



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

7:00 p.m. Monday, May 5, 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>Interim City Manager Report</u>	
	V. <u>Presentations</u>	
7:20 PM	A. Main Street Manager Shelley Perry – Downtown Report	
	VI. <u>Public Hearing(s)</u>	
7:25 PM	A. Public Hearing on the Budget Proposed for Fiscal Year 2014-2015	
	VII. <u>Old Business</u>	
	VIII. <u>New Business</u>	
7:30 PM	A. Second Reading and Consideration of Ordinance 175HH to Amend the City Zoning Map	Motion
7:32 PM	B. Proposed Resolution 14-38 to Adopt the City of Portland’s Annual Budget for Fiscal Year 2014-2015	Motion
7:35 PM	C. Proposed Resolution 14-39 Approving Change Order No. 1 to the Contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvements Project	Motion
	IX. <u>Consent Agenda</u>–	
7:40 PM	A. Minutes & Synopsis from the Regular City Council Meeting held on April 21, 2014, the Budget Workshop and Closed Session held on April 23, 2014	Motion
	B. Payment of Invoices in the Amount of \$53,700.44 and Payroll in the Amount of \$101,201.52 for a Total of \$154,901.96	
	C. Purchase Orders over \$5,000 - None	
	X. <u>Communications</u>–	
	A. Planning Commission Minutes from March 12, 2014	
	B. ZBA Minutes for February 11, 2013	
	C. Community Cleanup 2014 Results	
	D. Fire Department Report for April 2014	
	E. Utility Billing Report for March 2014	
	F. ISO Public Protection Classification Summary Report	
	G. Ionia County Board of Commissioners Agenda for April 22, 2014	

Estimated Time
7:43 PM
7:48 PM
7:50 PM
7:55 PM

H. MPSC Notice of Public Hearing for Consumers Energy

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

XI. Other Business

XII. Council Comments

XIII. Adjournment

Action Requested
Motion

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

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

ORDINANCE NO. 175HH

AN ORDINANCE TO AMEND THE CITY ZONING MAP

THE CITY OF PORTLAND ORDAINS:

SECTION 1. AMENDMENT. The Official Zoning Map of the City of Portland is amended as follows:

A Parcels 34-300-091-000-050-00 and 34-300-091-000-270-00, located at 223 Charlotte Highway is rezoned from C-2 General Business District to R-2 Medium Density Residential District.

SECTION 2. PUBLICATION AND EFFECTIVE DATE. This Ordinance must be published and recorded as provided in the City Charter and takes effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

Ayes:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated: May 5, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: April 21, 2014

Adopted: May 5, 2014

Published: May 11, 2014

Effective: May 15, 2014

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-38

**A RESOLUTION TO ADOPT THE CITY OF PORTLAND'S ANNUAL BUDGET
FOR FISCAL YEAR 2014-2015**

WHEREAS, in accordance with the provisions of the City Charter, the City Manager submitted a recommended budget for the City of Portland, Michigan for the fiscal year commencing July 1, 2014 and ending June 30, 2015 to the City Council on April 21, 2014; and

WHEREAS, the City Council has considered the financial needs of the City of Portland for its efficient operations during the coming fiscal year and has reviewed the recommended budget submitted by the City Manager; and

WHEREAS, on May 5, 2014, the Council did, after proper notice and in accordance with the laws of the State of Michigan, conduct a public hearing on the proposed budget and on the proposed millage rate to be levied to support the proposed budget; and

WHEREAS, the Council has heard and considered all objections and comments on the proposed budget and millage rate to support the proposed budget made at the public hearing.

NOW, THEREFORE BE IT RESOLVED, that the expenditures for the fiscal year commencing July 1, 2014 and ending June 30, 2015 are hereby appropriated by the Portland City Council as follows:

101 - GENERAL FUND

Mayor and Council	\$ 97,733.00
Community Promotion	\$ 276,675.25
City Manager	\$ 134,804.00
Elections	\$ 7,105.00
General Administration	\$ 339,512.00
Assessor's Department	\$ 51,088.00
Maintenance City Hall	\$ 58,133.00
Economic Development	\$ 8,000.00
Police Department	\$ 680,028.00
Code Enforcement Zoning and Planning	\$ 38,304.00
Cemetery Department	\$ 157,205.00
Parks Department	\$ 147,490.00

SUBTOTAL OF EXPENDITURES FOR GENERAL FUND _____ **\$1,996,077.25**

105 - INCOME TAX FUND	\$ 696,687.00
202 - MAJOR STREET FUND	\$ 326,510.95
203 - LOCAL STREET FUND	\$ 1,160,909.00
208 - RECREATION FUND	\$ 135,202.00
210 - AMBULANCE FUND	\$ 531,273.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 347,352.80
405 - WELLHEAD GRANT FUND	\$ 3,000.00
406-CAPITAL IMPROVEMENT-STREET PROJECT	\$ 645,000.00
520 - REFUSE COLLECTION FUND	\$ 93,600.00
582 - ELECTRIC DEPARTMENT FUND	\$ 4,037,247.50
590 - WASTEWATER DISPOSAL FUND	\$ 875,660.00
591 - WATER DEPARTMENT FUND	\$ 811,482.30
661 - EQUIPMENT FUND	\$ 411,476.22
GRAND TOTAL EXPENDITURES ALL FUNDS	\$12,071,478.02

BE IT FURTHER RESOLVED, that the contributions "TO and FROM" for the fiscal year commencing July 1, 2014 and ending June 30, 2015 are hereby appropriated by the City Council as follows:

From General Fund	
To Recreation Fund	\$ 30,000.00
To Motor Pool	\$ <u>60,000.00</u>
	\$ 90,000.00
 From Major Street Fund	
To Local Street Fund	\$ 57,500.00
 From Capital Improvement Street Fund	
To Local Street Fund	\$ 577,000.00
To Wastewater Fund	\$ <u>68,000.00</u>
	\$ 645,000.00
 From Electric Fund	
To General Fund	\$ 49,792.00
 From Wastewater Fund	
To General Fund	\$ 31,764.00
 From Water Fund	
To General Fund	\$ 31,764.00
 GRAND TOTAL TRANSFERS ALL FUNDS	\$ 905,820.00

BE IT FURTHER RESOLVED, that the revenues for the fiscal year commencing July 1, 2014 and ending June 30, 2015 are estimated as follows:

101 - GENERAL FUND REVENUE	
Taxes	\$1,039,635.00
Licenses & Permits	\$ 30,250.00
Grants / Revenue Sharing	\$ 410,020.00
Charges for Services	\$ 337,607.00
Fines & Forfeits	\$ 17,900.00
Other	\$ 139,720.00
<hr/>	
SUBTOTAL OF REVENUES FOR GENERAL FUND	\$1,975,132.00
105 - INCOME TAX FUND	\$ 706,400.00
150 - PERPETUAL CARE	\$ 2,500.00
202 - MAJOR STREET FUND	\$ 235,000.00
203 - LOCAL STREET FUND	\$ 1,166,788.00
208 - RECREATION FUND	\$ 146,950.00
210 - AMBULANCE FUND	\$ 536,430.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 311,000.00
405 - WELLHEAD GRANT FUND	\$ 3,000.00
520 - REFUSE COLLECTION FUND	\$ 101,200.00
582 - ELECTRIC DEPARTMENT FUND	\$ 3,885,125.00
590 - WASTEWATER DISPOSAL FUND	\$ 878,000.00
591 - WATER DEPARTMENT FUND	\$ 586,450.00
661 - EQUIPMENT FUND	\$ 326,170.00
GRAND TOTAL REVENUES ALL FUNDS	\$10,860,145.00

BE IT FURTHER RESOLVED, that funds be appropriated from fund balances to balance the budget as follows:

101 - GENERAL FUND	\$ 20,945.25
202 - MAJOR STREET FUND	\$ 91,510.95
248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 36,352.80
406 - CAPITAL IMPROVEMENT-STREET PROJECTS	\$ 645,000.00
582 - ELECTRIC DEPARTMENT FUND	\$ 152,122.50
591 - WATER DEPARTMENT FUND	\$ 225,032.30
661 - EQUIPMENT FUND	\$ 85,306.22
TOTAL	\$ 1,256,270.02

BE IT FURTHER RESOLVED, that 12.6574 mills be levied on the taxable assessed valuation as equalized for general operating requirements of the City of Portland and

1.000 mills be levied on the taxable assessed valuation as equalized for local streets and the Mayor and Clerk are authorized to sign the 2014 Tax Rate Request (form L-4029) to request a total levy of 13.6574 mills.

BE IT FURTHER RESOLVED, the water and wastewater utility rates have been reviewed and determined that a 4% increase in wastewater rates is necessary to support the appropriations set forth above.

BE IT FURTHER RESOLVED, that the City Manager is authorized to make budgetary transfers within the line items of appropriation centers established through this budget and that all transfers between appropriations listed in this resolution may be made only by further action of the Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.

BE IT FURTHER RESOLVED, that the funds appropriated shall be drawn from the treasury of the City for the purpose pursuant to the authority granted by the Portland City Charter.

BE IT FINALLY RESOLVED that all resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

Dated:

Monique I. Miller, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Portland, County of Ionia, State of Michigan, at a regular meeting held on May 5, 2014 and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-39

A RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT WITH CL TRUCKING, INC. FOR THE BARLEY, KNOX, AND STORZ IMPROVEMENTS PROJECT

WHEREAS, the City awarded a contract in the amount of \$695,729.85 to CL Trucking, Inc. to make certain improvements to Barley, Knox, and Storz Streets (the Contract); and

WHEREAS, the City Engineer has prepared and is recommending approval of Change Order No. 1, a copy of which is attached as Exhibit A, to place insulation over new water service lines at a cost of \$2.00 per linear foot, thus increasing the amount of the Contract by \$1,400.00 so that the adjusted Contract Price will be \$697,129.85.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Change Order No. 1, a copy of which is attached as Exhibit A, to place insulation over new water service lines at a cost of \$2.00 per linear foot, thus increasing the amount of the Contract by \$1,400.00 so that the adjusted Contract Price will be \$697,129.85.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 5, 2014

Monique I. Miller, City Clerk

CHANGE ORDER # 1

OWNER City of Portland
 CONTRACTOR CL Trucking & Excavating, LLC
 Contract: _____
 Project: 2014 Street and Utility Improvements - Knox, Barley & Storz
 OWNER's Contract No. _____ ENGINEER's Project No. 815400
 ENGINEER Fleis & VandenBrink

You are directed to make the following changes in the Contract Documents:

Description: Place insulation over new water service lines at \$2.00 per linear foot. The insulation material will be provided by the City.

Reason for Change Order: Requested by City.

Attachments: (List documents supporting change) NA

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>695,729.85</u>
Net Increase (Decrease) from previous Change Orders No. ___ to ___: \$ <u>00.00</u>
Contract Price prior to this Change Order: \$ <u>695,729.85</u>
Net increase (decrease) of this Change Order: \$ <u>1,400.00</u>
Contract Price incorporating this Change Order: \$ <u>697,129.85</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial completion: <u>91</u> Ready for final payment: <u>98</u> (days or dates)
Net change from previously approved Change Orders No. ___ to ___: Substantial completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial completion: <u>91</u> Ready for final payment: <u>98</u> (days or dates)
Net increase (decrease) of this Change Order: Substantial completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times incorporating this Change Order: Substantial Completion: <u>91</u> Ready for final payment: <u>98</u> (days or dates)

RECOMMENDED:
By: [Signature]
ENGINEER (Authorized Signature)

APPROVED:
By: _____
OWNER (Authorized Signature)

ACCEPTED:
By: [Signature]
CONTRACTOR (Authorized Signature)

Date: 5/1/2014

Date: _____

Date: 5/1/14



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, April 21, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, and Fitzsimmons; Interim City Manager and DDA Director Reagan; City Clerk Miller; Police Chief Knobelsdorf; Police Officers Thomas and Fandel

Absent: Council Member Sunstrum

Guests: Terry Frewen of Coldwell Banker Frewen Realty; Paul Galdes of Fleis & VandenBrink Engineering; 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.

Motion by VanSlambrouck, supported by Smith, to approve the Agenda with the addition to excuse Council Member Sunstrum.

Yeas: VanSlambrouck, Smith, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

Motion by Smith, supported by VanSlambrouck, to excuse the absence of Council Member Sunstrum.

Yeas: Smith, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

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

Interim City Manager Reagan also reported the annual Spring Cleanup Day will be held Saturday, April 26th from 7:00 A.M. to 3:00 P.M. at the DPW compound and will again be a joint effort between the City of Portland, Portland Township, and Danby Township.

The Parks Department will hold a Riverwalk Cleanup Day on Saturday, April 26th. Individuals interested in helping should meet at the Railroad Bridge at 9:00 A.M.

The Hazardous Waste Cleanup will be held Saturday, May 3rd at the Fire Station in the parking lot from 8:00 A.M. to Noon.

Tornado sirens will be tested the first Saturday of each month at noon by Ionia County Central Dispatch. This assures that these warning systems are working properly and help to ensure the safety of the residents.

City income tax returns are due April 30th and apply to homeowners, renters, and individuals that only work in the City of Portland.

The Water Department will conduct its semi-annual preventative maintenance program on the water system by systematically flushing all fire hydrants from May 5th – 16th.

The annual Arbor Day Tree Planting will be held Friday, April 25th at 2:00 P.M. at Two Rivers Park. The Parks Department will also be giving each second grader in both Portland Public Schools and St. Patrick's School a white pine seedling to be planted.

Under Presentations, Paul Galdes of Fleis & VandenBrink Engineering presented the design and engineering plans for the Cutler Road Improvement Project and proposed projects for Kent Street and Grand River Avenue under the Small Urban Program.

Police Chief Knobelsdorf introduced Timothy Fandel, hired as a part-time officer for the City of Portland.

Under New Business, the Council held the First Reading of proposed Ordinance 175HH to amend the City of Portland's Zoning Map. The Planning Commission has granted a Special Land Use Permit to an applicant seeking to open an Adult Foster Care Large Group Home at 223 Charlotte Highway, formerly the headquarters of Portland Federal Credit Union. The applicant has also sought a change in zoning of this property as this type of business is allowed in the R-2 district but not in the C-2 district, which is how the property at 223 Charlotte Highway is currently zoned. During its April 9th meeting, the Planning Commission made a recommendation to the City Council to grant this change in zoning.

There was some discussion.

Interim City Manager Reagan noted that the all requirements are met with this change in zoning; an "island" would not be created. The proposed use seems to be a good fit for the property. The Planning Commission held a Public Hearing. All notices were published as required.

Council Member Fitzsimmons, who also serves on the Planning Commission, noted there was one property owner near 223 Charlotte Highway that had some concerns with the proposed use in terms of safety. They were assured that potential residents would not be a safety concern to the neighborhood.

The Council considered Resolution 14-31 to set a Public Hearing on the proposed Budget for Fiscal Year 2014-2015 on May 5, 2014 at 7:00 P.M.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-31 setting a Public Hearing on the Budget proposed for Fiscal Year 2014-2015.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Barnes

Nays: None

Absent: Sunstrum
Adopted

The Council considered Resolution 14-32 to schedule a Budget Workshop for Wednesday, April 23rd at 7:00 P.M. in the Council Chamber at City Hall.

Motion by Smith, supported by Fitzsimmons, to approve Resolution 14-32 to schedule a Special Meeting of the City Council for a Budget Workshop at 7:00 P.M. on April 23rd.

Yeas: Smith, Fitzsimmons, VanSlambrouck, Barnes
Nays: None
Absent: Sunstrum
Adopted

The Council considered Resolution 14-33 to authorize the Mayor and Clerk to sign a license agreement with Mr. Francis Hoerner to farm the 52.9 acres owned by the City at Grand River Ave. and Divine Hwy. During a Special Meeting on April 15th, the EDC voted unanimously to recommend the City Council enter into this agreement, at the same rate of \$7,875 as last year.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 14-33 approving, authorizing, and directing the Mayor and Clerk to sign a License Agreement to farm the 52.9 acres at Grand River Ave. and Cutler Rd.

Yeas: Fitzsimmons, VanSlambrouck, Smith, Barnes
Nays: None
Absent: Sunstrum
Adopted

The Council considered Resolution 14-34, a resolution of Financial Assurances, for a proposed improvement project on Kent Street, utilizing funds from the Small Urban Program. At a meeting of the Small Urban Project team on March 12th, the City and the Ionia County Road Commission put forth a list of proposed projects for these funds. The City proposed three projects; the first is the Cutler Road project in 2014; the second is the Kent Street Improvement Project for 2015, with a project cost of \$724,200 and a required local match of \$349,200; the third proposed project is along East Grand River Ave. and would be a joint project with the Ionia County Road Commission, and is proposed for 2017. This resolution does not obligate the City to this project, but demonstrates to MDOT that the funds are available for the project. Utilizing the City's Income Tax Fund, the funds will be available.

Motion by Smith, supported by VanSlambrouck, to approve Resolution 14-34 a resolution of Financial Assurance of local funds for the City of Portland's proposed Kent Street Improvement Project.

Yeas: Smith, VanSlambrouck, Fitzsimmons, Barnes
Nays: None
Absent: Sunstrum
Adopted

The Council considered Resolution 14-35, a resolution of Financial Assurances, for the aforementioned joint project with the Ionia County Road Commission along East Grand River Avenue from the I-96 exit ramps south along Grand River Ave. to the Small Urban boundary. The project would consist of a mill-

and-fill of the roadway, curb and gutter repairs, concrete joint repairs, should repairs, as well as drainage improvements. The road construction costs are estimated by the City's engineers to be \$500,000 with the City's cost amounting to \$75,000 and Ionia County's cost amounting to \$50,000. The Income Tax Fund will be utilized for the cost of the project.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-35 a resolution of Financial Assurance of local funds for the City of Portland's proposed Grand River Avenue Improvement Project.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Barnes

Nays: None

Absent: Sunstrum

Adopted

The Council considered Resolution 14-36 to approve the appointment of Eric Frederick as the part-time Zoning Administrator for the City of Portland. When former City Manager Dempsey resigned, he also resigned as the City's Zoning Administrator. Mr. Frederick has a wealth of experience as a planner and has been the Chair of the Zoning Board of Appeals for the past two years. The proposed agreement would appoint Mr. Frederick as the Zoning Administrator, an independent contractor, to be compensated at a rate of \$35.00 per hour for a minimum of five hours per week, with any unutilized hours being banked and rolled into the following week.

Council Member Fitzsimmons inquired if the proposed agreement is temporary.

Interim City Manager Reagan stated that the proposed agreement allows either party to opt out at any time. When a decision is made in regard to a permanent City Manager the Council can decide if they want to continue the agreement.

Motion by VanSlambrouck, supported by Smith, to approve Resolution 14-36 approving the Interim City Manager's proposed appointment of Eric Frederick as the City's part-time Zoning Administrator and approving, authorizing, and directing the Mayor and Clerk to sign a Zoning Administrator Agreement.

Yeas: VanSlambrouck, Smith, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

The Council considered Resolution 14-37 to approve the Park and Recreation Board's recommendation to approve the request by Epic Church to hold a Family Fun Day event at the Bogue Flats Recreation Area on Saturday, August 23rd.

Motion by Smith, supported by Fitzsimmons, to approve Resolution 14-37 approving the Park and Recreation Board's recommendation to approve Epic Church's request to hold a Family Fun Day event on August 23, 2014 in Bogue Flats.

Yeas: Smith, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Absent: Sunstrum

Adopted

Motion by Smith, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on April 7, 2014, payment of invoices in the amount of \$64,168.40 and payroll in the amount of \$116,244.73 for a total of \$180,413.13. There were purchase orders over \$5,000.00 to Municipal Code Corporation in the amount of \$5,615.96 for Supplement No. 1 to the Code of Ordinances and to Reed City Power Line in the amount of \$8,890.00 for wire.

Yeas: Smith, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

Under Council Comments, Mayor Pro-Tem VanSlambrouck mentioned the Spring Cleanup Day will be held Saturday, April 26th and is an excellent opportunity for residents to clean up their homes and property. He encouraged residents to utilize this great service.

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

Yeas: VanSlambrouck, Smith, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

Meeting adjourned at 7:54 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the April 21, 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, and Fitzsimmons; Interim City Manager and DDA Director Reagan; City Clerk Miller; Police Chief Knobelsdorf; Police Officers Thomas and Fandel

Absent - Sunstrum

Presentation - Paul Galdes of Fleis & VandenBrink Engineering presented the design and engineering plans for the Cutler Road Improvement Project and proposed projects for Kent Street and Grand River Avenue under the Small Urban Program.

Presentation - Police Chief Knobelsdorf introduced Timothy Fandel, hired as a part-time officer for the City of Portland.

First Reading and Consideration of Proposed Ordinance 175HH to amend the City of Portland's Zoning Map.

Approval of Resolution 14-31 setting a Public Hearing on the Budget proposed for Fiscal Year 2014-2015 at 7:00 P.M. on May 5th.

All in favor. Approved.

Approval of Resolution 14-32 to schedule a Special Meeting of the City Council for a Budget Workshop at 7:00 P.M. on April 23rd.

All in favor. Approved.

Approval of Resolution 14-33 approving, authorizing, and directing the Mayor and Clerk to sign a License Agreement to farm the 52.9 acres at Grand River Ave. and Cutler Rd.

All in favor. Approved.

Approval of Resolution 14-34 a resolution of Financial Assurance of local funds for the City of Portland's proposed Kent Street Improvement Project.

All in favor. Approved.

Approval of Resolution 14-35 a resolution of Financial Assurance of local funds for the City of Portland's proposed Grand River Avenue Improvement Project.

All in favor. Approved.

Approval of Resolution 14-36 approving the Interim City Manager's proposed appointment of Eric Frederick as the City's part-time Zoning Administrator and approving, authorizing, and directing the Mayor and Clerk to sign a Zoning Administrator Agreement.

All in favor. Approved.

Approval of Resolution 14-37 approving the Park and Recreation Board's recommendation to approve Epic Church's request to hold a Family Fun Day event on August 23, 2014 in Bogue Flats.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:54 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 Budget Workshop

Held on Monday, April 23, 2014

In the Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck; Council Members Smith and Fitzsimmons; Interim City Manager Reagan; City Clerk Miller; Finance Officer Schrauben

Absent: Council Member Sunstrum

The meeting was called to order at 7:02 P.M.

Interim City Manager Reagan presented the proposed Budget for Fiscal Year 2014-2015.

There was discussion in regard to the proposed budget.

The Council adjourned to Closed Session at 9:26 P.M. to discuss the upcoming City Manager search.

The Council returned from Closed Session at 10:19 P.M.

Motion by VanSlambrouck, supported by Smith, to adjourn the meeting.

Yeas: VanSlambrouck, Smith, Fitzsimmons, Barnes

Nays: None

Absent: Sunstrum

Adopted

Meeting adjourned at 10:19 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
STATE OF MICHIGAN	00428	APPLICATION FOR TITLE FOR SEIZED & FORFEITED-F	20.00
BEAR PACKAGING & SUPPLY, INC.	00044	LINERS - CITY HALL, CEMETERY	573.80
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	38.48
BOUND TREE MEDICAL LLC.	01543	TRAINING MATERIALS- AMBULANCE	118.89
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	288.22
ELHORN ENGINEERING	00139	PUMP, PUMP HEAD - WATER	633.75
FAMILY FARM & HOME	01972	FERTILIZER - CEMETERY	92.98
KEN GENSTERBLUM	00163	CDL REIMB - WATER	75.00
GROSS MACHINE SHOP	00180	STEEL TUBING - MAJ STS	31.20
ICHIA COUNTY TREASURER	00219	POLICE COVERAGE -POLICE	133.88
INDEPENDENT BANK	00190	BOND & REDEMPTION FUND - ELECTRIC	8,900.00
JOHN DEERE FINANCIAL	01818	PARTS - MTR POOL	14.69
KEUSCH SUPER SERVICE	00226	TIRES/LABOR - CEMETERY	218.00
MICHIGAN AMATEUR SOFTBALL ASSC	00248	SIX DOZEN SOFTBALLS - RECREATION	204.00
MENARDS	00263	SUPPLIES FOR DAM REPAIR - ELECTRIC	474.00
MENARDS	00263	SUPPLIES FOR DAM REPAIR - ELECTRIC	38.18
MICHIGAN COMPANY, INC.	00273	TOWELS, TISSUE - CEMETERY	770.73
MUNICIPAL SUPPLY CO.	00324	GLOVES - WATER	43.98
OLD DOMINION BRUSH	00341	POLY WAFER, WIRE WAFER - MTR POOL	351.62
RCP	02265	BANNERS - RECREATION	182.00
RESCO	00392	LOCKS FOR TRANSFORMERS - ELECTRIC	78.00
KEVIN RIZE	MISC	PFCT DEFENSIVE TACTICS INSTRUCTOR COURSE-POLIC	500.00
BOLLINGER INSURANCE	00056	2014 FIELD OWNERS LIABILITY - PARKS	300.00
SIRCHIE	00992	DRUG KITS - POLICE	53.61
STRESSCRETE, LTD	02266	CONCRETE POLE - ELECTRIC	7,125.00
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC,WW,WTR,M POOL	190.94
WCW: INTERNET-CABLE PHONE	00182	CABLE SERVICE - ELEC,WW,MTR POOL	114.94
FLEIS & VANDENBRINK	00153	2014 STREET IMPROVEMENTS- LOC STS, WTR,WW	5,216.93
FLEIS & VANDENBRINK	00153	DESIGN ENGINEERING OUTLER PD-LOC STS, WTR, WW	6,046.35

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FLEIS & VANDENBRINK	00153	MCOT SMALL URBAN FUNDING - LOC STREETS	2,104.00
BASIC	01983	QUARTERLY FEE FOR HRA ADMINISTRATION-GENERAL	285.00
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	225.84
MISS DIG SYSTEM	30312	MISS DIG FEES - CITY HALL, ELEC, WATER, WW, MOTOR	995.00
PORTLAND TOWNSHIP TREASURER	01271	ANNEX AGREEMENT REV SHARING - COMM PROMO	3,790.15
MRE SERVICES, INC.	00515	COMPUTER SERVICES FOR MARCH - GEN, POL, ECON DEV	1,656.35
MUZZALL GRAPHICS	00326	UTILITY FIRM - ELEC, WTR, WW	1,250.49
THEKA ASSOCIATES	01449	TROUBLE SHOOT/RECLOSE PROBLEM - ELECTRIC	2,577.51
BS&A SOFTWARE	00003	ACCESSING SYSTEM & FIXED ASSET ANNUAL SUPPORT	1,189.00
USA BLUEBOOK	11550	CLEANING COMPONENT/ALKALINE REAGENT-WASTE WTR	127.87
NORTH CENTRAL LABORATORIES	01909	AMMONIA TESTING SUPPLIES - WASTE WTR	307.40
D&E ELECTRIC OF PORTLAND, LLC	00107	TROUBLE SHOOT PROBLEM WITH FUMI - WASTE WATER	150.00
KENARDS	00160	SUPPLIES - CEMETERY, PARKS	52.89
PEERLESS-MIDWEST	01519	TEST & SERVICE TWO WELLS & PUMPS - WATER	100.00
FOUND TREE MEDICAL LLC.	01143	EMS SUPPLIES - AMBULANCE	457.44
FENCE CONSULTANTS OF WEST MICHIGAN	02267	FENCE SECTION, POST/REPLACE FENCE ON GRAND RTV	612.00
MARCUS WOURMAN	02063	BASKETBALL UNIVERSITY - RECREATION	320.00
GERALD ACKERSON	02269	UMPIRES - RECREATION	115.00
BRIAN RUSSELL	00593	UMPIRES - RECREATION	138.00
ALLISON RUSSELL	01954	SCOREKEEPERS - RECREATION	19.50
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - RECREATION	19.00
JANET PUTZ	02032	SCOREKEEPERS - RECREATION	19.50
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	19.50
TREES 'N' SCAPES, INC.	00982	TREES - PARKS	990.00
FAMILY FARM & HOME	01972	BLADES - MAJOR STS	66.97
DORNBOS, SIGN & SAFETY, INC.	00067	SIGNS - LOCAL STS	70.10
DORNBOS, SIGN & SAFETY, INC.	00067	HANDICAP SIGN - LOCAL STS	92.62
KATHY'S CLEANING	01684	CLEANING CITY HALL - GENERAL	745.00
RE LOCK AND SAFE INC.	00713	KEYMARK KEYS - GENERAL	44.93

**BI-WEEKLY
WAGE REPORT
April 28, 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.	7,875.25	213,065.16	2,727.40	99,203.78	312,268.94
ASSESSOR	1,071.90	26,427.30	370.94	7,988.34	34,415.64
CEMETERY	3,426.63	64,391.26	1,213.82	22,016.20	86,407.46
POLICE	13,751.04	296,885.45	1,865.07	98,754.38	395,639.83
CODE ENFORCEMENT	850.43	13,913.26	294.20	4,379.70	18,292.96
PARKS	2,135.04	48,038.24	633.21	13,365.19	61,403.43
INCOME TAX	1,453.83	32,796.06	495.40	21,224.14	54,020.20
MAJOR STREETS	2,059.34	77,637.75	921.61	47,048.46	124,686.21
LOCAL STREETS	2,910.70	52,677.69	1,302.70	32,703.11	85,380.80
RECREATION	1,758.81	45,868.26	604.15	21,082.00	66,950.26
AMBULANCE	13,458.55	229,946.52	2,550.24	45,168.82	275,115.34
DDA	-	31,150.94	-	10,138.07	41,289.01
ELECTRIC	14,595.82	369,194.66	6,001.27	185,799.30	554,993.96
WASTEWATER	8,096.12	188,568.05	3,158.62	98,321.07	286,889.12
WATER	3,303.55	115,731.60	1,273.73	53,940.96	169,672.56
MOTOR POOL	721.05	47,645.67	321.10	28,465.18	76,110.85
TOTALS:	77,468.06	1,853,937.87	23,733.46	789,598.70	2,643,536.57

BI-WEEKLY CASH BALANCE ANALYSIS
5/5/2014

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	514,297.60	72,700.79	48,792.12	26,570.00		564,776.27	235,000.00	799,776.27
INCOME TAX	17,495.59		1,949.23		2,460.00	13,086.36	10,000.00	23,086.36
MAJOR STREETS	193,051.22		3,698.12		1,786.00	187,567.10	-	187,567.10
LOCAL STREETS	18,724.58		13,594.23		577.00	4,553.35	-	4,553.35
RECREATION	22,376.60	4,289.00	3,393.86		1,060.00	22,211.74	-	22,211.74
AMBULANCE	128,642.96	16,470.41	16,916.92		2,279.00	125,917.45	-	125,917.45
CAPITAL IMPR-WELLHEAD GRANT	(935.86)					(935.86)		(935.86)
CAPITAL IMPROVEMENT-STREETS	1,340,136.62					1,340,136.62		1,340,136.62
REFUSE COLLECTION	25,079.67	3,236.14	12.17			28,303.64	-	28,303.64
ELECTRIC	229,769.44	166,231.06	131,719.12		6,075.00	258,206.38	535,000.00	793,206.38
WASTEWATER	(35,804.74)	35,426.37	29,157.62		4,708.00	(34,243.99)	-	(34,243.99)
WATER	510,081.97	19,918.45	12,792.08		4,708.00	512,500.34	420,000.00	932,500.34
MOTOR POOL	(4,773.22)		1,873.59		2,917.00	(9,563.81)	-	(9,563.81)
DDA	14,201.92					14,201.92	-	14,201.92
TOTALS:	2,972,344.35	318,272.22	263,899.06	26,570.00	26,570.00	3,026,717.51	1,200,000.00	4,226,717.51
							395,000.00	395,000.00
							170,000.00	170,000.00
							130,000.00	130,000.00
							690,189.82	690,189.82
							128,336.61	128,336.61
							166,367.71	166,367.71
							73,385.83	73,385.83
							146,918.43	146,918.43
							3,100,198.40	6,126,915.91

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

ELECTRIC-RESTRICTED CASH	395,000.00	395,000.00
CUSTOMER DEPOSIT CD	170,000.00	170,000.00
PERPETUAL CARE CD	130,000.00	130,000.00
INCOME TAX SAVINGS	690,189.82	690,189.82
ELECTRIC-PRIN & INT ESCROW	128,336.61	128,336.61
WASTEWATER -DEBT ESCROW	166,367.71	166,367.71
WASTEWATER-REPAIR ESCROW	73,385.83	73,385.83
DDA-PRIN/INT ESCROW	146,918.43	146,918.43
	3,100,198.40	6,126,915.91

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

Held on Wednesday, March 12, 2014 at 7:00 P.M.
In Council Chambers at City Hall

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

Absent: Clement, Grapentien

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

Guests: Paul Lippens of McKenna Associates

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

Motion by Swaney-Frederick, supported by Fitzsimmons, to excuse the absence of Members Clement and Grapentien.

All in favor. Approved.

Motion by Fitzsimmons, supported by Gorman, to approve the Revised Agenda to excuse the absence of Members Clement and Grapentien.

All in favor. Approved.

Motion by Swaney-Frederick, supported by Fitzsimmons, to approve the minutes of the February 12, 2014 meeting as presented.

All in favor. Approved.

Under Public Hearings, Secretary Kmetz opened the Public Hearing at 7:02 P.M. on proposed Ordinance 175EE amending Section 42-411 for design standards.

There was no public comment.

Secretary Kmetz closed the Public Hearing at 7:03 P.M.

Secretary Kmetz opened the Public Hearing at 7:03 P.M. on proposed Ordinance 175FF amending Section 42-298 for accessory structures.

There was no public comment.

Secretary Kmetz closed the Public Hearing at 7:04 P.M.

Secretary Kmetz opened the Public Hearing at 7:04 P.M. on proposed Ordinance 175GG amending Section 42-310 for temporary buildings.

There was no public comment.

Secretary Kmetz closed the Public Hearing at 7:05 P.M.

Under New Business, City Manager Dempsey presented a summary of each of the proposed Ordinances.

Proposed Ordinance 175EE addresses changes to design standards to allow the use of sheet metal on buildings, recognizing those types that have architectural design elements and would allow the Planning Commission to deviate from the minimum percentages required where the building design incorporate visual interest.

Member Swaney-Frederick expressed concern about allowing the Planning Commission to use its own discretion to deviate from design standards. Requirements are set for a reason, not everyone has good taste.

City Manager Dempsey stated that she is correct but there are elements in the code that have more specific standards. It will be a challenge the Planning Commission will have to wrestle with when evaluating site plans.

Motion by Fitzsimmons, supported by Gorman, to recommend to the City Council proposed Ordinance 175EE amending Section 42-411 for design standards.
Four in favor. One opposed. Approved.

City Manager Dempsey presented proposed Ordinance 175FF to clarify wording for the construction of an accessory building on a concrete slab or foundation.

Motion by Swaney-Frederick, supported by Fitzsimmons, to recommend to the City Council proposed Ordinance 175FF for accessory structures.
All in favor. Approved.

City Manager Dempsey presented proposed Ordinance 175GG to address temporary buildings and structures for sales.

Motion by Swaney-Frederick, supported by Fitzsimmons, to recommend to the City Council proposed Ordinance 175GG for temporary buildings.
All in favor. Approved.

City Manager Dempsey introduced Paul Lippens, of McKenna Associates.

Mr. Lippens presented the project schedule for the Portland Master Plan Process. The process is expected to take approximately 8 months, but is adaptable.

There was discussion.

Under Council Comments, Member Gorman expressed his appreciation and distinct pleasure for City Manager Dempsey's time spent working for the City of Portland.

Secretary Kmetz stated it has been a pleasure to work with City Manager Dempsey.

Motion by Swaney-Frederick, supported by Fitzsimmons, to adjourn the meeting at 7:30 P.M.
All in favor. Approved.

Respectfully submitted.

John Kmetz, Secretary

**Minutes of the Zoning Board of Appeals
Of the City of Portland**

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

Members Present: Barnes, Graham, Frederick, Miller, Fedewa

Staff: City Manager Dempsey, City Clerk Miller

Guests: Dick Keusch, property owner of 425 Water St; Sue & Robert White, property owners of 431 Pleasant St.

City Clerk Miller called the meeting to order at 7:00 P.M.

City Clerk Miller opened the floor for nominations for the office of Chairman.

Motion by Barnes, supported by Graham, to elect Frederick as Chairman.

Chairman Frederick opened the floor for nominations for the office of Vice Chairman.

Motion by Miller, supported by Graham, to elect Barnes as Vice Chairman.
All in favor. Approved.

Chairman Frederick opened the floor for nominations for the office of Secretary.

Motion by Barnes, supported Fedewa, to elect Miller as Secretary.
All in favor. Approved.

The Pledge of Allegiance was taken.

City Clerk Miller took the roll call. All members were present.

There were no Public Comments.

Motion by Barnes, supported by Graham to approve the Agenda as presented.
All in favor. Approved.

Motion by Barnes, supported by Graham, to approve the minutes of the August 8, 2011 meeting as amended for typographical corrections.
All in favor. Approved.

Chairman Frederick opened the Public Hearing at 7:04 P.M.

City Manager Dempsey stated that Keusch Super Service is seeking a variance for a fence on the property at 425 Water St. They are seeking relief from the following zoning requirements:

1. Fence setbacks to allow a fence to be placed closer to the front lot line along Water Street and Pleasant Street; and

2. Fence height requirements to allow an 7' 4" fence, including barbed wire, rather than a 4' fence in the required front setback; and
3. The prohibition against using barbed wire to permit the use of barbed wire at the top of the fence.

City Manager Dempsey read a letter from Eric & Kristy Blackmer of 425 Pleasant St. stating their request that the tree line removed for installation of the fence in question be replaced as it provided a sound barrier to work that goes on at 425 Water St., sometimes at all hours of the night.

City Manager Dempsey stated the Public Notice was published in the Review & Observer and letters were sent to residents within a 300' radius of the property as required.

City Manager Dempsey stated no other comments have been received in regard to this issue.

Mr. Keusch explained this property is used to store cars, tires and other goods that need safe keeping. They have had vandalism in the past and feel the need for a fence higher than 4' along the front setback with the barbed wire on the entire fence. Cars that have been impounded for the Police Department are also kept on this property. The trees were taken out along Pleasant St. before the fence was planned.

Mr. Keusch stated his belief that the fence is not any more unsightly than other fences in the industrial area. There is not actual "work" done at this site very often; especially as their new facility is better suited to the work that was done there.

Chairman Frederick went through the questions and answers on the Application for Zoning Variance.

Vice Chairman Barnes clarified that all 5 criteria on the application must be met in order for a variance to be granted.

Vice Chairman Barnes asked if any of the trees removed were in the right-of-way.

Mr. Keusch stated they were not; they were messy elm trees.

City Manager Dempsey stated he has checked with Police Chief Bauer to see if they require barbed wire fencing for a secure lot in keeping impounded vehicles. Chief Bauer indicated this type of fencing is not required but they would require the property owner keeping impounded vehicles to keep them secure and make good on any damaged property from vandalism.

Sue White of 431 Pleasant St. addressed the Board. The property owned by she and her husband is directly across from the fence in question. She stated the trees removed were maple and walnut and were beautiful in the Fall. There is often the sound of work being done after dark, they have never complained. They believe the fence to be unsightly as it follows the lay of the land and is not straight across the top. The old fence was deteriorating and was replaced. She questioned the need that Keusch's have to secure the property. There have previously been issues with water sitting in tires, etc and causing problems with mosquitos during the summer which presented further concern about West Nile Virus. These issues were addressed by the City and Keuschs took care of the problem. There are many cars being stored on the property that have been there for a very long

time. She and her husband would like to see the fence removed and the storage of these materials moved out of town.

Mrs. White further stated that it is untrue there was a gate in the old fence as noted by Mr. Keusch earlier. She and her husband look off their front porch and see this unsightly fence with barbed wire. She presented photos of the view from their home.

Chairman Frederick closed the Public Hearing at 7:26 P.M.

Under New Business, Member Graham commented it would be unfortunate to live across from this property.

City Manager Dempsey clarified the property at 425 Water St. is located in a zoned industrial area and does allow a fence enclosure up to 8' behind the required front setback line but does not allow barbed wire unless approved by the Planning Commission thus creating the variance requests tonight. These uses are per the Zoning Ordinance Section 42.303 (a) 4-5. The only Special Land Use that allows the use of barbed wire is for a junk yard which would require a larger piece of property than is in question here.

City Manager Dempsey stated the City has dealt with the Keuschs on Code issues before. They have always been very responsive in taking care of these issues.

Chairman Frederick asked if this property had always been zoned for industrial use.

City Manager Dempsey stated it has. He further stated that this is not an "island" of industrial use as the entire area has been industrial and is bordered by a residential area. There have occasionally been noise complaints; most residents understand the industrial uses when they move to the area.

Member Fedewa asked if this fence installation had been reviewed.

City Manager Dempsey stated the permit process was not followed on its installation; so it was not reviewed.

Chairman Frederick guided the Board Members through the review of the application only considering the standards in relation to Zoning Ordinance Section 42.303 (a) 4-5.

On Question #1, Vice Chairman Barnes stated the question specifically states that compliance would "unreasonably prevent the applicant from using the property for a permitted purpose". He stated that the current use of this property is permitted but the way the Zoning Ordinance is written it specifically states the use of barbed wire is not allowed. He further stated that in terms of the use of barbed wire on the fence, it is not unreasonable to not allow its use.

Vice Chairman Barnes also stated that in terms of the setbacks it can be seen that the shape and grade of the property creates a unique circumstance.

On Question #2, Chairman Frederick stated the property has certain narrowness, creating two front yards with the point of the property there is only 1 side yard. He further stated the location of the

fence makes sense due to the unique characteristics of the property but would not lend to the need for barbed wire. The Zoning Ordinance would allow for an 8' fence.

On Question #3, Chairman Frederick clarified this standard stating there must be some right being denied the applicant that others are enjoying.

City Manager Dempsey stated the fence on the Builders Lumber property is along the sidewalk. A new owner of that property could repair the fence and keep its location. A new fence could not be placed in the same location without a variance.

On Question #4, Chairman Frederick stated the uniqueness of the property was not created by the applicant. The building and property were situated in the same manner when they were purchased.

Member Graham stated the use of the property is the choice of the applicant and should be considered.

City Manager Dempsey clarified that this property is zoned for industrial use and as such its current use is permitted. This permitted use also allows for a fence. The shape of the property creates the problem; not the use.

On Question #5, Vice Chairman Barnes stated that this standard asks if there is anything about the fence that will significantly undermine the public safety or security or affect the justice to be administered for either side.

Mr. Keusch stated he understands the unsightliness to the residents facing the fence. He asked if straightening the top of the fence and planting trees would help.

Mrs. Smith stated she would like to see the top of the fence straightened out.

There was discussion of types of vegetation that could be planted in this small area between the sidewalk and fence.

Vice Chairman Barnes stated there is nothing in the Zoning Ordinance that would allow barbed wire unless something was previously approved by the Planning Commission.

Member Fedewa stated he didn't believe any plantings would survive in the area in question.

Motion by Barnes, supported by Graham, that the variance be allowed to permit the barbed wire along the top of the fence.

Vice Chairman Barnes cited Zoning Ordinance Section 42.303 (a) 5 that no barbed wire be allowed unless approved by the Planning Commission.

Chair Frederick stated the uniqueness of the property doesn't warrant the variance for the barbed wire.

The City Clerk held a roll call vote.

Yeas -None

Nays - Frederick, Barnes, Graham, Miller, Fedewa
None in favor. Motion failed.

Motion by Graham, supported by Miller, to allow the variance on the fence height requirement as requested with the condition the fence be a level height across the top.

The City Clerk held a roll call vote.

Yeas - Frederick, Barnes, Graham, Miller, Fedewa
Nays – None
All in favor. Adopted.

Motion by Graham, supported by Miller, to grant the variance request for the fence setbacks along Water St. and Pleasant St. no closer than 1' to the lot line with the condition that plantings of evergreen shrubbery substantial enough to break up the view along Pleasant St. be planted.

The City Clerk held a roll call vote.

Yeas - Frederick, Barnes, Graham, Miller, Fedewa
Nays – None
All in favor. Adopted.

Under Member Comments, Vice Chairman Barnes thanked everyone for their time and efforts in addressing this matter.

Member Fedewa stated his belief that the fence is already in place; can't make someone take it down.

Motion by Miller, supported by Graham, to adjourn the meeting at 8:08 P.M.
All in favor. Adopted

Respectfully submitted,

Yvonne Miller, Secretary

City Of Portland
Community Clean Up
2014

Loads Received: 426

City of Portland 240 or 56%

Portland Township 108 or 25%

Danby Township 78 or 18%

Dumpsters Filled: 18 30yd containers at \$365.00=\$6,570.00

7 40yd containers at \$465.00=\$3,255.00

\$9,825.00

Electronics: Approximately 30 yards

Scrap Metal: 14,400 lbs.

Total Cost:	Containers:	\$9,825.00
	Wages:	\$1,910.41
	Equipment:	<u>\$599.76</u>
		\$12,335.17

Portland Fire Department Monthly Alarms Report (Serving with Pride and Excellence)						Month of April 2014		
Type of Call	Danby Twp Alarms	Danby Twp Manhours	Portland Twp Alarms	Portland Twp Manhours	City Portland Alarms	City Portland Manhours	Apparatus	Response Amount
Ambulance/Police Assits							Engine # 1	1
Dwelling							Engine # 7	
Vehicle Fire			1	34	1	9	Engine # 11	5
Industrial/Commercial Fire			1	21			Tanker # 9	8
Wildland/Grass Fire	1	20	3	34	1	13	Brush # 6	7
Garage/Storage Building Fire							Brush # 8	2
Barn Fire							Brush # 12	4
Tree Down							Light/Air # 2	
Power Line/transformer						1	7 Command 10	
Rescue/Extrication/Water						1	4 Car # 4	
Smoke Alarm							Quad # 51	
Natural Gas/CO2 Leak						2	18 Marine # 3	
Tornado Warning								
Total for Month	1	20	5	89	6	69	Year	
Total for Year	5	119	13	271	12	170	Engine # 1	6
Mutual Aid Given	Alarms	Manhours			Mutual Aid Received	Alarms	Engine # 7	1
Grand Ledge					Grand Ledge		Engine # 11	18
Westphalia					Westphalia		Tanker # 9	23
Berlin/Orange					Berlin/Orange		Brush # 6	7
Roxand Township	1	30			Roxand Twp		Brush # 8	5
Lyons/Muir					Lyons/Muir		Brush #12	5
Pewamo					Pewamo		Light/Air # 2	5
Sunfield	1	18			Sunfield		Command 10	2
Delta Fire	2	34			Delta Fire		Car # 4	3
Other	1	26			Other		Quad # 51	
Totals for Month	5	108			Totals for Month		Marine # 3	
Totals for Year	11	366			Totals for Year	1	Total	75
	Alarms	Manhours						
Total for Month	17	286						
Total for Year	41	926						
Training for April 2014	Manhours		Training for Year	Manhours			Reported By	
	82			251			Nick Martin, Fire Marshal	

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

April 1, 2014
March 1-31, 2014

HYDRO GENERATION	118,800		
DIESEL PRODUCTION	0		
Kwh Purchased	3,123,391	Amount Paid	\$ 199,682.80
Total Kwh Purchased	3,123,391	Total Dollars Paid	\$ 199,682.80

Kwh Billed

Residential	1,291,346
Commercial	588,990
Large General	744,980
City St. Lites Metered	26,520
St. Lites Unmetered	
Rental Lights	
Demand	2,439
Total Kwh Billed	2,654,275

Dollars Billed

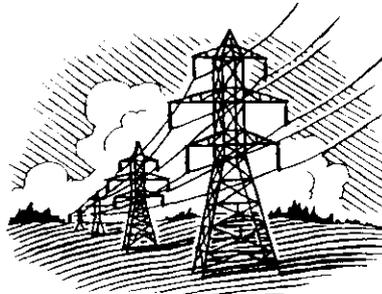
PCA Billed	\$ 1,207.78
Residential	\$ 136,555.77
Residential EO Charge	\$ 2,240.84
Geothermal Discount	\$ (229.77)
Commercial	\$ 63,541.29
Commercial/LG EO Charge	\$ 2,500.00
Large General	\$ 52,450.00
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 2,233.65
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 259.59
Demand	\$ 14,337.00
Tax	\$ 10,143.38
Total Dollars Billed	\$ 286,800.98

Arrears after billing	\$ 25,504.86
Penalties Added	\$ 2,712.84
Arrears end of month	\$ 44,136.01
Fuel Cost Billed	\$ 392.88
Amount Collected	\$ 329,054.44
Total Adjustments	\$1,787.31

Power Cost Adj. .00046

Residential Customers	2,151
Commercial Customers	311
Large General	17
Total Customers	2,479

04/02/14



CITY OF PORTLAND
April-14

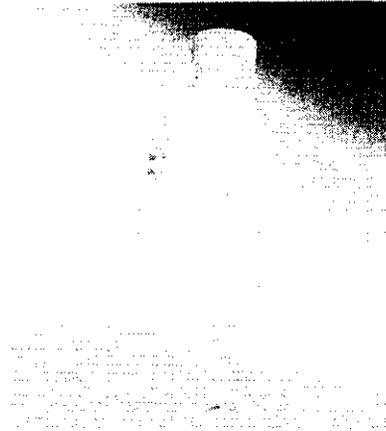
WATER DEPARTMENT REPORT

MONTH	Mar-14	PERIOD COVERED	March 1-31, 2014
Customers Billed		Penalties Added	\$ 479.14
City	1,791	Dollars Collected	\$ 44,448.56
Rural	26	Arrears at end of Month	\$ 8,190.42
Total Customers	1,817	Adjustments	\$ 533.43
		Gallons Pumped	8,287,000
		Hydrant Flusing/Rental (unmetered)	1,500 (water leak)
Gallons Billed		Dollars Billed	
City	6,999,755		\$ 40,140.54
Rural	142,161		\$ 1,495.45
Total	<u>7,141,916</u>		<u>\$ 41,635.99</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,755	Dollars Billed	\$ 60,568.80
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 60,568.80

Penalties Added	\$ 750.61
Dollars Collected	\$ 66,712.22
Arrears at end of Month	\$ 12,011.32
Adjustments	\$ 344.16
Gallons Treated per Million	11.10



**Public Protection Classification
Summary Report**

Portland

MICHIGAN

Prepared by

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Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS™) and then a Public Protection Classification (PPC™) number is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a classification change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The Fire Suppression Rating Schedule (FSRS) recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's Public Protection Classification, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC is substantially lower than in a community with a poor PPC, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its Fire Suppression Rating Schedule (FSRS). A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC number. In order for a community to obtain a classification better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Public Protection Classification Number

The PPC number assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New Public Protection Classifications effective July 1, 2014

We're revising our Public Protection Classifications (PPC™) to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

Fire chiefs don't have to do anything at all. The revised classifications will change automatically effective July 1, 2014*.

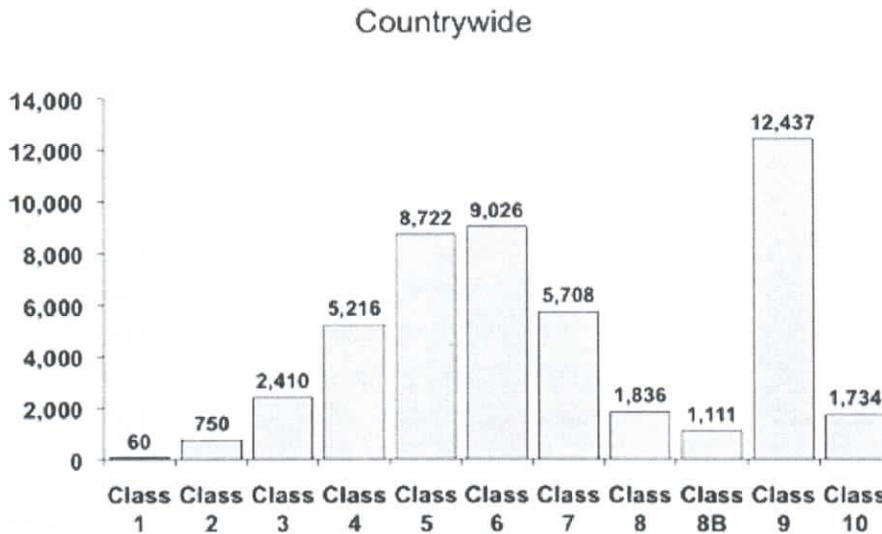
What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

*The new classifications do not apply in Texas.

Distribution of Public Protection Classification Numbers

The 2014 published countrywide distribution of communities by the Public Protection Classification number is as follows:



Assistance

The PPC program offers help to communities, fire departments and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

ISO Public Protection representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your PPC questions. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about ISO's Public Protection Classification program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special secured website with information and features that can help improve your ISO Public Protection Classification, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the Fire Suppression Rating Schedule and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

Public Protection Classification

ISO concluded its review of the fire suppression features being provided for Portland. The resulting community classification is **Class 05/5Y**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX), the following applies:

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

Summary Evaluation Analysis

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	3.13	4
432. Credit for Dispatch Circuits	1.20	3
440. Credit for Receiving and Handling Fire Alarms	6.73	10
Fire Department		
513. Credit for Engine Companies	3.36	6
523. Credit for Reserve Pumpers	0.47	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	0.78	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	6.35	10
571. Credit for Company Personnel	5.22	15
581. Credit for Training	1.81	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	22.99	50
Water Supply		
616. Credit for Supply System	27.23	30
621. Credit for Hydrants	2.94	3
631. Credit for Inspection and Flow Testing	6.20	7
640. Credit for Water Supply	36.37	40
Divergence	-8.99	--
1050. Community Risk Reduction	2.34	5.50
Total Credit	59.44	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	2.40	3
422. Credit for Telecommunicators	3.13	4
432. Credit for Dispatch Circuits	1.20	3
Item 440. Credit for Emergency Communications:	6.73	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
<p>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	20.00	20
<p>1. E9-1-1 Wireless</p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>2. E9-1-1 Voice over Internet Protocol (VoIP)</p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	10.00	25
<p>3. Computer Aided Dispatch</p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	10.00	15
<p>4. Geographic Information System (GIS/AVL)</p> <p>The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p>	15.00	15
<p>Review of Emergency Reporting total:</p>	80.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
<p>A1. Alarm Receipt (AR)</p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p>A2. Alarm Processing (AP)</p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	19.90	20
<p>B. Emergency Dispatch Protocols (EDP)</p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	0.00	20
<p>C. Telecommunicator Training and Certification (TTC)</p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	18.46	20
<p>Review of Telecommunicators total:</p>	78.36	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 "Credit for Dispatch Circuits (CDC)" = 1.20 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	3.36	6
523. Credit for Reserve Pumpers	0.47	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	0.78	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.35	10
571. Credit for Company Personnel	5.22	15
581. Credit for Training	1.81	9
581. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	22.99	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3000 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3000 gpm.
- c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 3.36 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.47 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3000 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

Item 549 "Credit for Ladder Service (CLS)" = 0.78 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 6.35 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **2.00 on-duty personnel** and an average of **12.78 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 5.22 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
<p>A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	0.00	35
<p>B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	6.23	25
<p>C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	6.00	12
<p>D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	1.67	5
<p>E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	0.91	5
<p>F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	0.30	1
<p>G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	5.00	5
<p>H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	0.00	12

Item 580 “Credit for Training (CT)” = 1.81 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	27.23	30
621. Credit for Hydrants	2.94	3
631. Credit for Inspection and Flow Testing	6.20	7
Item 640. Credit for Water Supply:	36.37	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 "Credit for Supply System (CSS)" = 27.23 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 300 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	292
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	8
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 2.94 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 3.20 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 3.00 points

Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 6.20 points

Divergence = -8.99

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	0.36	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.32	2.2
1044. Credit for Fire Investigation Programs (CIP)	0.66	1.1
Item 1050. Credit for Community Risk Reduction	2.34	5.50

Item 1025 – Credit for Fire Prevention Code and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	2.76	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	0.19	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	0.00	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	3.60	2
Review of Fire Prevention Code and Enforcement (CPCE) total:	0.36	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	5.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	19.00	30
Review of Public Safety Education Programs (CFSE) total:	1.32	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	4.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	2.00	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Prevention Code and Enforcement (CPCE) total:	0.66	20

Summary of Public Protection Classification Review

Completed by ISO

for

Portland

FSRS Item	Earned Credit	Credit Available
Emergency Reporting		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	3.13	4
432. Credit for Dispatch Circuits	1.20	3
440. Credit for Receiving and Handling Fire Alarms	6.73	10
Fire Department		
513. Credit for Engine Companies	3.36	6
523. Credit for Reserve Pumpers	0.47	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	0.78	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.35	10
571. Credit for Company Personnel	5.22	15
581. Credit for Training	1.81	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	22.99	50
Water Supply		
616. Credit for Supply System	27.23	30
621. Credit for Hydrants	2.94	3
631. Credit for Inspection and Flow Testing	6.20	7
640. Credit for Water Supply	36.37	40
Divergence	-8.99	--
1050. Community Risk Reduction	2.34	5.50
Total Credit	59.44	105.5

Final Community Classification = 05/5Y

HYDRANT FLOW DATA SUMMARY

City: Portland

County: Ionia State: MICHIGAN (21)

Witnessed by: Insurance Services Office

Date: Oct 2, 2015

TEST NO.	TYPE DIST. ^A	TEST LOCATION	SERVICE	FLOW - GPM Q=(29.83(C)d ⁵ h ^{5/2})		PRESSURE PSI		FLOW - AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS	TOTAL	STATIC	RESID.	NEEDED	AVAIL.		
1		Morse Dr & Water St	Portland Water Department, Main	1340	0	80	66	3000	2900		
10		Academy St & Kearney St	Portland Water Department, Main	1190	0	56	53	1000	4600		
11		Bridge St & Charlotte Hwy	Portland Water Department, Main	590	0	57	56	2250	4100		
12		Cutler Rd, 2nd W of Grand River Ave	Portland Water Department, Main	1230	0	52	50	2250	5500		
13		Rowe Ave at old railroad grade	Portland Water Department, Main	610	0	61	52	3000	1400		
2		West St & Center St	Portland Water Department, Main	1190	0	55	47	2250	2000		
3		Cross St, 1st N of Ionia Rd	Portland Water Department, Main	640	0	56	54	2500	3000		
4		Ionia Rd & Tilles St, S side of High School	Portland Water Department, Main	1140	0	58	51	4000	2800	(D)-(3,567 gpm)	
4.1		Ionia Rd & Tilles St, S side of High School	Portland Water Department, Main	1140	0	58	51	1000	2800		
5		Ionia Rd at city limits	Portland Water Department, Main	1030	0	57	42	2500	1700		
6		Divine Hwy, 1st S of Looking Glass Ave	Portland Water Department, Main	680	0	76	74	4500	4100	(D)-(3,567 gpm)	
6.1		Divine Hwy, 1st S of Looking Glass Ave	Portland Water Department, Main	680	0	76	74	3000	4100		
7		Bridge St & Maple St	Portland Water Department, Main	1300	0	72	67	3000	4600		
8		Knox Ave & Storz Ave	Portland Water Department, Main	540	0	52	48	3000	2750		CTR
9		Hill St & Elm St	Portland Water Department, Main	590	0	54	51	1750	2200		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

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

Agenda
April 22, 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 March 2014 - \$1,101,619.90
 - D. Approve payment of Health Fund bills - \$87,260.76
 - E.
- VIII. Unfinished Business**
 - A. Appointments
 - 1. Economic Development Corporation/Brownfield Redevelopment Authority – Three three-year appointments.
 - B.
- IX. New Business**
 - A. Annual Equalization Report
 - B. Commission on Aging Request to Fill Staff Vacancy
 - C. Commission on Aging – AAAWM FY2015 Funding Request
 - D. Jail Camera Project Request
 - E. Request to fill two full-time Correction Officer positions
 - F. National Correctional Officers’ and Employees’ Week Resolution
 - G. Resolution to Submit Ballot Proposal for County Road and Bridge Purposes
 - H.

- 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.
- Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2014 which serves as the Private Sector Representative.
- Construction Board of Appeals – One two-year terms, expiring October 2015. This position serves as an alternate member.

Appointments for consideration in the month of May 2014: None

Appointments for consideration in the month of June 2014: None

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

SECOND NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-17317

- Consumers Energy Company requests Michigan Public Service Commission approval of its revised power supply cost recovery (PSCR) plan and PSCR factor of \$0.00456 per kilowatt-hour (kWh) for all classes of customers for the remainder of 2014 PSCR year beginning July 1, 2014.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- The **second prehearing** will be held:

DATE/TIME: May 13, 2014, at 9:00 a.m.
This hearing will be a **second prehearing conference** to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Mark D. Eyster

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) March 31, 2014 revised application which seeks approval to recover an increased maximum monthly PSCR factor of \$0.00456 per kWh for all classes of customers, beginning July 1, 2014 through December 31, 2014. Consumers Energy represents that the revision to its September 30, 2013 filing was needed because of: 1) significant increases in natural gas prices that have substantially increased the Company's gas-fired generation costs and the market price for power; 2) higher net energy purchases due to outages at the Palisades nuclear power plant; 3) extreme cold and snow that inhibited coal deliveries by rail carriers; 4) increased transmission congestion expenses; and 5) the potential cumulative underrecovery at the end of the 2014 PSCR year of approximately \$77.7 million. Consumers Energy represents that increasing the maximum PSCR costs can help mitigate the impact of cost increases on customers by: 1) spreading the added PSCR costs over a longer period of time during the 2014 PSCR year; and 2) reducing interest that Public Act 304 of 1982 requires customers to pay if there are underrecoveries.

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 May 6, 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 application 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 106, as amended, MCL 460.551 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 460.6j 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.

April 14, 2014