



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

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

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Motion
7:03 PM	IV. <u>Public Comment</u> (5 minute time limit per speaker)	
7:04 PM	V. <u>City Manager Report</u>	
7:15 PM	VI. <u>Presentations</u>	
7:20 PM	A. Recognition of Nicole Sunstrum for Service to the DDA and the City of Portland	
7:30 PM	B. Paul Lippens of McKenna Associates – 2015 Master Plan	
	C. Paul Galdes of Fleis & VandenBrink	
	• Divine Hwy. Bridge Inspection Summary and Recommendation	
	• Cutler Road Project – Special Assessment and Project Overview	
	• FEMA Floodplain Update	
	• Kent Street Update	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u>	
	IX. <u>New Business</u>	
8:00 PM	A. First Reading of Ordinance 152A to Amend Section 8-47 of the City Code of Ordinances to Adopt the Revised Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) as Determined by the Federal Emergency Management Agency (FEMA)	Motion
8:03 PM	B. Proposed Resolution 14-95 to Manage Floodplain Development for the National Flood Insurance Program (NFIP) for the City of Portland	Motion
8:05 PM	C. Proposed Resolution 14-96 Approving the Planning Commission’s Recommendation to Authorize the Distribution of the Draft City of Portland 2015 Master Plan, as Per the Requirements of the Municipal Planning Enabling Act, PA 33 of 2008	Motion
8:07 PM	D. Proposed Resolution 14-97 City of Portland Special Assessment Resolution #2 As Required by Sections 32-6 and 32-7 of the City of Portland Special Assessment Ordinance Special Assessment District No. 2014-A	Motion
8:10 PM	E. Proposed Resolution 14-98 Electing to Comply with the Provisions of Public Act of 152 of 2011 by Exercising the City’s Right to Exempt Itself from the Requirements of the Act for the Next Succeeding Year	Motion

Estimated Time		Action Requested
8:12 PM	<p>X. <u>Consent Agenda</u>–</p> <ul style="list-style-type: none"> A. Minutes & Synopsis from the Regular City Council Meeting and held on October 20, 2014 B. Payment of Invoices in the Amount of \$85,031.21 and Payroll in the Amount of \$101,046.02 for a Total of \$186,077.23 C. Purchase Orders over \$5,000 <ul style="list-style-type: none"> • To Frederickson Supply LLC in the amount of \$7,044.32 to repair The main hydraulic pump on the vac truck. • To Resco in the amount of \$7,935.50 for Kerite wire. • To Michigan Electric Cooperative Association in the amount of \$12,110.00 for 2015 Safety Dues. <p>X. <u>Communications</u>–</p> <ul style="list-style-type: none"> A. 2014 Merit Award Summary B. Utility Billing Report for September 2014 C. MDEQ - Approval of Wellhead Protection Plan Update D. Cutler Road Project - Preconstruction Meeting Minutes E. Ionia County Board of Commissioners Agenda for October 21, 2014 F. Ionia County Board of Commissioners Agenda for October 28, 2014 G. MPSC Notice of Hearing for Consumers Energy 	Motion
8:15 PM	<p>XI. <u>Other Business</u></p>	
8:20 PM	<p>XII. <u>City Manager Comments</u></p>	
8:25 PM	<p>XIII. <u>Council Comments</u></p>	
8:30 PM	<p>XIV. <u>Adjournment</u></p>	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. 152A

AN ORDINANCE TO AMEND SECTION 8-47 OF THE CITY CODE OF ORDINANCES TO ADOPT THE REVISED FLOOD INSURANCE STUDY (FIS) AND FLOOD INSURANCE RATE MAP (FIRM) AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 8-47 of the City Code of Ordinance is hereby amended to read as follows:

The City Council hereby accepts The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "Ionia County, Michigan (All Jurisdiction)" and dated January 16, 2015 and the Flood Insurance Rate Map(s) (FIRMS) panel number(s) of 26067C; 0218D, 0219D, 0331D, and 0332D dated 1/16/2015. These are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code. Furthermore pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the City of Portland.

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: November 3, 2014

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced:
Adopted:
Published:
Effective:

CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No 152A, which was adopted by the Portland City Council at a regular meeting, held on November 3, 2014 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: November 3, 2014

Monique I. Miller, City Clerk

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

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

RESOLUTION NO. 14-95

**A RESOLUTION TO MANAGE FLOODPLAIN DEVELOPMENT FOR THE
NATIONAL FLOOD INSURANCE PROGRAM (NFIP) FOR THE CITY OF
PORTLAND**

WHEREAS, The City of Portland in Ionia County currently participates in the Federal Emergency Management Agency's (FEMAs) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, and reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community, and;

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
 - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
 - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain

ordinance, grading ordinance and erosion control ordinance), and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.

6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

WHEREAS, the “Stille-Derossett-Hale Single State Construction Code Act”, Act No. 230 of the Public Acts of 1972, as amended (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas, as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

WHEREAS, by the action dates of this document or an existing historical ordinance adoption action dated March 15, 1972, the City of Portland affirms the responsibility to administer, apply, and enforce the provisions of the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, to all construction within its community boundaries, and

NOW THEREFORE, to maintain eligibility and continued participation in the NFIP,

1. The Portland City Council approves this resolution to manage floodplain development for the National Flood Insurance Program (NFIP).
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.
3. The Portland City Council directs its construction code act designated enforcing agency, the Building Department Building Official, to administer, apply, and enforce the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations by:
 - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area and areas with potential flooding.
 - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.
 - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, the construction code act enforcing agent shall implement the following applicable codes according to their terms:
 1. Floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
 2. Floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.

3. Appendix G of the current Michigan Building Code.
 - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
 - e. Assisting in the delineation of flood hazard areas; providing information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintaining floodproofing and lowest floor construction records, cooperating with other officials, agencies, and persons for floodplain management.
 - f. Advising FEMA of any changes in community boundaries, including appropriate maps.
 - g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevations to which structures have been flood proofed.
4. The City of Portland assures the Federal Insurance Administrator (Administrator) that it intends to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to continue to participate in the program.
 5. The City of Portland further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 3, 2014

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-96

**A RESOLUTION APPROVING THE PLANNING COMMISSION'S
RECOMMENDATION TO AUTHORIZE THE DISTRIBUTION OF THE DRAFT
CITY OF PORTLAND 2015 MASTER PLAN, AS PER THE REQUIREMENTS
OF THE MUNICIPAL PLANNING ENABLING ACT, PA 33 OF 2008**

WHEREAS, the responsibility of cities and villages to adopt and update a master plan is outlined in the Municipal Planning Enabling Act, PA 33 of 2008; and

WHEREAS, the Planning Commission prepared the draft City of Portland 2015 Master Plan; and

WHEREAS, the Planning Commission has determined that the draft City of Portland 2015 Master Plan represents the long-range vision of the City of Portland; and

WHEREAS, the Planning Commission recommended that City Council authorize distribution of the draft City of Portland 2015 Master Plan, as per the requirements of the Municipal Planning Act, PA 33 of 2008.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Planning Commission's recommendation and authorizes the distribution of the draft City of Portland 2015 Master Plan, as per the requirements of the Municipal Planning Enabling Act, PA 33 of 2008
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 3, 2014

Monique I. Miller, City Clerk

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-97

**CITY OF PORTLAND
SPECIAL ASSESSMENT RESOLUTION #2
AS REQUIRED BY SECTIONS 32-6 AND 32-7 OF THE
CITY OF PORTLAND SPECIAL ASSESSMENT ORDINANCE
SPECIAL ASSESSMENT DISTRICT NO. 2014-A**

WHEREAS, the City Manager has submitted to this City Council drawings, plans, specifications and cost estimates required by Section 32-6 of the Portland City Code (a copy of which estimates are attached hereto, as Exhibit A) with respect to the following improvement, and this council intends to proceed with respect thereto.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. This Council tentatively adopts the drawings, plans and specifications of the work to be done and the estimate of the cost thereof and tentatively determines to make the following necessary public improvement in the City of Portland and to defray a portion of the cost thereof by Special Assessment on the property determined to be especially benefited thereby:

**CONSTRUCTION OF CURB AND GUTTER, ROAD WORK, ROAD PAVING
AND ALL APPURTENANT WORK ON THE FOLLOWING DESCRIBED
STREETS AND ON PORTIONS THERTO IN THE CITY OF PORTLAND:
CUTLER ROAD, FROM EAST GRAND RIVER AVENUE TO CHARLOTTE
HIGHWAY**

2. It is ordered that the aforesaid drawings, plans, specifications and cost estimates are to be filed in the office of the City Clerk for public examination.
3. The estimated cost of the improvement is \$632,305.93; of which \$43,651.00 (6.9%) shall be assessed by special assessment upon the lands and premises constituting the special assessment district therefore as described in Exhibit B attached hereto. This special assessment shall reflect that portion of the cost of grading and paving that provides specific benefit to the individual property owners. The remainder of the cost of the improvement in the amount of \$588,654.93 shall be paid by the Michigan Department of Transportation and the City from its Income Tax Fund but shall not be a general obligation of the City.

4. That the said improvement shall be designated and known as “Portland Street Paving Special Assessment No. 2014-A” and the special assessment district and the special assessment roll therefore shall be likewise designated and known.
5. The special assessments on said special assessment roll for the said district against each parcel of land thereon shall be payable in 10 approximately equal annual installments, the first of which shall be due and payable on September 1, 2015, and the several subsequent installments shall be due and payable, one each year, on September 1, in each of the years 2016 through 2025.
6. That the City Assessor is hereby directed to prepare a special assessment roll for said improvement and to assess thereon, to each lot or parcel of land in said special assessment district, such proportion of the whole sum to be assessed against all lands in the district as the benefit to such lot or parcel of land bears to the total benefit to all lands in the district. The said roll shall be prepared and reported to the Council as provided in Sections 9.1 and 9.2 of Chapter 9 of the City Charter.
7. This Council shall meet at City Hall, in said City of Portland, on Monday, December 1, 2014 at 7:00 p.m. EST, to hear any objections to the improvement, the making of the special assessment roll, to the assessing of the special assessment district therefore and to approve the necessity for such improvement, to confirm the special assessment district and roll for said district after making any necessary changes.
8. Notice of the hearing aforesaid shall be given by publication in the Portland Review and Observer and the Ionia Sentinel Standard, newspapers circulating in the City of Portland, at least ten days prior to the hearing and that the City Clerk shall give notice by mail to each person shown by the assessment rolls of the City of Portland to own property which would be subject to assessment, all in accordance with the ordinance of the City of Portland in such case made and provided and the applicable laws of the State of Michigan.
9. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: November 3, 2014

Monique Miller, City Clerk

SPECIAL ASSESSMENT ROLL 2014-A CUTLER ROAD PAVING (Preliminary)

PROJECT DESCRIPTION

This Special Assessment shall be used to reimburse the City of Portland for the grading and paving portion of the road construction project on Culter Road between East Grand River and Charlotte Hwy in Portland Michigan.

Construction Cost Breakdown

Cost Item	Unit	Unit Price	Estimated quantity	Amount
Roadway Grading	Sta	\$ 1,370.00	21	\$ 28,770
Subbase, CIP	Cyd	\$ 9.50	2,785	\$ 26,458
Aggregate Base, 8"	Syd	\$ 5.30	7,050	\$ 37,365
HMA, 13A	Ton	\$ 66.00	1,551	\$ 102,366
Cost Sub-total				\$ 195,000
10% Contingencies				\$ 19,500
Total Cost of Construction				\$ 214,500

Amount attributed to the Public Benefit:	\$ 107,250
Amount attributed to benefit of land owners:	\$ 107,250
Amount credited for MDOT grant: (59.3%)	\$ 63,599
Final Total to be spread via Special Assessment:	\$ 43,651

The Assessment will be based on Front Feet (FF) of parcels fronting on Cutler Road
**Frontage already possessing pavement will be excluded from calculations and totals.*

Total Front Feet	4094
Assessment / FF	\$ 10.66

Exhibit

A

SPECIAL ASSESSMENT ROLL 2014-A (CUTLER STREET PAVING)

Parcel Number 300-034-000-487-00 **Property Address** 1700 E Grand River Ave. **Owner Name** Ellen's Properties II LLC **Front Footage** 235 * **Assessment** \$ 2,505.60

Legal Description:

CITY OF PORTLAND: PART OF SE 1/4 SEC. 34 T6N R5W COM. 583.83 FT. E OF S 1/4 POST SEC. 34. TH: N 24 DEG 36 MIN 43 SEC W 283.61 FT. TH: N 83 DEG 04 MIN 33 SEC E 209.71 FT. TH: EAST 165 FT. TH: S 31 DEG 30 MIN E 330 FT. TH: WEST ALONG S SECTION LINE 426.83 FT. TO POB. 3.23 AC M/L

Parcel Number 300-034-000-485-20 **Property Address** 100 Parkers Drive **Owner Name** Portland Partners LLC **Front Footage** 517 **Assessment** \$ 5,512.32

Legal Description:

CITY OF PORTLAND: PART OF THE SE 1/4 OF THE SW 1/4 SEC. 34. T6N R5W. COM AT SW CRN SEC. 34 TH: N 89 DEG 42' 23" EAST ALG S LI SEC. 1329.55 FT TO POB. ALSO BEING THE EAST LINE OF THE 150 FT. ROW OF CHARLOTTE HWY. TH: N 00 DEG 09'52" WEST 591.12 FT. ALG E LI SD HWY. TH: N 89 DEG 43'48" EAST 10 FT. TO E LI OF 185 FT ROW CHARLOTTE HWY. TH: N 00 DEG 09'52" WEST 140.34 FT. ALG EAST LI SD HWY TH: N 89 DEG 50 '08" EAST 225 FT.ALG S LINE CITY LAND. TH: N 00 DEG 09'52" WEST 225.25 FT. ALG E LI SD LAND. TH: S 84 DEG 24' 30 " EAST 283.06 FT. ALG SLY LINE I-96 ROW. TH: S 00 DEG 09'52" EAST 927.17 FT. TO S LI SEC 34 (C/L CUTLER RD.) TH : S 89 DEG 42'23" WEST ALG SOUTH LI 516.63 FT TO POB. CONTAINS 10.0054 AC

Parcel Number 300-034-000-485-10 **Property Address** 1500 American Way **Owner Name** Dick's Uptown LLC **Front Footage** 851 **Assessment** \$ 9,073.47

Legal Description:

CITY OF PORTLAND -PART OF SE 1/4 OF SW 1/4 & SW 1/4 OF SE 1/4 SEC 34 T6N R5W COM AT S 1/4 CRN SD SEC. TH: S 89D 43'48" W 327.16 FT. ALG S LI SEC. TO POB TH: S 89 D 43' 48" W 914.05 FT. ALG S LI SEC. TH: N 00 D 08'55" W 591.02 FT. ALG E LI CHARLOTTE HWY. TH: S 89 D 48'22"E 10 FT. TH: N 00 D 08' 55" W 140.34 FT. TO S LI CITY PROPERTY. TH: N 89 D 51' 05" E 225 FT. TH: N 00 D 08' 55" W 225 FT. TO S LI I-96 OFF RAMP ROW. TH: S 84 D 23'33" E 404.03 FT. ALG S LI SD RAMP. TH: S 54 D 38' 37" E 905.34 FT. TH: SE 417.99 FT ALG SD S LI RAMP. TH: N 58 D 38' 43" E 221.68 FT. TO W LI E GR RIVER AVE. (100 FT ROW) TH: S 31 D 20'24" E 237.26 FT. TH: S 89 D 32' 51" W 165 FT. TH: S 83 D 06' 03" W 209.71 FT. TH: S 24 D 35' 15" E 283.61 FT. TO S LI SD SEC. TH: S 89 DD 43' 51" W 475.85 FT ALG SEC. LI. TH: N 00 D 16'12" W 350.06 FT. TH: N 54 D 38'37" W 535.36 FT. TH: S 00 D 16' 12" E 661.90 FT TO POB. (2000 ROLL: EXC: WEST 516.63 FT) CONTAINS (12.4962 AC/2000 ROLL). LESS S 33 FT FOR CUTLER RD ROW.

Parcel Number 300-034-000-486-00 **Property Address** 1600 American Way **Owner Name** Dick's Uptown LLC **Front Footage** 435 **Assessment** \$ 4,638.03

Legal Description:

CITY OF PORTLAND: (C) PART OF THE SE 1/4 OF THE SW 1/4 & SW 1/4 OF SE 1/4 SEC 34 T6N R5W. COM AT S 1/4 CRN SD SEC. TH: S 89 D 43' 48" W 327.15 FT ALG S LI SD SEC. TH: N 00 D 16' 12" W 661.90 FT. TH: S 54 D 38' 37" E 535.36 FT ALG S LI AMERICAN WAY PVT DR. TH: S 00 D 16' 12" E 350.06 FT. TO S LI SD SEC. TH: S 89 D 43' 51" W 108 FT. ALG SD SEC LI

Parcel Number 300-500-000-005-00 **Property Address** 9466 Cutler Rd **Owner Name** Church of the Nazarene **Front Footage** 660 **Assessment** \$ 7,037.00

Legal Description:

PART OF THE NW 1/4 OF SECTION 3, T5N R5W, DESC AS: BEG AT THE N 1/4 COR OF SEC 3; THENCE S 00D30'29" E 659.33 FT ALONG THE N-S LINE OF SEC 3; THENCE S 89D42'23" W 659.84 FT ALONG S LN OF THE N 20 ACRES OF THE NE 1/4 OF THE NW 1/4 OF SEC 3; THENCE N 00D33'35" W 659.00 FT; THENCE N 89D40'39" E 660.43 FT ALONG THE N LN OF SEC 3 TO POB.

Parcel Number 300-500-000-010-01 **Property Address** 1800 E Grand River Ave **Owner Name** City of Portland **Front Footage** 806 * **Assessment** \$ 8,593.67

Legal Description:

LEGAL: THE N 104 ACRES OF THE NE 1/4 OF SEC 3, T5N R5W, EXCEPT THAT PORTION OF LAND LYING E OF GD RIVER AVE, ALSO EXCEPTING LAND DESC AS: BEG AT A PT ON THE CL OF GD RIVER AVE 430.2 FT SE FROM THE INTERSECTN OF SD HWY WITH THE SEC LN BETWEEN SEC 3, T5N R5W AND SEC 34 T6N R5W; THENCE SE 195.92 FT; THENCE SW 415 FT ALONG AN EXISTING FENCE LINE; THENCE NW 195.92 FT IN A LN PARALLEL WITH THE HWY; THENCE NE 415 FT TO THE POB. EXCEPT 2.61 A

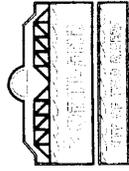
ADDENDUM

Even though the land owned by Portland Federal Credit Union (PFCU) is outside the City Limits and not assessable by the City, PFCU has voluntarily agreed to pay a portion of the Special Assessment equivalent to what would be charged if their frontage was within the City's limits. Therefore the PFCU property's frontage is included in the calculation of Total Frontage and the assessments that have been assigned to each property are calculated as though the entire street was legally part of the Special Assessment District.

Parcel Number 040-003-000-006-30 **Property Address** 9077 Charlotte Hwy **Owner Name** Portland Federal Credit Union **Front Footage** 590 **Assessment** \$ 6,290.66

Legal Description:

COM 1321.29 FT E OF NW COR OF SEC 3; TH E 660.5 FT, S 669 FT, W 330.5 FT, N 185 FT, W 330 FT, N 474 FT TO POB SEC 3 T5N R5W 8.59 ACRES.



CITY OF PORTLAND IONIA COUNTY, MICHIGAN IN COOPERATION WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE FEDERAL HIGHWAY ADMINISTRATION CUTLER ROAD IMPROVEMENTS

FLS&S WANDENBRINK
DESIGN AND CONSULTANTS
2000 UNIVERSITY AVENUE, SUITE 100
PORTLAND, OREGON 97208
P. 503.251.1000
F. 503.251.1000

CITY OF PORTLAND
CUTLER ROAD IMPROVEMENTS



IONIA COUNTY

VICINITY MAP

CUTLER ROAD
POSTED SPEED 25 mph
DESIGN SPEED 30 mph
AVERAGE DAILY TRAFFIC
PRESENT (2014) 300 ADT (1% COMM.)
FUTURE (2034) 1800 ADT (ESTIMATED) 3% COMM.



Know what's below.
Call before you dig

JOB NO.: 124536A
CONTROL SECTION NO.: STUL 34067
FEDERAL PROJECT NO.: STP1434(017)
FEDERAL ITEM NO.: HH9578

INDEX OF DRAWINGS

DESCRIPTION	SHEET NO.
COVER SHEET	1
CROSS SECTIONS, NOTES & DETAILS	2
DETAILS	3
DETOUR ROUTE & SOIL BORING LOGS	4
PLAN & PROFILE	5-7
PAVEMENT MARKING PLAN	8

STANDARD PLANS
CONSTRUCTION OF THE FOLLOWING ITEMS WHERE CALLED FOR ON THE PLANS WILL BE CONSTRUCTED ACCORDING TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD PLANS UNLESS OTHERWISE INDICATED

- STANDARD PLANS
- GRAVAGE STRUCTURES
- COVER B
- MONUMENT BOXES
- COVER K
- COVER O
- COVER Q
- RAMP AND DETECTABLE WARNING DETAILS
- DRIVEWAY OPENINGS & APPROACHES AND CONCRETE SIDEWALKS R 29 H
- CONCRETE CURB AND CONCRETE CURB & CUTTER
- BLANKET & PARKING RAILS, AND MISC. WOOD POSTS R 14 D
- GRANULAR BLANKET, UNDERDRAINS, OUTLET ENDINGS FOR UNDERDRAINS, AND APPROACHES TO UNDERDRAINS
- UTILITY FRANCHISES
- RAVD
- RAVD
- PRECAST CONCRETE END SECTION FOR PIPE CULVERT
- SOIL EROSION & REINFORCEMENT CONTROL MEASURES
- GROUND DRIVEN SIGN SUPPORTS FOR TEMPORARY SIGNS
- TEMPORARY TRAFFIC CONTROL DEVICES
- TRAFFIC CONTROL STANTWARD DELAYS
- WAD 100A*
- WAD 100B*
- WAD 125 E*

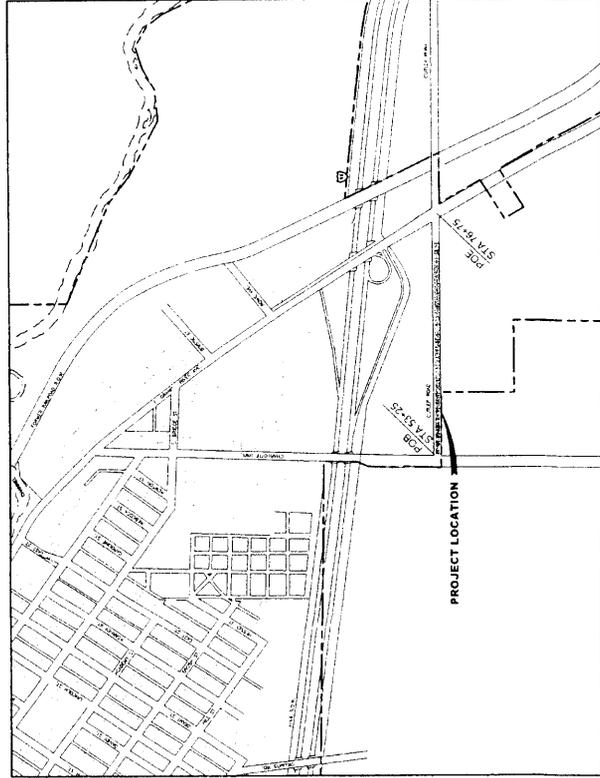
GENERAL NOTES

FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 51, THE CONTRACTOR SHALL DIAL LOG AND TIT LOG BY A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS PRIOR TO THE START OF CONSTRUCTION. ANY AIRS WHERE PUBLIC UTILITIES HAVE NOT BEEN IDENTIFIED, LOCATED,

THE PLACING OF PAVEMENT MARKING AND TRAFFIC CONTROL SIGNS SHALL BE DONE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION CONTROL DEVICES, 2011 EDITION, AS AMENDED.

THE PROPOSED IMPROVEMENTS TO CUTLER ROAD CONVEYED BY THESE PLANS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE DESIGN OF HIGHWAYS AND STREETS, 2005 EDITION.

THE IMPROVEMENTS CONVEYED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION 2012 STANDARD SPECIFICATIONS FOR CONSTRUCTION AS AMENDED BY SUPPLEMENTAL SPECIFICATIONS AND SPECIAL PROVISIONS



LOCATION MAP

PROJECT LENGTH: 0.45 MILES
PREPARED UNDER SUPERVISION OF
DATE

CITY OF PORTLAND APPROVAL
DATE

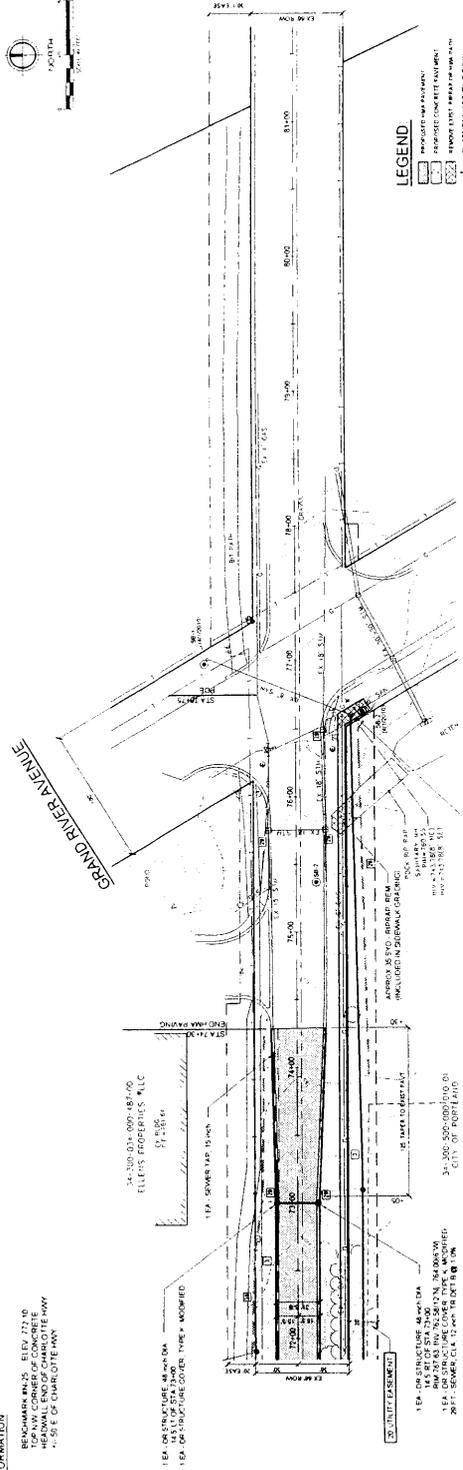


STEPHEN VANDENBERG, P.E.
REGISTERED PROFESSIONAL ENGINEER
NO. 38075
DATE

BENCHMARK INFORMATION

BENCHMARK 141.4 85.0 731.33
 TOP-NAW CORNER OF CONCRETE
 HOUSE #185 CHAMBERLAIN HWY
 1/2 MI. E. OF GRAND RIVER AVENUE

FLEISCHMANN VANDENBRINK
 2000 Lakeside Drive SE
 Grand Rapids, MI 49508
 Phone: 616.221.1000
 Fax: 616.221.1001



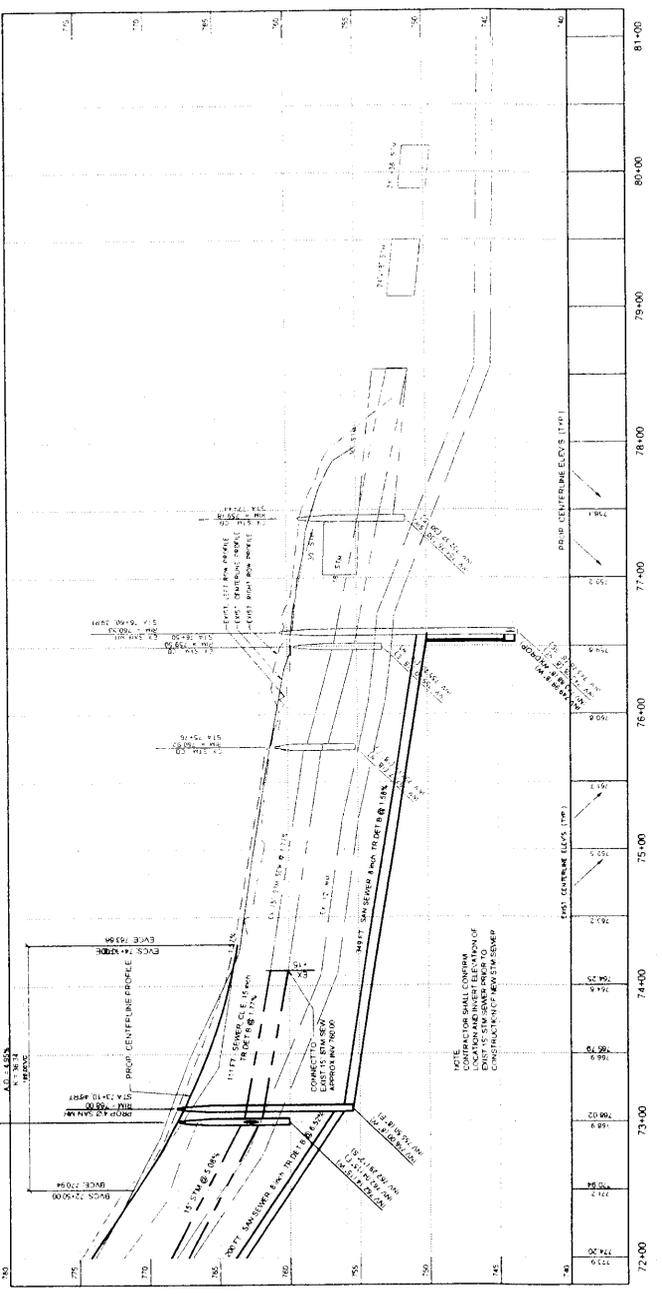
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CUTLER ROAD
 E.A. GRADE / NAWA ROAD

25A - SEWER TAP SANITARY, 8" DIA.
 25B - UTILITY EASEMENT
 25C - UTILITY EASEMENT
 25D - UTILITY EASEMENT
 25E - UTILITY EASEMENT
 25F - UTILITY EASEMENT
 25G - UTILITY EASEMENT
 25H - UTILITY EASEMENT
 25I - UTILITY EASEMENT
 25J - UTILITY EASEMENT
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 25V - UTILITY EASEMENT
 25W - UTILITY EASEMENT
 25X - UTILITY EASEMENT
 25Y - UTILITY EASEMENT
 25Z - UTILITY EASEMENT

QUANTITIES (THIS SHEET)

QUANTITY	UNIT	DESCRIPTION
10	SVT	18" DIA. SURFACE REW
23	STA	ROCKING CURB
6	STA	ROCKING CURB
36	SVT	AGGREGATE BASE 5" DIA.
360	CVT	SUBBASE 12"
100	TON	18" DIA. 1" DIA.
100	TON	18" DIA. 1" DIA.
4	TON	MANHOLE PATCHING
10	FT	CURB AND GUTTER REW
480	FT	CURB AND GUTTER CONC. 24"
100	FT	CONCRETE CURB
100	FT	CONCRETE CURB
100	FT	CONCRETE CURB
100	SVT	SLOPE RESTRAINT
100	SVT	MATCH-BLANKET
100	FT	UNDERDRAIN CURB/PALKE 6" DIA.



CITY OF PORTLAND
 IONIA COUNTY, MICHIGAN
CUTLER ROAD IMPROVEMENTS
 PLAN & PROFILE

DATE: 05/20/2014
 DRAWN BY: J. H. HARRIS
 CHECKED BY: J. H. HARRIS
 PROJECT NO.: 14-001

CONSTRUCTION NOTES

SCALE/SECTION CONTROL MEASURES
 TO PROTECT CURBS AND CHANGES TO CURBS SHALL BE MADE AS SHOWN AS TO BE MAINTAINED. ALL CHANGES SHALL BE APPROVED BY THE ENGINEER. ALL CHANGES SHALL BE APPROVED BY THE ENGINEER. ALL CHANGES SHALL BE APPROVED BY THE ENGINEER.

ADJUSTMENTS
 RELATIONS SHOWN IN THESE PLANS ARE BASED ON THE DATA PROVIDED.

ADJUSTMENTS
 RELATIONS SHOWN IN THESE PLANS ARE BASED ON THE DATA PROVIDED.

SOIL BORINGS
 THE SOIL BORINGS LOG REPRESENTS ONLY AN APPROXIMATION. THE ENGINEER SHALL BE RESPONSIBLE FOR THE EXACT LOCATION OF THE BORINGS.

PUBLIC UTILITIES
 THE ENGINEER SHALL BE RESPONSIBLE FOR THE EXACT LOCATION OF THE BORINGS.

CONCRETE
 ALL CONCRETE SHALL BE PLACED AND FINISHED IN ACCORDANCE WITH THE SPECIFICATIONS.

EQUIPMENT AND MATERIALS STORAGE
 ALL EQUIPMENT AND MATERIALS SHALL BE STORED IN AN APPROPRIATE MANNER.

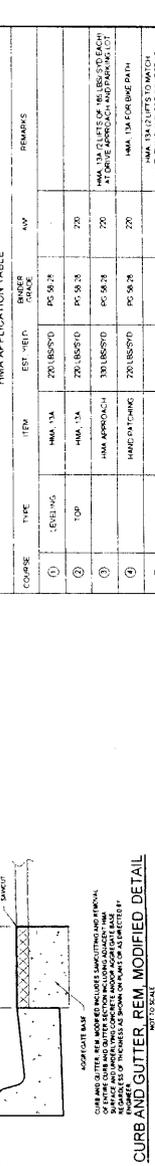
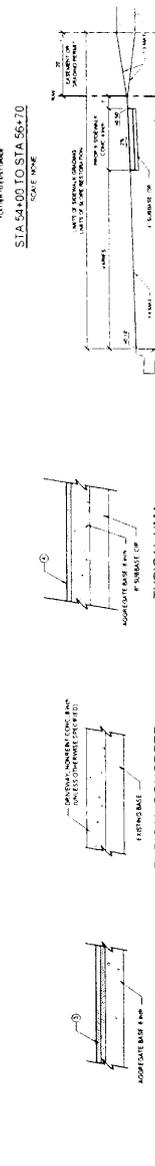
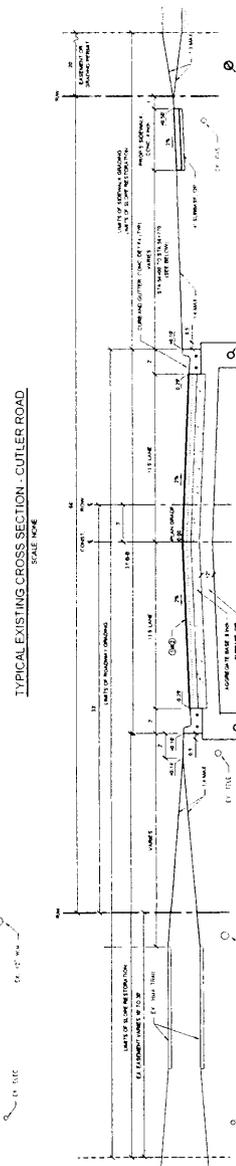
CONCRETE
 ALL CONCRETE SHALL BE PLACED AND FINISHED IN ACCORDANCE WITH THE SPECIFICATIONS.

ADJUSTMENTS
 RELATIONS SHOWN IN THESE PLANS ARE BASED ON THE DATA PROVIDED.

MISCELLANEOUS QUANTITIES

THE FOLLOWING QUANTITIES ARE FOR THE PROJECT AND SHALL BE USED AS DIRECTED BY THE ENGINEER DURING CONSTRUCTION.

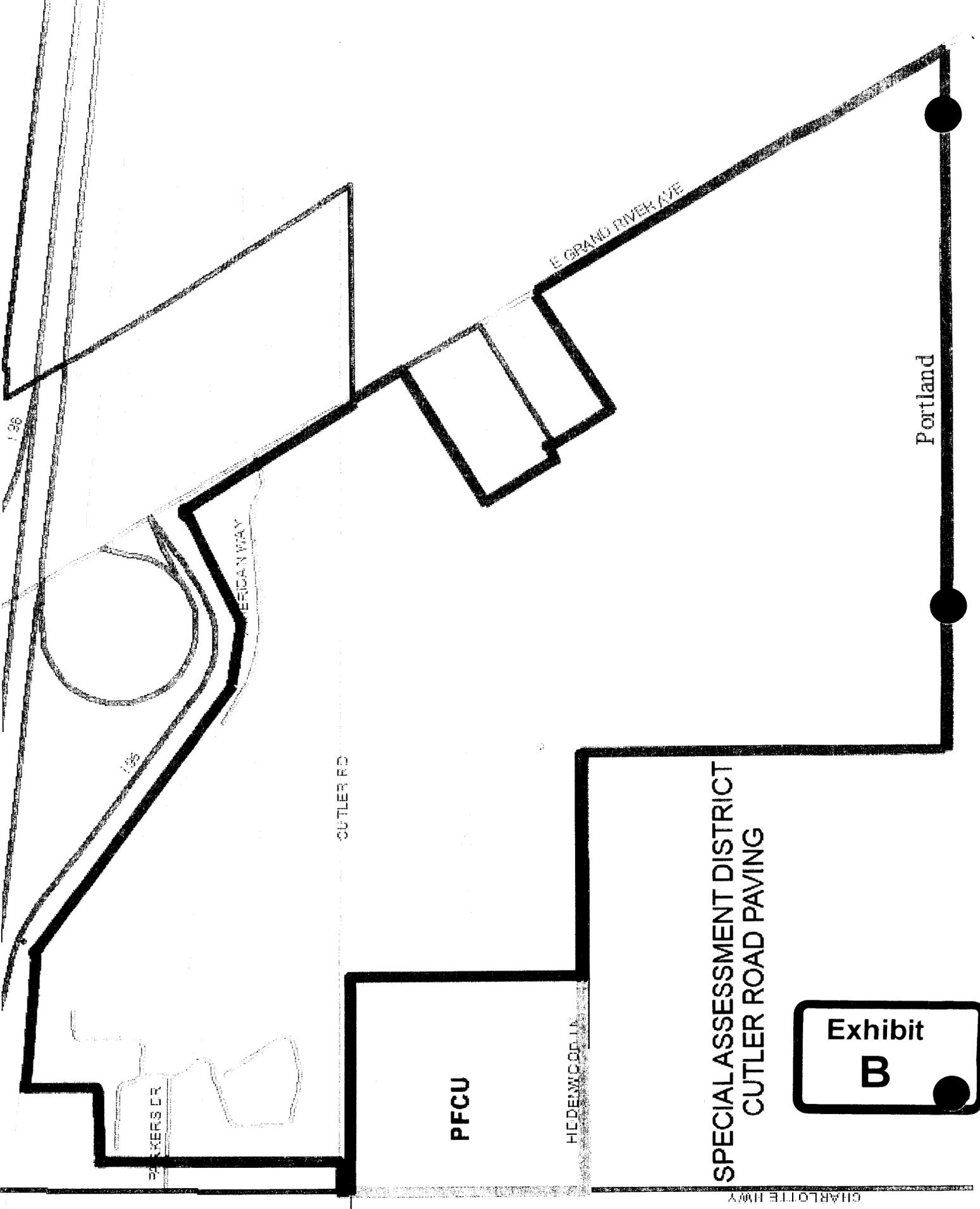
QUANTITY	UNIT	DESCRIPTION
1.00	LS	Miscellaneous Work
1.00	CYD	Excavate (underground) Type 1
1.00	CYD	Excavate (underground) Type 2
1.00	CYD	Excavate (underground) Type 3
1.00	CYD	Excavate (underground) Type 4
1.00	EA	Blank 4" x 8" x 16"
1.00	EA	Blank 4" x 8" x 24"
1.00	EA	Blank 4" x 8" x 36"



HMA APPLICATION TABLE

COURSE	THICK	ITEM	EST. QTY.	PRICE	AMT.	REMARKS
1	4"	HMA 1A	200,000.00	PS 58.25	PS 11,650,000	
2	4"	HMA 1A	200,000.00	PS 58.25	PS 11,650,000	
3	4"	HMA 1A	200,000.00	PS 58.25	PS 11,650,000	
4	4"	HMA 1A	200,000.00	PS 58.25	PS 11,650,000	
5	4"	HMA 1A	200,000.00	PS 58.25	PS 11,650,000	

NOTE: BOND COAT SHALL BE APPLIED BETWEEN SUCCESSIVE COURSES OF HMA. PAVEMENT INCLUDED IN HMA AMOUNT. APPLICATION RATE IS 0.15 GAL/SQ YD. AS DIRECTED BY ENGINEER.



Portland

**SPECIAL ASSESSMENT DISTRICT
CUTLER ROAD PAVING**

**Exhibit
B**

PFCU

HIDEWICOP LN

CUTLER RD

AMERICAN WAY

E GRAND RIVER AVE

PARKERS DR

136

138



MEMORANDUM

TO: S. Tutt Gorman, City Manager
CC: Portland City Council
FROM: Erik L. Litts, City Assessor
DATE: 10/31/2014
RE: **Cutler Road Project – Special Assessment**

As a part of the Cutler Street Paving project, and in keeping with the City's Code and past practices, the City intends to pay for a portion of the street project by using a special assessment. Special assessments are permitted as a municipal finance tool when a public project has a direct benefit to particular property owners in addition to being a benefit to the public as a whole. Specifically, they are allowed in situations where the improvement in question will increase the value of adjacent or nearby real property.

In the case of the Cutler Road Project, the owners of the property along Cutler Road are benefitting for two reasons. First, real estate values are directly impacted by the ease of access to a property. This can be due to the proximity of major travel corridors, or in this case, the quality and drivability of the access road. People clearly prefer to drive on paved vs. gravel roads, due to wear and tear on their vehicles, etc. The second benefit is the increase in value due to a higher number of future potential uses. Due to the impact of frost on gravel roads and the accompanying load restrictions in the spring, properties with only gravel road access are typically not even considered an option for any industrial or commercial operation that requires the use of heavy trucking for either raw materials delivery or to ship finished product. As the number of potential buyers increases with a paved road, so does the overall value of the real estate.

In many communities, property owners can pay upwards of 2/3rds of the total cost of the paving project via special assessment, however in this unique case, an MDOT grant has been approved that will substantially offset the cost to the property owners. At \$10.66 per front foot, the amount being specially assessed is only 20.3% of the total paving cost, which represents a mere 6.9% of the total street improvement cost.

Furthermore there are a couple of special circumstances involved in this special assessment beyond the MDOT grant:

1. The properties owned by the City of Portland and Ellen's Properties LLC already possess street paving along a portion of their frontage on Cutler Rd. That portion of the frontage which is already paved has been excluded from the calculation of Total Front Feet within the Special Assessment District and from the individual assessments levied against the property owners.
2. The property owned by Portland Federal Credit Union (PFCU) is not inside the City limits and thus not technically assessable. However, the PFCU Board has discussed the issue with the City and has elected to voluntarily pay their portion of the assessment. Therefore, their property's frontage is included in all special assessment calculations.
3. When the gas station and car wash were built on the property owned by Ellen's Properties LLC (TOM'S), significant street improvements were built and paid for by the property owner. The amounts paid for said improvements were in excess of the amount now being specially assessed for the remainder of the street improvements. Because of this, while the property will be included in the Special Assessment District and charged the same proportional fee as the other property owners, they will also receive a credit against their special assessment for the entire amount of the assessment.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-98

A RESOLUTION ELECTING TO COMPLY WITH THE PROVISIONS OF PUBLIC ACT 152 OF 2011 BY EXERCISING THE CITY'S RIGHT TO EXEMPT ITSELF FROM THE REQUIREMENTS OF THE ACT FOR THE NEXT SUCCEEDING YEAR

WHEREAS, on September 27, 2011 the Publicly Funded Health Insurance Contribution Act, Act 152 of the Public Acts of Michigan of 2011 ("Act 152"), became effective in the State of Michigan; and

WHEREAS, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

WHEREAS, the City of Portland has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

WHEREAS, the City of Portland constantly engages in a review of expenditures in order to maximize the value it receives for goods and services; and

WHEREAS, the City Council of the City of Portland believes that, as the elected representatives for the City and answerable directly to the City's voters, it is best positioned to determine what benefits (including medical benefits) ought to be offered in order to attract and retain the best qualified City employees at the lowest overall costs; and

WHEREAS, the City Council of the City of Portland further believes that compensation determinations for City employees are most properly the responsibility of the City's elected representatives, and not the State of Michigan or its officials; and

WHEREAS, the City Council of the City of Portland desires to express its support for home rule government and to recognize that it is the City Council's duty to manage City affairs in order to be most responsive to City voters, taxpayers and residents; and

WHEREAS, the City Council previously approved a plan by Resolution 12-73, a copy of which is attached as Exhibit A, that increases employee premium sharing for health insurance coverage from 17% to 20% for health insurance coverage after June 30, 2015.

[EXHIBIT A]

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 12-73

**A RESOLUTION APPROVING A PREMIUM SHARING PLAN THAT
INCREASES EMPLOYEES SHARE OF HEALTH INSURANCE PREMIUMS
TO COME INTO COMPLIANCE WITH THE PUBLICLY FUNDED HEALTH
INSURANCE CONTRIBUTION ACT, ACT 152 OF THE PUBLIC ACT OF
MICHIGAN OF 2011**

WHEREAS, the State of Michigan passed PA 152 of 2011, the Publicly Funded Health Insurance Contribution Act, which provides for certain limitations on the amount that public employers may contribute toward the annual cost of medical benefit plans that cover their employees. The Act applies to “coverage years” beginning on or after January 1, 2012; and

WHEREAS, the State also passed PA 142 of 2011, the Health Insurance Claims Assessment (HICA) Act, which provides for a 1% tax on health care claims paid in the State of Michigan. As of January 1, 2012 the City’s Health Insurance Carrier began passing on a 0.75% claims tax based upon the amount of the premium pursuant to HICA Act; and

WHEREAS, the City received 9/1/2012 renewal rates for the current health insurance program that were 15.9% higher than last year; and

WHEREAS, the City Council desires to address the increases in health care costs and the obligations imposed by Michigan Law with a plan so that the City complies with the law and maximizes its Economic Vitality Incentive Payments while allowing its employees time to absorb the increased costs of health care.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. To address the increases in health care costs and the obligations imposed by Michigan Law the City Council approves the following, which will be incorporated in to letters of understanding with the unions and will apply to all non-union employees and retirees:

- a. The City will treat the 0.75% Health Insurance Claims Tax imposed by the HICA Act as part of the health insurance premium and will pay the agreed employers share.
- b. For premiums paid after September 1, 2012 for coverage until June 30, 2013, the City will contribute 89% of the cost of the health insurance premiums including hospitalization, dental, and vision, health savings accounts, and claims tax and covered employees will contribute 11% of the cost of the health insurance premiums including hospitalization, dental, and vision, health savings accounts, and claims tax.
- c. The City will advance the covered employees' share of their health savings account so that accounts are 100% funded in January. The City will recover the amounts advanced by withholding from covered employees paychecks the amount advanced divided by the number of pay periods between January 1st and June 30th.
- d. For health insurance coverage after June 30, 2013 covered employees' premium sharing including hospitalization, dental, and vision, health savings accounts, and claims tax percentage will increase to 14%.
- e. For health insurance coverage after June 30, 2014 covered employees' premium sharing including hospitalization, dental, and vision, health savings accounts, and claims tax percentage will increase to 17%.
- f. For health insurance coverage after June 30, 2015 covered employees' premium sharing including hospitalization, dental, and vision, health savings accounts, and claims tax percentage will increase to 20%.
- g. New employees that are hired after the date of this Resolution that are eligible for and opt for health insurance coverage though the City will contribute 20% as premium sharing for health insurance including hospitalization, dental, and vision, health savings accounts, and claims tax.
- h. The aforementioned percentages for employer-employee health insurance premium sharing will not be subject to collective bargaining and will be incorporated into any collective bargaining agreement that is effective through June 30, 2016.

2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes: Krause, VanSlambrouck, Fabiano, Barnes

Nays: None

Absent: Calley

Abstain: None

RESOLUTION DECLARED ADOPTED.

Dated: September 4, 2012

Monique I. Miller, City Clerk



MEMORANDUM

TO: S. Tutt Gorman, City Manager
FROM: Mindy Tolan, Deputy Treasurer *MT*
DATE: October 29, 2014
RE: 2011 Public Act 152

In September of 2011, Public Act 152 became effective in the State of Michigan. There were three choices given for complying with the requirements of the act. The City of Portland chose the "Exemption" option. This is where a local unit of government may exempt itself from the requirements of the Act by an **annual** 2/3 vote of the governing body.

In September of 2012, the council approved Resolution No. 12-73. This resolution discussed the City's plan to gradually increase the employee's premium contribution over four years, rather than all at once. It also stated that new hires as of 9/4/2012 would have to pay a 20% contribution, and would not be part of the tiered increases. The rest of the City Employees started with a 11% contribution in 12/13 (July 1, 2012 – June 30, 2013) with a three percent increase each year until reaching that 20% mark. Last year, the Council approved Resolution No- 13-85. It stated that the City would again like to exempt itself from the Requirements of the Act for the next succeeding year, and it increased the employee contributions from 14% to 17%.

Employees are currently paying 17% of their health care costs (this includes premiums for hospitalization, dental, vision, health savings accounts, and the Michigan claims tax). On July 1, 2015, all of the City employees with Health insurance will all be paying 20% towards their healthcare, leaving the city paying only 80%.

Taking into consideration that not only have the percentage of employee contributions been rising, but so have the annual premium increases. This past renewal (May 2014) there was a 5% increase in the premiums. By the City Council adopting the annual Exemption option, it not only complies with Public Act 152, it also allows for employees to plan accordingly for the increase in health care costs.

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, October 20, 2014

In Council Chambers at City Hall

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

Absent: City Manager Gorman

Guests: Pastor Dan Stemen of the Portland Nazarene Church; Kathy Parsons; 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 Fitzsimmons, supported by VanSlambrouck, to approve the Proposed Agenda.

Yeas: Fitzsimmons, VanSlambrouck, Smith, Butler, Barnes

Nays: None

Adopted

Under Public Comment, Pastor Dan Stemen of the Portland Nazarene Church addressed the Council on behalf of the congregation, the church board and families that use the church day care in regard to the upcoming Cutler Road Project. They are very excited and thankful a new road will be constructed as many issues will be ended. Pastor Stemen further stated that after reviewing plans for the proposed construction it appears that sewer lines will not be brought up to the church property, but will come off from Charlotte Hwy. and stop in front of Portland Federal Credit Union. He also stated that he was previously told by former City Manager Dempsey that the assessment to the church for the project would be approximately \$4,000 and now they are finding out the cost will be around \$7,000. This additional cost will be a hardship for the church.

Mayor Barnes thanked Pastor Stemen and the church for their patience while the City has worked toward moving forward with this project. He noted that the \$375,000 in Federal funds that the City will receive, due to the efforts of former City Manager Dempsey, for the project is being subtracted from the total for the assessment calculations. City Ordinance requires that adjacent property owners be charged by linear frontage when a new road is constructed in the City. Mayor Barnes also stated that prior costs were based on early estimates, the actual costs could not be calculated until the bids were received and project awarded. He further stated that he is familiar with the issue regarding the sewer lines but will be sure to follow up. Mayor Barnes stated the City will work with the Church in any way it can; in the most economical way possible.

Under Presentations, DDA/Main Street Director Reagan gave a report on activities in downtown Portland. The 2014 Big Beer 5K Run was held on Saturday, October 18th with 46 runners participating. HolidayFest will be held November 21st and 22nd in downtown Portland in conjunction with the Portland Community Arts Council. The event will feature horse-drawn carriage rides, the

annual snowball drop on Maple Street, a window decorating contest, the annual parade of lights, and new this year will be an ice carving demonstration. The Gallery Brewery at 143 Kent Street opened their doors on Friday night. They had a great couple of nights on Friday and Saturday. The Second Annual Portland Historic Cemetery Walk will be held on Sunday, October 26th at 3:00 P.M. The event is organized by the Portland Area Historical Society and Portland Main Street.

DDA/Main Street Director Reagan thanked Shelley Perry for serving as Interim Main Street Manager while he was serving as Interim Assistant City Manager, she did a great job serving in this capacity.

Under New Business, the Council considered Resolution 14-92 to accept the quote from Trust Thermal for asbestos inspections at two vacant City-owned properties at 874 Lyons Road and 628 Canal Street. City Staff has determined that both properties should be demolished due to their dilapidated state and for future public purposes. Per the National Emission Standards for Hazardous Air Pollutants, created under the Clean Air Act of 1973, dwellings to be demolished for public purposes must be inspected for asbestos prior to demolition.

Motion by Smith, supported by Butler, to approve Resolution 14-92 accepting the quote from Trust Thermal for asbestos inspections for the City-owned properties located at 874 Lyons Road and 628 Canal Street.

Yeas: Smith, Butler, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-93 to approve the application for a Development Rights Agreement between Brent & Mandie Hoppes, who own vacant property at 1160 Divine Hwy., and the State of Michigan. The Hoppes' submitted an application for a Farmland Agreement under the Farmland and Open Space Preservation Program. City Staff has reviewed the application and determined the 29.35 acre parcel they own qualified under Michigan law because it is undeveloped land between five and forty acres, more than 50% of the land is agriculturally active and the land produces a gross annual income greater than \$200 per tillable acre. The application was forwarded to the Ionia County Soil Conservation District in compliance with the PA 116 rules and the organization was afforded a thirty-day comment period and no comment was received.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-93 approving the application for a Development Rights Agreement between Brent & Mandie Hoppes and the State of Michigan.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 14-94 to confirm the Mayor's appointments of Cory Grimminck to the Downtown Development Authority and Kathy Foote to the Economic Development Corporation.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-94 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Butler, Barnes
Nays: None
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 October 6, 2014, payment of invoices in the amount of \$143,688.21 and payroll in the amount of \$148,135.03 for a total of \$291,823.24. Also included was a purchase order to Compass Minerals American in the amount of \$33,847.36 for road salt.

Yeas: Smith, VanSlambrouck, Fitzsimmons, Butler, Barnes
Nays: None
Adopted

Under Council Comments, Mayor Pro-Tem VanSlambrouck thanked all the individuals that helped support the Big Beer Run over the weekend.

Mayor Barnes commented that he just came from the Open House at the Sparrow Medical Group in Portland where they introduced the new doctors on staff, which include a pediatrician.

Motion by VanSlambrouck, supported by Butler, to adjourn the regular meeting.
Yeas: VanSlambrouck, Butler, Smith, Fitzsimmons, Barnes
Nays: None
Adopted

Meeting adjourned at 7:26 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the October 20, 2014 City Council Meeting

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Smith, Fitzsimmons, and Butler; City Clerk Miller; DDA/Main Street Director Reagan; Police Chief Knobelsdorf

Absent – City Manager Gorman

Presentation - DDA/Main Street Director Reagan gave a report on activities in downtown Portland.

Approval of Resolution 14-92 accepting the quote from Trust Thermal for asbestos inspections for the City-owned properties located at 874 Lyons Road and 628 Canal Street.

All in favor. Approved.

Approval of Resolution 14-93 approving the application for a Development Rights Agreement between Brent & Mandie Hoppes and the State of Michigan.

All in favor. Approved.

Approval of Resolution 14-94 confirming the Mayor's appointments of Cory Grimminck to the Downtown Development Authority and Kathy Foote to the Economic Development Corporation.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Adjournment at 7:26 P.M.

All in favor. Approved.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - ELECTRIC	648.32
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MOTOR POOL	589.18
AlcoPro, Inc.	01114	MOUTHPIECES - POLICE	319.00
BASIC	01983	QUARTERLY FEE FOR HRA ADMIN - GENERAL	310.50
COMPASS MINERALS AMERICA	02313	ROAD SALT - MAJ STS, LOCAL STS	33,847.36
D HILL ENVIRONMENTAL	MISC	D&C EXAM PREP CLASS - WASTE WTR	150.00
DIVERSIFIED FARMS, LLC	02285	REPAIR TAILGATE ON DUMP TRUCK - MOTOR POOL	355.60
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	298.95
GRP ENGINEERING INC.	01994	ARC FLASH STUDY - ELECTRIC	2,500.00
GRP ENGINEERING INC.	01994	SYSTEM MODELING - ELECTRIC	2,500.00
HACK'S KEY SHOP	02309	COMBO LOCKS - ELECTRIC	2,543.00
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	8,900.00
IONIA COUNTY TREASURER	00209	ROAD PATROL COVERAGE - POLICE	228.78
JOHN DEERE FINANCIAL	01818	PARTS / LABOR - MAJ STS, WASTE WTR, MOTOR POOL	193.59
KENDALL ELECTRIC	00225	MARKING TAPE - ELECTRIC	77.40
KENDALL ELECTRIC	00225	STREET LIGHT BULBS - COMM PROMO	109.17
KENDALL ELECTRIC	00225	COMPRESSION FITTINGS - ELECTRIC	67.51
JAMES KNOBELSDORF	02255	REIMB FOR REPLACEMENT FOAM SET FOR PELICAN - PC	36.77
KEUSCH SUPER SERVICE	00228	TOWING SERVICE FOR AMB FROM SPARROW TO STATION	300.00
MUZZALL GRAPHICS	00326	BUSINESS CARDS - GENERAL	58.09
POSTMASTER	00374	FIRST CLASS PRESORT - GENERAL	220.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	59.95
RESCO	00392	ELBOWS - ELECTRIC	488.00
RESCO	00392	ELBOW/TERM SEAL KIT - ELECTRIC	270.00
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	68.68
RESCO	00392	TRANSFORMER GROUNDING LUGS - ELECTRIC	661.00
RESCO	00392	CLAMP GROUND ROD, FUSES - ELECTRIC	593.00
RESCO	00392	BUSHING WELL INSERT - ELECTRIC	441.00
RESCO	00392	ELBOWS - ELECTRIC	472.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
RESCO	00392	4 POINT JUNCTIONS - ELECTRIC	495.80
STATE OF MICHIGAN	00428	MICHIGAN SEX OFFENDER REGISTRY ANNUAL -POLICE	30.00
USA BLUEBOOK	01850	SPIRAL PACKING HOOK - WASTE WATER	40.57
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC,WW,WTR,M POOL	175.87
WOW! INTERNET-CABLE PHONE	02132	INTERNET SERVICES - ELECTRIC,WASTE WTR. MTR POC	114.94
PURITY CYLINDER GASES, INC.	00380	OXYGEN - AMBULANCE	92.90
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	53.60
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	53.60
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MOTOR POOL	640.44
RESCO	00392	SPLITBOLT CONNECTORS - ELECTRIC	805.58
RESCO	00392	CASES OF CABLE CLEANER - ELECTRIC	170.87
STOP TECH LTD	MISC	STOP STICKS RACK KIT, TRAINING KIT - POLICE	1,322.00
STOP TECH LTD	MISC	TRAINING KIT - POLICE	235.00
PSTGP, LLC	02314	POLICE SUPERVISOR LEGAL LIABILITY COURSE - POLI	150.00
JAMES KNOBELSDORF	02255	MISC GUN CLEANING SUPPLIES REIMB - POLICE	110.14
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - CEMETERY, PARKS	466.97
FOSTER BLUE WATER OIL, LLC	02301	GALLONS OF GAS - CEMETERY, PARKS	394.97
RONALD SMITH	MISC	ENERGY OPTZ - ELECTRIC	150.00
R.E. RISK & ASSOC.	01315	SERVICE FEES - INCOME TAX	102.12
R.E. RISK & ASSOC.	01315	SERVICE FEE - INCOME TAX	102.12
DORNBOS, SIGN & SAFETY, INC.	00067	DECALS - MOTOR POOL	135.80
DORNBOS, SIGN & SAFETY, INC.	00067	STREET SIGNS - LOCAL STS	267.30
DORNBOS, SIGN & SAFETY, INC.	00067	STREET SIGN BRACKETS - MAJ STS	116.80
KEUSCH SUPER SERVICE	00228	TIRES - MOTOR POOL	297.00
KEUSCH SUPER SERVICE	00228	TIRES - MOTOR POOL	356.00
TRUCK & TRAILER	00461	PLOW BOLTS & NUTS - MOTOR POOL	108.00
TRUCK & TRAILER	00461	SNOW PLOW BLADES - LOC STS, MAJ STS	1,599.00
STATE OF MICHIGAN	00428	BOILER CERTIFICATE - WASTE WTR	60.00
KATHY'S CLEANING	01684	CLEANING SERVICES - CITY HALL	900.00

Date: 10/30/14

CITY OF PORTLAND INVOICE REGISTER

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<u>VENDOR NAME</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
DAVID L. KEILEN	00107	INSTALL 120 V 20 AMP CIRCUIT TO MIXER CONTROL P	225.00
MUNICIPAL SUPPLY CO.	00324	METER COUPLING WITH GASKET - WATER	76.44
MARCUS WOURMAN	02063	BASKETBALL TRAINING - RECREATION	960.00
STACY SMITH	MISC	CONFERENCE MILEAGE REIMB - COUNCIL	443.52
STEVE'S METER SERVICE	00442	METERS - ELECTRIC	680.00
MRE SERVICES, INC.	00318	COMPUTER SERVICES - GEN, POLICE, AMBULANCE, ELEC	794.49
MICHIGAN ELECTRIC COOP ASSN	00276	2015 MECA SAFETY DUES - ELECTRIC	12,110.00
FLEIS & VANDENBRINK	00153	ENVIRONMENTAL DUE DILLIGENCE FOR GR & DIVINE -	1,581.30
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - GENERAL	475.00
THE CIVIC MOSAIC	02273	ZONING ADMIN SVCS 9/16-10/15 - CODE	700.00
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE, MILEAGE REIMB - GEN, INCOME TAX, WATER	131.22
Total:			\$85,031.21

**BI-WEEKLY
WAGE REPORT
October 27, 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.	11,396.27	97,384.40	841.59	37,327.67	134,712.07
ASSESSOR	1,224.48	10,615.53	93.68	3,526.08	14,141.61
CEMETERY	2,868.47	34,708.56	217.39	12,531.02	47,239.58
POLICE	13,677.64	129,273.89	1,309.52	39,015.86	168,289.75
CODE ENFORCEMENT	581.21	5,791.70	44.45	1,859.15	7,650.85
PARKS	1,829.93	24,545.58	138.52	5,918.29	30,463.87
INCOME TAX	1,540.61	14,470.24	102.00	8,256.24	22,726.48
MAJOR STREETS	1,882.62	28,394.79	136.98	18,634.28	47,029.07
LOCAL STREETS	1,854.96	15,383.95	134.75	10,506.62	25,890.57
RECREATION	1,794.01	16,396.85	133.45	7,634.05	24,030.90
AMBULANCE	14,302.78	95,179.07	1,194.60	19,284.22	114,463.29
DDA	-	-	-	-	-
ELECTRIC	23,297.63	154,014.16	1,754.81	71,012.61	225,026.77
WASTEWATER	8,892.68	76,372.77	663.72	38,669.64	115,042.41
WATER	6,488.18	45,414.34	597.00	20,761.83	66,176.17
MOTOR POOL	1,910.75	14,157.47	141.34	8,603.43	22,760.90
TOTALS:	93,542.22	762,103.30	7,503.80	303,540.99	1,065,644.29

**BI-WEEKLY CASH BALANCE ANALYSIS
11/3/2014**

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	868,555.12	12,087.22	50,222.43	26,587.00	5,000.00	852,006.91	235,000.00	1,087,006.91
INCOME TAX	13,574.10		2,032.73		2,465.00	9,076.37	10,000.00	19,076.37
MAJOR STREETS	151,039.94		23,835.53		1,790.00	125,414.41	-	125,414.41
LOCAL STREETS	124,843.22	977.11	16,622.08		575.00	108,623.25	-	108,623.25
RECREATION	847.55	2,521.00	2,887.46	5,000.00	1,064.00	4,417.09	-	4,417.09
AMBULANCE	131,565.25	24,572.34	15,705.23		2,281.00	138,151.36	-	138,151.36
CAPITAL IMPR-RED MILL IMPROVEMENTS	6,503.00					6,503.00		6,503.00
CAPITAL IMPR-WELLHEAD GRANT	2,000.00					2,000.00		2,000.00
CAPITAL IMPROVEMENT-STREETS	659,026.02					659,026.02		659,026.02
REFUSE COLLECTION	22,403.41	5,388.50	4.67			27,787.24	-	27,787.24
ELECTRIC	85,005.48	228,878.17	168,459.76		6,075.00	139,348.89	560,000.00	699,348.89
WASTEWATER	(55,056.21)	46,685.79	13,283.13		4,712.00	(26,365.55)	-	(26,365.55)
WATER	234,088.76	32,631.85	9,978.93		4,712.00	252,029.68	420,000.00	672,029.68
MOTOR POOL	98,540.99		6,176.14		2,913.00	89,451.85	-	89,451.85
DDA	24,465.67					24,465.67	-	24,465.67
TOTALS:	2,367,402.30	353,741.98	309,208.09	31,587.00	31,587.00	2,411,936.19	1,225,000.00	3,636,936.19
								ELECTRIC-RESTRICTED CASH
								370,000.00
								CUSTOMER DEPOSIT CD
								170,000.00
								PERPETUAL CARE CD
								130,000.00
								INCOME TAX SAVINGS
								484,932.98
								ELECTRIC-PRIN & INT ESCROW
								153,322.86
								WASTEWATER-DEBT ESCROW
								204,797.17
								WASTEWATER-REPAIR ESCROW
								77,821.25
								DDA-PRIN/INT ESCROW
								23,992.96
								2,839,867.22
								5,251,803.41

* CASH IN TIME CERTIFICATES
**INVEST IN TIME CERTIFICATES

PURCHASE ORDER

CITY OF PORTLAND

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

TO Frederickson Supply LLC
3705 Linden Ave SE
Wyoming MI 49548

SHIP TO _____
_____ *Inv# 10879* _____

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
10-28-14					14-	
QUANTITY	DESCRIPTION				PRICE	AMOUNT
	Repair main hydraulic pump on vac truck					7,044.32
	661-441-977.007					
	KG					

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

[Signature]
AUTHORIZED SIGNATURE

ORIGINAL

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

FREDRICKSON SUPPLY LLC
 3705 LINDEN AVENUE S.E.
 WYOMING, MI 49548



Invoice

DATE 10/23/2014 **INVOICE NO.** 10879

SOLD TO:

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

SHIP TO:

CITY OF PORTLAND
 451 MORSE DRIVE
 PORTLAND, MI 48875

SALES ORDER#	CUSTOMER PO#	TERMS	REP	SHIP VIA
8644	PER KEN	NET 30	JG	UPS BLUE
Qty.	Item/Part No.	Description	Unit Price	Amount
1	711-3526	HYDROSTATIC PUMP SHEAVE PACKAGE	397.51	397.51
1	FREIGHT	SHIPPING & HANDLING	86.00	86.00
1	MISC PART	4 INCH 4 WIRE MATCHMATE R12 HOSE	745.61	745.61
		FEM JIC SWIVER (4 WR)		
		1 1/4 F.JIC X M.JIC 90 ELBOW		
		20/24/SA/2 MJIC X ORB		
1	MISC PART	REXROTH MODEL AA4VC125 PUMP SERIAL#G2037562	4,924.20	4,924.20
		HYDRASTATIC PUMP		
9	LABOR SHOP		99.00	891.00

COMPLAINT: HYDRASTATIC PUMP WAS NOT OPERATING

CAUSE: FOUND SHAFT BROKE INSIDE OF HYDRASTAIC PUMP (FITTINGS ON THE HYDRAULIC MAIN SUPPLY LINE WAS DAMAGED AT THE PUMP) ALSO

CORRECTION: REMOVED AND REPLACE COMPONENTS INSIDE OF HYDRASTATIC PUMP (SHAFT SLOSH PLATE AND ALL SEALS) FITTINGS ON THE HYDRAULIC MAIN SUPPLY LINE WAS DAMAGED AT THE PUMP SO WE HAD REPLACE THE WHOLE SUPPLY LINE BECAUSE THE FITTING ON THE PUMP END WAS BROKEN

SUB TOTAL \$7,044.32
SALES TAX \$0.00
TOTAL \$7,044.32

ALL PARTS ARE SUBJECT TO A 25% RESTOCKING CHARGE

Please remit to above address

Phone: 616.949.2385
Fax: 616.949.2290

PURCHASE ORDER

CITY OF PORTLAND

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

TO Resco

SHIP TO Electric

582-539-775

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
10-28-14					

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1 roll	1/0 Kerite wire 1/0 220 mils @ 2950 ft.	2.69	\$7935.50
	<i>SINGLE SOURCE</i>		

[Handwritten Signature]

NOT FOR RESALE FOR RESALE

TAX NUMBER _____

AUTHORIZED SIGNATURE _____

ORIGINAL

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

PURCHASE ORDER

CITY OF PORTLAND

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

TO Michigan Electric Cooperative Assoc
7973 E Grand River Ave.
Portland, MI 48875

SHIP TO

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
10/29/2014					

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	2015 MECA Safety Dues		\$12,110.00
	582.201.958000 Electric Dues & Sub	\$12,110.00	

NOT FOR RESALE FOR RESALE TAX NUMBER _____ AUTHORIZED SIGNATURE _____

ORIGINAL

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



7973 East Grand River Avenue
Portland, MI 48875

INVOICE: 4118335

Invoice Date: 09/11/2014
Terms: DUE
Due Date: 12/01/2014
Amount Due: \$ 12,110.00



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

Account: 200923
Description: 2015 MECA SAFETY DUES Page 1 of 1

DESCRIPTION	QUANTITY	UOM	UNIT PRICE	AMOUNT	TAX
CATALOG ITEM: 2620-00 DEFERRED - MUNI/IOU	1.000	EACH	12,110.0000	12,110.00	

MESSAGES

Subtotal: \$ 12,110.00
Tax: \$ 0.00
Total: \$ 12,110.00
Amount Paid: \$ 0.00
Amount Due: \$ 12,110.00

RETURN BOTTOM PORTION WITH PAYMENT



7973 East Grand River Avenue
Portland, MI 48875

Account:	200923
Invoice:	4118335
Due Date:	12/01/2014
Amount Due:	\$ 12,110.00
Amount Of Payment:	<u>12,110.00</u>

Remit To:

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

MICHIGAN ELECTRIC COOPERATIVE ASSOC
7973 E GRAND RIVER AVE
PORTLAND MI 48875



MEMORANDUM

TO: S. Tutt Gorman, City Manager
FROM: Mindy Tolan, Deputy Treasurer *MT*
DATE: 10/30/2014
RE: Michigan Electric Cooperative Association (MECA)

The City of Portland has been a member of MECA on and off since the late 1980's. Being a member of this association facilitates safety practices within the Electric Department to ensure compliance with State and Federal regulations.

Their services include onsite safety training and crew observations, best-in-class workshops, emergency mutual aid assistance, accident investigations, and more.

For each of the the past three years the City has paid annual dues in the amount of \$7,667.00. Our dues were based on sharing the site fee among three utilities, however for this next three year contract (2015-2017); our dues had to be based on only two utilities (Tri-County Electric & Portland L&P), thus making the dues higher for the City.

The annual membership dues for this next contract will be \$12,110. Although there is a price increase for the City – the benefits of being a part of this cooperative are well worth it, according to Electric Superintendent, Mike Hyland.

**2014 MERIT AWARD
DEPARTMENT SUMMARY**

DEPARTMENT	FULLTIME	2014 MERIT AWARD	PARTTIME	2014 MERIT AWARD	TOTAL
COUNCIL			5	625.00	625.00
AMBULANCE	4	1,000.00	13	1,625.00	2,625.00
ASSESSOR		-	1	125.00	125.00
CEMETERY	1	250.00		-	250.00
DDA	1	250.00		-	250.00
ELECTRIC	5	1,250.00		-	1,250.00
GENERAL	3	750.00	1	125.00	875.00
CITY MANAGER	1	250.00		-	250.00
INCOME TAX	1	250.00		-	250.00
MAJOR STS	1	250.00		-	250.00
LOCAL STS	1	250.00		-	250.00
MOTOR POOL	2	500.00		-	500.00
PARKS	0	-		-	-
POLICE	6	1,500.00	2	250.00	1,750.00
RECREATION	2	500.00		-	500.00
WASTEWATER	3	750.00		-	750.00
WATER	1	250.00		-	250.00
TOTALS:	32	8,000.00	21	2,750.00	10,750.00

2014 MERIT AWARD
FULLTIME EMPLOYEE BREAKDOWN

EMPLOYEE NAME	DEPARTMENT	2014 MERIT AWARD
BARNES, GREG	LOCAL STREETS	\$250.00
CASSEL, SCOTT	ELECTRIC	\$250.00
CHAPMAN, NOLAN	MAJOR STREETS	\$250.00
BROWN, NEIL	RECREATION	\$250.00
BROWN, BARB	GENERAL	\$250.00
GENSTERBLUM, KEN	MOTOR POOL	\$250.00
GENSTERBLUM, PHIL	AMBULANCE	\$250.00
HONSOWITZ, RYAN	CEMETERY	\$250.00
HONSOWITZ, SCOTT	ELECTRIC	\$250.00
HYLAND, MIKE	ELECTRIC	\$250.00
KAPCIA, MIKE	ELECTRIC	\$250.00
KRIZOV, TIM	WASTEWATER	\$250.00
OWEN, MIKE	WASTEWATER	\$250.00
PATRICK-CHAPMAN, KIM	AMBULANCE	\$250.00
GROENHOF, TIM	POLICE	\$250.00
CHARTRAND, BRAD	AMBULANCE	\$250.00
LUDWICK, REBECCA	POLICE	\$250.00
PULLING, STEPHEN	MOTOR POOL	\$250.00
MILLER, NIKKI	GENERAL	\$250.00
SCHEURER, MARY	RECREATION	\$250.00
SCHRAUBEN, BRENDA	GENERAL	\$250.00
SHERMAN, DOUG	WASTEWATER	\$250.00
SCHEURER, SHANE	ELECTRIC	\$250.00
TEITSMA, TOM	POLICE	\$250.00
HEALD, TJ	POLICE	\$250.00
TOLAN, MELINDA	INCOME TAX	\$250.00
THOMAS, STAR	POLICE	\$250.00
KNOBELSDORF, JIM	POLICE	\$250.00
SMITH, ROD	WATER	\$250.00
REAGAN, PATRICK	DDA	\$250.00
GORMAN, TUTT	CITY MANAGER	\$250.00
WALTERSDORF, ZACK	AMBULANCE	\$250.00
TOTAL:		\$8,000.00

**2014 MERIT AWARD
PARTTIME EMPLOYEE BREAKDOWN**

EMPLOYEE NAME	DEPARTMENT	2014 MERIT AWARD
BARNES, JAMES	COUNCIL	\$125.00
VANSLAMBROUCK, JOEL	COUNCIL	\$125.00
SMITH, STACY	COUNCIL	\$125.00
FITZSIMMONS, PATRICK	COUNCIL	\$125.00
BUTLER, KYLE	COUNCIL	\$125.00
CANTWELL, AMANDA	AMBULANCE	\$125.00
CZAIKA, CORY	AMBULANCE	\$125.00
DONBROCK, DAVID	AMBULANCE	\$125.00
HANSES, ALEX	AMBULANCE	\$125.00
HEARLD, NATALIE	AMBULANCE	\$125.00
LAY, NATHAN	AMBULANCE	\$125.00
MARTIN, NICK	AMBULANCE	\$125.00
RICHEY, KORY	AMBULANCE	\$125.00
RIVARD, A.	AMBULANCE	\$125.00
SCHAFFER, JAKE	AMBULANCE	\$125.00
SMITH, PATRICK	AMBULANCE	\$125.00
SNARSKI, JAMES	AMBULANCE	\$125.00
ZIMMERMAN, KEVIN	AMBULANCE	\$125.00
VENTON, KEVIN	POLICE	\$125.00
FANDEL, TIM	POLICE	\$125.00
MEYERS, TAMARA	GENERAL	\$125.00
LITTS, ERIK	ASSESSOR	\$125.00
TOTAL:		\$2,750.00

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

October 1, 2014
September 1-30, 2014

HYDRO GENERATION	94,292		
DIESEL PRODUCTION	0		
Kwh Purchased	2,831,796	Amount Paid	\$ 199,671.51
Total Kwh Purchased	2,831,796	Total Dollars Paid	\$ 199,671.51

Kwh Billed

Residential	1,409,208
Commercial	672,884
Large General	805,920
City St. Lites Metered	28,565
St. Lites Unmetered	
Rental Lights	
Demand	2,626

Dollars Billed

PCA Billed	\$ 14,357.11
Residential	\$ 148,387.70
Residential EO Charge	\$ 2,586.79
Geothermal Discount	\$ -
Commercial	\$ 71,377.24
Commercial/LG EO Charge	\$ 2,513.04
Large General	\$ 56,772.96
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 2,421.10
St. Lights Unmetered	\$ 1,543.05
Rental Lights	\$ 259.59
Demand	\$ 15,430.06
Tax	\$ 11,995.34

Total Kwh Billed 2,919,203

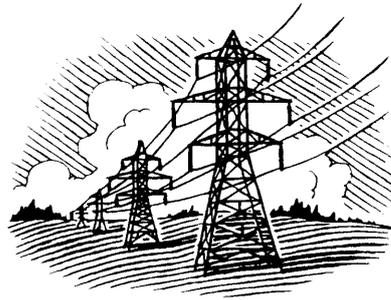
Arrears after billing	\$ 18,924.28
Penalties Added	\$ 1,945.57
Arrears end of month	\$ 39,623.54
Fuel Cost Billed	\$ 9,981.23
Amount Collected	\$ 323,704.09
Total Adjustments	\$ 1,729.55

Total Dollars Billed \$ 327,662.38

Power Cost Adj.	.00497
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Residential Customers	2,161
Commercial Customers	316
Large General	16
Total Customers	2,493

10/03/14



CITY OF PORTLAND
October-14

WATER DEPARTMENT REPORT

MONTH	PERIOD COVERED	September 1-30, 2014	
Customers Billed		Penalties Added	\$ 351.50
City	1,839	Dollars Collected	\$ 51,762.15
Rural	26	Arrears at end of Month	\$ 6,797.12
Total Customers	1,865	Adjustments	\$ 130.25
		Gallons Pumped	9,445,500
		Hydrant Flusing/Rental (unmetered)	0 (water leak)
Gallons Billed		Dollars Billed	
City	9,103,813		\$ 46,723.83
Rural	183,933		\$ 1,709.73
Total	<u>9,287,746</u>		<u>\$ 48,433.56</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,785	Dollars Billed	\$ 69,866.02
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 69,866.02
Penalties Added	\$ 508.93		
Dollars Collected	\$ 68,261.19		
Arrears at end of Month	\$ 11,012.35		
Adjustments	\$ 212.11		
Gallons Treated per Million	10.20		





RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

October 17, 2014

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

WSSN: 05530
Ionia County

Dear Mr. Gorman:

Congratulations! The city of Portland, Wellhead Protection Plan update is approved. We commend you on your efforts and encourage you to keep the program viable by updating it as changes occur within the wellhead protection areas.

If you have any questions or need assistance implementing the program, please feel free to contact Jason Berndt, Environmental Quality Analyst, Community Drinking Water Unit, at 517-284-6513; berndtj1@michigan.gov; or by mail at Department of Environmental Quality (DEQ), Office of Drinking Water and Municipal Assistance (ODWMA), P.O. Box 30241, Lansing, Michigan 48909-7741. He would be happy to assist you.

Again, congratulations.

Sincerely,

Richard Benzie, Chief
Community Drinking Water Unit
Field Operations Section
Office of Drinking Water and
Municipal Assistance
517-284-6512

JB:DLR

cc: Mr. Ernie Sarkipato, P.E., Grand Rapids District Office, DEQ
Mr. Jason Berndt, ODWMA, DEQ

City of Portland
Contract ID CS STUL 34067-JN 124536A, Preconstruction Meeting Minutes

Date: **Wednesday, October 15, 2014 at 10:30 am**
Bid Item: **1409 012**
Contract ID: **CS STUL 34067-JN 124536A**
Federal No.: **STP 1434(017)**
Federal Item: **HH9578**
Contract Description: **Cutler Road Imps - Charlotte Hwy to Grand River Avenue**

The preconstruction meeting was called to order at 10:30 a.m. on **Wednesday, October 15, 2014** at the City of Portland by Tutt Gorman, City Manager, City of Portland. Introductions were conducted and an attendance list is attached.

DESIGNATION OF KEY PERSONNEL:

	Name	Phone
For City of Portland:	Tutt Gorman	517-647-2931
	Patrick Reagan	517-526-0311
MDOT TSC Resident Engineer:	Kevin McReynolds	231-250-5334
MDOT TSC Construction Engineer:	Jason Guikema	
Project Engineer (Fleis & VandenBrink):	Steve Vanden Brink	616-942-3613
Senior Project Technician (F&V):	TBD	
For Contractor (ET MacKenzie Company)		
Project Manager:	Kevin Mullins	517-204-7010
Project Superintendent:	TBD	
Safety Supervisor:	Ron Premo	517-627-8408
24 Hour Contact:	Tom MacKenzie	517-231-8443
	Michael Marks	517-204-5799
EEO Officer:	Heather Hufnagel	
Damage Claim Officer:	Michael Marks	

ADDENDA:

The following addendums were issued for this project:

A – updated General Wage Determination

A(R) – updated wage rate for Flag person

1 – Added soil boring logs and new sheet 7

2 – Replaced pages 61 and 62 (SP for Sidewalk Grading), replaced pages 63 and 64 (SP for Roadway Grading), and added new sheet 2

PROGRESS CLAUSE:

The progress clause is on page 29 of the proposal. The progress schedule was submitted and discussed.

The project was originally scheduled to start on October 27, 2014 and the project completion date is May 29, 2015. Sanitary sewer and water main work shall be completed on or before November 15, 2014.

City of Portland
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The Contractor requested that they start the work next spring to avoid the separate construction periods (fall for sewer and water, and spring for road work) and have only one closing of the road. They would start the sewer and water work in March, or as weather allows, and would complete the project by the same May 29, 2015 completion date. They indicated they would bring in a second crew if needed to complete the project by May 29, 2015. The City and MDOT agreed that this revised schedule would be acceptable. The Contractor will submit a revised schedule for approval and incorporation into a contract modification.

The Contractor's attention was directed to Subsection 109.07 of the 2012 Standard Specifications for Construction. This section states the Engineer will make a final inspection after written notification by the Contractor that the work is completed. As such, the Contractor was reminded to provide said written notification that the work is completed and ready for final inspection.

LIQUIDATED DAMAGES:

The liquidated damages on this project are \$ 900 per calendar day (Table 108-1).

The Contractor is reminded that Subsection 104.07.D of the 2012 Standard Specifications for Construction states that final clean up is part of the contract work included in other contract items. Notice was provided to the Contractor that all final clean up work must be completed before final project acceptance. Failure to complete final clean up work before the project completion date will result in the assessment of liquidated damages per subsection 108.10 of the 2012 Standard Specifications for Construction.

UTILITIES AND RAILROADS:

The Contractor was reminded to call the "MISS DIG" system (1-800-482-7171) three (3) full working days in advance of any digging or excavation activities. For any MDOT underground utilities, cables, etc. in the vicinity of MDOT electronic traffic control devices call the TSC Construction Engineer and request that the department mark any underground facilities.

Are all local permits applied for and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Any state permits?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Sanitary or water main permits completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Any relocation issues?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Relocation issues were discussed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Railroad Issues?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Any Railroad temporary crossings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

Tri-County Electric stated they have underground lines along the south side of the road from Charlotte Highway to the east. They also have overhead lines in the area that they would like to move underground. They will install conduits where needed in coordination

City of Portland
Contract ID CS STUL 34067-JN 124536A, Preconstruction Meeting Minutes

with the Contractor's work. The Contractor stated they will coordinate their work accordingly.

The City of Portland has underground electric along the north side of the road near the existing water main. There are several crossings in conduit. There is an underground vault at the southwest corner of Cutler Road and Grand River Avenue which will be close to the sanitary sewer connection.

The Contractor requested that there be a utility meeting onsite in the spring prior to construction.

SUBCONTRACTORS:

The Prime Contractor is reminded that all subcontract cover pages and line items must be provided (except as noted on Form 1386) to the Grand Rapids TSC Construction/LAP Engineer, before work by that Subcontractor commences.

Form 1386, *Post Certification of Subcontract Compliance*, is required to be submitted at project completion and prior to generation of the final estimate.

The following subcontractors will be working on this project (note DBE companies):

1. Rieth-Riley Construction – HMA paving
2. Martin J. Concrete (DBE Company) – concrete driveways and sidewalk
3. Michigan Pavement Markings – pavement marking
4. M&K Jetting & Televising – videotaping sewer and culvert pipe
5. Give 'Em A Brake Safety – traffic controls

DISADVANTAGED BUSINESS ENTERPRISE (DBE):

Page 18 of the proposal notes that 3.0 percent **DBE** participation is required on this project.

The Prime Contractor must notify the Engineer in advance of a DBE Subcontractor starting work regardless of the percent participation required in the contract.

Form 2124A, *Prime Contractor Bi-Weekly Statement of Subcontractor/Supplier Payments*, is noted on page 23 of the proposal. This form must be submitted as indicated in paragraph one of the instructions.

The Contractor indicated that they **will** be meeting the DBE requirements. The contractor was reminded that all DBE waivers must be submitted to the MDOT Administrator of the Office of Business Development (OBD).

DBE commitment documentation as submitted by the Contractor was discussed. The meeting minutes should be provided to all potential project technicians. MDOT may be noting commercially useful functions (CUF) as provided by DBE companies. This may include direct conversations, visual inspections, and work activities. The Engineer and

City of Portland
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OBD should be notified immediately of a DBEs inability to perform work and the contractor's intent to obtain a substitute DBE on projects with race-conscious (RC) DBE participation goals. A DBE who is unable to perform the work must be given five (5) business days written notice by the contractor who hired their services of their intent to obtain a substitute DBE. A copy of this written notice is to be provided to the Engineer and the OBD. To substitute DBE firms, the Contractor must submit MDOT Form 0196, *Request to Replace Disadvantaged Business Enterprise (DBE)* to the Engineer. The Engineer must review and approve DBE substitutions before submitting the approved 0196 form to MDOT's Contracts Services Division with a copy to the OBD.

EEO & AFFIRMATIVE ACTION:

Page 196 of the proposal contains the EEO and Affirmative Action requirements for this project. The goals of this project are 5.5 % minority and 6.9 % female in each trade.

Appendix A, Prohibition of Discrimination in State Contracts is on page 193 of the proposal.

ON-THE-JOB TRAINING (OJT):

The contractor does not plan on using OJT on this project.

CERTIFIED PAYROLLS / PREVAILING WAGES:

This project involves federal and/or state funding and the Davis-Bacon Minimum Wage Rates and/or State Prevailing Wages will apply. **These Wage Rates (Addendum A and A(R)) must be posted at the job site along with the E.E.O. and non-discrimination posters.** The Engineer will be making periodic inspections to ensure that the appropriate postings have been completed.

On federally funded projects if any personnel (Prime Contractor, Subcontractor, Trucking Firms, etc.) are involved with project work greater than 20 percent of the work week, prevailing wages must be paid per the contract proposal.

Biweekly progress payments for work completed by the Prime Contractor and/or Subcontractor may be withheld, upon written notice from the Engineer, for failure to comply with the contract prevailing wage requirements (Davis-Bacon and/or Michigan Prevailing Wage Rate Schedule) and/or for failure to submit weekly certified payrolls.

The Contractor was encouraged to review Bureau of Highway Instructional Memorandum 2009-07 (BOHIM). This memorandum provides guidance on the process and procedures required for prevailing wage oversight on construction projects with federal and state funding. All of the procedures contained in this document remain effective.

JOBSITE POSTINGS:

Jobsite posters must be displayed inside the Contractor's truck or on the construction site.

City of Portland
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The Federal Highway Administration (FHWA) requires the Prime Contractor to prominently display posters in areas available to employees and applicants for employment during the life of the project. MDOT will complete the form 1967, *Jobsite Poster Inspection Checklist*, during the construction project. This form is an aid to make sure that the Contractor is following the proper procedure, as required per the specifications.

Contractors are strongly encouraged to always check MDOT's Prevailing Wage Web site for the latest revised poster information at:
www.michigan.gov/mdot/0,1607,7-151-9622_11044_11367-222170--,00.html

This information is also available by visiting MDOT's website at www.michigan.gov/mdot and selecting *Maps & Publications*, then under the **Manual & Guides** heading select *Manuals, Guides, Advisories, and Memos*, and finally *Prevailing Wage Compliance*.

PROCESSING CONTRACT MODIFICATIONS:

All contract modification approvals for Local Agency projects will be processed per BOHIM 2012-03. All FHWA oversight projects will follow the contract modification approval process as per BOHIM 2011-05 as well as 2012-03.

FORCE ACCOUNT WORK:

All force account work or force account similar documentation requires pre-approval of the MDOT Region Construction Engineer.

DIGITAL ELECTRONIC SIGNATURES AND FORM 1979

All digital electronic signatures on a contract modification must be completed according to the procedures set forth in BOHIM 2012-02. Electronic signatures are not currently required but they are strongly encouraged and can only be utilized if all parties agree to use E-signatures. Electronic signatures vastly reduce processing time as well as delay in contractor payment. The MDOT authorization signature form (Form 1979) is mandatory to use on all projects regardless of whether E-signatures are used or not (please see BOHIM 2012-03). Only personnel noted on form 1979 are authorized to sign contract modifications and pay estimates.

SOURCE OF STEEL AND IRON (BUY AMERICA) REQUIREMENTS:

The contractor's attention was directed to the special provision for Source of Steel and Iron (Buy America). Prior to permanently incorporating any steel/iron work items from the Step Certification list maintained by the Department, the Contractor must provide Buy America step certifications to the Engineer per the special provision. Payment will not occur until Buy America certifications are received.

SPECIAL PROVISIONS FOR PROMPT PAYMENT (page 85):

The Prime Contractor agrees to pay each Subcontractor for the work associated with their subcontract no later than 30 calendar days from the date the Prime Contractor receives payment from the Department for said work.

City of Portland
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If the Prime Contractor has concerns about the satisfactory completion of Subcontractor work items, this issue must be brought to the Engineer's attention in advance of payment to the Prime Contractor. The Engineer must review and approve any payment withholding.

The Contractor must submit for 2124A, *Prime Contractor Bi-Weekly Statement of Subcontractor/Supplier Payments* using the MERS database. The MERS database can be accessed via the following link: <https://sso.state.mi.us/>. The final submittal of this form must be with original signatures in paper copy to the Engineer (not MERS). The Engineer must electronically review Form 2124A and note any comments.

**DOCUMENTING CERTIFIED CONSTRUCTION MATERIALS USING
FIELDMANAGER AND FIELDBOOK (BOHIM 2011-08):**

The Contractor was reminded of current requirements for submittal of Form 0501, *Materials Source List*. Electronic copies and electronic signatures will be accepted, but the form must contain a valid signature. The form is to be submitted to the Engineer. Items that are not properly documented via Form 0501 will not be paid for until proper completion of the form. These forms are necessary to provide accurate material testing and accounting of materials used on the project.

The Contractor was reminded that if the Prime Contractor or any Subcontractors change the source of a material, the Contractor must provide a revised Form 0501 to the Engineer.

A Materials Source List was not submitted.

CONTRACTOR QUALITY CONTROL (CQC) PLAN - CONCRETE (Section 604):

The contractor quality control plan for concrete will be submitted and discussed at the pre-production meeting.

If a current, previously approved, MDOT mix design is not to be used for this contract then the Contractor is reminded to submit proposed mix designs to MDOT – Construction Field Services (CFS) in a timely manner. CFS staff receives numerous submittals and cannot guarantee an expedited review for untimely submittals.

CONTRACTOR QUALITY CONTROL (QC) PLAN - HMA (HMA Production Manual):

The contractor quality control plan for HMA will be submitted and discussed at the pre-production meeting.

The Contractor is reminded to submit proposed HMA mix designs to MDOT – Construction Field Services (CFS). CFS staff receives numerous submittals and cannot guarantee an expedited review for untimely submittals.

A density acceptance method for this project shall be as specified in the contract documents, or per the MDOT 2012 Standard Specification For Construction.

City of Portland
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At a minimum, the Contractor needs to complete the Contractor's Daily Report on a daily basis and submit it within 24 hours of preparation.

SAFETY PROGRAM (Section 104.07.B):

The Contractor's safety program was submitted. Material Safety Data Sheets (MSDS) will be available on the job site.

DAMAGE CLAIM PROGRAM (Section 107.10.E):

The designated damage claim officer is Michael Marks. The Damage Claim Program will be submitted.

24 HOUR EMERGENCY CONTACT NUMBER:

The 24 hour emergency contact number is 517-231-8443 (Tom MacKenzie) or 517-204-5799 (Michael Marks).

The Contractor must respond in a timely manner to any calls to the 24 hour emergency contact number.

PAVEMENT MARKINGS:

All pavement marking work must be visually inspected to ensure placement. Contractor quantities above plan quantities must be measured with the contractor to determine discrepancies with the contract documents.

MAINTAINING TRAFFIC:

The special provision for Maintaining Traffic starts on page 30. The following traffic items were noted and discussed:

Subsection 922.02 of the Standard Specifications for Construction requires that all sign panel materials and supports in use must be approved by the FHWA as meeting MASH crashworthy requirements or NCHRP testing for older products.

All traffic control devices must be approved and accepted for payment prior to the project start date and before use of these devices on the project.

All requests to modify any traffic control devices that are in contract must be submitted to the Engineer with the attached FHWA acceptance letter and must be approved prior to placement on the project.

The Engineer will be conducting periodic inspections throughout the duration of the project to ensure that the devices meet the *Quality Guidelines for Temporary Traffic Control Devices and Features* published by the American Traffic Safety Services Association and to ensure that traffic devices are placed in accordance with the Michigan Manual of Uniform Traffic Control Devices (MMUTCD), plans, or as directed.

City of Portland
Contract ID CS STUL 34067-JN 124536A, Preconstruction Meeting Minutes

Kevin Mullins is the point of contact for traffic control devices. This person has the authority to make changes to the traffic control devices and layout.

The Contractor's attention was directed to the special provision for Traffic Control Quality and Compliance which begins on page 120 of the proposal.

The Contractor was reminded to remove all temporary traffic control devices when said devices are no longer required on the project. The final Local Agency acceptance of the project will not occur until all temporary traffic control devices are removed from the project.

High visibility clothing is required per the MMUTCD Section 6D.03 which states in part the following:

All workers, including emergency responders, within the right-of-way who are exposed either to traffic (vehicles using the highway for purposes of travel) or to work vehicles and construction equipment within the TTC zone shall wear high-visibility safety apparel that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear" (see Section 1A.11), or equivalent revisions, and labeled as meeting the ANSI 107-2004 standard performance for Class 2 or 3 risk exposure

STAGING AREAS:

Subsection 812.03.G.5 of the 2012 Standard Specifications for Construction describes the storage restrictions for vehicles, equipment and materials. Worker vehicles, idle construction equipment, and contractor materials must be stored in areas that provide minimum exposure to pedestrian and vehicular traffic. A permit will be required if use of MDOT right-of-way outside of the project limits is desired prior to the start of work. If private property is utilized the contractor must obtain and provide a copy of a written agreement with the property owner to the Engineer.

WORK ZONE SAFETY AND MOBILITY:

Subsection 104.11.B of the 2012 Standard Specifications for Construction requires the contractor to develop and provide a work zone traffic control plan for the project. The FHWA will review the submittal of this plan during field audits.

REAL ESTATE:

There are no outstanding real estate issues.

SHOP DRAWING APPROVAL PROCESS:

Submittal of shop drawings and communications were discussed.

LANE WIDTH (WIDE LOAD) RESTRICTIONS:

Lane width restrictions will not be issued on this project.

City of Portland
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CLAIMS FOR EXTRA COMPENSATION OR TIME EXTENSION (Subsection 104.10):

The Contractor was reminded that claims for extra compensation are to be submitted per subsection 104.10 of the 2012 Standard Specifications for Construction. Claims filed without the required "notice of intent to file a claim" will be denied.

CONTRACTOR CLAIMS:

The claims process as outlined in BOHIM 2011-07 will be followed. The Local Agency Engineer will send copies of all Notice of Intent to File Claim submittals to the MDOT TSC Construction Engineer, MDOT Region Construction Engineer and the MDOT Construction Contracts Engineer.

EXTENSION OF TIME (Subsection 108.09):

The Contractor was reminded that all extension of time requests must be filed per subsection 108.09 of the 2012 Standard Specifications for Construction. Failure to notify the Engineer as required will constitute a waiver of claim for a time extension. Extensions must be submitted on Form 1100A, *Extension of Contract Time Request No.*

WORK ORDERS:

The Contractor is required to have a representative on the project site at all times to receive and sign work orders.

TIMELY COMPLETION OF PROJECTS:

MDOT strives to close out all projects within 120 days from the date of project completion. Compliance with this direction is monitored on a quarterly basis. Final project closeout within 120 days requires substantial cooperation from the Contractor. The Contractor is expected to ensure that proper documentation (certifications, tickets, etc.) have been submitted to the Local Agency (City of Portland) for this to happen.

DISPOSING OF SURPLUS AND UNSUITABLE MATERIAL:

Subsection 205.03.P requires the contractor to obtain a written agreement with the property owner for disposal sites. The agreement is to detail the material that can be placed, location of disposal site and required restoration. Both parties must sign and date the agreement. A copy of this completed document must be provided to the Engineer prior to any disposal.

SOIL EROSION AND SEDIMENTATION CONTROL (SESC) and NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):

MDOT expects prompt action regarding soil erosion and sedimentation control along with temporary and/or permanent restoration.

The following items were discussed:

- Install temporary controls prior to earth disturbance.
- Maintain SESC measures throughout the life of the project until acceptance.

City of Portland
Contract ID CS STUL 34067-JN 124536A, Preconstruction Meeting Minutes

- SESC frequency of inspection of once per week or within 24 hours of a precipitation event.
- Complete topsoil placement and stabilize slopes, channels, ditches, and other disturbed areas within 5 calendar days after final earth grade with permanent soil erosion control measures. Permanently restore and place topsoil on slopes and ditches within 150 feet of lakes, streams, or wetlands within 24 hours of achieving final earth grade, using permanent soil erosion control measures. Do not prolong trimming, finishing final earth grade, or both, to permanently stabilize the project at one time.

F&V will check to see if a SESC permit has been issued. If not, they will submit an application to the Ionia County Drain Commissioner.

PROPOSAL AND PLAN SHEETS:

The proposal for this contract was reviewed and discussed. Special attention was given to the special provisions and/or supplemental specifications.

The plan sheets were reviewed and discussed.

GENERAL COMMENTS:

Mandrel Testing of Corrugated Polyethylene Pipe (CPE) and Corrugated Polyvinyl Chloride Pipe (CPV)

If CPE or CPV pipe is installed, at least 50 percent of each size must be mandrel tested. The Engineer will select those runs of pipe that may have been problematic during installation or in areas subjected to a high volume of construction traffic. The mandrel testing will be conducted 5 to 10 work days prior to paving.

Prior to testing, the Contractor must provide an approved mandrel which is appropriate for testing CPE and CPV pipe. The mandrel must have at least nine points and be 95 percent of the nominal diameter of the CPE pipe. The mandrel size for CPV pipe is slightly smaller and is based on base diameter (per ASTM F 949) not nominal diameter. Per AASHTO M 294, *Corrugated Polyethylene Pipe*, nominal pipe diameter is defined as 12 inch, 15 inch, 18 inch, etc. Mandrels can be a fixed size or a variable size and are commercially available for most pipe sizes up to 48 inch. The diameter of the mandrel, whether it is fixed or variable size, must be verified with a proving ring. As a rule of thumb, the length of the mandrel should be equal to or greater than the diameter. Additional information can be found in CA 2011-08.

MISCELLANEOUS NOTES:

The Contractor was reminded that contractor performance evaluation is a part of this contract. The Contractor should review BOHIM 2011-01 and the special provision for Contractor Performance Evaluations on page 69 of the proposal.

City of Portland
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The Contractor was reminded that prior to the beginning of any work (temporary sign placement, contract items, mobilization, etc.) the Project Engineer must be notified and approval from the Project Engineer must be obtained before the commencement of any contract work. Any contract work completed without approval from the Project Engineer or prior to contract award will not be paid for and all costs for said work shall be borne by the Contractor.

FUTURE MEETINGS:

- Onsite Utility Meeting
- HMA Pre-Production Meeting on site
- Concrete Pre-Production Meeting on site
- Progress Meetings as needed

REVIEW:

All attendees are asked to thoroughly review these meeting minutes. Please report any discrepancies to the author immediately so necessary corrections can be made.

MINUTES RECORDED BY:

FLEIS & VANDENBRINK



Steven R. Vanden Brink, PE
Project Engineer

Attachments:

- Proposed Revised Schedule (submitted after meeting)
- Attendance Sheet

cc (via email distribution where possible):

- All Attendees
- File Copy
- Kevin McReynolds, Grand Rapids TSC Resident Engineer
- Jason Guikema, Grand Rapids TSC Construction Engineer

Prime Contractor Checklist

- MDOT Authorized Signature Form (form 1979)
- Prevailing Wage Compliance
 - http://www.michigan.gov/mdot/0,4616,7-151-9622_11044_11367-222170--,00.html
- Documentation Guide - Minimum Acceptance Requirements for Materials Approvals and Documentation
 - http://www.michigan.gov/documents/mdot/MDOT_DocumentationGuide_328761_7.pdf
- Materials Source Guide
 - http://www.michigan.gov/mdot/0,4616,7-151-9622_11044_11367-22505--,00.html
- Materials Quality Assurance Procedures Manual
 - http://www.michigan.gov/mdot/0,4616,7-151-9622_11044_11367-207980--,00.html
- Buy America Requirements - Pay Items and Materials that Require Step Certification
 - http://www.michigan.gov/documents/mdot/MDOT_BuyAmericaRequirements_387704_7.pdf
- Manuals, Guides, Advisories, and Memos
 - http://www.michigan.gov/mdot/0,4616,7-151-9622_11044_11367---,00.html

Prime/Sub Contractor Checklist

- Is my subcontract signed?
- Has my subcontract been submitted to MDOT? Check MDOT contract inquiry screen:
<http://mdotwas1.mdot.state.mi.us/public/trnsport/>
- Are all of my subcontracts current? Check contract inquiry screen.
- Has my current certificate of insurance been submitted?
- Are my testing orders completed, signed and submitted?
- Have all my material certifications been completed and submitted? Check
FieldManager insufficient material report.
- Are my certified payrolls completed, signed and submitted?
- Do I have items of work yet to complete?
- Has the prime contractor been paid for my items of work? Check MDOT contract inquiry
screen.
- Has a lien been placed on the project by one of my suppliers? Are joint checks
required?
- Do I have signed waivers / statements from my last checks?
- Are there pending penalties or disincentives associated with my items of work?
- Is there a pending claim for additional compensation associated with my item(s) of
work?
- Have daily force account records been reviewed, signed and submitted?
- Has any extra work and compensation been approved by the owner?
- Have I communicated payment issues to the prime's project
manager/foreman/superintendent?

Prime/Sub Contractor Checklist

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Prime/Sub Contractor Checklist

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- Have all my material certifications been completed and submitted? Check
FieldManager insufficient material report.
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Prime/Sub Contractor Checklist

- Is my subcontract signed?
- Has my subcontract been submitted to MDOT? Check MDOT contract inquiry screen: <http://mdotwas1.mdot.state.mi.us/public/trnsport/>
- Are all of my subcontracts current? Check contract inquiry screen.
- Has my current certificate of insurance been submitted?
- Are my testing orders completed, signed and submitted?
- Have all my material certifications been completed and submitted? Check FieldManager insufficient material report.
- Are my certified payrolls completed, signed and submitted?
- Do I have items of work yet to complete?
- Has the prime contractor been paid for my items of work? Check MDOT contract inquiry screen.
- Has a lien been placed on the project by one of my suppliers? Are joint checks required?
- Do I have signed waivers / statements from my last checks?
- Are there pending penalties or disincentives associated with my items of work?
- Is there a pending claim for additional compensation associated with my item(s) of work?
- Have daily force account records been reviewed, signed and submitted?
- Has any extra work and compensation been approved by the owner?
- Have I communicated payment issues to the prime's project manager/foreman/superintendent?

PROGRESS SCHEDULE

Information required by MDOT in order to establish a construction schedule.

Distribution: Original - Finance/Contracts, copy - Region, copy - Project files

FILE 102

CONTROL SECTION STUL 34067	JOB NUMBER 124536A	<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> UPDATE
PROPOSAL ITEM NUMBER 1409 012	LETTING DATE 09/05/14		

OUTLINE OF PROPOSED ORDER OF WORK FOR CONTROLLING WORK ITEMS - when approved, this outline will become part of the contract.

CONTROLLING WORK ITEM	DURATION OF CONTROLLING OPERATION	
	START (Date/Work Day)	COMPLETE (Date/Work Day)
<input type="checkbox"/> CALENDAR DAY <input type="checkbox"/> WORK DAY <input checked="" type="checkbox"/> CALENDAR DATE		
<input type="checkbox"/> CRITICAL PATH <input type="checkbox"/> BAR CHART <input type="checkbox"/> LINEAR SCHEDULE		
Set up traffic controls	3-9-15	3-9-15
Install Soil Erosion Controls	3-10-15	3-10-15
Clearing	3-11-15	3-12-15
Sanitary Sewer	3-13-15	3-31-15
Water Main	4-1-15	4-7-15
Storm Sewer	4-8-15	4-21-15
Roadway Grading, Sidewalk Grading, Subbase & Aggregate Base	4-22-15	5-4-15
Curb & Gutter	5-5-15	5-7-15
HMA Leveling	5-8-15	5-11-15
Concrete Driveways and Sidewalk	5-12-15	5-18-15
Slope Restoration	5-19-15	5-26-15
HMA Top	5-27-15	5-27-15
Pavement Marking	5-28-15	5-28-15
Open to Traffic	5-29-15	5-29-15

REMARKS

CONTRACT COMPLETION WORKDAYS May 29, 2015	Conformance with progress clause and proposal (Maintain traffic requirements) <input checked="" type="checkbox"/> Yes
OPEN TO TRAFFIC DATE(S) WORKDAYS May 29, 2015	Overlapping dates? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, If yes, attach justification.
A + B bid? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, If yes, enter date(s): _____	If A + B bid or rental (lane/bridge/ramp), is schedule in accordance with contract? <input type="checkbox"/> Yes
Lane/Bridge/Ramp rental <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Incentive/ Disincentive? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
CONTRACTOR NAME (PRINT) E.T. MacKenzie Company	If yes, enter maximum total incentive amount: \$ _____
CONTRACTOR SIGNATURE Steven P. Berry, P.E.	LOCAL AGENCY _____ DATE _____
DATE 10-15-14	APPROVAL - MDOT'S ENGINEER FOR REGION (Signature) _____ DATE _____

Name	Representing	Email phone number
Steve Vandenberg	P&U	svandenberg@vegg.com
CHAD ROBERTS	MDOT - REGION	666-977-1000 roberts@rdemichigan.gov 517 450 8078
Jim Rybicki	MDOT	rybicki@mdot.state.mi.us
Mike Hayward	CITY	517-647-6912
Donna Sherman	City	517-647-4926
Ken Gensterblum	City of Portland	517-647-6127
Steve Berry	E.T. Mackenzie Co.	sberry@mackenzieco.com 517-627-8408
Michael Marks	E.T. Mackenzie	mmarks@mackenzieco.com 517-627-8408
Patrick Reep	City of Port Huron	preep@port-huron-michigan.org
Chris Jensen	Tri-County Electric	cjensen@homeworks.org
Tut Ceramand	City Port Huron	cceramand@port-huron-michigan.org

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

Committee-of-the-Whole Agenda

October 21, 2014

4:00 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. Unfinished Business**
 - A.
- VII. New Business**
 - A. Airport Annual Report
 - B. Departmental Reports
 - 1. Public Health
 - 2. Building Department
 - 3. Sheriff's Office
 - 4. District Court
 - 5. Prosecuting Attorney
 - B.
 - C.
- VIII. Reports of Officers, Board and Standing Committees**
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees**
- X. Closed Session**
- XI. Adjournment**

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

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

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of September 2014 - \$1,083,899.46
 - D. Approve payment of Health Fund bills - \$94,271.91
 - E.
- VIII. Unfinished Business**
 - A. Action on PA116
 - 1. Brent and Nina Butler
 - 2. Douglas Klahn and David Klahn
 - B. Appointments to Department of Human Services Board
 - 1. Two Appointments: Remainder of three-year term expiring October 31, 2016, and one three-year term expiring October 31, 2017.
 - C.
- IX. New Business**
 - A. Public Hearing – Proposed Revisions to Ionia County Sanitary Code
 - B. Request for Adoption of Proposed Ionia County Sanitary Code as Revised
 - C. Equalization Apportionment Report
 - Resolution Authorizing the Spreading of Millage
 - D. Request to Fill Dispatch Position
 - E. Approval of Deputy Command Agreement Amendment
 - F. Approval of Corrections Officers and Clerks Agreement Amendment

- G. Request for Removal of Camping Cabins at Bertha Brock Park
 - H. Park Advisory Board Appointments
 - I.
- 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

- Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2014 which serves as the Private Sector Representative.
- Commission on Aging Board – Two three-year terms, one expiring September 2017, one expiring September 2015.
- Community Mental Health Services Board – One three-year term expiring March 2016.
- Construction Board of Appeals – One two-year term, expiring October 2015. This position serves as an alternate member.
- Department of Human Services Board – One three-year term expiring October 2016.
- Road Commission – One six-year term expiring December 2018.

Appointments for consideration in the month of November 2014: None

Appointments for consideration in the month of December 2014:

- ***Central Dispatch Board of Directors*** – Five two-year terms; one Township Board Representative, one Firefighter Representative, one Emergency Medical Services Representative and two Citizen Representatives.
- ***EightCap Governing Board*** – One two-year term. Must be a County Commissioner.
- ***Road Commission*** – Two six-year terms.
- ***Substance Abuse Initiative*** – Three two-year terms from the following Commissioner Districts: District Three, District Four and District Five.
- ***West Michigan Regional Planning Commission*** – Three one-year terms; one Elected Official Representative, one County Commissioner or County Staff Representative and one Private Sector Representative.
- ***West Michigan Regional Planning Commission Comprehensive Economic Development Strategy Committee*** – Two one-year appointments; one Public Sector Representative and one Private Sector Representative.

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

**NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-17688**

- On August 5, 2014, the Michigan Public Service Commission (Commission) issued an order requiring Consumers Energy Company (Consumers Energy) to file a proposal to modify the existing cost allocation methods and rate design methods that have been used to set existing electric rates. The Commission will review Consumers Energy's October 6, 2014 application to modify existing cost allocation methods and rate design methods that are used to set rates pursuant to Public Act 169 of 2014; and the Commission's order. The Company is specifically proposing: 1) a 4 CP 100/0/0 weighting methodology (100% demand, 0% on-peak energy, and 0% total energy) for production capacity expense and a 12 CP 100/0/0 weighting methodology to allocate transmission expense, and 2) to use class peak demands at generation, inclusive of Retail Open Access ("ROA") demands, as the allocator for the amounts related to high voltage distribution assets and a change related to the portion of test year Other O&M attributed to Federal Energy Regulatory Commission ("FERC") account 908, Customer Assistance Expense. The proposal impact, if approved, would be:
 - **A TYPICAL PRIMARY CLASS CUSTOMER'S AVERAGE ELECTRIC BILL MAY BE DECREASED BY APPROXIMATELY 5.0 % PER MONTH BEGINNING IN DECEMBER 2015 AND THEREAFTER.**
 - **A TYPICAL SECONDARY CLASS CUSTOMER'S AVERAGE ELECTRIC BILL MAY BE DECREASED BY APPROXIMATELY 1.3 % PER MONTH BEGINNING IN DECEMBER 2015 AND THEREAFTER.**
 - **A TYPICAL RESIDENTIAL CUSTOMER'S AVERAGE ELECTRIC BILL MAY BE INCREASED BY APPROXIMATELY 2.5 % PER MONTH BEGINNING IN DECEMBER 2015 AND THEREAFTER. THIS WOULD RESULT IN AN AVERAGE ELECTRIC BILL INCREASE OF \$2.29 PER MONTH FOR A RESIDENTIAL CUSTOMER WHO USES 654 KWH PER MONTH.**
- If the Commission approves its request; Consumers Energy's proposal in this case will not result in an increase in annual revenues for the Company but will alter the rates charged to customers in the residential, secondary, and primary rate classes. Consumers Energy has proposed that these altered rates not be implemented prior to December 1, 2015.
- The information below describes how a person may participate in this case.

- You may contact Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A public hearing will be held:

DATE/TIME: November 10, 2014, at 10:00 a.m.
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Mark E. Cummins.

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 Commission will hold a public hearing to consider Consumers Energy's October 6, 2014 application to modify existing cost allocation methods and rate design methods that have been used to set rates for its electric customers pursuant to the provisions of Public Act 169 of 2014; and the Commission's August 5, 2014 Order. Consumers Energy's application proposes methods for cost allocation and rate design that would alter the Company's current rates which were approved by the Commission in Case No. U-17087.

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 November 3, 2014. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department - Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without

becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information: 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 expanded for the purpose of aiding in the representation of utility customers in 2014 PA 169 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.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; 2014 PA 169, as amended; MCL 460.11 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

October 9, 2014