

- The structure is a 2-span concrete box beam bridge with asphalt wearing surface. It was constructed in 1979. The structure is in poor condition, and replacement is recommended.
- The concrete sidewalk on the west side of the structure is severely spalled, with exposed and corroding reinforcing steel. The City has patched it in the past, however, more extensive work would be required for a long term repair.
- The expansion joint at the center pier is failing.
- The asphalt surface has block cracking throughout.
- The concrete box beams are severely deteriorated. The primary cause appears to be water migration through the structure. The beams have severe spalling in the corners of the structure and severe leakage along joints between beams.
- The abandoned mill structures along the south bank significantly encroach on the channel.
- The steel piles supporting the pier have advancing corrosion and section loss.
- Due to its deterioration, the inspection frequency was previously increased from the standard 24 months to 12 months. The next inspection will be due in August of 2017.
- The structure is currently posted for loads. The City should anticipate reduction of the posting every few years as the structure continues to deteriorate until it can be replaced.
- As you are aware, replacement of the Divine Highway Bridge was submitted as the City's first priority project to the MDOT Local Bridge Program.
- While extensive repairs and maintenance are not recommended due to the need for replacement, we do recommend that brush be removed from around the footprint of the bridge and channel debris (mostly trees and branches) be removed on a periodic basis. These items can impede the inspection process by limiting access and potentially obscuring areas of deterioration and can also impact the structure itself.
- During our inspection of the bridge, we reviewed the retaining wall and abandoned mill structures in the southwest channel area. The Local Bridge Program application includes funds to remove the mill structures and replace the retaining wall within the influence of the bridge. The retaining wall beyond that point appears to be in fair condition, and we do not anticipate extensive repairs will be necessary in the near future.

W. GRAND RIVER AVENUE OVER THE GRAND RIVER (#4105)

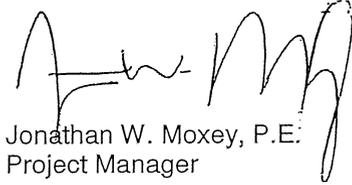
- The structure is a 3-span concrete I girder bridge with concrete deck. It was constructed in 1994. The structure is in fair to good condition, but several repairs are recommended to extend its useful life.
- The concrete deck has transverse cracking with efflorescence, especially in the center span. An epoxy overlay is recommended to seal the cracks.
- The expansion joints have patched spalling at the curb line. The joints have closed and no longer function properly. Replacement is recommended.
- The steel railings have scattered paint failures. Because the steel is galvanized beneath, corrosion is not a significant concern, however, maintenance painting is recommended to prolong the remaining paint.
- The concrete end walls (at the termination of the steel railings) have progressing map cracking. A surface sealer may be effective in extending the time until patching or replacement is required.

- The concrete sidewalks have a significant amount of cracking. A surface sealer may be effective in extending the time until patching or replacement is required.
- The concrete beams have cracking near the piers. This cracking should be repaired to avoid premature deterioration of the steel reinforcement.
- The west return walls supporting the railings have critical cracking, apparently from settlement. Repair or replacement is recommended.
- The catch basin in the northwest quadrant appears to be leaching material from beneath the adjacent concrete. Repair of the structure and undermined concrete is recommended.
- The concrete approach pavement has severe cracking and spalling, some repaired with cold patch. A more permanent repair or replacement is recommended.
- Woody debris is beginning to collect on the piers. Periodic removal is recommended. The steel pipe bollards are all bent over from debris impact. Repair or replacement is recommended.
- All of the needs identified above were included in our application to the MDOT Local Bridge Program, and we should know whether the application was successful later this year. If the project is not funded in the next few years, the City should consider performing several of the more urgent items with local funds.

We have input the inspection data through MDOT's online system. The report forms are enclosed along with photographs taken during the inspection, inspector credentials and our Quality Control Plan for the City's bridge file. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Jonathan W. Moxey, P.E.
Project Manager

Encl.

IONIA COUNTY BOARD OF COMMISSIONERS

September 13, 2017 - 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. Road Commission Appointment
 - B.
- VIII. New Business**
 - A. Resolution of Appreciation – Mark Jones
 - B. Presentation from Robert Brown, Friends of River Valley Rail-Trail
 - C. Presentation from Tenurgy, Utility Auditing Company
 - D. Resolution of Support for Grand River Water Trail
 - E. Request for Experience Credit for Undersheriff
 - F. Request to Fill Jail Administrator Position and Grant Experience Credit
 - G. Request to Fill Deputy Position
 - H. Community Corrections FY17 Contract
 - I. CRP Contract Approval – Friend of the Court
 - J. CRP Contract Approval – Prosecuting Attorney, Family Support
 - K. Regional Perinatal Care System Quality Improvement Initiative
 - L. My Community Dental Centers Services Agreement
 - M. Appointment of Dog Ordinance Review Ad Hoc Committee
 - N. Acknowledge Application for Appointment to Commission on Aging Board
 - O.

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

- Area Agency on Aging of Western Michigan Advisory Council – One three-year term expiring April 2018.
- Board of Public Works – Two three-year terms expiring January 2018.
- Commission on Aging Board – One three-year term expiring September 2016.
- 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.
- Park Advisory Board – One two-year term, expiring January 2018.
- Road Commission – One six-year term, expiring December 2020.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2016.

Appointments for consideration in the month of October 2016:

- *Construction Board of Appeals* – One three-year appointment.

Appointments for consideration in the month of November 2016: None

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**

**NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-17693-R**

- Consumers Energy Company requests Michigan Public Service Commission approval to reconcile its gas cost recovery costs and revenues for the 12-month period of April 2015 through March 2016.
- The information below describes how a person may participate in this case.

- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- The first public hearing in this matter will be held:

DATE/TIME: **Thursday, September 15, 2016, at 9:30 a.m.**
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge **Suzanne D. Sonneborn**

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) June 30, 2016 application to reconcile its gas cost recovery (GCR) costs and revenues for the 12-month period April 2015 through March 2016. Consumers Energy has calculated that it has a total overrecovery for the 2015-2016 GCR period of \$1,977,111 million. The calculated amount reflects an overrecovery for the GCR period of \$356,644 plus accrued interest owed by Consumers Energy to customers for the GCR period of \$1,620,467.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by September 8, 2016. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department - Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy's request may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in 1982 P.A. 304 proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; and the Michigan Administrative Hearing System's Administrative Hearing Rules, 2015 AC, R 792.10401 et seq.

**THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY
CONSUMERS ENERGY'S GAS COST RECOVERY RECONCILIATION AND
OTHER PROPOSALS IN WHOLE OR IN PART, AND MAY APPROVE LESSER
OR GREATER AMOUNTS THAN THOSE REQUESTED.**