



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

7:00 p.m. Monday, February 3, 2014
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</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>	Motion
7:03 PM	IV. <u>City Manager Report</u>	
7:10 PM	V. <u>Presentations</u>	
	A. Cory Grimminck, Librarian at Portland District Library – Annual Report	
	VI. <u>Public Hearing(s)</u> – None	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:15 PM	A. Proposed Resolution 14-11 Approving Michigan Pavement Marking LLC's Bid for 2014 Street Painting	Motion
7:17 PM	B. Proposed Resolution 14-12 Approving the Economic Development Corporation's Recommendation to Approve an Exclusive Listing Agreement with Coldwell Banker Frewen Realty to Market the Vacant Land at Cutler and Grand River	Motion
7:20 PM	IX. <u>Consent Agenda</u>–	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting held on January 20, 2014 and the City Council Goal Setting Session held on January 25, 2014	
	B. Payment of Invoices in the Amount of \$55,722.39 and Payroll in the Amount of \$129,395.62 for a Total of \$185,118.01	
	C. Purchase Orders over \$5,000 – None	
	X. <u>Communications</u>–	
	A. Planning Commission Minutes from November 13, 2013	
	B. Planning Commission Minutes from December 11, 2013	
	C. EDC Minutes from November 25, 2013	
	D. Utility Billing Report for December 2013	
	E. MDEQ 2013 Water Supply Cross Connection Report	
	F. MDEQ re: Community Water Supply Sanitary Survey	
	G. FEMA re: Flood Insurance Study	
	H. State Farm re: Grant Request	
	I. WOW! re: Package Discontinuation	

Estimated Time
7:22 PM
7:27 PM
7:30 PM
7:35 PM

- J. Revenue-Expense for December 2013
- K. Ionia County Board of Commissioners Agenda – January 28, 2014
- L. MPSC – Notice of Hearing for Consumers Energy

X. Public Comment (5 minute time limit per speaker)

XI. Other Business

XII. Council Comments

XIII. Adjournment

Action Requested
Motion

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-11

**A RESOLUTION APPROVING MICHIGAN PAVEMENT MARKING LLC'S
BID FOR 2014 STREET PAINTING**

WHEREAS, the City issued RFP for 2014 pavement marking and received bids from M & M Pavement Marking for \$8,532 and Michigan Pavement Marking for \$9,753.86, copies of which are attached as Exhibit A;

WHEREAS, Staff recommends that the Council award the 2014 Pavement Marking to the Low Bidder M& M Pavement Marking for \$8,532; and

WHEREAS, there are sufficient funds budgeted in the Major Street Fund to cover the cost of this proposal.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves Staff's recommendation and award the work to the lowest bidder M& M Pavement Marking for an amount not to exceed \$8,532.16.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 3, 2014

Monique I. Miller, City Clerk

Exhibit

A

Solicitation For Sealed Bids

The Portland Dept. of Public Works, 451 Morse Dr, Portland MI 48875 is accepting bids for the following:

Street Painting

Bids will be accepted beginning December 27, 2013 and ending January 30, 2014 at the close of the business day. The City of Portland reserves the right to accept the bid as a whole or in part. Please bid each item separately and submit on the form provided.

Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Royal Thomason, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

The following specifications must be included in the bid price:

Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	78,724'		.038	2991.51
Skip Yellow	6,594'		.038	250.57
Solid White-Lane Lines	1,492'		.038	56.70
Skip White	780'		.038	29.64
Solid White	34,480'		.038	1310.24
21' Parking Stalls	110		3.00	330.00
18' Parking Stalls	85		3.00	255.00
4" Blue Line	330'		.20	66.00
Handicap Symbols	5		5.00	25.00
Left Turn Arrows	10		30.00	300.00
Right Turn Arrows	6		30.00	180.00
Combination Arrows	3		35.00	105.00
ONLY Symbols	8		30.00	240.00
24" Stop Bar	518'		1.00	518.00
6" Cross Walk	3,326'		.35	1164.10
12" Cross Walk Pads	888'		.80	710.40
			TOTAL	8532.16

M & M PAVEMENT MARKING
 P.O. BOX 530
 GRAND BLANC, MI 48430

David A. Lawler

DAVID A. LAWLER, VICE PRESIDENT
 CELL: 810-691-7686

Solicitation For Sealed Bids

The Portland Dept. of Public Works, 451 Morse Dr, Portland MI 48875 is accepting bids for the following:

Street Painting

Bids will be accepted beginning December 27, 2013 and ending January 30, 2014 at the close of the business day. The City of Portland reserves the right to accept the bid as a whole or in part. Please bid each item separately and submit on the form provided.

Bids may be mailed to City of Portland, 259 Kent St, Portland MI 48875, ATTN: Royal Thomason, or may be dropped off at City Hall, 259 Kent St Portland MI 48875.

The following specifications must be included in the bid price:

Item	Qty	Type	Unit Price	Total Amount
Solid Yellow	78,724'		0.045	3542.58
Skip Yellow	6,594'		0.06	395.64
Solid White-Lane Lines	1,492'		0.045	67.14
Skip White	780'		0.06	46.80
Solid White	34,480'		0.045	1551.60
21' Parking Stalls	110		3.00	330.00
18' Parking Stalls	85		3.00	255.00
4" Blue Line	330'		1.00	330.00
Handicap Symbols	5		15.00	75.00
Left Turn Arrows	10		25.00	250.00
Right Turn Arrows	6		25.00	150.00
Combination Arrows	3		45.00	135.00
ONLY Symbols	8		30.00	240.00
24" Stop Bar	518'		1.50	777.00
6" Cross Walk	3,326'		0.35	1164.10
12" Cross Walk Pads	888'		0.50	444.00
			TOTAL	9753.86

Michigan Pavement Markings LLC

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-12

A RESOLUTION APPROVING THE ECONOMIC DEVELOPMENT CORPORATION'S
RECOMMENDATION TO APPROVE AND EXCLUSIVE LISTING AGREEMENT
WITH COLDWELL BANKER FREWEN REALTY TO MARKET THE VACANT LAND
AT CUTLER AND GRAND RIVER

WHEREAS, the City owns approximately 56 acres of vacant land at the corner of Cutler and Grand River Avenue (Property) that it desires to see developed; and

WHEREAS, the City Council has charged the City's Economic Development Corporation (EDC) with getting the Property developed in accordance with the sub area concept plan adopted as a Master Plan Amendment in 2010; and

WHEREAS, the EDC met on January 27, 2014 and reviewed the listing activity report, and a proposed listing agreement to have Coldwell Banker Frewen Realty continue to market the 56 acres at Cutler and Grand River Avenue for the City; and

WHEREAS, the EDC recommended that the City Council approve renewing the listing of the property for sale with Coldwell Banker Frewen Realty, a copy of which is attached at Exhibit A, and the concept of listing smaller 2 to 4 acre parcels along the street frontage as illustrated in the attached Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the EDC's recommendation to approve renewing listing the property for sale with Coldwell Banker Frewen Realty and authorizes the City Manager to complete and sign the Exclusive Marketing Agreement, a copy of which is attached as Exhibit A, with an exclusion for agricultural leases that the City may enter into so long as the property remains undeveloped.
2. The City Manager is also authorized to sign additional listing agreements to list smaller 2 to 4 acre parcels along the street frontage using a substantially similar listing agreement to the one attached as Exhibit A.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: February 3, 2014

Monique I. Miller, City Clerk



6

GREATER LANSING ASSOCIATION OF REALTORS® MULTIPLE LISTING SERVICE
UNIFORM SALES AGENCY CONTRACT (VACANT LOT/LAND — CLASS 6)—PAGE 1-3



Date _____

- 1. In consideration of your promise to use your efforts to find a Buyer, to negotiate with prospective Buyers, to be responsible for the Closing of the transaction, and to assume all expenses incurred by you in advertising the property, I/we grant to Coldwell Banker Frewen the exclusive right from the date of this Contract to 11:59 p.m. on 12/05/14 to sell the property legally described as: THE N 104 ACRES OF THE NE 1/4 OF SEC 3, T5N R5W, EXCEPT THAT PORTION OF F LAND LYING E OF GD RIVER AVE, ALSO EXCEPTING LAND DESC AS: BEG AT A and commonly known as: 1800 E. Grand River Ave Portland MI 48875 for the sum of \$ 900,000.00 cash or acceptable financing terms as indicated below, with the unmarked terms not applying: [] LAND CONTRACT \$ _____ down and \$ _____ per month including interest at _____ %, due and payable (balloon) on or before _____ years. [] LAND CONTRACT ASSIGNMENT [X] CONVENTIONAL MORTGAGE [] FHA [] VA [] FORMAL MORTGAGE ASSUMPTION points limited to \$ _____ and repairs limited to \$ _____ or upon any other price, terms, or exchange to which I/we may consent.
2. PROPERTY INCLUDED: All buildings; gas, oil, and mineral rights owned by Seller; all attached fixtures such as carpeting and linoleum, mirrors, complete lighting and fan fixtures, drapery and curtain hardware, window shades, and blinds; screens, storm windows, and doors; stationary laundry tubs; heating and air conditioning equipment; water heater, water softener (unless rented), water pump, and pressure tank; sump pump; T.V. antenna, complete rotor equipment, satellite dish, and controls; garage door opener, and controls; attached work benches; all attached shelving; stationary outdoor grills; all support equipment for in-ground pools; detached storage buildings; fireplace doors and screens; built-in appliances; mail box; all plantings; underground sprinkling system, water pumps, and timers; fences; fuel in tanks; awnings; basketball hoop/backboard; outdoor play equipment; EXCEPTIONS/ADDITIONS:
3. BROKERAGE FEE: BROKERAGE FEES PAYABLE FOR THE SALE, LEASE, EXCHANGE, OR MANAGEMENT OF PROPERTY ARE NOT SET BY ANY BOARD/ASSOCIATION OF REALTORS® OR MULTIPLE LISTING SERVICE OR IN ANY MANNER OTHER THAN BETWEEN THE BROKER AND SELLER. If, during the term of this listing, I/we, you, or anyone else sell or exchange the property or produce a Buyer ready, willing, and able to purchase the property or exchange it on the terms listed or on other terms acceptable to me/us, or if, within 3 months after this listing expires or is terminated, I/we or anyone else sell or exchange the property to or with anyone with whom or to whom I/we or anyone else, during the period of this listing, had negotiations for the sale of the property, exhibited the property, or had contact with as a prospective Buyer for the property, then I/we will pay you at closing a brokerage fee of \$ _____ and 6.0 % upon the sale or exchange price of the property. This provision will not apply if the property is sold as the result of a new valid listing agreement.
4. CONVEYANCE REQUIREMENTS: I/We will deliver good and marketable title and be responsible and pay for all matters related, but not limited, to owner's policy of title insurance with standard exceptions in the amount of the sale price; all costs required and necessary to convey clear title; closing fee if closing a cash, purchase money mortgage, or land contract transaction; State transfer tax on Deed; preparation of Deed; Land Contract, and/or security instruments and other documents necessary to convey clear title; and mortgage charges not allowed by regulation to be charged to Buyer. Title Ins. # _____ Held by _____
5. PRORATIONS — SPECIAL ASSESSMENTS — TAXES PRORATIONS: Rent, insurance, association fees (if assigned), interest on any existing Land Contract, mortgage, or other lien assumed by the Buyer will be current and prorated to date of Closing of the sale. SPECIAL ASSESSMENTS which are or become a lien on the property on or before the date of Closing will be paid by Seller. TAXES will be treated as if they cover the CALENDAR YEAR in which they are first billed. TAXES first billed in years prior to year of Closing will be paid by SELLER without proration. TAXES which are first billed in the year of Closing will be prorated so that SELLER will pay TAXES from the first of the year to Closing Date and BUYER will pay TAXES for the balance of year, including day of Closing. If any bill for TAXES is not issued as of the date of Closing, the then current taxable value and tax rate and any administrative fee will be substituted and prorated.

SELLER City of Portland

DATE



170 a 1



1800 E. Grand River Ave Portland MI 48875

Property Address or MLS Number

PRESENT ENCUMBRANCES

A. Mortgage/Land Contract to: _____ Acct # _____
 B. Equity Loan/Line of Credit to: _____ Acct. # _____
 Other: _____ Title Holder City of Portland

7. **MULTIPLE LISTING AND SHOWING POLICIES:** You are authorized to place a For Sale sign and a Key Box on the property and to remove all other For Sale signs and to have access to any buildings on the property for the purpose of showing at reasonable hours. I/We agree to refer to this Listing REALTOR® Broker all inquiries received concerning the property during the period of this listing. Occupancy to the Buyer will be given _____ subject to per diem occupancy charge based on the agreed upon amount between the Buyer and Seller. IT IS AGREED BY THE LISTING REALTOR® BROKER AND SELLER OR LESSOR, PARTIES TO THIS LISTING AGREEMENT, THAT AS REQUIRED BY LAW, DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, MARITAL STATUS, AGE, HEIGHT, WEIGHT, DISABILITY, OR FAMILIAL STATUS BY SAID PARTIES IN RESPECT TO THE SALE OR LEASE OF THE SUBJECT PROPERTY IS PROHIBITED.
8. **INDEMNIFICATION:** Seller shall indemnify and hold harmless Broker and Broker's Agents and Subagents from any and all liability for any reason as a result of injury to person(s) or damage or loss to property arising out of showing of Seller's home pursuant to the Listing.
9. **MLS INFORMATION:** I/We agree that information about this property may be made available to the public through the Greater Lansing Association of REALTORS® (GLAR) Multiple Listing Service (MLS) and through the GLAR Site on the Worldwide Web (WWW). I/We acknowledge that I/we have correctly represented to you the descriptive data appearing on Pages b 1, b 2, b 3, knowing you rely on it, AND I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS CONTRACT. I/WE FURTHER AGREE THAT THE MEMBERS OF THE MLS MAY RELY ON DESCRIPTIVE DATA AS BEING ACCURATE WHEN PRODUCED FROM THE GLAR-MLS SYSTEM OR THE GLAR-WWW BUT NOT GUARANTEED OR WARRANTED. To induce publication by said MLS, I/we release the GLAR and its MLS from any and all liability which may result from any errors of whatever nature occurring in the course of publishing the descriptive data in the MLS, in WWW or elsewhere. In the event this property is listed under more than one MLS property classification, the property will be reported as pending under one property classification only; all other listing classifications will automatically be withdrawn simultaneously by Listing REALTOR® Broker. The SELLER has been informed and understands the information made available to members of the MLS will be disclosed to BUYERS. Has this property been listed in the last 15 months?
 Yes No In the event of Broker's receipt of an offer, subsequent to my/our acceptance of a previous offer but prior to Closing, Broker will/_____ will not (check one) be obligated to present such subsequent offer(s) to me/us. I/We understand that I/we should seek the advice of legal counsel prior to accepting any subsequent offers.
10. **DEFAULT:** If a sale is not closed because of the Seller's refusal to perform, the full brokerage fee will be due and payable upon refusal. If a sale is not closed because of the Buyer's failure to perform and the deposit is forfeited, Seller agrees that the deposit will be applied first to reimburse the Listing REALTOR® Broker for all expenses incurred by the Listing REALTOR® Broker on the Seller's behalf in performance of the Seller's obligations, including but not limited to, attorney fees and inspections.
11. **TIME FOR CLAIMS:** Seller agrees that any action or suit against the Broker or Broker's Agent arising out of this Contract or any services rendered or not rendered by the Broker or Broker's Agents, must be brought within the shorter of (a) the time provided by law or (b) one (1) year of the event giving rise to the claims, or be forever barred. Seller waives any limitation period to the contrary.
12. **MEDIATION:** Listing REALTOR® Broker and Seller agree that any dispute related to this contract, the sale, or the Closing of the property will be submitted to Mediation. The Mediation will be according to the NATIONAL ASSOCIATION OF REALTORS® (NAR) Rules and Procedures of the Homesellers/Homebuyers Dispute Resolution System. If the parties cannot reach a binding agreement in Mediation, they have the right to use other legal remedies. Seller acknowledges receipt of the NAR brochure briefly describing the Mediation System.
13. **AGENCY:**
 - A. **AGENCY:** When a property is listed for sale, the Listing Salesperson/Broker acts as an "agent" for and on behalf of the considered "subagents" for the SELLER. Thus, the SELLER is their "client." Other Salespersons/Brokers who work through the Multiple Listing Service, are considered "cooperating agents" of the Listing Agent and, as a result, are considered "subagents" of the SELLER. As subagents for the SELLER, they have also agreed to work for and on behalf of the SELLER, their client. The Disclosure form explaining types of Agency has been provided to the SELLER.
 - B. **BUYER AGENCY:** The SELLER has been informed and understands that, on occasion, some real estate Brokers and the Salespersons affiliated with them, may represent BUYERS under a Buyer Agency Agreement. The Broker and the Salesperson acting as the BUYER'S agent have a duty to serve the BUYER'S interest rather than the SELLER'S interest. Thus, any information that the SELLER provides the BUYER'S agent (Salesperson) will be disclosed to the BUYER.
 - C. **BROKER RECOMMENDS:** Salespersons from other offices as well as other Designated Agents of the Listing Broker may, on one occasion, be acting as an Agent of the SELLER and, on another occasion, as a BUYER'S Agent or as a Nonagent. Therefore, the Broker recommends that the SELLER treat all Salespersons as a BUYER'S Agent or as a Nonagent, i.e., the SELLER should not disclose confidences to those Salespersons that the SELLER would not disclose to a BUYER.

SELLER City of Portland

SELLER

DATE



1800 E. Grand River Ave Portland MI 48875

Property Address or MLS Number

D. **BROKERAGE FEE:** The SELLER has been informed and understands that the Broker will offer to share brokerage fees with Cooperating Brokers. The share paid to Cooperating Brokers will be 3.0% (the "co-op fee"); and if a BUYER'S agent or Nonagent is paid directly by the BUYER, and, therefore, is not seeking a co-op fee, the Broker will reduce his/her brokerage fee by the amount of the co-op fee.

E. 1) **POSSIBILITY OF DUAL AGENCY:** The Broker, from time to time, enters into agreements with BUYERS to serve as their exclusive agent, for the purpose of arranging the purchase, lease, exchange, or option of property. The SELLER desires that the Broker include the SELLER'S property in offerings to any such potential BUYERS. Certain conflicts of interest may arise because the SELLER and the potential BUYER have different interests to protect.

2) **POSSIBILITY OF NONAGENCY** (i.e., Transaction Coordinator): The Broker from time to time may be an agent for neither the SELLER nor the BUYER, which means that the Broker and the Salesperson do not have a fiduciary responsibility to either party.

The SELLER consents to Dual Agency or Nonagency, and agrees that, under such circumstances, the following provisions will govern the Broker's actions:

- a. The Broker will not knowingly say anything or do anything which might place one party at a disadvantage, such as disclose personal confidences; and
- b. The Broker will assume a role as an intermediary, facilitator, and/or mediator to assist the BUYER and the SELLER; and
- c. The Broker will not disclose to the BUYER that the SELLER might accept a price other than the listing price; nor will the Broker disclose to the SELLER that the BUYER might be willing to pay a higher price; and
- d. The brokerage fee agreed to be paid by the SELLER to the Broker in the Listing Agreement will remain unchanged, and the entire brokerage fee will be paid to the Broker.

SELLER'S
INITIALS

By initialing, the SELLER accepts and acknowledges his/her understanding of the Dual Agency or Nonagency provisions.

14. **LEASING:** When the Listing Agreement is for leasing property, or the transaction between the BUYER and the SELLER involves a lease or rental agreement, then the terms used in this Agreement will be automatically changed, as appropriate, so that the terms "sale" and "purchase" will mean "rent" or "lease" and the term "SELLER" will mean "LANDLORD" and the term "BUYER" will mean "TENANT."

15. **CANCELATION:** This Contract can be CANCELED or REVOKED only by mutual consent in writing.

16. **AUTHORIZATION:**

A. SELLER authorizes the disclosure to BUYERS and their agents of the following reasons for selling _____

B. **Contact Information:** I understand that by providing my telephone number(s) and fax number(s) below, I am consenting to receiving communications from any Member of the Greater Lansing Association of REALTORS® via telephone or facsimile at the following number(s). Telephone Number(s): _____ Fax Number(s): _____

17. **OTHER PROVISIONS:** Minimum commission to be \$1,500.00
ALL OFFERS SUBJECT TO CITY OF PORTLAND APPROVING INTENDED DEVELOPMENT
Any agricultural licensing and or leasing is exempt from the brokerage fee.

18. **JOINT and SEVERAL:** All Sellers executing the Listing Contract are jointly and severally liable to the performance of these terms.

I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS LISTING AGREEMENT.

Accepted by _____
 SALESPERSON Terence M. Frewen SELLER City of Portland

By _____
 DESIGNATED REALTOR® Terence M. Frewen SELLER

DISCLAIMER: This form is provided by the Greater Lansing Association of REALTORS® solely for the use of its Members. Those who use this form are expected to review both the form and the details of the particular transaction to ensure that each section of the form is appropriate for the transaction. The Greater Lansing Association of REALTORS® is not responsible for the use or misuse of the form, for misrepresentation, or warranties made in connection with the form.





Greater Lansing Association of REALTORS® MULTIPLE LISTING SERVICE



R = Required

VACANT LAND - Class 6

PART 2 Page 1 of 3

R 536 Rfreweter110 R12/05/2012 R12/05/2013 R900000
 ML NUMBER BROKER# USER NAME LIST DATE EXPIRE DATE PRICE

R1800 E RGrand River Ave. RPortland R +
 ST# NSEW STREET NAME CITY ZIP CODE PLUS FOUR

R65 RPortlan R Rptlnd city RIonia R
 AREA SCHOOL DIST TAX AUTH. TOWNSHIP COUNTY SECTION# SUBDIVISION

RCity of Portland
 OWNER NAME OWNER PHONE

RLegal Description attached
 1 LEGAL

R
 2 LEGAL

R
 DIRECTIONS

R
 FRONT DIMENSION DEPTH DIMENSION REAR DIMENSION LOT DIMENSIONS - APPROXIMATE

N/Y/N CURB & GUTTER N/Y/N SIDEWALK n/Y/N STORM SEWER Y/Y/N SANITARY SEWER Y/Y/N PUBLIC WATER N/Y/N PRIVATE WELL Y/Y/N GAS

Y/Y/N ELECTRICITY N/Y/N PERKED? N/Y/N RR SIDING N/Y/N LEVEL CONTOUR Y/Y/N SLOPE CONTOUR Y/Y/N ROLL CONTOUR Y/Y/N CROPS RESERVED

R55.77 asph/grvl
 APPROX ACREAGE TREES WOODED POSSIBLE UNITS ROAD SURFACE

R
 SOIL TYPES

R Farm land
 CURRENT USE

R
 SPECIAL ASSESSMENT

R EQ YR R TAXES-Approx TX YR R300-500-000-010-01
 STATE EQ VALUE EQ YR TAXES-Approx TX YR PARCEL #

R TV YR Y/N
 TAXABLE VALUE TV YR MULTIPLE PHOTO

R Coldwell Banker Frewen Realty R5176477511 5176477513
 OFFICE NAME PHONE OFFICE FAX OFFICE

R Terence Frewen R5176477511 5172564321
 SALESPERSON NAME (Last Name First) AGENT PHONE EXTENSION AGENT'S CELL PHONE

517-647-75 tfrewen@coldwellbanker.com
 AGENT'S FAX AGENT'S E-MAIL ADDRESS

R3.0% V R3.0% Y/N
 SUBAGENCY FEE VARIABLE RATE BUYER AGENCY FEE ENVIRONMENTAL DISCLOSURE STATEMENT

OTHER FEE



R = Required

VACANT LAND - Class 6

1800 E. Grand River Ave Portland MI 48875

Property Address or MLS number

Please review City of Portland Subarea
 1AGENT TO AGENT REMARKS (420 CHARACTERS TOTAL)

Concept Plan.
 2AGENT TO AGENT REMARKS

3AGENT TO AGENT REMARKS

Please see MLS#
 4AGENT TO AGENT REMARKS

for smaller parcel options.
 5AGENT TO AGENT REMARKS

6AGENT TO AGENT REMARKS

1PUBLIC REMARKS (420 CHARACTERS TOTAL)

2PUBLIC REMARKS

Vacant Land Features

R DRIVEWAY

(12 Will Print)

- CON Concrete
- GRA Gravel
- BLA Blacktop
- DIR Dirt
- BRI Brick
- JOI Joint
- PRI Private
- STO Stone
- TIL Tile
- CIR Circular
- ALL Alley
- EAS Easement
- ROA Road Frontage
- NON No Driveway

R TERMS

(15 Will Print)

- CAS Cash
- FHA FHA Terms
- VET Veteran/VA Terms
- MSH MSHDA
- LAN Land Contract
- INF Informal Assumption
- FOR Formal Assumption
- FMH FMHA
- CON Conventional
- PMM Purchase Money Mtg
- WRA Wraparound
- EXC Exchange/Trade
- SEL Seller Assist
- NEW New Construction
- BUI Builders Terms
- LPO Lease Option
- LEA Lease Purchase
- REN Rent

R LAND OR ACREAGE

(6 Will Print)

- UP+ Up to 1/4 Acre
- 1/4 1/4+ thru 1/2 Acre
- 1/2 1/2+ thru 1 Acre
- 1+A 1+ thru 2 Acres
- 2+A 2+ thru 5 Acres
- 5+A 5+ thru 10 Acres
- 10+ 10+ thru 20 Acres
- 20+ 20+ thru 50 Acres
- OVE Over 50 Acres
- LFR Lakefront
- RFR Riverfront
- LAK Lake Access
- RIV River Access
- WOO Wooded

R WATER

(Choose 1)

- PUB Public
- WEL Well
- UNI Unimproved

SELLER City of Portland SELLER

DATE

170 b2





R = Required

VACANT LAND - Class 6

1800 E. Grand River Ave Portland MI 48875

Property Address or MLS number

R SEWER

(Choose 1)

- PUB Public
- SEP Septic
- UNI Unimproved

R SHOW

(3 Will Print)

- SGN Sign on Property
- NOS No Sign
- CLO Call List Office
- COW Call Owner

R ZONING

(Choose 1)

- RESI Residential
- RURA Rural Residential
- COMM Commercial
- AGRI Agricultural
- MULT Multi-Family
- INDU Industrial
- OFFI Office
- WARE Warehouse
- ARES Agricultural Res

R DOUBLE BROCHURE

(Choose 1)

- Y Yes
- N No

(1554 Characters total)

R PHOTO INSTRUCTIONS

(Choose 1)

- OFFICE SUBMIT (Agent upload photo.)
- PHOTOGRAPH (MLS Photographer takes
A photograph for \$20.00)

Vacant Land Features

SELLER City of Portland

SELLER

DATE

2011

170 b 3

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, January 20, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons and Sunstrum; City Manager Dempsey; City Clerk Miller; DDA/Main Street Director Reagan; Police Chief Knobelsdorf

Guests: Kathy Parsons; Joshua Hinds; Tom Thelen of the Review & Observer

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

Motion by VanSlambrouck, supported by Krause, to approve the proposed Agenda.

Yeas: VanSlambrouck, Krause, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Dempsey presented information on the action items for consideration on the Agenda.

City Manager Dempsey reported that the Planning Commission will meet on Wednesday, January 22nd, rescheduled from the regular meeting date of January 15th, to receive and review the site plan from The WODA Group on the proposed redevelopment of the Old School Manor property at 306 Brush St.

Under Presentations, DDA/Main Street Director Reagan presented the Amended Downtown Development Authority Development and Tax Increment Financing Plan to extend the life of the DDA 20 years. The MML expects legislation to be proposed to current DDA law could potentially cripple Portland's DDA. It is being proposed that certain parcels be removed from the DDA in order to avoid forming a Citizens' Advisory Council as it is already difficult to fill open seats on Boards and Commissions. Removal of these parcels from the DDA would not decrease taxes; it would only change the disbursement of the funds collected. Director Reagan presented the list of projects, including several capital improvement projects that would be accomplished by extending the life of the DDA.

Council Member Krause clarified that legislation exists that allows the creation of DDA's to capture funds. She also clarified that the purpose of decreasing the size of Portland's DDA District is to reduce the number of residents below 100. If the number of residents is above 100 then a Citizens' Advisory Board is required to be formed. This would potentially prove to be very difficult given the small size of our community.

There was continued discussion in regard to the potential difficulties with forming a Citizens' Advisory Board.

Council Member Krause inquired how much revenue would be lost to the DDA by removing the parcels suggested.

Director Reagan stated approximately \$6500 would be lost to the DDA and redistributed according to the required splits to Ionia County, the Portland District Library, and the City of Portland.

Director Reagan reported the Main Street Organization and Finance Committee will be offering, as a competitive based service, a free webisode service to five selected Main Street district businesses. These webisodes will highlight the chosen businesses, their products, goods, and services, and will give a glimpse to the wider world why Portland is a great place to do business.

Director Reagan encouraged everyone to save the date Saturday, May 17, 2014 for the 2014 Downtown Block Party.

Director Reagan reported the National Main Street Conference will be held in Detroit this year May 18th – 20th. Council Member/DDA Member Sunstrum will be presenting at the conference on social media and Director Reagan will be presenting on Main Street Management.

Under New Business, the Council considered Resolution 14-08 to set a Public Hearing on Monday, March 3rd at 7:00 P.M. to receive comments on the proposed amendment to the DDA Downtown Development and Tax Increment Financing Plan.

Motion by VanSlambrouck, supported by Sunstrum, to approve Resolution 14-08 setting a Public Hearing date on proposed amendment to the DDA Downtown Development and Tax Increment Financing Plan.

Yeas: VanSlambrouck, Sunstrum, Krause, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-09 to approve a Letter of Understanding with Gorman Law PLLC. City Manager Dempsey previously approved a Letter of Understanding with Winters Gorman PLLC, to retain Tutt Gorman to prosecute local ordinance violations and otherwise act as the City Attorney. Jeff Winters suffered a severe stroke in November of 2013 and the law firm of Winters Gorman, PLLC is being dissolved and Tutt Gorman will be practicing law under the name Gorman Law, PLLC. Mr. Gorman has requested the City update the Letter of Understanding to reflect the change as it relates to his law firm affiliation.

Motion by Krause, supported by Fitzsimmons, to approve Resolution 14-09 approving a Letter of Understanding with Gorman Law PLLC.

Yeas: Krause, Fitzsimmons, VanSlambrouck, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-10 to approve a recommendation by the Parks and Recreation Board to approve Josh Hinds' proposal to conduct fund raisers to generate revenue to purchase materials and have volunteers construct a dog park in Bogue Flats. The Parks and Recreation Board met on

January 17th to review and discuss the proposal and voted to make the recommendation to the City Council.

Mayor Barnes thanked Mr. Hinds for volunteering his time to serve on the Planning Commission and taking on this endeavor to provide a dog park for the community.

Mr. Hinds stated that he has 3 dogs of his own and several friends with dogs as well that would enjoy a dog park. He knows some people that travel outside of the community to visit other dog parks.

Mayor Barnes asked how safety would be ensured.

Mr. Hinds stated that rules would be displayed. He also plans to speak with staff of the Hawk Island Dog Park to get recommendations and suggestions.

Mayor Pro-Tem VanSlambrouck inquired about the location, as the parking lots in the proposed location are very busy during the summer with ball games. He asked if other locations had been considered and if trees would be removed.

Mr. Hinds stated that other locations that were considered need a lot of work, this area is ready. No trees will be removed.

Council Member Krause asked if Mr. Hinds would be involved long term in the park.

Mr. Hinds stated he will continue to be involved as long as he is in the community. In that event, he would try to find a successor.

Motion by Krause, supported by Sunstrum, to approve Resolution 14-10 approving the Parks and Recreation Board's recommendation to approve Josh Hinds' proposal to conduct fund raisers to generate revenue to purchase materials and have volunteers construct a dog park in Bogue Flats.

Yeas: Krause, Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Krause, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on January 6, 2014, payment of invoices in the amount of \$129,459.13 and payroll in the amount of \$116,688.78 for a total of \$246,147.91. Purchase orders to the Michigan Municipal Electric Association in the amount of \$6,515.00 and to the Michigan Public Power Agency in the amount of \$14,682.75 for 2014 Membership Dues.

Yeas: Krause, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Under Council Comments, Mayor Pro-Tem VanSlambrouck gave an update on the Portland Area Fire Authority. The recent storms and winter weather have resulted in an increased number of runs and

increased costs. Everything is running smoothly. The audit has been completed. It went well with nothing to report.

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

Yeas: VanSlambrouck, Krause, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the January 20, 2014 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 Krause, Fitzsimmons and Sunstrum; City Manager Dempsey; City Clerk Miller; DDA/Main Street Director Reagan; Police Chief Knobelsdorf

Presentation - DDA/Main Street Director Reagan presented the Amended Downtown Development Authority Development and Tax Increment Financing Plan to extend the life of the DDA 20 years and gave a report on the Downtown.

Approval of Resolution 14-08 setting a Public Hearing date on proposed amendment to the DDA Downtown Development and Tax Increment Financing Plan.

All in favor. Approved.

Approval of Resolution 14-09 approving a Letter of Understanding with Gorman Law PLLC.

All in favor. Approved.

Approval of Resolution 14-10 approving the Parks and Recreation Board's recommendation to approve Josh Hinds' proposal to conduct fund raisers to generate revenue to purchase materials and have volunteers construct a dog park in Bogue Flats.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:40 P.M.

All in favor. Approved.

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

Monique I. Miller, City Clerk

City of Portland

Portland, Michigan

Minutes of the City Council Goal Session

Held on Saturday, January 25, 2014

In the Executive Conference Room at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons, and Sunstrum

Staff: City Manager Dempsey and City Clerk Miller

The session was called to order at 9:22 A.M. by Mayor Barnes.

City Manager Dempsey went over the ground rules for discussion and reviewed the Community Vision and goals from the Master Plan. The Master Plan update will be included in the Fiscal Year 2014-2015 Budget. Request for Proposals (RFPs) have been sent and received. City Manager Dempsey gave a brief summary of those submitted.

Mayor Barnes gave his thoughts and philosophy on the role and purpose of the City Council.

There was continued discussion.

City Manager Dempsey briefly reviewed the goals in the Master Plan and what is being done to accomplish them.

There was continued discussion.

City Manager Dempsey conducted a visual exercise to identify community stakeholders, strengths, weaknesses, opportunities, and threats.

City Manager Dempsey presented and the Council reviewed and discussed the Budget Priority Questionnaire for the Fiscal Year 2014-2015 Budget.

City Manager Dempsey distributed and reviewed Department Head priorities.

There was discussion.

City Manager Dempsey distributed the Community Attitude Survey completed Spring 2013. He stated the take-away from the survey is the high rate of satisfaction from the community on City services and amenities.

City Manager took goals and priorities from the Council Members for the Fiscal Year 2014-2015. There was discussion of each.

- o Street Projects – Barley, Knox, Storz, and possibly Cutler Rd.

- City website/image/social media
- Empty Buildings – Assist in locating and attracting businesses – Be welcoming
- Dynamic website to incorporate all aspects of Portland – update/maintain to engage citizens
- Tech upgrade/better communication
- More information on website to make personal – ex. Staff info and bios
- WODA Group/Old School Manor property
- Work with DDA to get report
- Impact of equipment purchases/new vehicles
- DPW design – building/storage/salt storage – movement towards the need (start setting aside funds)
- Recreation opportunities/Improve fields – ex. Travel teams
- Dog Park
- Development property at Cutler Rd. and Grand River Ave.
- Master Plan
- DDA Renewal
- Mayberry Homes/Rindlehaven property
- Infrastructure on Divine Hwy.

The meeting was adjourned at 2:30 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AUTOMATED BUSINESS EQUIPMENT	00027	POSTAGE RATE CHANGE CARD- GENERAL	236.00
CONSUMERS ENERGY	00095	GAS SERVICE - VARIOUS DEPTS	3,631.47
DUANE CROSS	00642	IMPACT SET - ELECTRIC	283.00
DETROIT SALT COMPANY	01497	ROCK SALT-MAJ STS, LOC STS	5,085.51
FAMILY FARM & HOME	01972	TIRE TUBE - ELECTRIC	8.99
FAMILY FARM & HOME	01972	SHOVELS, PROPANE TANK - ELECTRIC	37.97
HUNTINGTON PUBLIC CAP CORP.	MISC	INTEREST PAYMENT - INCOME TAX	9,980.83
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	5,000.00
JOHN DEERE FINANCIAL	01818	PARTS, SUPPLIES, LABOR - CEM, PARKS, MTR POOL	721.22
MENARDS	00260	DOUBLE JAW VISE - ELECTRIC	99.99
MICHIGAN ELECTION RESOURCES	00278	FIT IT LABELS, AV APPLICATION - ELECTIONS	43.14
MICHIGAN TASER DISTRIBUTING	01775	TASER AIR CARTRIDGE - POLICE	217.00
MUNICIPAL SUPPLY CO.	00324	FULL SEAL CLAMP - WATER	271.20
NORTH CENTRAL LABORATORIES	00959	POTASSIUM PERSULFATE - WASTE WTR	259.41
NORTH GRAND RIVER COOP, INC.	00335	LINENS - AMBULANCE	184.30
PURITY CYLINDER GASES, INC.	00380	COMPRESSED OXYGEN - AMBULANCE	92.65
RUSSELL LAUNDRY LLC	02248	DRY CLEANING - POLICE	74.25
SOCIETY OF MICHIGAN EMS INSTRUCTERMISC		MEMBERSHIP DUES & CONFERENCE REG - AMB	235.00
SYNAGRO	01889	SLUDGE HAULING - WASTE WATER	6,263.40
USA BLUEBOOK	01850	GLOVES - WASTE WTR	288.39
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC, WW, WTR, M POOL	129.89
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICE - WASTE WTR, MOTOR POOL	70.94
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICE - ELECTRIC	40.50
BUSINESS CARD	02075	CONFERENCE EXP, PRINTER -COUNCIL, GEN, COMM PROMC	1,669.92
FAMILY FARM & HOME	01972	TRANSFER PUMP & HOSES - ELECTRCI	426.95
FLEIS & VANDENBRINK	00153	GROUND WATER MONITORING - ELECTRIC	202.00
GROSS MACHINE SHOP	00180	METAL - ELECTRIC	172.00
SCHAFFER PETROLEUM, INC.	00405	DIESEL FUEL - ELECTRIC	1,738.10
KATHY'S CLEANING	01684	CLEANING SERVICES - CITY HALL	925.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MARY SCHEURER	00408	CONFERENCE REIMB- PARKS	559.00
GRP ENGINEERING INC.	01994	PROGRESS PAY ON MAPPING - ELECTRIC	4,816.89
GRP ENGINEERING INC.	01994	SETTING UP HYDRO METER - ELECTRIC	602.96
KENDALL ELECTRIC	00225	FUSES, VOLT METER - ELECTRIC	529.36
WAGON WHEEL	00794	SAFETY MEETING LUNCH - VARIOUS DEPTS	322.14
BOUND TREE MEDICAL LLC.	01543	AED'S FOR COMMUNITY AED/CPR PROGRAM-AMB	2,970.00
AMERICAN WATER WORKS ASSOC.	00018	AWWA MEMBERSHIP - WATER	72.00
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	397.20
COOK BROS EXCAVATING	00101	YARDS OF SAND- LOC STS, MAJ STS	264.00
COOK BROS EXCAVATING	00101	SAND - LOC STS, MAJ STS	3.25
COOK BROS EXCAVATING	00101	SAND - MAJ STS, LOC STS	330.00
COOK BROS EXCAVATING	00101	SAND - MAJ STS, LOC STS, WATER	495.00
COOK BROS EXCAVATING	00101	TRUCK SNOW AWAY FROM DOWNTOWN-MAJ STS	382.50
COOK BROS EXCAVATING	00101	FILL SAND - WATER	198.00
DORNBOS, SIGN & SAFETY, INC.	00067	STOP SIGNS, MPH SIGNS - MAJ STS, LOC STS	163.75
CAPITAL CITY INT'L TRUCKS	00068	INTAKE ELBOW, DOME LIGHT - MTR POOL	112.76
KEUSCH SUPER SERVICE	00228	FIRESTONE TUBE - MTR POOL	19.90
AIS CONSTRUCTION EQUIPMENT	01169	HYDRO HOSE FITTINGS- MTR POOL	346.65
NRPA REGISTRATION	01302	CERTIFICATION RENEWAL FOR CPRP - PARKS	55.00
VAN BRO'S IRRIGATION INC.	01762	MAINTENANCE AGREEMENT - CITY HALL	215.00
PHIL GENSTERBLUM	00164	REIMB FOR 6 INSTALLS OF NORTON ANTI-VIRUS- AMB	95.39
CUSTOM EMBROIDERY PLUS	02230	SHIRTS FOR EMT CLASS - AMBULANCE	287.70
MIKE OWEN	01809	MILEAGE REIMB FOR CLASS- WASTE WTR	168.00
BRIAN KRIEGER	00568	OFFICIALS - REC	92.00
BRYAN SCHEURER	00600	OFFICIALS - REC	92.00
NICHOLAS NURENBERG	02039	OFFICIALS - REC	86.00
RYAN WILCOX	01734	OFFICIALS - REC	106.00
FRED KRAMER	00564	OFFICIALS - REC	138.00
MARCEL MILLER	02245	OFFICIALS - REC	138.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
JORDAN RUSSELL	01377	OFFICIALS - REC	168.00
BRIAN RUSSELL	00593	OFFICIALS - REC	138.00
MAURICE LITTLEJOHN	02088	OFFICIALS - REC	230.00
DONALD CHUBB	01799	OFFICIALS - REC	138.00
MIKE FULLER	01801	OFFICIALS - REC	138.00
BRANDON GRICE	02240	OFFICIALS - REC	138.00
JODI WOODMAN	02006	OFFICIALS - REC	40.00
MANDY SIMON	02084	OFFICIALS - REC	120.00
ALLISON RUSSELL	01954	OFFICIALS - REC	102.00
SHELBI WILCOX	01439	OFFICIALS - REC	42.00
TAYLOR WILCOX	02159	OFFICIALS - REC	42.00
ALYSSA PUNG	02160	OFFICIALS - REC	14.00
RHET SCHRABUEN	02162	OFFICIALS - REC	35.00
BRYANT PETTIT	02163	SCOREKEEPERS - REC	35.00
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	28.00
JANET PUTZ	02032	SCOREKEEPERS - REC	60.00
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	28.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	14.00
MICHIGAN COMPANY, INC.	00273	INDUSTRIAL BLUE MELT - CITY HALL, GENERAL	823.00
CITY OF LANSING	01504	LODGING FOR CONFERENCE - PARKS	123.10
MRWA	01935	TRAINING - WATER	245.00
MIDWEST GAS INSTRUMENT SVC	00307	GAS MONITORING MAINTENANCE - WATER	132.33
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE, GAS REIMB - GEN, PARKS, INCOME TAX	441.49
Total:			\$55,722.39

BI-WEEKLY
WAGE REPORT
February 3, 2014

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,362.11	147,583.81	5,859.46	78,466.45	226,050.26
ASSESSOR	1,143.36	19,710.06	338.69	5,959.82	25,669.88
CEMETERY	1,312.71	51,603.22	600.00	17,627.01	69,230.23
POLICE	12,859.75	218,430.53	6,611.52	78,553.96	296,984.49
CODE ENFORCEMENT	570.02	10,212.70	184.41	3,232.32	13,445.02
PARKS	1,187.16	39,296.04	562.22	10,408.24	49,704.28
INCOME TAX	1,418.40	24,143.99	1,378.36	16,686.36	40,830.35
MAJOR STREETS	4,281.92	53,502.37	3,100.77	36,374.04	89,876.41
LOCAL STREETS	3,087.02	37,036.01	2,409.04	25,025.25	62,061.26
RECREATION	2,039.19	35,035.03	1,202.47	16,732.94	51,767.97
AMBULANCE	6,308.90	165,686.16	1,712.43	33,149.07	198,835.23
DDA	1,614.95	26,061.85	551.34	8,396.57	34,458.42
ELECTRIC	22,909.89	281,301.91	12,454.55	146,252.51	427,554.42
WASTEWATER	8,235.32	137,206.27	5,793.50	75,909.82	213,116.09
WATER	5,019.51	83,561.49	2,852.68	41,067.00	124,628.49
MOTOR POOL	1,903.70	36,834.82	1,530.27	24,453.45	61,288.27
TOTALS:	82,253.91	1,367,206.26	47,141.71	618,294.81	1,985,501.07

BI-WEEKLY CASH BALANCE ANALYSIS
2/3/2014

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	596,514.05	8,300.00	50,491.13	26,570.00		580,892.92	235,000.00	815,892.92
INCOME TAX	15,359.41		13,172.62	15,000.00	2,460.00	14,726.79	10,000.00	24,726.79
MAJOR STREETS	186,244.72		11,320.76		1,786.00	173,137.96	-	173,137.96
LOCAL STREETS	8,659.16	50.00	8,034.50	23,945.77	577.00	24,043.43	-	24,043.43
RECREATION	(8,683.17)	2,632.00	5,403.66		1,060.00	(12,514.83)	-	(12,514.83)
AMBULANCE	137,292.15	16,218.38	11,908.92		2,279.00	139,322.61	-	139,322.61
CAPITAL IMPROVEMENT-STREETS	1,383,823.00				23,945.77	1,359,877.23		1,359,877.23
REFUSE COLLECTION	22,001.31	3,939.72				25,941.03	-	25,941.03
ELECTRIC	98,717.49	169,199.94	153,943.64		6,075.00	107,898.79	550,000.00	657,898.79
WASTEWATER	(6,301.72)	29,075.65	26,840.74		23,825.00	(27,891.81)	-	(27,891.81)
WATER	516,582.46	33,107.76	25,547.18		4,708.00	519,435.04	420,000.00	939,435.04
MOTOR POOL	(7,697.93)		5,180.12		2,917.00	(15,795.05)	-	(15,795.05)
DDA	65,052.07					65,052.07	-	65,052.07
TOTALS:	3,007,563.00	262,523.45	311,843.27	65,515.77	69,632.77	2,954,126.18	1,215,000.00	4,169,126.18
								ELECTRIC-RESTRICTED CASH
								380,000.00
								CUSTOMER DEPOSIT CD
								170,000.00
								PERPETUAL CARE CD
								130,000.00
								INCOME TAX SAVINGS
								433,818.76
								433,818.76
								ELECTRIC-PRIN & INT ESCROW
								295,264.11
								295,264.11
								WASTEWATER-DEBT ESCROW
								104,967.71
								104,967.71
								WASTEWATER-REPAIR ESCROW
								72,913.18
								72,913.18
								DDA-PRIN/INT ESCROW
								113,984.88
								113,984.88
								2,915,948.64
								5,870,074.82

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, November 13, 2013 at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Kmetz, Gorman, Swaney-Frederick, Sunstrum

Absent: Clement, Krause

Staff: City Manager Dempsey, City Clerk Miller, Code Officer Gensterblum

Guests: None

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

City Manager Dempsey stated that Member Clement informed him she is out of town and Member Krause informed him that she was handling a family emergency and would not be able to attend tonight's meeting.

Motion by Kmetz, supported by Swaney-Frederick, to amend the Agenda to excuse Planning Commission Members Clement and Krause.

All in favor. Approved.

Motion by Kmetz, supported by Sunstrum, to approve the amended Agenda.

All in favor. Approved.

Motion by Kmetz, supported by Gorman, to approve the Minutes of the October 9, 2013 regular meeting as presented.

All in favor. Approved.

Under New Business, City Manager Dempsey presented information on the Old School Manor property at 306 Brush St. and the request to recommend to City Council that it be designated as a targeted revitalization area in the City of Portland. Several years after the property was converted into apartments both the owner and the bank walked away from it and Ionia County took over the property. The property has now been vacant for the past few years and Ionia County has put it in the Ionia County Lank Bank. The City has been diligently researching options to rehabilitate the property. Costs to demolish the building and mitigate the asbestos would be approximately \$350,000 to \$400,000.

The WODA Group, out of Ohio, has been developing a plan and working to secure funding to rehabilitate the property. They have previously completed a similar project in Durand called "The Sycamore House" targeted as senior housing. Their original plan for Old School Manor was intended for senior housing but it did not meet the requirements to secure funding. They are now looking at an affordable housing mixed residency use. In an effort to have the project looked upon favorably for funding, the WODA Group is asking the City to designate the property as a targeted revitalization area.

City Manager Dempsey further stated the property is grandfathered for this use. This is a great opportunity for both the developer and the City of Portland.

Planning Commission Minutes
November 13, 2013

Chair Grapentien commented that this is a great idea as the current state of the property at 306 Brush St. is of no use or help to the City of Portland.

There was discussion.

Member Sunstrum asked if the WODA Group has any experience with affordable housing and if the results would be affected by the property being developed as affordable housing instead of senior housing.

City Manager Dempsey stated the WODA Group has been focused primarily on senior housing on other developments as the tax credits have been more generous but he doesn't expect the quality of the project would be affected; there would only be different residents.

Member Gorman stated he sees no problem with the development of the property, but has some hesitancy with it being developed for affordable housing. He would want to ensure the property and residents were maintained well.

City Manager Dempsey noted the market is not there in terms of a different type of development for the property; others have been researched. If the property is not developed in the near future it may become beyond the point of repair.

There was continued discussion.

Motion by Swaney-Frederick, supported by Kmetz to recommend to the City Council to reclassify the property at 306 Brush St. as a targeted revitalization area.
Four in favor. One abstention. Approved.

Member Gorman stated that he does feel like the investment in the property is worth the risk but would like to see the property managed appropriately.

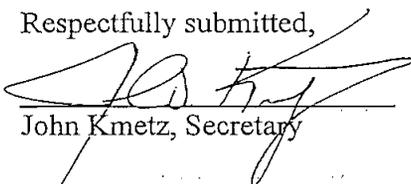
City Manager Dempsey stated he would send the article published in the MML publication, The Review, about The Sycamore House project in Durand, MI completed by the WODA Group.

City Manager Dempsey further stated that the Police and Code Departments do what they can to ensure the safety and protection of the City residents and noted the City also has to ensure housing for all segments of Portland's population.

Under Planning Commission Member Comments, Member Swaney-Frederick noted that Holidayfest will be held November 22nd and 23rd in Downtown Portland.

Motion by Kmetz, supported by Sunstrum, to adjourn the meeting at 7:47 P.M.
All in favor. Approved.

Respectfully submitted,



John Kmetz, Secretary

**Minutes of the Planning Commission
Of the City of Portland**

Held on Wednesday, December 11, 2013 at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Kmetz, Clement, Gorman, Swaney-Frederick, Hinds, Fitzsimmons

Absent: None

Staff: City Manager Dempsey, City Clerk Miller, Code Officer Gensterblum

Guests: Andrew, Oliver and Sam Alvesteffer from Boy Scout Troop 290; Mike Russman of ADM Alliance Animal Nutrition Inc.

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance led by Oliver and Sam Alvesteffer.

Motion by Swaney-Frederick, supported by Gorman, to approve the Agenda as presented.
All in favor. Approved.

Motion by Swaney-Frederick, supported by Kmetz, to table the approval of the minutes from the November 13, 2013 meeting for a correction of motion for the excusal of absent members.
All in favor. Approved.

Under New Business, City Manager Dempsey presented the site plan request submitted by ADM Animal Nutrition Inc. to construct a corn bin on the northwest side of the building at 401 E. Grand River Ave. The corn bin on the corner of Grand River Ave. and Divine Hwy. will be removed at some point in the future. City Manager Dempsey recommended a motion for approval of the site plan include a suggested time frame for removal of the corn bin. The timeframe could be extended or discussed if needed, just don't want to let it set indefinitely.

City Manager Dempsey further stated the zoning is appropriate for this site plan, height is not an issue.

Member Clement commented that during the last Master Plan process it was noted by City residents that they did not want anything done by the City that would make the ADM building non-conforming as it is a fixture of the City.

Motion by Clement, supported by Kmetz, to approve the site plan as presented with the condition that the existing structure be removed within three years.
All in favor. Approved.

There was discussion of possible amendments to the Zoning Ordinance.

City Manager Dempsey stated that in terms of design standards, specifically on facades facing streets, there has been one property owner that has held off on construction because of Section 42.411 (a) (2) that prohibits steel siding. He suggested the consideration of the use of sheet metal as there have been aesthetic advancements in these types of materials and this was the intent of the requirement.

City Manager Dempsey also suggested considering a change to Section 42-298 (a) (9) for a concrete floor versus a foundation for accessory structures. The intent was that a larger structure should be on a foundation.

City Manager Dempsey also suggested consideration of temporary buildings and structures under Section 42-310. He pointed out as an example Portland Party Store selling Christmas trees under a canopy in their parking lot throughout the Christmas season. This is not a permitted temporary use and may need some clarification. He suggested considering some allowance for a period of time.

Member Gorman stated his thought that the design standards should be updated to reflect product upgrades. He also stated that in relation to temporary buildings and structures he is fine with the types of temporary uses as noted, similar to Portland Party Store.

Member Clement stated she is in favor of further discussion of all three possible amendments to the Zoning Ordinance.

There was concurrence from other members as well.

There was further discussion of specifically what should be in the amendments.

There was discussion of rescheduling the regular January Planning Commission meeting from January 8, 2014 to January 22, 2014. The developer looking at Old School Manor needs additional time to put the application to MSHDA together. The application is due in February. A site plan approved by the Planning Commission will garner them additional point in scoring of the applications.

Motion by Swaney-Frederick, supported by Fitzsimmons, to reschedule the regular Planning Commission meeting from January 8, 2014 to January 22, 2014.
All in favor. Approved.

Under Planning Commission Member comments, Member Clement inquired if the RFP for the Master Plan had been sent out.

City Manager Dempsey stated the RFP was sent to 11 firms and the City received four responses. They will be evaluated and presented for recommendation to the City Council. The fees proposed on the responses ranged from \$14,000 to \$30,000.

Member Clement reminded everyone that the Portland Plunge will be held on Saturday, January 18th.

Oliver and Sam Alvesteffer introduced themselves and stated they were attending the meeting to earn their Citizenship in Community Badge.

Chair Grapentien welcomed new members Council Member Liaison Fitzsimmons and Joshua Hinds and asked them to introduce themselves.

Motion by Clement, supported by Swaney-Frederick, to adjourn the meeting at 7:47 P.M.
All in favor. Approved.

PORTLAND ECONOMIC DEVELOPMENT CORPORATION

Minutes of the Meeting
Held at 7:00 p.m., November 25, 2013
City Hall Executive Conference Room
City Hall, 259 Kent St., Portland, Michigan

Present: Julie Clement, Jim Lakin, Eric Frederick, Diane Smith, City Manager Dempsey

Absent: Calley, Pohl

Guest: None

Staff: City Clerk Miller

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

Motion by Lakin, supported by Smith, to approve the Agenda as presented.
All in favor. Approved.

Motion by Dempsey, supported by Frederick, to approve the Minutes of the August 26, 2013 meeting as presented.
All in favor. Approved.

Under New Business, City Manager Dempsey gave an update on the listing activity on the development property at Grand River Ave. and Cutler Rd. There have been interested parties, but there have been no serious discussions. The listing agreement will expire at the end of the year.

City Manager Dempsey gave an update on the Old School Manor property. The WODA Group has been working on a plan to secure funding through MSHDA for low to moderate income housing after MSHDA determined their original plan for senior housing was not feasible. The WODA Group has requested the City designate the property at 306 Brush St. as a Targeted Revitalization Area.

Several years after the property was originally converted into apartments both the owner and the bank walked away from it and Ionia County took over the property. The property has now been vacant for the past few years and Ionia County has put it in the Ionia County Lank Bank. The City has been diligently researching options to rehabilitate the property. Costs to demolish the building and mitigate the asbestos would be approximately \$350,000 to \$400,000

The next round of funding from MSHDA will be held in February. The WODA Group believes the designation of the property as a Targeted Revitalization Area will help their scoring and increase their chances of being awarded funds. The City is also looking at making improvements to the adjacent park.

The goal of the City is to preserve the property at 306 Brush St. Working with The WODA Group requires no investment by the City. If they can acquire the property, it will eventually be returned to the tax roll.

There was discussion.

Economic Development Corporation
November 25, 2013

Motion by Frederick, supported by Lakin, to recommend to the City Council that they designate the property and building at 306 Brush St. as a Targeted Revitalization Area.
All in favor. Approved.

City Manager Dempsey gave an update on the Rindlehaven property. Mayberry Homes has an option on the property with First Bank through the end of the year. They see the long range potential in Portland and are negotiating the purchase of the entire piece of property. They have some concern with the absorption rate of homes they have built in Portland, if they purchase the property they will likely look at redeveloping the current PUD.

Motion by Smith, supported by Frederick, to adjourn the meeting.
All in favor. Approved.

The meeting was adjourned at 7:31 P.M.



Diane Smith, Secretary

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

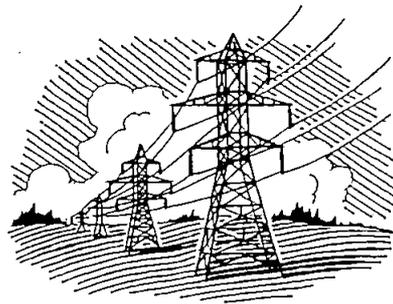
January 1, 2014
Dec 1-31, 2014

HYDRO GENERATION	137,400		
DIESEL PRODUCTION	0		
Kwh Purchased	3,279,813	Amount Paid	\$ 192,504.16
Total Kwh Purchased	3,279,813	Total Dollars Paid	\$ 192,504.16

Kwh Billed		Dollars Billed	
Residential	1,382,530	PCA Billed	\$ 11,841.62
Commercial	584,335	Residential	\$ 145,517.04
Large General	761,400	Residential EO Charge	\$ 2,442.07
City St. Lites Metered	40,000	Geothermal Discount	\$ (219.39)
St. Lites Unmetered		Commercial	\$ 63,256.24
Rental Lights		Commercial/LG EO Charge	\$ 2,515.28
Demand	2,374	Large General	\$ 53,458.01
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 3,349.51
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	2,770,639	Rental Lights	\$ 259.55
		Demand	\$ 13,954.92
Arrears after billing	\$ 17,160.23	Tax	\$ 10,957.68
Penalties Added	\$ 1,397.02		
Arrears end of month	\$ 39,473.57	Total Dollars Billed	\$ 308,893.98
Fuel Cost Billed	\$ 8,657.48		
Amount Collected	\$ 298,453.22	Power Cost Adj.	.00326
Total Adjustments	\$8,524.43		

Residential Customers	2,156
Commercial Customers	313
Large General	17
Total Customers	2,486

01/03/14



CITY OF PORTLAND
January-14

WATER DEPARTMENT REPORT

MONTH	Dec-13	PERIOD COVERED	Dec 1-31, 2014
Customers Billed		Penalties Added	\$ 359.34
City	1,804	Dollars Collected	\$ 45,047.77
Rural	26	Arrears at end of Month	\$ 8,323.42
Total Customers	1,830	Adjustments	\$ 1,447.36
		Gallons Pumped	7,707,000
		Hydrant Flusing/Rental (unmetered)	0 (water leak)
Gallons Billed		Dollars Billed	
City	7,187,641		\$ 40,492.10
Rural	161,997		\$ 1,594.81
Total	<u>7,349,638</u>		<u>\$ 42,086.91</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,767	Dollars Billed	\$ 61,747.15
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 61,747.15

Penalties Added	\$ 573.06
Dollars Collected	\$ 66,681.28
Arrears at end of Month	\$ 12,906.00
Adjustments	\$ 2,169.47
Gallons Treated per Million	10.00





MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
 OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE
2013 WATER SUPPLY CROSS CONNECTION REPORT

Issued under authority of 1976 PA 399, as amended, and the administrative rules.
 Failure to submit this form is a violation of the Act and may subject the water supply to enforcement penalties.

Administrative Rule R 325.11405 states in part that "a water utility shall report annually to the department on the status of the cross connection control program on a form provided by the department." Return the completed form by March 31, 2014 to the appropriate Department of Environmental Quality (DEQ) district office. For district office addresses, visit www.michigan.gov/deq and click on Contacts.

WSSN: 5530

- A. Name of water utility: City of Portland County: Ionia
- B. Year that the current written cross connection control program was approved by MDEQ: 2008
- C. Total number of industrial, commercial, institutional, residential, and governmental accounts that must be routinely reinspected for cross connections: 158
 Of this number,
 - How many are High Hazard accounts: 10 Frequency of Reinspection: Once per: 12 Mos.
 - How many are Low Hazard accounts: 148 Frequency of Reinspection: Once per: 60 Mos.
- D. Number of accounts from "C" above that received their initial inspection in 2013: 2
- E. Total number of reinspections required and completed in 2013 based on degree of hazard:
 - High hazard reinspections required: 10 High hazard reinspections completed: 13
 - Low hazard reinspections required: 29 Low hazard reinspections completed: 34
- F. Number of accounts where a cross connection(s) was found to exist during inspections or reinspections in 2013: 12
- G. Number of accounts from "F" above where corrective actions have been completed: 4
- H. Total number of accounts from "C" above which are now in compliance with the local cross connection control program; $H = C - (F - G)$: 139
- I. Total number of backflow prevention devices in system requiring testing: 97
- J. Number of backflow prevention devices tested in 2013: 81

Narrative Description of Program

(Outline briefly any changes or significant findings since last reporting; use additional sheets if necessary.)

Name/Title: Ken Gensterham / Water Technician

Signature: [Signature] Date: 1-21-14

2013 Water Supply Cross Connection Report Notes

- Testable Backflow Prevention Assemblies
 - All testable assemblies are tested on an annual basis.
 - 81 of 97 assemblies were tested in 2013. All assemblies not tested are either in the notification process or are seasonal assemblies identified after the system was winterized and are scheduled for May 2014.
- Approximately 45 inspections will be completed in 2014.
- 158 total accounts:
 - All 158 accounts have been inspected.
 - 139 of 158 accounts inspected are in-compliance; the remaining 19 facilities are going through the notification process or are vacant buildings.
 - 11 vacant buildings have been identified. We have not been able to gain access to all of these facilities to verify compliance.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
GRAND RAPIDS DISTRICT OFFICE



DAN WYANT
DIRECTOR

January 22, 2014

Mr. Kenneth Gensterblum
City of Portland
259 Kent Street
Portland, Michigan 48875

WSSN: 5530

Dear Mr. Gensterblum:

SUBJECT: City of Portland – Community Water Supply Sanitary Survey

Thank you for your letter dated September 11, 2013, responding to the Department of Environmental Quality's (DEQ) Sanitary Survey letter, which was dated June 27, 2013. The following deficiencies were identified in the DEQ's letter as violations of Act 399. Please note the status of each deficiency and any continued follow-up.

D1. The requirement for a formal valve turning program with sufficient record keeping has been satisfied, provided the City continues to follow the proposed program on a yearly basis. This deficiency is hereby resolved.

D2. To resolve the issue of customer site piping at Parkview Estates Mobile Home Park, the City has entered into a maintenance agreement with the owners of the Park, which serves to define the roles of both the City and the property owner in the operation and maintenance of the site piping. This deficiency is hereby resolved.

This letter is not a re-evaluation of the water system, but should only serve as an update to the deficiencies identified in the previous sanitary survey letter. If you have any questions, please do not hesitate to contact me.

Sincerely,

Ernest Sarkipato, P.E., District Engineer
Grand Rapids District Office
Office of Drinking Water and Municipal Assistance
616-307-0261

ES:kw

cc: Mr. Thomas Dempsey, Manager, City of Portland



Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
APPEAL START

January 8, 2014

The Honorable James E. Barnes
Mayor, City of Portland
259 Kent Street
Portland, Michigan 48875

Case No.: 07-05-5599S
Community: City of Portland, Ionia County,
Michigan
Community No.: 260574

Dear Mayor Barnes:

On October 18, 2012, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) provided your community with Preliminary copies of the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for Ionia County, Michigan (All Jurisdictions). FEMA has posted digital copies of these FIRM and FIS report materials to the following Website:

<http://www.fema.gov/preliminaryfloodhazarddata>. The Preliminary FIRM and FIS report include proposed flood hazard information for certain locations in the City of Portland, Ionia County, Michigan. The proposed flood hazard information may include addition or modification of Special Flood Hazard Areas, the areas that would be inundated by the base (1-percent-annual-chance) flood; base flood elevations or depths; zone designations; or regulatory floodways.

We have published a notice of the proposed flood hazard determinations in the *Federal Register* and will publish a public notification concerning the appeal process (explained below) in the *Ionia Sentinel-Standard* on or about January 15, 2014, and January 22, 2014. We will also publish a separate notice of the flood hazard determinations on the "Flood Hazard Determinations on the Web" portion of the FEMA Website (www.fema.gov/plan/prevent/fhm/bfe). We have enclosed copies of the notice published in the *Federal Register* and the newspaper notice for your information.

These proposed flood hazard determinations, if finalized, will become the basis for the floodplain management measures that your community must adopt or show evidence of having in effect to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP). However, before any new or modified flood hazard information is effective for floodplain management purposes, FEMA will provide community officials and citizens an opportunity to appeal the proposed flood hazard information presented on the preliminary FIRM and FIS report posted to the above-referenced Website.

Section 110 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) is intended to ensure an equitable balancing of all interests involved in the setting of flood hazard determinations. The legislation provides for an explicit process of notification and appeals for your community and for private persons prior to this office making the flood hazard determinations final. The appeal procedure is outlined below for your information and in the enclosed document titled *Criteria for Appeals of Flood Insurance Rate Maps*.

During the 90-day appeal period following the second publication of the public notification in the above-named newspaper, any owner or lessee of real property in your community who believes his or her property rights will be adversely affected by the proposed flood hazard determinations may appeal to you, or to an agency that you publicly designate. It is important to note, however, that the sole basis for such appeals is the possession of knowledge or information indicating that the proposed flood hazard determinations are scientifically or technically incorrect. The appeal data must be submitted to FEMA during the 90-day appeal period. Only appeals of the proposed flood hazard determinations supported by scientific or technical data can be considered before FEMA makes its final flood hazard determination at the end of the 90-day appeal period. Note that the 90-day appeal period is statutory and cannot be extended. However, FEMA also will consider comments and inquiries regarding data other than the proposed flood hazard determinations (e.g., incorrect street names, typographical errors, omissions) that are submitted during the appeal period, and will incorporate any appropriate changes to the FIRM and FIS report before they become effective.

If your community cannot submit scientific or technical data before the end of the 90-day appeal period, you may nevertheless submit data at any time. If warranted, FEMA will revise the FIRM and FIS report after the effective date. This means that the FIRM would be issued with the flood hazard information presently indicated, and flood insurance purchase requirements would be enforced accordingly, until such time as a revision could be made.

Any interested party who wishes to appeal should present the data that tend to negate or contradict our findings to you, or to an agency that you publicly designate, in such form as you may specify. We ask that you review and consolidate any appeal data you may receive and issue a written opinion stating whether the evidence provided is sufficient to justify an official appeal by your community in its own name or on behalf of the interested parties. Whether or not your community decides to appeal, you must send copies of individual appeals and supporting data, if any, to:

Byron Lane, P.E., Chief, Dam Safety and Hydrologic Studies Unit
 Dept. of Environmental Quality
 525 West Allegan Street
 P.O. Box 30458
 Lansing, MI 48909-7958
 517-281-6821

If we do not receive an appeal or other formal comment from your community in its own name within 90 days of the second date of public notification, we will consolidate and review on their own merits such appeal data and comments from individuals that you may forward to us, and we will make such modifications to the proposed flood hazard information presented on the FIRM and in the FIS report as may be appropriate. If your community decides to appeal in its own name, all individuals' appeal data must be consolidated into one appeal by you, because, in this event, we are required to deal only with the local government as representative of all local interests. We will send our final decision in writing to you, and we will send copies to the community floodplain administrator, each individual appellant, and the State NFIP Coordinator.

All appeal submittals will be resolved by consultation with officials of the local government involved, by an administrative hearing, or by submission of the conflicting data to an independent scientific body or appropriate Federal agency for advice. Use of a Scientific Resolution Panel (SRP) is also available to

your community in support of the appeal resolution process when conflicting scientific or technical data are submitted during the appeal period. SRPs are independent panels of experts in hydrology, hydraulics, and other pertinent sciences established to review conflicting scientific and technical data and provide recommendations for resolution. An SRP is an option after FEMA and community officials have been engaged in a collaborative consultation process for at least 60 days without a mutually acceptable resolution of an appeal. Please refer to the enclosed "Scientific Resolution Panels" fact sheet for additional information on this resource available to your community.

FEMA will make the reports and other information used in making the final determination available for public inspection. Until the conflict of data is resolved and the FIRM becomes effective, flood insurance available within your community will continue to be available under the effective NFIP map, and no person shall be denied the right to purchase the applicable level of insurance at chargeable rates.

The decision by your community to appeal, or a copy of its decision not to appeal, should be filed with this office no later than 90 days following the second publication of the flood hazard determination notice in the above-named newspaper. Your community may find it appropriate to call further attention to the proposed flood hazard determinations and to the appeal procedure by using a press release or other public notice.

If warranted by substantive changes, during the appeal period we will send you Revised Preliminary copies of the FIRM and FIS report. At the end of the 90-day appeal period and following the resolution of any appeals and comments, we will send you a Letter of Final Determination, which will finalize the flood hazard information presented on the FIRM and FIS report and will establish an effective date.

If you have any questions regarding the proposed flood hazard determinations, FIRM panels, or FIS report for your community, please call our FEMA Information eXchange (FMIX), toll free, at 1 877 FEMA MAP (1-877-336-2627) or e-mail the FMIX staff at FEMAMapSpecialist@riskmapcds.com.

Sincerely,



Luis Rodriguez, P.E., Chief
Engineering Management Branch
Federal Insurance and Mitigation Administration

List of Enclosures:

Newspaper Notice
Proposed Flood Hazard Determinations FEDERAL REGISTER Notice
Criteria for Appeals of Flood Insurance Rate Maps
"Scientific Resolution Panels" Fact Sheet

cc: Community Map Repository
Thomas Dempsey, Floodplain Administrator/City Manager, City of Portland, w/enc.

DEPARTMENT OF HOMELAND SECURITY

FEDERAL EMERGENCY MANAGEMENT AGENCY

Proposed Flood Hazard Determinations for Ionia County, Michigan (All Jurisdictions)

The Department of Homeland Security's Federal Emergency Management Agency has issued a preliminary Flood Insurance Rate Map (FIRM), and where applicable, Flood Insurance Study (FIS) report, reflecting proposed flood hazard determinations within Ionia County, Michigan (All Jurisdictions). These flood hazard determinations may include the addition or modification of Base Flood Elevations, base flood depths, Special Flood Hazard Area boundaries or zone designations, or the regulatory floodway. Technical information or comments are solicited on the proposed flood hazard determinations shown on the preliminary FIRM and/or FIS report for Ionia County, Michigan (All Jurisdictions). These flood hazard determinations are the basis for the floodplain management measures that your community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program. However, before these determinations are effective for floodplain management purposes, you will be provided an opportunity to appeal the proposed information. For information on the statutory 90-day period provided for appeals, as well as a complete listing of the communities affected and the locations where copies of the FIRM are available for review, please visit FEMA's website at www.fema.gov/plan/prevent/fhm/bfe, or call the FEMA Map Information eXchange (FMIX) toll free at 1-877-FEMA MAP (1-877-336-2627).

(Catalog of Federal Domestic Assistance No. 97.022, "Flood Insurance.")

Dated: September 30, 2013.

by E. Wright,
Deputy Associate Administrator for
Litigation, Department of Homeland
Security, Federal Emergency Management
Agency.

[FR Doc. 2013-30942 Filed 12-26-13; 8:45 am]
BILLING CODE 9110-12-P

**DEPARTMENT OF HOMELAND
SECURITY**

**Federal Emergency Management
Agency**

[Docket ID FEMA-2013-0002; Internal
Agency Docket No. FEMA-B-1348]

**Proposed Flood Hazard
Determinations**

AGENCY: Federal Emergency
Management Agency, DHS.
ACTION: Notice.

SUMMARY: Comments are requested on proposed flood hazard determinations, which may include additions or modifications of any Base Flood Elevation (BFE), base flood depth, Special Flood Hazard Area (SFHA) boundary or zone designation, or regulatory floodway on the Flood Insurance Rate Maps (FIRMs), and where applicable, in the supporting Flood Insurance Study (FIS) reports for the communities listed in the table below. The purpose of this notice is to seek general information and comment regarding the preliminary FIRM, and where applicable, the FIS report that the Federal Emergency Management Agency (FEMA) has provided to the affected communities. The FIRM and FIS report are the basis of the floodplain management measures that the community is required either to adopt or to show evidence of having in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP). In addition, the FIRM and FIS report, once effective, will be used by insurance agents and

others to calculate appropriate flood insurance premium rates for new buildings and the contents of those buildings.

DATES: Comments are to be submitted on or before March 27, 2014.

ADDRESSES: The Preliminary FIRM, and where applicable, the FIS report for each community are available for inspection at both the online location and the respective Community Map Repository address listed in the tables below. Additionally, the current effective FIRM and FIS report for each community are accessible online through the FEMA Map Service Center at www.msc.fema.gov for comparison.

You may submit comments, identified by Docket No. FEMA-B-1348, to Luis Rodriguez, Chief, Engineering Management Branch, Federal Insurance and Mitigation Administration, FEMA, 500 C Street SW., Washington, DC 20472, (202) 646-4064, or (email) Luis.Rodriguez3@fema.dhs.gov.

FOR FURTHER INFORMATION CONTACT: Luis Rodriguez, Chief, Engineering Management Branch, Federal Insurance and Mitigation Administration, FEMA, 500 C Street SW., Washington, DC 20472, (202) 646-4064, or (email) Luis.Rodriguez3@fema.dhs.gov; or visit the FEMA Map Information eXchange (FMIX) online at www.floodmaps.fema.gov/fhm/fmx_main.html.

SUPPLEMENTARY INFORMATION: FEMA proposes to make flood hazard determinations for each community listed below, in accordance with section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR 67.4(a).

These proposed flood hazard determinations, together with the floodplain management criteria required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean that the community must change any existing ordinances that are more stringent in their floodplain management requirements. The community may at any time enact

stricter requirements of its own or pursuant to policies established by other Federal, State, or regional entities. These flood hazard determinations are used to meet the floodplain management requirements of the NFIP and also are used to calculate the appropriate flood insurance premium rates for new buildings built after the FIRM and FIS report become effective.

The communities affected by the flood hazard determinations are provided in the tables below. Any request for reconsideration of the revised flood hazard information shown on the Preliminary FIRM and FIS report that satisfies the data requirements outlined in 44 CFR 67.6(b) is considered an appeal. Comments unrelated to the flood hazard determinations also will be considered before the FIRM and FIS report become effective.

Use of a Scientific Resolution Panel (SRP) is available to communities in support of the appeal resolution process. SRPs are independent panels of experts in hydrology, hydraulics, and other pertinent sciences established to review conflicting scientific and technical data and provide recommendations for resolution. Use of the SRP only may be exercised after FEMA and local communities have been engaged in a collaborative consultation process for at least 60 days without a mutually acceptable resolution of an appeal. Additional information regarding the SRP process can be found online at http://floodsrsp.org/pdfs/srp_fact_sheet.pdf.

The watersheds and/or communities affected are listed in the tables below. The Preliminary FIRM, and where applicable, FIS report for each community are available for inspection at both the online location and the respective Community Map Repository address listed in the tables. Additionally, the current effective FIRM and FIS report for each community are accessible online through the FEMA Map Service Center at www.msc.fema.gov for comparison.

Community	Community Map Repository Address
Fayette County, Indiana, and Incorporated Areas	
Maps Available for Inspection Online at: http://www.fema.gov/preliminaryfloodhazarddata	
City of Connersville	Fayette County Area Plan Commission, Courthouse Annex, 111 West Fourth Street, Connersville, IN 47331.
Unincorporated Areas of Fayette County	Fayette County Area Plan Commission, Courthouse Annex, 111 West Fourth Street, Connersville, IN 47331.
Henry County, Indiana, and Incorporated Areas	
Maps Available for Inspection Online at: http://www.fema.gov/preliminaryfloodhazarddata	

Community	Community Map Repository Address
City of New Castle	City Hall, 227 North Main Street, New Castle, IN 47362.
Town of Dunreith	Henry County Planning Commission, 101 South Main Street, New Castle, IN 47362.
Town of Greensboro	Town Hall, 130 North 525, Greensboro, IN 47344.
Town of Kennard	Kennard Town Hall, 100 North Main Street, Kennard, IN 47351.
Town of Lewisville	Henry County Planning Commission, 101 South Main Street, New Castle, IN 47362.
Town of Middletown	Henry County Planning Commission, 101 South Main Street, New Castle, IN 47362.
Town of Mooreland	Henry County Planning Commission, 101 South Main Street, New Castle, IN 47362.
Unincorporated Areas of Henry County	Henry County Planning Commission, 101 South Main Street, New Castle, IN 47362.

Howard County, Indiana, and Incorporated Areas

Maps Available for Inspection Online at: <http://www.fema.gov/preliminaryfloodhazarddata>

City of Kokomo	Kokomo Planning Commission, 120 East Mulberry Street, Suite 114, Kokomo, IN 46901.
Town of Greentown	Town Hall, 112 North Meridian Street, Greentown, IN 46936.
Town of Russiaville	Town Hall, 250 North Union Street, Russiaville, IN 46979.
Unincorporated Areas of Howard County	Kokomo Planning Commission, 120 East Mulberry Street, Suite 114, Kokomo, IN 46901.

Jefferson County, Indiana, and Incorporated Areas

Maps Available for Inspection Online at: <http://www.fema.gov/preliminaryfloodhazarddata>

City of Madison	City Hall, Plan Commission Office, 101 West Main Street, Madison, IN 47250.
Town of Brooksbury	County Courthouse, Room 204, 300 East Main Street, Madison, IN 47250.
Town of Hanover	Town Hall, 11 North Madison Avenue, Hanover, IN 47243.
Unincorporated Areas of Jefferson County	County Courthouse, Room 204, 300 East Main Street, Madison, IN 47250.

Jennings County, Indiana, and Incorporated Areas

Maps Available for Inspection Online at: <http://www.fema.gov/preliminaryfloodhazarddata>

City of North Vernon	Jennings County Area Plan Commission, 200 East Brown Street, Vernon, IN 47282.
Town of Vernon	Jennings County Area Plan Commission, 200 East Brown Street, Vernon, IN 47282.
Unincorporated Areas of Jennings County	Jennings County Area Plan Commission, 200 East Brown Street, Vernon, IN 47282.

Noble County, Indiana, and Incorporated Areas

Maps Available for Inspection Online at: <http://www.fema.gov/preliminaryfloodhazarddata>

City of Kendallville	City Hall, 234 South Main Street, Kendallville, IN 46755.
City of Ligonier	City Hall, 301 South Cavin Street, Suite 2, Ligonier, IN 46767.
Town of Albion	Municipal Building, 211 East Park Drive, Albion, IN 46701.
Town of Avilla	Town Hall, 108 South Main Street, Avilla, IN 46710.
Town of Rome City	Town Hall, 402 Kelly Street, Rome City, IN 46784.
Unincorporated Areas of Noble County	Noble County South Complex, 2090 North State Road 9, Suite A, Albion, IN 46701.

Porter County, Indiana, and Incorporated Areas

Maps Available for Inspection Online at: <http://www.fema.gov/preliminaryfloodhazarddata>

City of Portage	Building Department, 6070 Central Avenue, Portage, IN 46368.
City of Valparaiso	Building Department, 166 West Lincolnway, Valparaiso, IN 46383.
Town of Beverly Shores	Town Hall, 500 South Broadway, Beverly Shores, IN 46301.
Town of Burns Harbor	Building Department, 1240 North Boo Road, Burns Harbor, IN 46304.
Town of Chesterton	Building Department, 726 Broadway, Chesterton, IN 46304.
Town of Dune Acres	Building Department, 1 East Road, Dune Acres, IN 46304.
Town of Hebron	Building Department, 106 East Sigler Street, Hebron, IN 46341.
Town of Ogden Dunes	Building Department, 115 Hillcrest Road, Ogden Dunes, IN 46368.
Town of Porter	Building Department, 303 Franklin Street, 2nd Floor, Porter, IN 46304.

Community	Community Map Repository Address
Unincorporated Areas of Porter County	Porter County Plan Commission, 155 Indiana Avenue, Valparaiso, IN 46383.

Wayne County, Indiana, and Incorporated Areas

Maps Available for Inspection Online at: <http://www.fema.gov/preliminaryfloodhazarddata>

City of Richmond	City Hall, 50 North 5th Street, Richmond, IN 47374.
Town of Cambridge City	Town Hall, 127 North Foote Street, Cambridge City, IN 47327.
Town of Centerville	Municipal Building, 204 East Main Street, Centerville, IN 47330.
Town of Fountain City	Town Hall, 312 West Main Street, Fountain City, IN 47341.
Town of Greens Fork	Town Hall, 12 South Water Street, Greens Fork, IN 47345.
Town of Hagerstown	Town Hall, 49 East College Street, Hagerstown, IN 47346.
Town of Milton	Town Hall, 113 East Main Street, Milton, IN 47357.
Town of Mount Auburn	Town Hall, 1113 National Road, Mount Auburn, IN 47327.
Town of Spring Grove	Town Hall, 3 Sunset Drive, Richmond, IN 47374.
Unincorporated Areas of Wayne County	Office of Planning and Zoning, Wayne County Annex Building, 401 East Main Street, Richmond, IN 47374.

Ionia County, Michigan (All Jurisdictions)

Maps Available for Inspection Online at: <http://www.fema.gov/preliminaryfloodhazarddata>

City of Belding	City Hall, 120 South Pleasant Street, Belding, MI 48809.
City of Ionia	City Hall, 114 North Kidd Street, Ionia, MI 48846.
City of Portland	City Hall, 259 Kent Street, Portland, MI 48875.
Township of Berlin	Township of Berlin, 4947 Harwood Road, Ionia, MI 48846.
Township of Boston	Township Hall, 30 North Center Street, Saranac, MI 48881.
Township of Campbell	Township Hall, 331 South Main Street, Clarksville, MI 48815.
Township of Danby	Township Hall, 13122 Charlotte Highway, Sunfield, MI 48890.
Township of Easton	Township of Easton, 3960 Potters Road, Ionia, MI 48846.
Township of Ionia	Township Hall, 1042 East Washington Street, Ionia, MI 48846.
Township of Keene	Township Hall, 8505 Potters Road, Saranac, MI 48881.
Township of Lyons	Township Hall, 108 Prairie Street, Lyons, MI 48851.
Township of North Plains	Hubbardston Fire Station, 126 North Washington Street, Hubbardston, MI 48845.
Township of Odessa	Township Hall, 3862 Laurel Drive, Lake Odessa, MI 48849.
Township of Otisco	Township Hall, 9663 West Button Road, Belding, MI 48809.
Township of Portland	Township Hall, 773 East Grand River Avenue, Portland, MI 48875.
Village of Hubbardston	Village Hall, 305 Russell Street, Hubbardston, MI 48845.
Village of Lake Odessa	Page Memorial Building, 839 Fourth Avenue, Lake Odessa, MI 48849.
Village of Lyons	Village of Lyons Office, 212 Water Street, Lyons, MI 48851.
Village of Muir	Village Hall, 122 Superior Street, Muir, MI 48860.
Village of Saranac	Village Hall, 27 North Bridge Street, Saranac, MI 48881.

Mecosta County, Michigan (All Jurisdictions)

Maps Available for Inspection Online at: www.fema.gov/preliminaryfloodhazarddata

Charter Township of Green	Green Charter Township, 21431 Northland Drive, Paris, MI 49338.
City of Big Rapids	City Hall, 226 North Michigan Avenue, Big Rapids, MI 49307.
Township of Aetna	Aetna Township Hall, 196 North Cass Street, Morley, MI 49336.
Township of Austin	Austin Township Hall, 14132 Pierce Road, Stanwood, MI 49346.
Township of Big Rapids	Township Hall, 14212 Northland Drive, Big Rapids, MI 49307.
Township of Colfax	Colfax Township Hall, 14428 157th Avenue, Big Rapids, MI 49307.
Township of Deerfield	Deerfield Township Hall, 396 East Fourth Street, Morley, MI 49336.
Township of Fork	Fork Township Hall, 147 Northern Avenue, Barryton, MI 49305.
Township of Grant	Grant Township Hall, 21 Mile Road and 150th Avenue, Big Rapids, MI 49307.
Township of Mecosta	Mecosta Township Hall, 19729 11 Mile Road, Big Rapids, MI 49307.
Township of Morton	Morton Township Hall, 290 West Main Street, Mecosta, MI 49332.
Village of Barryton	Village Hall, 94 Angel, Barryton, MI 49305.
Village of Mecosta	Village Office, 115 West Main Street, Mecosta, MI 49332.
Village of Morley	Village Hall, 189 South Cass Street, Morley, MI 49336.

Newaygo County, Michigan (All Jurisdictions)

Maps Available for Inspection Online at: www.fema.gov/preliminaryfloodhazarddata

Charter Township of Sheridan	Township Hall, 6360 West Township Parkway, Fremont, MI 49412.
City of Fremont	City Hall, 101 East Main Street, Fremont, MI 49412.
City of Newaygo	City Hall, 28 North State Road, Newaygo, MI 49337.
City of White Cloud	City Hall, 12 North Charles Street, White Cloud, MI 49349.
Township of Ashland	Township Hall, 2019 West 120th Street, Grant, MI 49327.
Township of Bridgeton	Township Hall, 11830 South Warner Avenue, Grant, MI 49327.

Community	Community Map Repository Address
Township of Brooks	Township Hall, 490 Quarterline Road, Newaygo, MI 49337.
Township of Croton	Township Hall, 5833 East Division Street, Newaygo, MI 49337.
Township of Dayton	Township Hall, 3215 South Stone Road, Fremont, MI 49412.
Township of Everett	Township Hall, 1516 East 8th Street, White Cloud, MI 49349.
Township of Garfield	Township Hall, 7910 South Bingham Avenue, Newaygo, MI 49337.
Township of Lilley	Multi Purpose Building, 10767 Prospect Avenue, Bitely, MI 49309.
Township of Lincoln	Township Hall, 1988 North Wisner Avenue, White Cloud, MI 49349.
Township of Merrill	Township Hall, 1585 West 11 Mile Road, Bitely, MI 49309.
Township of Sherman	Township Hall, 2168 South Wisner Avenue, Fremont, MI 49412.
Township of Wilcox	Township Hall, 1795 North Evergreen Drive, White Cloud, MI 49349.

Anoka County, Minnesota, and Incorporated Areas

Maps Available for Inspection Online at: www.fema.gov/preliminaryfloodhazarddata

City of Andover	City Hall, 1685 Crosstown Boulevard Northwest, Andover, MN 55304.
City of Anoka	City Hall, 2015 First Avenue North, Anoka, MN 55303.
City of Bethel	City Hall, 23820 Dewey Street, Bethel, MN 55005.
City of Blaine	City Hall Offices, 10801 Town Square Drive Northeast, Blaine, MN 55449.
City of Centerville	City Hall, 1880 Main Street, Centerville, MN 55038.
City of Circle Pines	City Hall, 200 Civic Heights Circle, Circle Pines, MN 55014.
City of Columbia Heights	City Hall, 590 40th Avenue Northeast, Columbia Heights, MN 55421.
City of Columbus	City Hall, 16319 Kettle River Boulevard, Columbus, MN 55025.
City of Coon Rapids	City Hall, 11155 Robinson Drive, Coon Rapids, MN 55433.
City of East Bethel	City Hall, 2241 221st Avenue Northeast, East Bethel, MN 55011.
City of Fridley	City Hall, 6431 University Avenue Northeast, Fridley, MN 55432.
City of Ham Lake	City Hall, 15544 Central Avenue Northeast, Ham Lake, MN 55304.
City of Lexington	City Hall, 9180 Lexington Avenue, Lexington, MN 55014.
City of Lino Lakes	City Hall, 600 Town Center Parkway, Lino Lakes, MN 55014.
City of Nowthen	City Offices, 8188 199th Avenue Northwest, Elk River, MN 55330.
City of Oak Grove	City Hall, 19900 Nightingale Street Northwest, Cedar, MN 55011.
City of Ramsey	Municipal Center, 7550 Sunwood Drive Northwest, Ramsey, MN 55303.
City of Spring Lake Park	City Hall, 1301 81st Avenue Northeast, Spring Lake Park, MN 55432.
City of St. Francis	City Hall, 23340 Cree Street Northwest, St. Francis, MN 55070.
Unincorporated Areas of Anoka County	Government Center, 2100 Third Avenue, 7th Floor, Anoka, MN 55303.

Wilkin County, Minnesota, and Incorporated Areas

Maps Available for Inspection Online at: <http://www.fema.gov/preliminaryfloodhazarddata>

City of Breckenridge	City Hall, 420 Nebraska Avenue, Breckenridge, MN 56520.
City of Campbell	Post Office, 510 5th Street, Campbell, MN 56522.
City of Doran	City Hall, 1106 4th Street, Doran, MN 56522.
City of Foxhome	City Hall, 303 Main Street, Foxhome, MN 56543.
City of Kent	City Hall, 204 Main Street, Kent, MN 56553.
City of Nashua	Fur House, 217 County Road 19, Nashua, MN 56565.
City of Wolverton	City Hall, 301 King of Trails Parkway, Wolverton, MN 56594.
Unincorporated Areas of Wilkin County	Wilkin County Courthouse, 300 5th Street South, Breckenridge, MN 56520.

(Catalog of Federal Domestic Assistance No. 97.022, "Flood Insurance.")

Dated: November 20, 2013.

Roy E. Wright,

Deputy Associate Administrator for
Mitigation, Department of Homeland
Security, Federal Emergency Management
Agency.

[FR Doc. 2013-31012 Filed 12-26-13; 8:45 am]

BILLING CODE 9110-12-P

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5684-N-08]

60-Day Notice of Proposed Information Collection: HUD Environmental Review Online System (HEROS)

AGENCY: Office of Community Planning
and Development, HUD.

ACTION: Notice.

SUMMARY: HUD is seeking approval from the Office of Management and Budget (OMB) for the information collection described below. In accordance with the Paperwork Reduction Act, HUD is

requesting comment from all interested parties on the proposed collection of information. The purpose of this notice is to allow for 60 days of public comment.

DATES: Comments Due Date: February 25, 2014.

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street SW., Room 4176, Washington, DC 20410-5000; telephone 202-402-3400

Criteria for Appeals of Flood Insurance Rate Maps

November 30, 2011



FEMA

This document outlines the criteria for appealing proposed changes in flood hazard information on Flood Insurance Rate Maps (FIRMs) during the appeal period. The Department of Homeland Security's Federal Emergency Management Agency (FEMA) applies rigorous standards in developing and updating flood hazard information and provides communities with an opportunity to review the updated flood hazard information presented on new or revised FIRMs before they become final.

1. Background

The regulatory requirements related to appeals are found in Part 67 of the National Flood Insurance Program (NFIP) regulations. Additional FEMA procedural details are provided in Procedure Memorandum No. 57, *Expanded Appeals Process*, dated November 30, 2011. Detailed information on appeals can also be found in *Appeals, Revisions, and Amendments to National Flood Insurance Program Maps—A Guide for Community Officials* and FEMA's *Document Control Procedures Manual*. All referenced documents are accessible through the "Guidance Documents and Other Published Resources" webpage, located at: http://www.fema.gov/plan/prevent/fhm/frm_docs.shtm.

As outlined in these documents, an appeal period is provided for all new or modified flood hazard information shown on a FIRM, including additions or modifications of any Base (1-percent-annual-chance) Flood Elevation (BFE), base flood depth, Special Flood Hazard Area (SFHA) boundary or zone designation, or regulatory floodway. SFHAs are areas subject to inundation by the base (1-percent-annual-chance) flood and include the following SFHA zone designations: A, AO, AH, A1-A30, AE, A99, AR, AR/A1-A30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1-V30, VE, and V. Therefore, a statutory 90-day appeal period is required when a flood study, Physical Map Revision (PMR), or Letter of Map Revision (LOMR) is proposed in which:

- New BFEs or base flood depths are proposed or currently effective BFEs or base flood depths are modified;
- New SFHAs are proposed or the boundaries of currently effective SFHAs are modified;
- New SFHA zone designations are proposed or currently effective SFHA zone designations are modified; and
- New regulatory floodways are proposed or the boundaries of currently effective floodways are modified.

Clarification on the necessity for an appeal period is provided for certain specific circumstances outlined below:

- Edge matching of effective floodplain boundaries or information. This usually occurs in first-time countywide flood mapping projects when effective BFEs, base flood depths,

SFHAs, or floodways are extended to an adjacent community that previously had differing or no BFEs, base flood depths, SFHAs, or floodways shown on their effective FIRM in order to fix a map panel to map panel mismatch. In these instances, **an appeal period is required** because BFEs, base flood depths, SFHAs, or floodways are changing or being shown for the first time in the area.

- Redelineation of effective floodplain boundaries. This occurs when an effective SFHA boundary is redrawn on the FIRM using new or updated topography to more accurately represent the risk of flooding. In these instances **an appeal period is required** because the SFHA boundary is changing. However, the appeal period will only apply to the updated SFHA boundary delineations, not the methodology used to originally establish BFEs/flood depths (since this will not have changed).
- Revisions to SFHA zone designations. A revision to an SFHA zone designation may occur with or without a BFE and/or boundary change. For example, when a Zone VE floodplain is changed to a Zone AE designation to reflect the updated location of a Primary Frontal Dune (PFD), the BFE and SFHA boundary may not necessarily change. For any change in SFHA zone designation, including the *removal* of an SFHA designation from a FIRM, **an appeal period is required**.
- Regulatory floodway boundaries. When the effective floodway boundary is redrawn on the FIRM to more accurately represent the extent of the encroachment, **an appeal period is required**.
- MT-1 cases. When the SFHA or floodway boundary is amended due to the issuance of a Letter of Map Amendment (LOMA), Letter of Map Revision based on Fill (LOMR-F), Letter of Map Revision – Floodway, or other MT-1 case, **an appeal period is not required**.
- Annexation of effective floodplain boundaries. When a new or revised FIRM shows new community boundaries which include effective BFEs, base flood depths, SFHAs, or floodways, **an appeal period is not required**, provided no BFE, base flood depth, SFHA, or floodway changes apply.

However, in cases where the flood hazard information in the annexed area has never received due process (for example, if the area is shown for information only on all FIRMs depicting the area), **an appeal period is required**.

- Reissuance of effective LOMRs: When a LOMR is reissued after not being incorporated into a revised FIRM, **an appeal period is not required**.

- Updates that do not impact flood hazard data: When flood studies, PMRs, or LOMRs result in changes to FIRMs that do not impact BFEs, base flood depths, SFHAs, or floodways, **an appeal period is not required**.
- Datum Conversions: **An appeal period is not required** specifically for a datum conversion (e.g., a conversion from NGVD 29 to NAVD 88).

1.1. Additional Procedures for LOMRs

Beginning with LOMRs issued on or after December 1, 2011, the following procedures will apply:

In order to provide sufficient due process rights for changes due to LOMRs, any LOMR in a compliant community that requires an appeal period will become effective 120 days from the second newspaper publication date, following FEMA's current policy. This allows time to collect appeals, as well as provides for newspaper publication schedule conflicts. LOMRs in non-compliant communities or in communities that require adoption of the LOMR will become effective following the six month compliance period.

Evidence of public notice or property owner notification of the changes due to a LOMR will continue to be requested during the review of the LOMR request. This will help to ensure that the affected population is aware of the flood hazard changes in the area and the resultant LOMR. However, evidence of property owner acceptance of the changes due to a LOMR will no longer be requested. Because all LOMRs that require an appeal period will become effective 120 days from the second newspaper publication date, the receipt of such acceptance will have no effect on the effective date of the LOMR; therefore, there is no need for the requester to pursue acceptance.

2. Appeal Eligibility Requirements

Areas that are eligible for appeal include:

- Areas showing new or revised BFEs or base flood depths
- Areas showing new or revised SFHA boundaries (including both increases and decreases in the extent of the SFHA)
- Areas where there is a change in SFHA zone designation
- Areas showing new or revised regulatory floodway boundaries (including both increases and decreases in the extent of the regulatory floodway).

The area of concern must be within the scope of the new or modified BFEs, base flood depths, SFHA boundaries, SFHA zone designations, and/or regulatory floodway boundary changes and

be supported by scientific and/or technical data. The criteria for data submittals are outlined in Title 44, Chapter 1, Code of Federal Regulations, Section 67.6(b) and in this document.

The statutory 90-day appeal period cannot be extended. FEMA may provide an additional 30 days for a community after the 90-day appeal period has ended to submit supporting and clarifying data for an appeal received during the appeal period. No appeals will be accepted after the 90-day appeal period.

Challenges that do not relate to new or modified BFEs, base flood depths, SFHA boundaries, SFHA zone designations, or floodways are not considered appeals. Challenges received by FEMA during the appeal period that do not address these items will be considered comments. Comments include, but are not limited to the following:

- The impacts of changes that have occurred in the floodplain that should have previously been submitted to FEMA in accordance with 44 Code of Federal Regulations, Section 65.3;
- Corporate limit revisions;
- Road name errors and revisions;
- Requests that changes effected by a LOMA, LOMR-F, or LOMR be incorporated;
- Base map errors; and
- Other possible omissions or potential improvements to the mapping.

Any significant problems identified by community officials or residents (at formal meetings or otherwise) will be addressed appropriately.

3. Supporting Data and Documentation Required for Appeals

The BFEs and base flood depths presented in Flood Insurance Study (FIS) reports and shown on FIRMs are typically the result of coastal, hydrologic and hydraulic engineering methodologies. Floodway configurations, generally developed as part of the hydraulic analyses, are adopted by communities as a regulatory tool for floodplain management and are delineated on FIRMs along with SFHAs.

Because numerous methodologies have been developed for estimating flood discharges and flood elevations/depths, and other flood hazard information under a variety of conditions, FEMA contractors, mapping partners, and others whose data and documentation FEMA approves and uses, such as communities, regional entities and State agencies participating in the Cooperating Technical Partners (CTP) Program, use their professional judgment in selecting methodologies that are appropriate for the conditions along a particular segment of a particular flooding source.

For FEMA contracted flood studies and PMRs the approach to be used will usually be discussed with community officials at the beginning of the flood study or PMR mapping process.

Because the methodologies are the result of attempts to reduce complex physical processes to mathematical models, the methodologies include simplifying assumptions. Usually, the methodologies are used with data developed specifically for the flood study, PMR, or LOMR. Therefore, the results of the methodologies are affected by the amount of data collected and the precision of any measurements made.

Because of the judgments and assumptions that must be made and the limits imposed by cost considerations, the correctness of the BFEs, base flood depths and other flood hazard information is often a matter of degree, rather than absolute. For that reason, appellants who contend that the BFEs, base flood depths, or other flood hazard information is incorrect because better methodologies could have been used, better assumptions could have been made, or better data could have been used, must provide alternative analyses that incorporate such methodologies, assumptions, or data and that quantify their effect on the BFEs, base flood depths or other flood hazard information. FEMA will review the alternative analyses and determine whether they are superior to those used for the flood study, PMR, or LOMR and whether changes to the FIS report and/or FIRM, or LOMR are warranted as a result.

Unless appeals are based on indisputable mathematical or measurement errors or the effects of natural physical changes that have occurred in the floodplain, they must be accompanied by all data that FEMA needs to revise the preliminary version of the FIS report and FIRMs. Therefore, appellants should be prepared to perform coastal, hydrologic and hydraulic analyses, to plot new and/or revised Flood Profiles, and to delineate revised SFHA zone and regulatory floodway boundaries as necessary.

An appeal must be based on data that show the new or modified BFEs, base flood depths, SFHA boundaries, SFHA zone designations, or floodways to be scientifically or technically incorrect. All analyses and data submitted by appellants must be certified by a Registered Professional Engineer or Licensed Land Surveyor, as appropriate. The data and documentation that must be submitted in support of the various types of appeals are discussed in the subsections that follow.

3.1. Appealing BFEs, Base Flood Depths, SFHA Zone Designations, or Regulatory Floodways

Scientifically incorrect BFEs, base flood depths, SFHA zone designations, or regulatory floodways:

Proposed BFEs, base flood depths, SFHA zone designations, or regulatory floodways are said to be scientifically incorrect if the methodology used in the determination of the BFEs,

base flood depths, SFHA zone designations, or regulatory floodways is inappropriate or incorrect, or if the assumptions made as part of the methodology are inappropriate or incorrect. An appeal that is based on the proposed BFEs, base flood depths, SFHA zone designations, or regulatory floodways being scientifically incorrect would, therefore, contend that the use of a different methodology or different assumptions would produce more accurate results. A list of National Flood Insurance Program-accepted hydrologic, hydraulic and coastal models is available on FEMA's website at http://www.fema.gov/plan/prevent/fhm/en_modl.shtm. To show that an inappropriate or incorrect coastal, hydraulic or hydrologic methodology has been used, an appellant must submit the following data, as applicable:

- New hydrologic analysis based on alternative methodology and if applicable, updated hydraulic/floodway or coastal analyses based on the updated discharge values;
- New hydraulic/floodway analysis based on alternative methodology and original flood discharge values (if the appeal does not involve the hydrologic analysis);
- New coastal analyses based on alternative methodology and original stillwater elevations (if the appeal does not involve the hydrologic analysis);
- Explanation for superiority of alternative methodology;
- As applicable, revised Summary of Discharges Table, Flood Profiles, Transect Data Table, Summary of Stillwater Elevations Table, and Floodway Data Table (FDT); and
- Revised SFHA zone boundaries and, if applicable, regulatory floodway boundary delineations.

Technically Incorrect BFEs, Base Flood Depths, SFHA Zone Designations, or Regulatory Floodways:

The proposed BFEs, base flood depths, SFHA zone designation or regulatory floodways are said to be technically incorrect if at least one of the following is true.

- **The methodology was not applied correctly.**
 - To show that a hydrologic methodology was not applied correctly, an appellant must submit the following:
 - New hydrologic analysis in which the original methodology has been applied differently;
 - Explanation for superiority of new application;
 - New hydraulic/floodway or coastal analysis based on flood discharge values from new hydrologic analysis;

- Revised Summary of Discharges Table and/or Flood Profiles and, if applicable, FDT; and
 - Revised SFHA zone boundary and, if applicable, regulatory floodway boundary delineations.
 - To show that a hydraulic methodology was not applied correctly, an appellant must submit the following information. *(Please note that an appeal to a floodway configuration cannot be solely based on surcharge values.)*
 - New hydraulic/floodway analysis, based on original flood discharge values, in which the original methodology has been applied differently;
 - As applicable, revised Flood Profiles, FDT and other FIS report tables as needed; and
 - Revised SFHA zone boundary and, if applicable, regulatory floodway boundary delineations.
 - To show that a coastal methodology was not applied correctly, an appellant must submit the following:
 - New coastal analysis, based on the original stillwater elevations, in which the original methodology has been applied differently;
 - Revised SFHA zone boundary and, all applicable FIS report tables, including the Transect Data Table.
- **The methodology was based on insufficient or poor-quality data.**
 - To show that insufficient or poor-quality hydrologic data were used, an appellant must submit the following:
 - Data believed to be better than those used in original hydrologic analysis;
 - Documentation for source of data;
 - Explanation for improvement resulting from use of new data;
 - New hydrologic analysis based on better data;
 - New hydraulic/floodway or coastal analysis based on flood discharge values resulting from new hydrologic analysis;
 - Revised Summary of Discharges Table, Flood Profiles and, if applicable, FDT; and
 - Revised SFHA zone boundary and, if applicable, regulatory floodway boundary delineations.
 - To show that insufficient or poor-quality hydraulic data were used, an appellant must submit the following:

- Data believed to be better than those used in original hydraulic analysis;
 - Documentation for source of new data;
 - Explanation for improvement resulting from use of new data;
 - New hydraulic analysis based on better data and original flood discharge values;
 - Revised Flood Profiles and, if applicable, FDT; and
 - Revised SFHA zone boundary and, if applicable, regulatory floodway boundary delineations.
- To show that insufficient or poor-quality coastal analysis data were used, an appellant must submit the following:
 - Data believed to be better than those used in original coastal analysis;
 - Documentation for source of new data;
 - Explanation for improvement resulting from use of new data;
 - New coastal analysis based on better data and original stillwater elevation values; and
 - Revised SFHA zone boundary and, all applicable FIS report tables, including the Transect Data Table.
- **The application of the methodology included indisputable mathematical or measurement errors.**
 - To show that a mathematical error was made, an appellant must identify the error. FEMA will perform any required calculations and make the necessary changes to the FIS report and FIRM.
 - To show that a measurement error (e.g., an incorrect surveyed elevation used in the flood study, PMR, or LOMR) was made, appellants must identify the error and provide the correct measurement. Any new survey data provided must be certified by a Registered Professional Engineer or Licensed Land Surveyor. FEMA will perform any required calculations and make the necessary changes to the FIS report and FIRM.
- **The methodology did not account for the effects of natural physical changes that have occurred in the floodplain.**
 - For appeals based on the effects of natural physical changes that have occurred in the base floodplain, appellants must identify the changes that have occurred and provide the data FEMA needs to perform a revised analysis. The data may include new stream channel and floodplain cross sections or coastal transects.

3.2. Appeals to SFHA Boundaries

The supporting data required for changes to SFHA zone boundaries will vary, depending on whether the boundaries are for flooding sources studied by detailed methods or flooding sources studied by approximate methods, as discussed below.

Flooding sources studied by detailed methods

Usually, detailed SFHA zone boundaries are delineated using topographic data and the BFEs and base flood depths resulting from the hydraulic analysis performed for the flood study, PMR, or LOMR. If topographic data are more detailed than those used by FEMA or show more recent topographic conditions, appellants should submit that data and the revised SFHA zone boundaries for FEMA to incorporate into the affected map panels. All maps and other supporting data submitted must be certified by a Registered Professional Engineer or a Licensed Land Surveyor and must reflect existing conditions. Maps or data prepared by an authoritative source, such as the U.S. Army Corps of Engineers, U.S. Geological Survey, U.S. Bureau of Reclamation, or a State department of highways and transportation, are acceptable without certification as long as the sources and dates of the maps are identified. For further information on submittals involving topographic data, please refer to the section below *Additional Guidance on Appeal Submittals Involving Topographic Data*.

Flooding Sources Studied by Approximate Methods

Usually, where BFEs or base flood depths are not available, flood zone boundaries are delineated with the best available data, including flood maps published by other Federal agencies, information on past floods, and simplified hydrologic and hydraulic analyses. If more detailed data or analyses are submitted, FEMA will use them to update the flood hazard information shown on the affected map panels. Such data and analyses may include the following:

- Published flood maps that are more recent or more detailed than those used by FEMA;
- Analyses that are more detailed than those performed by FEMA or that are based on more detailed data than those used by FEMA;
- Topographic data and resulting updated SFHA boundaries.

For further information on submittals involving topographic data, please refer to the section below *Additional Guidance on Appeal Submittals Involving Topographic Data*.

Please note that, when applicable, appeals related to the *methodology* used to develop an approximate flood zone boundary must follow the guidelines established for appeals to BFEs, base flood depths, SFHA zone designations, or regulatory floodways under Section 3.1 above. However, since flood profiles, FDTs, Summary of Discharges Tables, Transect

Data Tables, and Summary of Stillwater Elevations Tables are not developed in support of approximate floodplain boundaries, these data will not need to be submitted for appeals to flooding sources studied by approximate methods.

All submitted data and analyses must be certified by a Registered Professional Engineer or a Licensed Land Surveyor. Maps prepared by an authoritative source, such as the U.S. Army Corps of Engineers, U.S. Geological Survey, U.S. Bureau of Reclamation, or a State department of highways and transportation, are acceptable without certification as long as the sources and dates of the maps are identified.

Additional Guidance on Appeal Submittals Involving Topographic Data

For appeal submittals that involve topographic data, the following additional guidelines must be followed:

- The data must be more detailed/accurate, and/or reflect more recent topographic conditions, and be in a digital Geographic Information System (GIS) format preferably;
- The appeal submittal must clearly state which flooding sources are being appealed based on the updated topographic data;
- Updated SFHA boundary delineations that reflect the submitted topographic data for each appealed flooding source must also be provided, preferably in digital GIS format;
- All topographic data submitted must adhere to FEMA's current data capture standards for such data;
- If necessary, a data sharing agreement must be provided.

4. Appeal Period Procedures

Appeals and comments must be resolved by following the procedures below:

- Acknowledgement by FEMA of the receipt of an appeal in writing, ensuring that acknowledged appeals include ALL of the criteria discussed above.
- Acknowledge the receipt of comments. This can be done either in writing, by FEMA, or through a documented phone conversation between the mapping partner and the community that submitted the comments. At a minimum FEMA must notify the community in writing that it did not receive any appeals. This can be done by separate correspondence or by the inclusion of language in the Letter of Final Determination (LFD).

- FEMA or the mapping partner will evaluate any scientific or technical data submitted for compliance with existing mapping statutes, regulations, or Guidelines and Standards.
- FEMA or the mapping partner will request any additional scientific or technical data required to properly review the appeal or comment.
- FEMA or the mapping partner will make a recommendation to FEMA on the resolution of the appeal or comment.
- FEMA or the mapping partner will prepare a draft appeal resolution letter (if all the criteria for an appeal are met).
- The assigned mapping partner shall dispatch the signed FEMA appeal resolution letter and if warranted, Revised Preliminary copies of the FIRM and FIS report to the community CEO and floodplain administrator and all appellants. All correspondence must be prepared and issued on FEMA Headquarters or FEMA Regional letterhead.
- FEMA provides a comment period of 30 days following the date the appeal or comment resolution letter is issued. Any comments received during the 30 day comment period must be addressed and resolved before proceeding with the LFD. Extensions to this 30 day period can only be granted with FEMA Headquarters approval.

5. General Technical Guidance

Detailed guidance on the supporting documentation that must be submitted in support of an appeal can be found in *Appeals, Revisions, and Amendments to National Flood Insurance Program Maps—A Guide for Community Officials*.

Unless appeals are based on the use of alternative models or methodologies, the hydrologic and hydraulic analyses that appellants submit must be performed with the models used for the flood study, PMR, or LOMR. Generally, when appellants are required to submit hydrologic or hydraulic analyses, those analyses must be performed for the same recurrence interval floods as those performed for the flood study, PMR, or LOMR. The vertical datum used in any data submitted must match the datum used in the preliminary FIS report and FIRM. Further, SFHA boundaries are to be shown on a topographic map (preferably, in digital form) whose scale and contour interval are sufficient to provide reasonable accuracy.

New flooding information cannot be added to a FIRM in such a way as to create mismatches with the flooding information shown for unrevised areas. Therefore, in performing new analyses and developing revised flooding information, appellants must tie the new BFEs, base flood

depths, SFHA boundaries, SFHA zone designations, and/or regulatory floodway boundaries into those shown on the maps for areas not affected by the appeal.

All analyses and data submitted by appellants, including those that show mathematical or measurement errors must be certified by a Registered Professional Engineer or Licensed Land Surveyor, as appropriate.

6. Scientific Resolution Panel (SRP)

FEMA's Scientific Resolution Panel (SRP) process reinforces FEMA's commitment to work with communities to ensure the flood hazard data depicted on FIRMs is built collaboratively using the best science available.

When changes to the FIRMs are met with conflicting technical and scientific data, an independent third party review of the information may be needed to ensure the FIRMs are updated correctly. The SRP serves as the independent third party. To be eligible for an SRP, an appeal must include supporting information or data to substantiate that the BFEs, base flood depths, SFHA boundaries, SFHA zone designations, or floodways proposed by FEMA are scientifically or technically incorrect. An SRP request is an option only after FEMA and a local community have been engaged in a collaborative consultation process for at least 60 days without a mutually-acceptable resolution of an appeal.



FEMA



Scientific Resolution Panels

FEMA's Scientific Resolution Panel (SRP) process reinforces FEMA's commitment to work with communities to ensure the flood hazard data depicted on Flood Insurance Rate Maps (FIRMs) is built collaboratively using the best science available. Flood hazards are constantly changing, and as such, FEMA regularly updates FIRMs through several methods to reflect those changes. When changes to the FIRMs are met with conflicting technical and scientific data, an independent third party review of the information may be needed to ensure the FIRMs are updated correctly. The Scientific Resolution Panel serves as the independent third party.

Who can request an SRP?

A community, Tribe or political entity that has the authority to adopt and enforce floodplain ordinances for the area under its jurisdiction can request FEMA use the SRP when conflicting data are presented. Chief Executive Officers or authorized community representatives must make or endorse the SRP request if they did not develop or propose the conflicting technical data.

When can communities request an SRP?

A community can request an SRP if it has:

- Not received a Letter of Final Determination (LFD);
- Submitted an appeal during the 90-day appeal period with scientific or technical data resulting in different flood hazards than those proposed by FEMA;
- Allowed at least 60 days of community consultation with FEMA (but no more than 120 days).

Additionally, a community that has received a FEMA-issued appeal resolution letter and has not exercised the SRP process will have 30 days from the issuance of the letter to request an SRP.

Independent Panel Sponsor

The SRP process is managed by the National Institute of Building Sciences (NIBS), a non-profit organization independent from FEMA. NIBS will act as the Panel Sponsor, coordinating the SRPs, ensuring that proper regulations and procedures are employed and maintaining a cadre of experts from which Panel members are selected.

Panel Member Selection

For each appeal, an SRP (or Panel) of three or five members will be convened. Panel members are technical experts in surface water hydrology, hydraulics, coastal engineering, and other engineering and scientific fields that relate to the creation of Flood Hazard Maps and Flood Insurance Studies throughout the United States.

Based on the technical specifications of the appeal, NIBS will develop a list of potential panel members with relevant expertise from its cadre of experts. NIBS will ensure that there is no conflict of interest amongst the panel members. NIBS will confirm that members do not reside in the state from which the appeal is taken and have no personal or professional interest in its findings of the appeal.

RiskMAP
Increasing Resilience Together



FEMA



NIBS will provide the list of eligible panel members to the community and FEMA. The community selects the majority (in the case of a five-member Panel, the community selects three), and FEMA selects the minority (in the case of a five-member Panel, FEMA selects two).

The Process

To request an SRP, the Chief Executive Officer of a community or authorized representative completes an SRP Request Form and submits it to FEMA during the time periods outlined above.

Once FEMA confirms the appeal is eligible for an SRP, FEMA will forward the SRP Request form to NIBS to initiate the Panel selection process and develop a list of potential members.

Once the Panel is convened, Panel members will be provided with a summary of the issue, FEMA's data, and the data the community submitted during the 90-day appeal period. Panel members will review the data and, on a point-by-point basis, deliberate and make a decision based on the scientific and technical challenges of the appeal.

If the community feels it is necessary to make an oral presentation in support of its appeal, it must include a justification on the SRP Request Form.

Resolution

The Panel will render a written recommendation to FEMA, based on the scientific and technical data submitted by the community and FEMA. The recommendation may either deny the community's data or incorporate it in part or in whole into the FIRM. For an appeal to be incorporated, the community's data must satisfy the NFIP standards for flood hazard mapping.

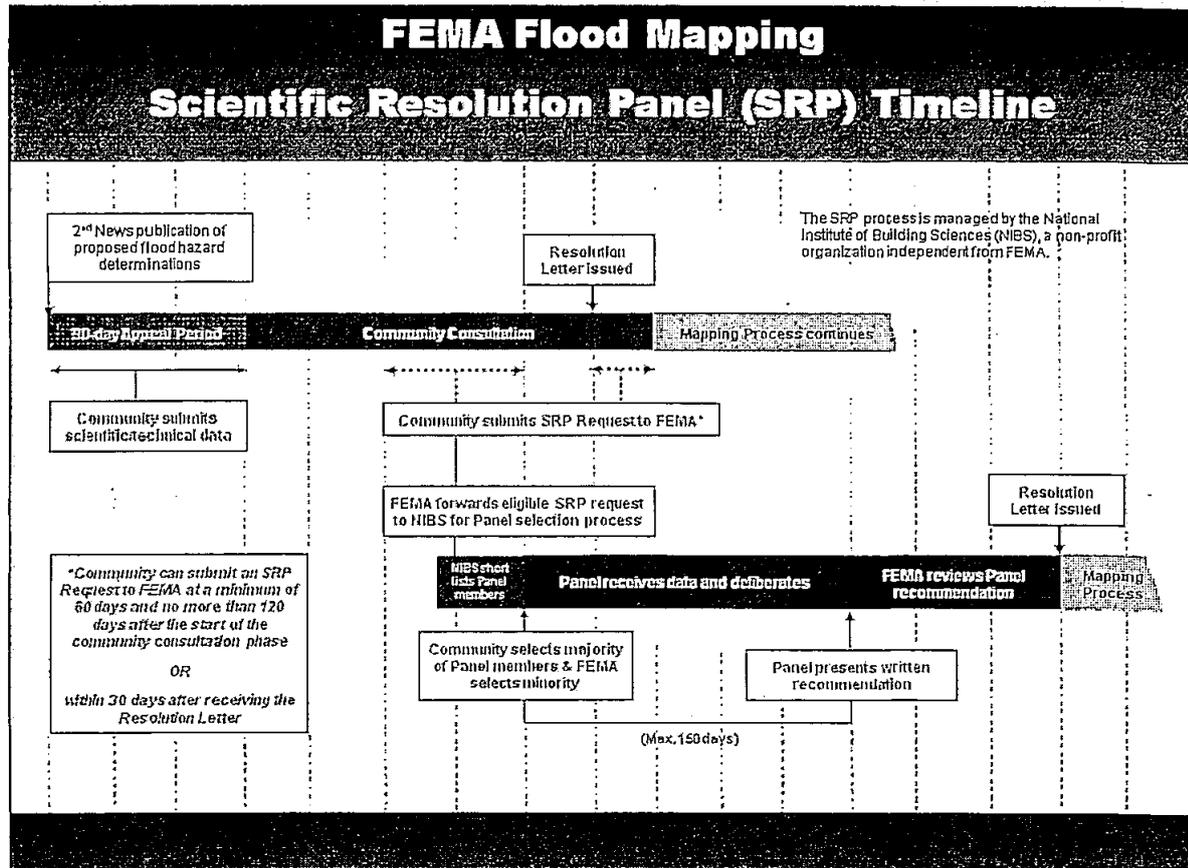
The Panel will present a written report with its decision and rationale to FEMA and the community no later than 150 days after being convened. The SRP's decision will become the recommendation provided to the FEMA Administrator. Once a final determination has been made, FEMA will issue a resolution letter. If changes to the maps are made, FEMA will incorporate the changes into revised preliminary FIRM panels and Flood Insurance Study. These changes will be made available to the community with a resolution letter for review prior to the issuance of an LFD.

Once a determination is made and a resolution letter is issued, the community will not be able to re-submit an appeal of the proposed flood hazard information nor request an SRP again. If the community is not satisfied with the recommendation of the Panel or the determination of the FEMA Administrator, it may appeal to the appropriate United States District Court, as outlined in Section 67.12 of the National Flood Insurance Program (NFIP) regulations.

RiskMAP
Increasing Resilience Together



FEMA



For Additional Information

For more information on appeals, see the FEMA document: [Appeals, Revisions, and Amendments to National Flood Insurance Program Maps: A Guide for Community Officials.](#)

Part 67 of the NFIP regulations, which pertains to appeals, is available on the "Forms and Publications" section of FEMA's Flood Hazard Mapping website at www.fema.gov/fhm.

Other Important Links www.floodSRP.org www.fema.gov/plan/prevent/fhm/st_hot.shtm#2

Status of Map Change Requests: http://www.fema.gov/plan/prevent/fhm/st_main.shtm

Risk MAP: www.fema.gov/plan/prevent/fhm/rm_main.shtm

Flood Hazard Mapping Annex: www.floodmaps.fema.gov

Flood Insurance: www.floodsmart.gov

RiskMAP
Increasing Resilience Together

Tom Dempsey

From: michelle.meyer.ht9y@statefarm.com
Sent: Tuesday, January 28, 2014 12:02 PM
To: citymanager@portland-michigan.org

January 28, 2014

City of Portland
259 Kent Street
Portland, MI 48875

Dear Thomas:

Thank you for your grant application. As you might expect, philanthropic requests have increased substantially this year, in large part due to the difficult economic times. It makes our job even harder because we see so many efforts from worthy organizations that we wish we could fund.

After careful review, we regret we cannot support your request. While we realize equipment is often necessary to make communities more safe, our focus is mainly on programs that build safe communities.

Please know that this decision is not a reflection of the work the City of Portland is doing, but rather one made necessary by State Farm's current priorities and commitments.

Thank you for offering this opportunity to State Farm. We appreciate the work you do to protect local citizens.

Sincerely,

Nick Metzger

CG/JMAIL/38726423



2512 Lansing Road
Charlotte, Michigan 48813

January 27, 2014

Tom Dempsey, City Manager
City of Portland
259 Kent St.
Portland, MI 48875

This letter is to notify you that effective January 31, 2014 the subscription on demand (SVOD) package WWE Classics On Demand in our VOD markets will be discontinued. World Wrestling Entertainment has made the decision to cease programming this service so that programming will not be available to WOW! customers after that time. There are currently less than 400 customers signed up for this programming.

Customers have been notified with a newspaper ad that ran on 12/26/13 and a letter will be sent to all customers that currently subscribe to the SVOD service. The letter was expected to be received in homes January 15, 2014.

Regards,

A handwritten signature in black ink, appearing to read "CA", is positioned above the typed name of the sender.

Christian Andersen
System Manager
candersen@wideopenwest.com
Phone (517) 319-3150

User: NIKKI
DB: Portland

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2013 (ABNORMAL)	MONTH 12/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
101-000-402.000		986,000.00	940,034.71	3,365.79	45,965.29	95.34
101-000-428.000		1,600.00	0.00	0.00	1,600.00	0.00
101-000-445.000		8,000.00	5,717.65	412.72	2,282.35	71.47
101-000-445.022		300.00	185.19	0.00	114.81	61.73
101-000-447.000		42,400.00	32,957.66	924.48	9,442.34	77.73
101-000-448.000		15.00	13.92	0.00	1.08	92.80
101-000-451.000		100.00	683.40	0.00	(583.40)	683.40
101-000-453.000		28,000.00	15,016.32	0.00	12,983.68	53.63
101-000-455.000		975.00	1,635.00	33.00	(660.00)	167.69
101-000-476.000		1,500.00	1,841.00	2,421.00	(341.00)	122.73
101-000-490.000		0.00	5.79	0.00	(5.79)	100.00
101-000-501.000		0.00	0.00	0.00	0.00	0.00
101-000-510.000		0.00	0.00	0.00	0.00	0.00
101-000-543.000		1,200.00	492.65	0.00	707.35	41.05
101-000-570.000		3,000.00	3,157.55	0.00	(157.55)	105.25
101-000-575.000		290,915.00	150,667.00	50,955.00	140,248.00	51.79
101-000-576.000		98,376.00	50,768.00	17,186.00	47,608.00	51.61
101-000-577.000		0.00	0.00	0.00	0.00	0.00
101-000-620.000		4,500.00	2,576.00	478.00	1,924.00	57.24
101-000-622.000		0.00	0.00	0.00	0.00	0.00
101-000-623.000		400.00	2,171.82	318.75	(1,771.82)	542.96
101-000-624.000		0.00	(5.78)	0.46	5.78	100.00
101-000-628.000		318,857.00	159,420.00	26,570.00	159,437.00	50.00
101-000-629.000		0.00	0.00	0.00	0.00	0.00
101-000-630.000		2,500.00	3,900.00	425.00	(1,400.00)	156.00
101-000-633.000		0.00	3,319.40	0.00	(3,319.40)	100.00
101-000-634.000		8,000.00	8,310.00	1,300.00	(310.00)	103.88
101-000-656.000		15,000.00	6,499.32	904.86	8,500.68	43.33
101-000-661.000		3,200.00	815.00	545.00	2,385.00	25.47
101-000-662.000		0.00	2,242.75	987.75	(2,242.75)	100.00
101-000-663.000		2,500.00	1,562.11	228.00	937.89	62.48
101-000-664.000		0.00	0.00	0.00	0.00	0.00
101-000-665.000		400.00	177.88	35.06	222.12	44.47
101-000-665.002		500.00	98.12	19.24	401.88	19.62
101-000-665.003		0.00	0.00	0.00	0.00	0.00
101-000-667.000		7,875.00	265.00	0.00	7,610.00	3.37
101-000-669.000		0.00	0.00	0.00	0.00	0.00
101-000-676.001		0.00	0.77	0.00	(0.77)	100.00
101-000-676.002		0.00	0.00	0.00	0.00	0.00
101-000-676.004		2,000.00	5,000.00	0.00	(3,000.00)	250.00
101-000-676.005		0.00	0.00	0.00	0.00	0.00
101-000-676.006		0.00	330.00	0.00	(330.00)	100.00
101-000-676.007		0.00	0.00	0.00	0.00	0.00
101-000-677.000		750.00	1,154.70	0.00	(404.70)	153.96
101-000-678.002		0.00	0.00	0.00	0.00	0.00
101-000-678.003		0.00	0.00	0.00	0.00	0.00
101-000-678.004		0.00	0.00	0.00	0.00	0.00
101-000-678.005		0.00	2,873.40	0.00	(2,873.40)	100.00
101-000-678.006		15,000.00	5,922.22	142.36	9,077.78	39.48
101-000-678.007		0.00	592.80	0.00	(592.80)	100.00
101-000-678.008		0.00	0.00	0.00	0.00	0.00
101-000-678.009		0.00	0.00	0.00	0.00	0.00
101-000-683.022		1,200.00	1,033.99	0.00	166.01	86.17
101-000-694.000		0.00	0.00	0.00	0.00	0.00
101-000-698.000		0.00	0.00	0.00	0.00	0.00
101-000-698.002		0.00	0.00	0.00	0.00	0.00

User: NIKKI
DB: Portland

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
101-000-699.001		0.00	0.00	0.00	0.00	0.00
101-000-699.105		0.00	0.00	0.00	0.00	0.00
101-000-699.403		0.00	0.00	0.00	0.00	0.00
101-000-699.406		0.00	0.00	0.00	0.00	0.00
101-000-699.582		49,792.00	0.00	0.00	49,792.00	0.00
101-000-699.590		31,764.00	0.00	0.00	31,764.00	0.00
101-000-699.591		31,764.00	0.00	0.00	31,764.00	0.00
101-000-699.812		0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		1,958,383.00	1,411,435.34	107,252.47	546,947.66	72.07
Expenditures						
100		81,707.00	66,345.37	403.70	15,361.63	81.20
101		259,322.50	80,340.18	8,450.03	178,982.32	30.98
172		183,829.35	90,357.16	30,896.78	93,472.19	49.15
191		11,365.00	3,075.21	26.42	8,289.79	27.06
201		360,277.35	183,993.22	44,037.27	176,284.13	51.07
209		56,957.00	30,317.73	10,293.05	26,639.27	53.23
265		68,613.50	20,935.44	3,335.10	47,678.06	30.51
276		179,625.00	81,769.05	21,327.31	97,855.95	45.52
301		696,160.00	299,474.15	67,648.16	396,685.85	43.02
336		0.00	63,179.94	0.00	(63,179.94)	100.00
371		61,028.00	18,582.97	8,285.44	42,445.03	30.45
728		11,000.00	4,525.47	316.39	6,474.53	41.14
751		148,105.00	65,346.82	13,815.43	82,758.18	44.12
999		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		2,117,989.70	1,008,242.71	208,835.08	1,109,746.99	47.60
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,958,383.00	1,411,435.34	107,252.47	546,947.66	72.07
TOTAL EXPENDITURES		2,117,989.70	1,008,242.71	208,835.08	1,109,746.99	47.60
NET OF REVENUES & EXPENDITURES		(159,606.70)	403,192.63	(101,582.61)	(562,799.33)	252.62
TOTAL REVENUES - FUND 101		1,958,383.00	1,411,435.34	107,252.47	546,947.66	
TOTAL EXPENDITURES - FUND 101		2,117,989.70	1,008,242.71	208,835.08	1,109,746.99	
NET OF REVENUES & EXPENDITURES		(159,606.70)	403,192.63	(101,582.61)	(562,799.33)	

User: NIKKI
DB: Portland

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 105 - INCOME TAX FUND						
Fund 105 - INCOME TAX FUND:						
	TOTAL REVENUES	668,759.00	177,337.19	23,685.51	491,421.81	26.52
	TOTAL EXPENDITURES	239,914.45	84,664.10	16,018.84	155,250.35	35.29
	NET OF REVENUES & EXPENDITURES	428,844.55	92,673.09	7,666.67	336,171.46	21.61
Fund 150 - CEMETERY PERPETUAL CARE FUND						
Fund 150 - CEMETERY PERPETUAL CARE FUND:						
	TOTAL REVENUES	2,500.00	2,250.00	0.00	250.00	90.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	2,500.00	2,250.00	0.00	250.00	90.00
Fund 202 - MAJOR STREETS FUND						
Fund 202 - MAJOR STREETS FUND:						
	TOTAL REVENUES	232,300.00	96,820.70	17,087.88	135,479.30	41.68
	TOTAL EXPENDITURES	335,116.00	128,527.22	42,680.60	206,588.78	38.35
	NET OF REVENUES & EXPENDITURES	(102,816.00)	(31,706.52)	(25,592.72)	(71,109.48)	30.84
Fund 203 - LOCAL STREETS FUND						
Fund 203 - LOCAL STREETS FUND:						
	TOTAL REVENUES	906,584.00	100,881.10	6,025.13	805,702.90	11.13
	TOTAL EXPENDITURES	915,660.00	113,260.65	41,602.53	802,399.35	12.37
	NET OF REVENUES & EXPENDITURES	(9,076.00)	(12,379.55)	(35,577.40)	3,303.55	136.40
Fund 208 - RECREATION FUND						
Fund 208 - RECREATION FUND:						
	TOTAL REVENUES	133,450.00	63,666.69	5,840.00	69,783.31	47.71
	TOTAL EXPENDITURES	128,735.00	71,280.66	20,598.10	57,454.34	55.37
	NET OF REVENUES & EXPENDITURES	4,715.00	(7,613.97)	(14,758.10)	12,328.97	161.48
Fund 210 - AMBULANCE FUND						
Fund 210 - AMBULANCE FUND:						
	TOTAL REVENUES	472,556.00	333,850.84	41,381.69	138,705.16	70.65
	TOTAL EXPENDITURES	546,716.36	305,502.56	63,671.92	241,213.80	55.88
	NET OF REVENUES & EXPENDITURES	(74,160.36)	28,348.28	(22,290.23)	(102,508.64)	38.23
Fund 245 - MSHDA LOFT FUND						
Fund 245 - MSHDA LOFT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 248 - DDA FUND						
Fund 248 - DDA FUND:						
	TOTAL REVENUES	335,599.00	212,207.45	625.54	123,391.55	63.23
	TOTAL EXPENDITURES	333,214.08	247,621.37	21,884.57	85,592.71	74.31
	NET OF REVENUES & EXPENDITURES	2,384.92	(35,413.92)	(21,259.03)	37,798.84	1,484.91
Fund 405 - WELLHEAD IMPROVEMENT FUND						
Fund 405 - WELLHEAD IMPROVEMENT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00

User: NIKKI
DB: Portland

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2013 (ABNORMAL)	MONTH 12/31/2013 (DECREASE)	BALANCE (ABNORMAL)	
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT						
Fund 406 - CAPITAL IMPROVEMENT FUND-STREET PROJECT:						
	TOTAL REVENUES	1,400,000.00	1,400,000.00	0.00	0.00	100.00
	TOTAL EXPENDITURES	890,950.00	16,177.00	0.00	874,773.00	1.82
	NET OF REVENUES & EXPENDITURES	509,050.00	1,383,823.00	0.00	(874,773.00)	271.84
Fund 520 - REFUSE SERVICE FUND						
Fund 520 - REFUSE SERVICE FUND:						
	TOTAL REVENUES	97,100.00	50,251.01	8,349.38	46,848.99	51.75
	TOTAL EXPENDITURES	90,600.00	47,895.95	6,384.84	42,704.05	52.87
	NET OF REVENUES & EXPENDITURES	6,500.00	2,355.06	1,964.54	4,144.94	36.23
Fund 528						
Fund 528:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 582 - ELECTRIC FUND						
Fund 582 - ELECTRIC FUND:						
	TOTAL REVENUES	3,507,622.00	1,600,268.22	287,115.14	1,907,353.78	45.62
	TOTAL EXPENDITURES	4,163,011.50	2,044,264.06	382,703.70	2,118,747.44	49.11
	NET OF REVENUES & EXPENDITURES	(655,389.50)	(443,995.84)	(95,588.56)	(211,393.66)	67.75
Fund 590 - WASTEWATER FUND						
Fund 590 - WASTEWATER FUND:						
	TOTAL REVENUES	961,100.00	342,231.77	66,530.38	618,868.23	35.61
	TOTAL EXPENDITURES	1,081,354.00	419,194.28	205,174.54	662,159.72	38.77
	NET OF REVENUES & EXPENDITURES	(120,254.00)	(76,962.51)	(138,644.16)	(43,291.49)	64.00
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
	TOTAL REVENUES	625,070.00	262,009.29	45,131.12	363,060.71	41.92
	TOTAL EXPENDITURES	832,333.30	347,428.73	62,452.44	484,904.57	41.74
	NET OF REVENUES & EXPENDITURES	(207,263.30)	(85,419.44)	(17,321.32)	(121,843.86)	41.21
Fund 661 - MOTOR POOL FUND						
Fund 661 - MOTOR POOL FUND:						
	TOTAL REVENUES	375,469.00	234,541.97	22,202.00	140,927.03	62.47
	TOTAL EXPENDITURES	517,971.68	293,598.72	31,035.16	224,372.96	56.68
	NET OF REVENUES & EXPENDITURES	(142,502.68)	(59,056.75)	(8,833.16)	(83,445.93)	41.44
Fund 662 - INTERNAL SERVICE FUND						
Fund 662 - INTERNAL SERVICE FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 812 - SPECIAL ASSESSMENT FUND						
Fund 812 - SPECIAL ASSESSMENT FUND:						
	TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00

User: NIKKI
DB: Portland

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2013 (ABNORMAL)	MONTH 12/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
TOTAL REVENUES - ALL FUNDS		9,718,109.00	4,876,316.23	523,973.77	4,841,792.77	50.18
TOTAL EXPENDITURES - ALL FUNDS		10,075,576.37	4,119,415.30	894,207.24	5,956,161.07	40.89
NET OF REVENUES & EXPENDITURES		(357,467.37)	756,900.93	(370,233.47)	(1,114,368.30)	211.74

IONIA COUNTY BOARD OF COMMISSIONERS
"Collaborating For Safe, Strong and Healthy Communities"

Agenda
January 28, 2014
7:00 p.m.

- 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. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of December 2013 - \$1,183,982.72
 - D. Approve payment of Health Fund bills - \$83,353.69
 - E.
- VIII. Unfinished Business**
 - A. Freedom of Information Act Appeal – L. Bowbeer
 - B. Appointments
 - 1. Board of Public Works – One three-year term.
 - 2. Land Bank Authority – One three-year term expiring April 2014.
 - 3. Park Advisory Board – Three two-year terms.
 - 4. Tax Allocation Board – One one-year term.
 - C.
- IX. New Business**
 - A. Boston Township Resolution and Intergovernmental Agreement to Manage Floodplain Development
 - B. Agreement Between CMHA-CEI-Coordinating Agency and Ionia County for Substance Use Disorder Services
 - C. Grant Agreement with Michigan Department of Community Health -Amendment #1
 - D. Appointments to Sanitary Code Committee
 - E. Health Department Plan of Organization

- F. Byrne Justice Assistance Grant Subcontract – CMET/Ionia County Sheriff's Office
- G.

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

XI. Reports of Special or Ad Hoc Committees

XII. Public Comment (3 minute time limit per speaker)

XIII. Closed Session

XIV. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Board of Directors – One two-year term, expiring January 31, 2016.
- Central Dispatch Board of Directors – One General Public Representative, expiring December 31, 2015.
- Community Corrections Advisory Board – One Business Community Representative (no expiration date).
- Comprehensive Economic Development Strategy Committee – Two one-year terms expiring in December 2013 - One Public Representative and one Private Sector Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2015. One position will be for an alternate member.
- Land Bank Authority – One three-year term, expiring April 2014.
- Substance Abuse Initiative – One two-year term, expiring December 2015. Representative must be from Commissioner District #6.

Appointments for consideration in the month of February 2014: None

Appointments for consideration in the month of March 2014:

Community Mental Health Services Board – Five three-year terms.

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

NOTICE OF HEARING
FOR THE NATURAL GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY

CASE NO. U-17334

- Consumers Energy Company requests Michigan Public Service Commission approval to implement a gas cost recovery plan and a base gas cost recovery (GCR) factor of \$4.3962 per thousand cubic feet (Mcf), plus additional amounts contingent on future events determined using the GCR Factor Ceiling Price Adjustment Mechanism.
- ~~• The information below describes how a person may participate in this case.~~
- You may contact 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: February 6, 2014, at 9:00 a.m.
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Peter L. Plummer

LOCATION: Constitution Hall
525 West Allegan
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) 241-6160 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) December 27, 2013 application, which seeks approval of its GCR plan and GCR factors for the 12-month period April 2014 through March 2015. Consumers Energy is requesting authorization of its GCR factors for the period April 2014 through March 2015 consisting of the sum of two parts: (i) a base factor of \$4.3962 per Mcf, plus (ii) additional amounts contingent upon future events, determined using the GCR Factor Ceiling Price Adjustment Mechanism. The Company is also requesting that the Commission review its natural gas plans and projections through March 2019 and find its 5-year plan reasonable and prudent.

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) 241-6180 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 January 30, 2014. (Petitions to intervene may also be filed 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: 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 Commission's Rules of Practice and Procedure R 460.17315 and R 460.17335. Requests for further information on adjournment should be directed to (517) 241-6060.

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) 241-6180.

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.; 1982 PA 304, as amended, MCL 460.6h et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

[CONSUMERS ENERGY COMPANY HAS REQUESTED THE GAS COST RECOVERY FACTORS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT OR AMEND THE FACTORS AND OTHER PROPOSALS.]

January 13, 2014