



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

7:00 p.m. Monday, July 1, 2013

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<b><u>Estimated Time</u></b>		<b><u>Action Requested</u></b>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Motion
7:03 PM	<b>IV. <u>City Manager Report</u></b>	
7:15 PM	<b>V. <u>Presentations</u></b> <b>A. Paul Galdes with Fleis &amp; VandenBrink</b> 1. Water Reliability Study 2. Street Project Proposal for Knox, Storz, and Barley	
	<b>VI. <u>Public Hearing(s)</u> – None</b>	
	<b>VII. <u>Old Business</u></b>	
	<b>VIII. <u>New Business</u></b>	
7:25 PM	<b>A. Second Reading and Consideration of Ordinance 8A to Amend Section 6-1 and Create 6-3 of the City Code of Ordinances</b>	Motion
7:27 PM	<b>B. Second Reading and Consideration of Ordinance 194C to Amend Section 28-6 of the City Code of Ordinances to Permit the Use of Plywood Rated for Outdoor Use for the Supporting Structure of Signs 32 Square Feet or Less</b>	Motion
7:29 PM	<b>C. Second Reading and Consideration of Ordinance 145A to Amend Sections 4-2 to Allow the City Council to Approve Ordinances or Resolutions That Would Allow the Possession and Consumption of Alcoholic Liquor in Public</b>	Motion
7:31 PM	<b>D. Second Reading and Consideration of Ordinance 146A to Amend Section 22-30 to Allow the City Council to Approve Resolutions That Would Allow the Possession and Consumption of Beer and Wine in City Parks with Posted Park Rules That Permit Same</b>	Motion
7:33 PM	<b>E. Proposed Resolution 13-48 Approving Rules for City Parks</b>	Motion
7:35 PM	<b>F. Proposed Resolution 13-49 Approving Fleis &amp; VandenBrink’s Proposal to Provide Engineering Services for the City’s Water System Reliability Study</b>	Motion
7:37 PM	<b>G. Proposed Resolution 13-50 Approving Fleis &amp; VandenBrink’s Proposal to Provide Design Engineering Services for the Reconstruction of Knox, Barley, and Storz Streets</b>	Motion
7:40 PM	<b>H. Proposed Resolution 13-51 Approving the Board of Light and Power’s Recommendation to Opt Out of the Low-Income Energy Assistance Fund Created by Senate Bill 284 of 2013</b>	Motion

<b><u>Estimated Time</u></b>		<b><u>Action Requested</u></b>
7:43 PM	<b>I.</b> Proposed Resolution 13-52 Approving the Board of Light and Power's Recommendation Electing to Participate in the MPPA's AFEC Project Committee and Authorizing Expenditure of Development Funds	Motion
7:45 PM	<b>J.</b> Proposed Resolution 13-53 Approving the Board of Light and Power's Recommendation to Authorize Repair of the 820 kw Cooper Bessemer Generator	Motion
7:48 PM	<b>K.</b> Proposed Resolution 13-54 Confirming the Mayor's Appointments to City Board and Commissions	Motion
7:50 PM	<b>L.</b> Motion to Go Into Closed Session to Discuss Strategy for Collective Bargaining (Requires a 2/3 Majority by Roll Call Vote)	Motion
8:10 PM	<p><b>IX. <u>Consent Agenda</u>–</b></p> <p><b>A.</b> Minutes &amp; Synopsis from the Regular City Council Meeting and the Closed Session held on June 17, 2013</p> <p><b>B.</b> Payment of Invoices in the Amount of \$77,869.88 and Payroll in the Amount of \$116,644.34 for a Total of \$194,514.22</p> <p><b>C.</b> Purchase Orders over \$5,000</p> <ol style="list-style-type: none"> <li>1. Synagro Central for Biosolids Hauling in the amount of \$6,392.10</li> <li>2. Portland Area Fire Authority for 1<sup>st</sup> Quarter Fire Services in the Amount of \$21,059.98</li> </ol> <p><b>X. <u>Communications</u>–</b></p> <p><b>A.</b> Board and Commission Application for Dana Frederick</p> <p><b>B.</b> DDA Minutes from May 16, 2013</p> <p><b>C.</b> Utility Billing Report for May 2013</p> <p><b>D.</b> Ionia County Board of Commissioners Agenda for June 25, 2013</p> <p><b>E.</b> Giant Hogweed Information</p>	Motion
8:12 PM	<b>X.</b> <b><u>Public Comment</u></b> (5 minute time limit per speaker)	
8:15 PM	<b>XI.</b> <b><u>Other Business</u></b>	
8:20 PM	<b>XII.</b> <b><u>Council Comments</u></b>	
8:25 PM	<b>XIII.</b> <b><u>Adjournment</u></b>	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. 8 A  
AN ORDINANCE TO AMEND SECTION 6-1 AND SECTION 6-3 OF THE CITY  
CODE OF ORDINANCES**

**THE CITY OF PORTLAND ORDAINS:**

**SECTION 1.** Section 6-1 of the Code of Ordinances, City of Portland, Michigan, is amended to read as follows:

**Sec. 6-1. Prohibited animals; exceptions.**

- (a) No person may keep or house any cow, horse, pig, or similar farm animal or domestic fowl within the city.
- (b) This section does not apply to animals or fowl kept or housed on premises used and occupied as one parcel of land regularly devoted to, and zoned for, agricultural purposes, now or in the future.
- (c) This section does not apply to animals or fowl that are kept or housed at city park facilities for exhibition.
- (d) This section does not apply to any person who keeps female chickens (hens) or male or female ducks in compliance with Section 6-3 of this Chapter.
- (e) Nothing in this Chapter prohibits the City or a third party from bringing a nuisance action based on the keeping of animals.

**SECTION 2.** Section 6-3 of the Code of Ordinances, City of Portland, Michigan, is amended to read as follows:

**Sec. 6-3 Keeping of Female Chickens (Hens) or Male and Female Ducks**

(a) For purposes of this section, the following definitions apply:

1. "Adjacent property" means all parcels of property that the applicant's property comes into contact with at one or more points, but does not include parcels that are legally adjacent to but are, in fact, separated from the applicant's property by a public or private street.
2. "Backyard" means that portion of a lot enclosed by the property's rear lot line and the side lot lines to the points where the side lot lines intersect with an imaginary line established by the rear of the single-family or two-family structure and extending to the side lot lines.
3. "Hen" means a female chicken and does not include roosters.

4. "Duck" means either a male drake or a female duck of the Muscovy breed, all other breeds are excluded from this ordinance.
5. "Fowl" means either hens or ducks.
6. "Resident" means any person living in the City of Portland.
7. "Private restrictions" include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds.

(b) Residents may keep hens in the City of Portland, subject to all of the following requirements:

1. A permit must be obtained under subsection (c) of this section before acquiring the hens fowl.
2. The principal use of the resident's property must be for a single-family dwelling or two-family dwelling.
3. No more than four hens or six ducks may be kept on a single parcel.
4. No person may slaughter any fowl.
5. Fowl may only be kept in the backyard.
6. Fowl must be provided with a covered enclosure and must be kept in the covered enclosure or in a fenced enclosure at all times. Fenced enclosures are subject to all City fence regulations.
7. A covered or fenced enclosure must be at least 10 feet from any property line of an adjacent property.
8. A covered or fenced enclosure must be at least 40 feet from any residential structure on an adjacent property; however, this requirement may be waived as follows:
  - (i) If the principal use of resident's property is for a single-family dwelling, all adjacent landowners must verify in writing that there is no objection to the issuance of the permit.
  - (ii) If the principal use of the resident's property is for a two-family dwelling, all adjacent landowners and the occupants of the other dwelling must verify in writing that there is no objection to the issuance of the permit.
9. All enclosures for the keeping of fowl must be constructed or repaired so as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure.
10. All feed and other items associated with the keeping of fowl that are likely to attract rats, mice, or other rodents must be protected so as to prevent rats, mice, or other rodents from coming into contact with them.
11. A person who has been issued a permit must submit it for examination on demand by any Police Officer or Code Enforcement Officer.

(c) To obtain a permit to keep hens, a resident must submit an application to the City Clerk. The application must be accompanied by the following:

1. Written consent waiving the distance requirement in subsection (c)9 above, if applicable
2. A filing fee, if any, as determined by Council resolution.

(d) The City Clerk must grant a permit to keep fowl if the applicant meets the conditions under subsection (c). Permits expire three years after the date of issuance. A resident who wishes to continue keeping fowl must obtain a new permit on or before the expiration date of the previous permit. Application for a new permit will be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(e) If a resident granted a permit under this section fails to comply with the requirements listed under subsection (b), the City may revoke the permit and may initiate prosecution for a civil infraction violation.

(f) Private restrictions on the use of property remain enforceable and take precedence over a permit to keep fowl. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of fowl is void. Interpretation and enforcement of private restrictions is the sole responsibility of the private parties involved.

(g) The City Clerk will mail a copy of a permit issued under this section to the owners of adjacent property.

**SECTION 3. 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:

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

Introduced:

Adopted:

Published:

Effective:

CITY COUNCIL  
CITY OF PORTLAND  
Ionia County, Michigan

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

ORDINANCE NO. 194C

AN ORDINANCE TO AMEND SECTION 28-6 OF THE CITY CODE OF ORDINANCES  
TO PERMIT THE USE OF PLYWOOD RATED FOR OUTDOOR USE FOR THE  
SUPPORTING STRUCTURE OF SIGNS 32 SQUARE FEET OR LESS

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 28-6 of the City Code of Ordinance is amended by revising subsection (p) to read as follows:

(p) Signs and their supporting structures may not be constructed with plywood, particleboard, or Masonite except that signs ten square feet or less may use such materials. However, construction signs and real estate signs may be constructed with plywood, particleboard or Masonite and that signs thirty two square feet or less may use plywood rated for outdoor use for the supporting structure.

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: \_\_\_\_\_, 2013

\_\_\_\_\_  
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 194 C, which was adopted by the Portland City Council at a regular meeting, held on \_\_\_\_\_, 2013, which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_, 2013

\_\_\_\_\_  
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 ordinance:

ORDINANCE NO. 145A

AN ORDINANCE TO AMEND SECTIONS 4-2 TO ALLOW THE CITY COUNCIL TO APPROVE ORDINANCES OR RESOLUTIONS THAT WOULD ALLOW THE POSSESSION AND CONSUMPTION OF ALCOHOLIC LIQUOR IN PUBLIC

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 4-2 of the City code of Ordinances is amended to read as follows:

Sec. 4-2. Consumption in public prohibited.

No alcoholic liquor shall be consumed nor shall any person possess an open container of an alcoholic liquor in any public place in the city; and the term "public place" shall include, but is not limited to, any street, alley, park, public building, place of business not properly licensed for same, place of assembly not properly licensed for same, parking lot of the city and parking lots of businesses, or in any other place to which the public has access, unless specifically permitted by another ordinance or resolution approved by the City Council.

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: \_\_\_\_\_, 2013

\_\_\_\_\_  
James E. Barnes, Mayor

\_\_\_\_\_  
Monique I. Miller, City Clerk

Introduced: \_\_\_\_\_, 2013

Adopted: \_\_\_\_\_, 2013

Published: \_\_\_\_\_, 2013

Effective: \_\_\_\_\_, 2013

## CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No \_\_\_\_\_, which was adopted by the Portland City Council at a regular meeting, held on \_\_\_\_\_, 2013, which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_, 2013

\_\_\_\_\_  
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 ordinance:

ORDINANCE NO. 146A

AN ORDINANCE TO AMEND SECTION 22-30 TO ALLOW THE CITY  
COUNCIL TO APPROVE RESOLUTIONS THAT WOULD ALLOW THE  
POSSESSION AND CONSUMPTION OF BEER AND WINE IN CITY PARKS  
WITH POSTED PARK RULES THAT PERMIT SAME

THE CITY OF PORTLAND ORDAINS:

SECTION 1. Section 22-30 of the City Code of Ordinances is amended to read as follows:

**Sec. 22-30. Alcoholic liquors; controlled dangerous substances; alms; gambling.**

While in a public park or recreation area, all persons shall conduct themselves in a proper and orderly manner, and in particular, no person shall:

- (1) Possess, sell, drink or use alcoholic liquors or controlled dangerous substances as defined under state statutes, or being under the influence of alcoholic liquor or a controlled dangerous substance in a park or recreation area, or any area open to the public adjacent to or near said park or recreation area, including, but not limited to, streets and parking lots. Provided, however, that the city council may by resolution:
  - a. Approve a special permit for the possession, sale and/or consumption of alcoholic liquors within a park for a specified period of time;
  - b. Approve Park Rules to be posted in applicable parks that permits individuals of legal drinking age to possess and consume beer and wine on park property.
- (2) Solicit alms;
- (3) Play any game of chance or have possession of any instrument or device for gambling; or
- (4) Play, engage or take part in any game or competitive sport for money, or other valuable thing, without a written permit.

## CERTIFICATION

I certify that the foregoing is a true and complete copy of Ordinance No \_\_\_\_\_, which was adopted by the Portland City Council at a regular meeting, held on \_\_\_\_\_, 2013, which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_, 2013

\_\_\_\_\_  
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. 13-48**

**A RESOLUTION APPROVING RULES FOR CITY PARKS**

**WHEREAS**, the Park and Recreation Board recommended that the City Council amend certain ordinances to permit the possession and consumption of beer and wine in City Parks; and

**WHEREAS**, the City Council has approved amendments Section 4-2 and Section 22-30 of the City Code of Ordinances that would permit the City Council to adopt ordinances or resolutions approving park rules that would allow the possession and consumption of beer and wine in City parks; and

**WHEREAS**, based on the recommendation of the Parks and Recreation Board, City staff has developed a set of proposed rules for posting in City parks, a copy of which are attached as Exhibit A, , and is recommending that Council approve same.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The City Council approves the proposed rules for posting in City parks, a copy of which are attached as Exhibit A.
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:** July 1, 2013

\_\_\_\_\_  
**Monique I. Miller, City Clerk**

## **PARK RULES**

- City Parks are open dawn to dusk, year round with the following exceptions:
  - Community Lake is closed November 1 - April 1
  - The River Trail does not have operating hours
  - Powers Park is open after dusk when lit
- Beer and wine are permitted in parks but are not allowed on the playing field or players' bench during games.
- Glass containers, liquor or keg beer are not allowed in any Park, unless a permit is obtained from the City Council.
- Picnic shelters are available on a first come, first served basis unless previously reserved by a City issued permit.
- Fires are permitted only in barbeque grills.
- All vehicles must remain in designated paved areas and parking lots.
- Pets must be leashed at all times and pet waste must be disposed of properly.
- Please place all trash and litter in trash cans.



PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 13-49

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO  
PROVIDE ENGINEERING SERVICES FOR THE CITY'S WATER SYSTEM  
RELIABILITY STUDY**

WHEREAS, the Michigan Department of Environmental Quality requires a Water System Reliability Study every five years to satisfy the requirements of Act 399; and

WHEREAS, the City's last Water System Reliability study was completed in June of 2008; and

WHEREAS, Fleis and VandenBrink have proposed to provide engineering services for the City's Water System Reliability Study as outlined in the attached Exhibit A; and

WHEREAS, the City's 2013-2014 budget includes sufficient funds to cover the engineering proposal for the Water System Reliability Study as outlined in the attached Exhibit A.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide engineering services for the Water System Reliability Study for an amount not to exceed \$7,400 as outlined in the attached Exhibit A
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: July 1, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk



**FLEIS & VANDENBRINK**  
**ENGINEERING, INC.**

*Offices in Michigan and Indiana*

June 13, 2013

Mr. Thomas Dempsey  
City of Portland  
259 Kent Street  
Portland, MI 48875

**RE: 2013 Water Reliability Study and General Plan**

Dear Tom:

We appreciate the opportunity to provide you with a proposal to update the City of Portland (City) Water Reliability Study. Since the last Water Reliability Study was completed the Michigan Department of Environmental Quality (MDEQ) implemented a Rule Change that is applicable to reliability studies submitted after December 4, 2011. The new rules include different planning periods for the Capital Improvement Plan and different requirements regarding how the Hydraulic Model is incorporated into the report.

F&V has completed over 60 water system reliability studies for communities across the State and has a highly trained staff experienced in preparing all aspects of reliability studies including hydraulic models. We will provide a very user-friendly report that the City can utilize for water system analysis and planning. We will include prioritized lists of recommendations with realistic budgets for improvements that should be targeted in the 5-year, 20-year and longer planning periods.

We will work closely with the City to obtain system information needed to complete the report. We will need to conduct hydrant flow testing with the help from the City staff to open and close valves. We will update the City water system map and prepare the hydraulic model with recent improvements.

We propose the following scope of services, which encompasses the MDEQ's minimum requirements for water reliability study:

**Review and Compile Existing Data and Operations**

- A. Review the scope of work and schedule with City staff:
  - 1. Collect data on historical water use and pump records.
  - 2. Review any problem areas in the water distribution system.
  - 3. Review service area.
  - 4. Review fire flow objectives for the community based on service areas (i.e., industrial, commercial, residential).
  
- B. Review and inventory the existing water system components:
  - 1. Review the pump data, well capacity, well houses and treatment.
  - 2. Review data on the elevated tank.



3. Review the water distribution system and its overall condition, known deficiencies, age of the water lines and type of pipe materials.
  4. Review chemical analysis of the water.
  5. Review unaccounted for water and potential sources.
- C. Review information on current water use and pumping records. Calculate existing, 5-year and 20-year projections for water demands for the system. This will include average day, maximum day, maximum hour, peak instantaneous and fire flow.
  - D. Review the most recent Insurance Services Organization (ISO) evaluation of the system.
  - E. Evaluate elevated water storage requirements.
  - F. Identify system capacity for wells, tank and equipment.
  - G. Evaluate back up power service.

#### **Create Computer Model**

- A. Update the City water map. We will update the existing AutoCad map drawing with improvements made since the last update.
- B. Update the computer model of the system utilizing the updated electronic water map. The model will be updated in Water CAD and will simulate and assist in the hydraulic analysis of the water distribution, storage and pump system.
- C. Complete preliminary computer runs, identifying static pressures and flows at key locations in the system.

#### **Hydrant Testing**

- A. Perform hydrant testing at four to six locations in the system with assistance from the City.

#### **Model Calibration & Simulations**

- A. Calibrate the computer model to reflect conditions recorded during the hydrant testing.
- B. Perform fire flow and maximum day simulations of the water system under present and future demands including fire flow.
- C. Simulate anticipated improvements to the water system.
- D. Simulate projected water demands in the system. Identify deficiencies where the system cannot produce the desired flow. Evaluate and prioritize improvements to the water system.
- E. Identify short- and long-range improvements that are needed to meet the 5-year and 20-year needs for reliability, capacity, maintenance, redundancy and power back up.

**Draft Report, Review with the City & the MDEQ, Prepare Final Report**

- A. Prepare a draft report summarizing the findings and outlining the recommendations. The report will include a 24x36" general plan of the existing water system, recommended improvements, system deficiencies and fire flows. The plan will also include a water shortage response plan for emergencies as now required by Rule 1203. It will include an inventory of watermain by size, material and age (if known) and service area maps as required by Rule 325.11605.
- B. Submit the draft report to the City. Review the draft report with the City.
- C. Update the report after receiving the City's comments.
- D. Submit the revised report to the MDEQ.
- E. Receive comments from the MDEQ and finalize the Water Reliability Study.
- F. Submit three hard copies of the report to the City.

We propose to complete the above work plan for a **Lump Sum** fee of \$7,400.

If you have any questions or wish to modify the above suggested work plan, please let us know.

Sincerely,



Paul R. Galdes, PE  
Project Manager

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 13-50

**A RESOLUTION APPROVING FLEIS & VANDENBRINK'S PROPOSAL TO PROVIDE DESIGN ENGINEERING SERVICES FOR THE RECONSTRUCTION OF KNOX, BARLEY, AND STORZ STREETS**

WHEREAS, Fleis and VandenBrink has worked with the City on numerous street reconstruction projects and have proposed to provide design engineering services for the reconstruction of Knox, Barley, and Storz Streets as outlined in the attached Exhibit A; and

WHEREAS, the City Manager has reviewed the proposal and scope of work and recommends that the City Council approve Fleis & VandenBrink's proposal for design engineering services for all three streets as one project for \$41,800 which would save \$4,000 on bidding, permits, and soil borings over the cost of doing Barley as a standalone project in a different year.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Portland City Council approves Fleis and VandenBrink's Proposal to provide design engineering services for the reconstruction of Know, Barley, and Storz Streets for an amount not to exceed \$41,800 as outlined in the attached Exhibit A.
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: July 1, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk



**FLEIS & VANDENBRINK  
ENGINEERING, INC.**

*Offices in Michigan and Indiana*

June 13, 2013

Mr. Thomas Dempsey  
City of Portland  
259 Kent Street  
Portland, MI 48875

**RE: 2014 Street Improvements Engineering Proposal**

Dear Tom:

As requested, we have prepared a budget and work plan for design engineering and bidding services for the reconstruction of Knox Avenue and Storz Avenue, with an additional budget to add the design of Barley Avenue to the project.

Our budget includes design, permitting and bidding the entire project. We understand that you would like to be able to begin construction in the spring of 2014. We recommend design during the summer and fall of 2013 and bidding in early 2014.

We have also updated our design engineering budget for Cutler Road, assuming that design will be completed in 2014 with 2015 construction through MDOT. Since the preliminary plans for Cutler Road were done in 2009, a significant amount of work has been completed at Cutler Road and Grand River and MDOT has updated their standards and requirements.

In order to complete an updated design for Cutler Road, we are anticipating a day of survey work, plan changes, MDOT application updates and a review of the preliminary plan set with the City. To complete these steps and to complete the design and bidding phases through MDOT our design engineering budget is \$17,800.

Our proposed budget and work plan are attached for your review. Please feel free to call with any questions.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.

Paul R. Galdes, P. E.  
Project Manager



P09609 Street Improvs Proposal Letter rev

CITY OF PORTLANDDesign Engineering for Reconstruction of Knox Avenue and Storz Avenue  
from Barley Avenue to Kent StreetOptional Addition of the Reconstruction of Barley Avenue  
from Kent Street to Storz Avenue

## PROPOSED WORK PLAN

DESIGN ENGINEERING SERVICES

## Preliminary Design Phase

1. Meet with City staff to review project requirements, work scope and overall schedule.
2. Obtain utility information for electric, gas, telephone and cable TV.
3. Perform field survey for design and preparation of construction drawings. Collect alignment, topographic information, cross-section elevations and utility inverts.
4. Obtain soil borings needed for design. We anticipate obtaining at least 3 soil borings.
5. Draft survey information on plan and profile sheets. Plot location of existing utilities.
6. Complete preliminary design of the proposed street improvements, geometrics, pavement section, storm water drainage, watermain and sanitary sewer.
7. Meet with City staff on-site to review the preliminary design and any alternatives considered.
8. Incorporate City comments and draft preliminary design and details on construction drawings.
9. Prepare preliminary specifications, list of bid items, quantities and estimate of construction costs.
10. Send plans to utility companies for their information.
11. Attend a public information meeting, if appropriate, to review the proposed project with area residents.

**Final Design Phase**

1. Complete final design and prepare final construction drawings and specifications in accordance with the City review comments. We anticipate the following drawings:
  - a. Title sheet
  - b. Typical pavement cross sections
  - c. Construction notes and details
  - d. Plan and profile sheets showing the proposed improvements
  - e. Intersection details
  - f. Maintaining traffic plans
2. Prepare updated estimate of probable construction cost.
3. Meet with City staff to review final plans and specifications and make final revisions.
4. Prepare applications and assist in obtaining construction permits.

**Bidding Phase**

1. Prepare and submit the advertisement for bids. Advertising will be invoiced directly to the City.
2. Prepare bidding documents and distribute to regional plan rooms.
3. Produce and issue bidding documents to prospective bidders out of our Grand Rapids office.
4. Assist during the bid phase by answering questions and providing supplemental information, if necessary.
5. Conduct bid opening held at the City offices.
6. Tabulate and review bids, evaluate references and provide recommendation of award to the City.

CITY OF PORTLAND

**Design Engineering for Reconstruction of  
Knox Avenue between Kent Street and Storz Avenue and  
Storz Avenue Between Barley Avenue and Knox Avenue**

**PROPOSED DESIGN ENGINEERING BUDGET**

We have provided budgets for a single project with Knox Avenue, Storz Avenue and Barley Avenue designed and bid together and for two (2) separate projects.

	<b>Combined Project</b>	<b>Knox Avenue / Storz Avenue</b>	<b>Barley Avenue</b>
Topographic Survey & Mapping	\$ 5,600	\$3,600	\$2,000
Preliminary Design	\$13,600	\$9,100	\$4,500
Soil Borings	\$ 2,100	\$1,700	\$1,000
Final Design	\$15,100	\$9,500	\$5,600
Permits	\$ 1,900	\$1,600	\$1,200
Bidding	<u>\$ 3,500</u>	<u>\$3,500</u>	<u>\$2,500</u>
<b>TOTAL</b>	<b>\$41,800</b>	<b>\$29,000</b>	<b>\$16,800</b>

7

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 13-51

A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S  
RECOMMENDATION TO OPT OUT OF THE LOW-INCOME ENERGY ASSISTANCE FUND  
CREATED BY SENATE BILL 284 OF 2013

WHEREAS, on June 13, 2013 the Michigan State Senate concurred with a House version of Senate Bill 284 (SB 284), a copy of which is attached as Exhibit A, that will require all electric utilities to charge up to \$1 per month on customer bills to raise revenue that would go into the Low-Income Energy Assistance Fund administered by the State to provide heating assistance to needy individuals; and

WHEREAS, City staff have projected that this could cost City Electric customers up to \$30,000 per year; and

WHEREAS, SB 284 provides that municipally owned electric utility or a cooperative electric utility may annually opt out of collecting funds for the Low-Income Energy Assistance Fund and that a utility that opts out cannot shut off electricity to a residential customer from November 1 to April 15 for nonpayment of a delinquent account; and

WHEREAS, the City of Portland has previously adopted electric shut-off rules that protect low- income and senior citizens from electric shut-offs from November 1 to April 15 and that opting out of collecting funds for the Low-Income Energy Assistance Fund would extend protection from shut-offs during the heating season to all residential customers and not raise all customers rates by up to \$1.00 per month; and

WHEREAS, the Board of Light and Power met on June 25, 2013 and passed a recommendation that the City Council approve opting out of collecting funds for the Low-Income Energy Assistance Fund rather than raise everyone's electric bill by up to \$1.00 per month.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Board of Light and Power's recommendation to opt out of collecting funds for the Low-Income Energy Assistance Fund for the next year rather than raise everyone's electric bill by up to \$1.00 per month.
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: July 1, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk

**STATE OF MICHIGAN  
97TH LEGISLATURE  
REGULAR SESSION OF 2013**

Introduced by Senators Nofs, Bieda, Caswell, Hopgood, Proos, Young, Anderson, Brandenburg, Jones,  
Schuitmaker, Walker, Marleau and Pappageorge

## **ENROLLED SENATE BILL No. 284**

AN ACT to amend 1939 PA 3, entitled "An act to provide for the regulation and control of public and certain private utilities and other services affected with a public interest within this state; to provide for alternative energy suppliers; to provide for licensing; to include municipally owned utilities and other providers of energy under certain provisions of this act; to create a public service commission and to prescribe and define its powers and duties; to abolish the Michigan public utilities commission and to confer the powers and duties vested by law on the public service commission; to provide for the continuance, transfer, and completion of certain matters and proceedings; to abolish automatic adjustment clauses; to prohibit certain rate increases without notice and hearing; to qualify residential energy conservation programs permitted under state law for certain federal exemption; to create a fund; to provide for a restructuring of the manner in which energy is provided in this state; to encourage the utilization of resource recovery facilities; to prohibit certain acts and practices of providers of energy; to allow for the securitization of stranded costs; to reduce rates; to provide for appeals; to provide appropriations; to declare the effect and purpose of this act; to prescribe remedies and penalties; and to repeal acts and parts of acts," (MCL 460.1 to 460.11) by adding section 9t.

*The People of the State of Michigan enact:*

Sec. 9t. (1) The low-income energy assistance fund is created within the state treasury.

(2) The state treasurer may receive money or other assets from any source for deposit into the fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments.

(3) Money in the fund at the close of the fiscal year shall remain in the fund and shall not lapse to the general fund.

(4) The department of licensing and regulatory affairs shall be the administrator of the fund for auditing purposes.

(5) Subject to the limitations imposed in this section, the department of human services shall expend money from the fund, upon appropriation, as provided in the Michigan energy assistance act, 2012 PA 615, MCL 400.1231 to 400.1236. The department of human services, in consultation with the public service commission, shall ensure that all money collected for the fund from a geographic area is returned, to the extent possible, to that geographic area.

(6) Subject to the limitations imposed in this subsection, the public service commission may, after an opportunity to comment, annually approve a low-income energy assistance funding factor no later than July 31 of each year for the subsequent fiscal year. The low-income energy assistance funding factor shall be the same across all customer classes and shall not exceed \$1.00. The amount used by the public service commission to calculate a low-income energy assistance funding factor during each fiscal year shall not exceed \$50,000,000.00 minus both the amount appropriated from the general fund in that fiscal year for home energy assistance and the amount remaining in the fund from the prior fiscal year. An electric utility, municipally owned electric utility, or cooperative electric utility that collects money under this subsection shall remit that money to the state treasurer for deposit in the fund on a monthly basis no later than 30 days

**Exhibit**

**A**

after the last day in each calendar month. The electric utility, municipally owned electric utility, or cooperative electric utility shall list the low-income energy assistance funding factor as a separate line item on each customer's bill.

(7) An electric utility, municipally owned electric utility, or cooperative electric utility may elect to not collect a low-income energy assistance funding factor under this section by annually filing a notice with the public service commission by July 1. Notwithstanding any other provision of this act, an electric utility, municipally owned electric utility, or cooperative electric utility that elects to not collect a low-income energy assistance funding factor under this section shall not shut off service to any residential customer from November 1 to April 15 for nonpayment of a delinquent account.

(8) An electric utility, municipally owned electric utility, or cooperative electric utility that does not opt out under subsection (7), or an association representing a municipally owned electric utility or cooperative electric utility that does not opt out under subsection (7), shall annually provide to the public service commission by July 1 the number of retail billing meters it serves in this state that are subject to the low-income energy assistance funding factor.

(9) Nothing in this act gives the public service commission the power to regulate a municipally owned electric utility.

(10) As used in this section:

(a) "Fund" means the low-income energy assistance fund created in subsection (1).

(b) "Low-income energy assistance funding factor" means a nonbypassable surcharge on each retail billing meter payable monthly by every customer receiving a retail distribution service from an electric utility, municipally owned electric utility, or cooperative electric utility that does not opt out under subsection (7), regardless of the identity of the customer's electric generation supplier. The low-income energy assistance funding factor shall not be charged on more than 1 residential meter per residential site.

This act is ordered to take immediate effect.

*Carol Morey Viventi*

Secretary of the Senate

*Jay E. Randall*

Clerk of the House of Representatives

Approved .....

.....  
Governor

PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 13-52

A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S  
RECOMMENDATION ELECTING TO PARTICIPATE IN THE MPPA'S AFEC PROJECT  
COMMITTEE AND AUTHORIZING EXPENDITURE OF DEVELOPMENT FUNDS

WHEREAS, the City of Portland (City) is a member of the Michigan Public Power Agency (MPPA); and

WHEREAS, MPPA has determined that there may be economic savings and improved risk management potential associated with modifying Portland's power supply portfolio from a project based configuration to a full requirements approach; and

WHEREAS, MPPA has formed a Full Requirements Economic Evaluation Service Committee and obtained a proposal from SAIC (formerly RW Beck) to perform an independent third party evaluation for \$72,500, excluding optional Task 5 that MPPA does not feel is necessary and estimates an additional \$17,500 for MPPA support for a total estimated budget of \$90,000; and

WHEREAS, the budget for the Full Requirements Economic Evaluation Service Committee is proposed to be allocated to participating members 50% democratically and 50% based on load so that Portland's share would be \$7,740 if all nine cities participate as recommended by MPPA; and

WHEREAS, the City's Board of Light and Power met on June 25, 2013 and believe that it is appropriate and prudent for the City to participate in the Full Requirements Economic Evaluation Service Committee to ascertain if there are sufficient economic savings and improved risk management potential associated with modifying Portland's power supply portfolio from a project based configuration to a full requirements approach and passed a motion recommending that the City Council approve participation.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City is authorized to participate in MPPA's Full Requirements Economic Evaluation Service Committee for the purposes of determining if there are sufficient economic savings and improved risk management potential associated with modifying Portland's power supply portfolio from a project based configuration to a full requirements approach.
2. The City hereby approves of the allocation of the proposed budget for the Committee with Portland's cost not to exceed \$10,000.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: July 1, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk

## TASK AUTHORIZATION

Task Authorization Description: Full Requirements Project Economic Evaluation  
 Effective Date: May 13, 2013  
 Client Name and Number: Michigan Public Power Agency ("MPPA") - 003339  
 Contract No. (if any):

SAIC and MPPA agree that SAIC will prepare an economic evaluation of a Full Requirements Project ("FRP") arrangement for nine MPPA Member cities, the approach and tasks for which are identified below, under the provisions of the Agreement dated October 12, 2011 between SAIC of Michigan, Inc. and Michigan Public Power Agency.

## SCOPE OF SERVICES

Currently, nine individual cities that are Members of MPPA meet their energy and capacity needs from a series of project-specific participation commitments, bilateral transactions, and market purchases at the MISO locational marginal price ("LMP"). The Members' individual portfolios reflect diversity with respect to the amount and nature of power supply assets for which a given city has an ultimate cost obligation, and consequently, there is diversity in the projected overall power cost across the cities. This cost diversity is driven from varying amounts of obligation to take or pay for project output that is based on (i) an individual asset's Project Rate (or net production cost inclusive of fixed operating and maintenance costs, debt service, etc.), (ii) the fact that some cities are participants in certain projects while other cities are not, and (iii) the associated differences in degrees of exposure to the MISO LMP.

MPPA is interested in understanding the impact on power supply costs and risks of these nine Member Cities were they to operate collectively under a hypothetical and alternative FRP arrangement. The FRP arrangement would treat all cities' existing portfolio of assets as a single "project", dispatching in the MISO market and/or leveraging revenue from subscriptions to an asset to purchase replacement MISO power when firm delivery is not taken by participants (e.g. the AMP Fremont Energy Center).

In theory, operation under an FRP would result in a unified Project Rate in lieu of Participant share-based cost burdens derived from the diversity of exposure and commitment to existing resources for a given city. The FRP's unified Project Rate would represent the estimate of the production cost (as well as the ultimate cost burden) of the collective, and would levelize allocations of sunk costs in the asset pool (e.g. debt service and other fixed costs) across the FRP members. The FRP would also be anticipated to reduce or eliminate the need for bilateral transactions internal to the group of cities in lieu of a more managed top-level process within the aforementioned unified Project Rate framework.

Exhibit

A

SAIC

In order to assist MPPA with an independent assessment of the economic impacts of the FRP framework, SAIC will review MPPA's existing power supply portfolio and most recent load forecast, and prepare city-specific and FRP power supply analyses over a reasonable forecast horizon (to be determined in partnership with MPPA).

Based on feedback from MPPA regarding our initial scope of services, MPPA is interested in a project outcome that appropriately characterizes the risk differences of the FRP as compared to the portfolios of each individual city. In order to efficiently combine a "point-estimate" view that would be the result of a traditional deterministic pro-forma analysis with the proper treatment of risk over the long term, SAIC proposes to utilize our proprietary Stochastic Econometric Regional Forecast (SERF) model to perform probabilistic dispatch of each member's existing portfolio as compared to the FRP. The advantages of utilizing the SERF model in lieu of discrete scenarios include:

- Volatility in coal prices, gas prices, regional loads, hydroelectric generation, emissions prices, and market prices are updated on a quarterly basis within the model using proprietary econometric parameters, which results in an internally consistent set of stochastic draws of future values of these key drivers over the forecast horizon – this increases efficiency, as individual volatility analyses or discrete scenarios will not be necessary;
- The model is pre-populated with representative dispatch patterns for renewable resources;
- Each city will receive a customized set of outputs, both graphically and tabular, summarizing (i) their estimated production cost with risk bands (5<sup>th</sup> and 95<sup>th</sup> percentile power supply cost) and (ii) a summary of overall risk as defined by the standard deviation of levelized power supply costs over the forecast horizon produced by the stochastic model, in addition to (iii) the same outputs for the FRP outcome, with clearly delineated cost and risk summary level comparisons;
- Surplus energy summaries and comparisons can be made between city plans and the FRP on a percentage basis, and
- Load volatility of a given city (as well as the FRP) will be factored into the evaluation in a probabilistic fashion through the development of city-specific and FRP volatility parameters that are internally consistent relative to how the SERF model derives regional load volatility, which is not possible in a deterministic pro forma analysis.

The tasks that follow in the Approach section detail the steps we propose to take to (i) utilize the SERF model's unique stochastic dispatch algorithm to compare the estimated risk-adjusted power costs for each city to the FRP arrangement, (ii) summarize estimated increases/decreases in net present value costs and associated risks as applicable by city, and (iii) prepare a report and presentation materials in support of communicating the results of our analysis to downstream stakeholders.

At MPPA's option, SAIC will also evaluate the complete asset pool of the hypothetical FRP, and determine whether earlier retirement of certain assets may help reduce the unified Project Rate when the total load of the group is considered as one system, which may allow for retirement of less efficient units sooner than currently contemplated. Alternative FRP power supply scenarios reflective of potential retirement futures derived from our review would be developed as a supplement to the base case FRP power supply plan.

## APPROACH

Services to be provided will consist of the following specific tasks and deliverables:

### TASK 1 – KICKOFF CALL

SAIC will participate in a brief kickoff call with key MPPA staff to review the scope, identify main points of contact, determine the forecast horizon for the power supply evaluation, and initiate the work. Given our familiarity with MPPA planning staff, we anticipate this meeting to last no longer than 2 hours. SAIC will distribute any key notes or takeaways from the meeting subsequent to the call in email format.

Deliverable(s):

- Email format notes on key takeaways from the kickoff call.

### TASK 2 – DATA REQUEST

SAIC will produce a detailed data request in support of our economic evaluation. Given our recent work with MPPA in a consulting engineer capacity, as well as the data provided and maintained in support of the SAIC Campbell and Belle River Consulting Engineer's report, we have a warehouse of data that may reflect current or directly usable estimates of key data inputs to the analysis. As appropriate, we will compile this data in a package that will allow MPPA to confirm data items in lieu of preparing them again wherever possible, so as to minimize the burden on MPPA staff related to the data request.

Items contemplated in the data request include, but are not limited to:

- Demand and energy forecasts (net of all demand-side management impacts) for all nine cities consistent with the forecast horizon
- Historical hourly load for all nine cities and MPPA for at least at least a 5 year period
- Performance characteristics of each resource in the asset pool (capacity, heat rates, emissions rates, forced outage rates, etc.)
- Cost characteristics related to each resource in the asset pool (fixed maintenance costs, non-fuel maintenance costs, debt service (as applicable), etc.)
- Description of nature and costs of bilateral transactions engaged in by the nine cities
- Fuel price forecasts for resources in the asset pool (as applicable)
- Estimates of transmission costs on a city-by-city basis

- Estimates of costs related to existing demand-side management programs by city
- Anticipated retirement dates for the existing asset pool, and any new or planned capacity additions (with associated cost and performance characteristics)

Deliverable(s): Data Request

### TASK 3 – PREPARE ASSUMPTIONS DOCUMENT

Leveraging the data provided by MPPA as part of our data request in Task 2, as well as SAIC's latest Q2 2013 Market Price Forecast for the appropriate MISO/PJM regions comprising the nine cities and their assets, SAIC will prepare a comprehensive Assumptions Document that will codify all of the inputs to the power supply analysis in terms of sources and values.

The purpose of the Assumptions Document is to (i) expedite population of our power supply models by compiling all data in once place and (ii) avoid re-work or revisions to the plan results as a function of a shared understanding of all pertinent assumptions between SAIC and MPPA.

The assumptions document will rely upon the SAIC Market Price forecast assumptions as default values for certain financial parameters (such as discount rates or inflation rates), which can be edited to reflect MPPA's desired assumptions as part of the Assumptions Document exchange. MPPA will be able to iteratively review and edit the Assumptions Document. We have budgeted for up to 3 iterations of review.

Subsequent to review and editing of the Assumptions Document, SAIC and MPPA will participate in a sign-off call on all elements of the Assumptions Document and will finalize the Assumptions Document. The sign-off call will occur in advance of any power supply analysis detailed in Task 4 below.

Deliverable(s):

- Draft and Final Assumptions Document

### TASK 4 – POWER SUPPLY ANALYSIS

SAIC will leverage our SERF model to evaluate the net production cost for each of the nine cities on an individual basis, as well as for the FRP construct.

The SERF model produces stochastic projections of total power supply cost over a given forecast horizon. For this project, such projections will consider only the assets of a given city as they are known currently (the "Existing Portfolio"), and the combined asset pool of existing resources for purposes of the FRP analysis.

The stochastic power cost projections derived from the SERF model produce a range of costs resulting from the estimated volatility in client loads (which will be estimated econometrically by SAIC via the hourly loads provided in Task 2), fuel prices, and market prices. Based on this analysis, we can compute an expected average annual cost (annual cost present valued to the first year of the study period and averaged). This expected average annual cost is akin to the hypothetical unified Project Rate for the FRP case. From the results of the stochastic analysis, we can also estimate the uncertainty in future power costs (or risks) by computing the upside cost,

defined as the 95<sup>th</sup> percentile of power costs produced by the stochastic model. Both cost and risk will be considered in the evaluation, as there may be countervailing outcomes that potential partners in the FRP may need to consider as they evaluate the implications of the pooled set of assets in the FRP.

The results of Task 4 will be delivered to MPPA using pre-developed SERF output templates (in PDF format) that will summarize the results of the economic evaluation on a by-city basis as compared to the FRP construct. Graphical summaries of the costs and risks of the Existing Portfolio for each city and for the FRP will be supplemented with detailed tabular data for each year of the study horizon.

Deliverable(s):

- PDF of Power Supply Plan Results
- Supplemental tabular/graphical summaries of net present value cost differences and risk differences (for downstream use in Task 6)

#### TASK 5 (OPTIONAL) – REVIEW OF POOLED ASSET MIX

As mentioned above, at MPPA's option, SAIC will also evaluate the complete asset pool of the hypothetical FRP, and determine whether retirement of certain assets may help reduce the unified Project Rate when the total load of the group is considered as one system, which may allow for retirement of less efficient units sooner than currently contemplated. Alternative FRP power supply scenarios reflective of potential retirement futures derived from our review would be developed as a supplement to the base case FRP power supply plan. We have budgeted to up to 2 alternative scenarios resulting from this Task.

Deliverable(s):

- PDF of Power Supply Plan Results for up to 2 alternative FRP retirement scenarios

#### TASK 6 LETTER REPORT AND PRESENTATION MATERIALS

SAIC will prepare a concise letter report summarizing the data, methodology, assumptions and limitations, and results of our analysis. Individual SERF model outcomes in PDF format from Tasks 4 and 5 by City and for the FRP, as well as the SAIC Q2 2013 market report for the relevant MISO/PJM regions comprising the cities and their assets, will be included in the report as appendices. SAIC will present the draft letter report to MPPA for review and comment. Subsequent to the provision of a consolidated set of comments from MPPA, SAIC will finalize the letter report.

In addition, our project budget allows for some additional effort to produce presentation materials (a slide deck) to support communication of the results of our analysis to downstream stakeholders by MPPA.

Deliverable(s):

- Draft letter report

- Final letter report
- Presentation Materials (slide deck) summarizing results

### Services to be Provided by MPPA

Throughout the course of this economic evaluation, SAIC's budget assumes that MPPA staff will provide the following support services:

1. Timely and detailed responses to the data request document;
2. Review of the compiled Assumptions Document and sign-off of all planning inputs, so as to avoid multiple iterations of power supply runs, and
3. Availability to address technical questions related to the existing fleet of generating resources.

### FEE FOR SERVICES

As described in Section 5 of the Agreement, the payment for the services will be based on the actual hours of services furnished multiplied by SAIC's billing rates as of the date of its monthly invoice plus all reasonable expenses directly related to the services furnished under this Agreement. SAIC will provide the Scope of Services outlined above in this Task Authorization for a price not to exceed \$77,500 for all Tasks, and \$72,500 for all Tasks excluding the optional task (Task 5). This price includes a market price fee of \$30,000 passed through as an expense to MPPA for the SAIC Q2 2013 base case and stochastic projections for the Michigan and PJMAEPD market regions. SAIC shall not be required to furnish additional services or incur additional expenses above the not-to-exceed price without written authorization and additional funding from the Client.

### Additional Services

SAIC is prepared to assist MPPA with additional services that may be required, but not included in the Scope of Work described above. Prior to initiating any additional services, SAIC and MPPA shall mutually agree on the additional services to be performed and the budget for such services. SAIC shall not provide services without written authorization to proceed. Additional services may include, but are not limited to:

- Development of a load forecast for the nine cities and/or MPPA in total
- Additional power supply scenarios or model runs reflective of a different pool of potential FRP cities
- Presentation of results to MPPA or downstream stakeholders
- Expert review of resource performance or cost characteristics

### Project Schedule

SAIC will work with MPPA to devise a mutually acceptable project schedule.

IN WITNESS WHEREOF, the Parties have signed this Task Authorization as of the date first written above.

MICHIGAN PUBLIC POWER AGENCY

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

SAIC ENERGY, ENVIRONMENT & INFRASTRUCTURE, LLC

Signature S. Ky K. Wall  
Name Kreg McCollum  
Title Vice President – Business and  
Management Consulting

**PORTLAND CITY COUNCIL**  
Ionia County, Michigan

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

**RESOLUTION NO. 13-53**

**A RESOLUTION APPROVING THE BOARD OF LIGHT AND POWER'S  
RECOMMENDATION TO AUTHORIZE REPAIR OF THE 820 kw COOPER BESSEMER  
GENERATOR**

**WHEREAS**, on June 18, 2013 the City was testing the emissions reduction on the Catalytic converters installed on the diesel generators and during the start-up phase of the 820 kw Cooper Bessemer generator (the middle diesel engine generator) a cam follower (part of the push rod) broke and was forced out of the side of the engine, cracking part of the engine block and ruining a fuel plate with injectors; and

**WHEREAS**, City staff have had the damage assessed by a metal stitcher out of Detroit, Leitelt Iron Works out of Grand Rapids, and Farabee Mechanical out of Hickman, Nebraska and are currently projecting repair costs, including removing and inspecting the push rod to ensure that there is no additional damage, at \$75,000; and

**WHEREAS**, the Board of Light and Power met on June 25, 2013 and passed a recommendation that the City Council approve repairing the 820 kw Cooper Bessemer generator for an estimated cost of \$75,000, photos of the damaged generator are attached as Exhibit A.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The City Council approves the Board of Light and Power's recommendation to authorize the repair of the 820 kw Cooper Bessemer generator for an estimated cost of \$75,000.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

**Ayes:**

**Nays:**

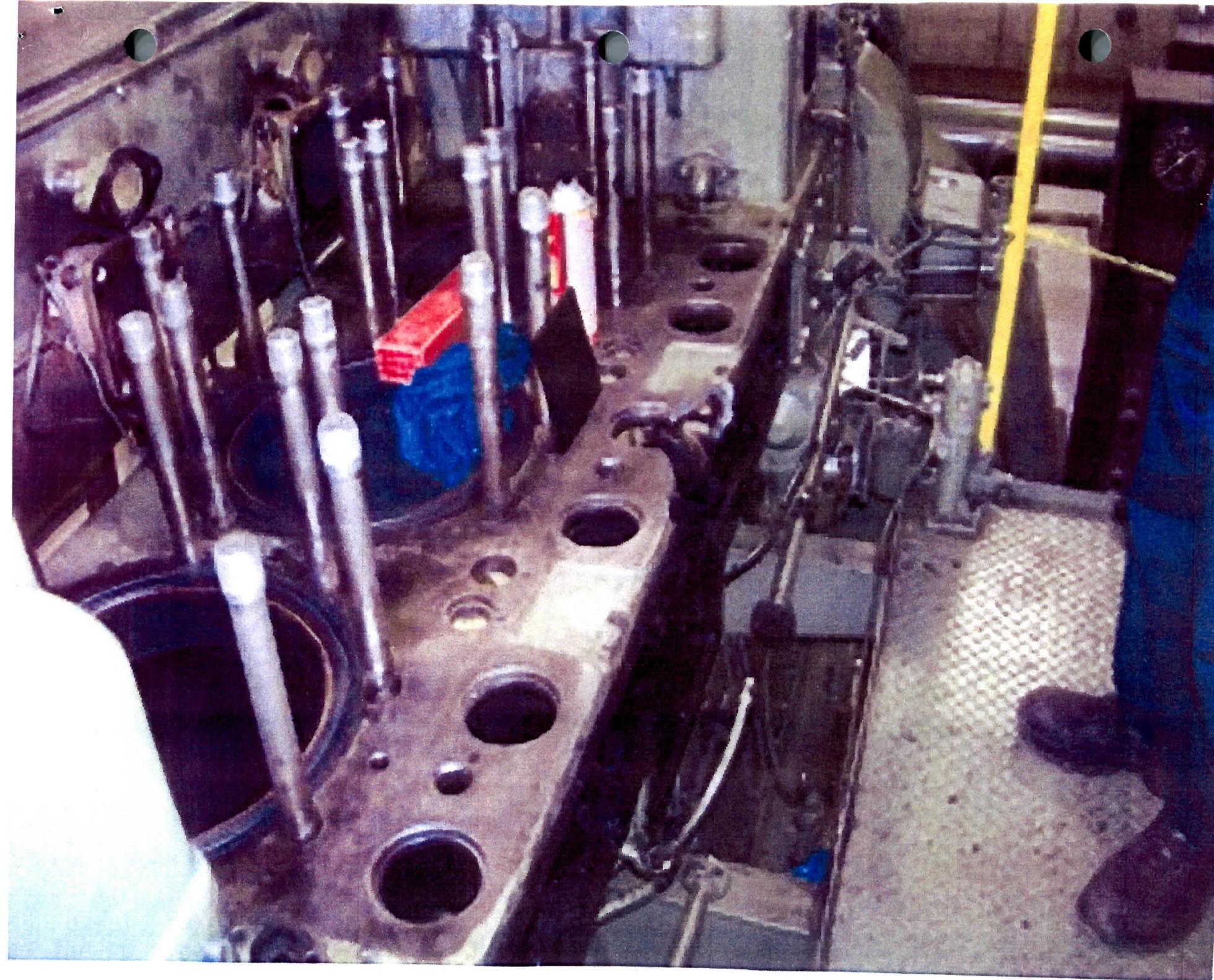
**Absent:**

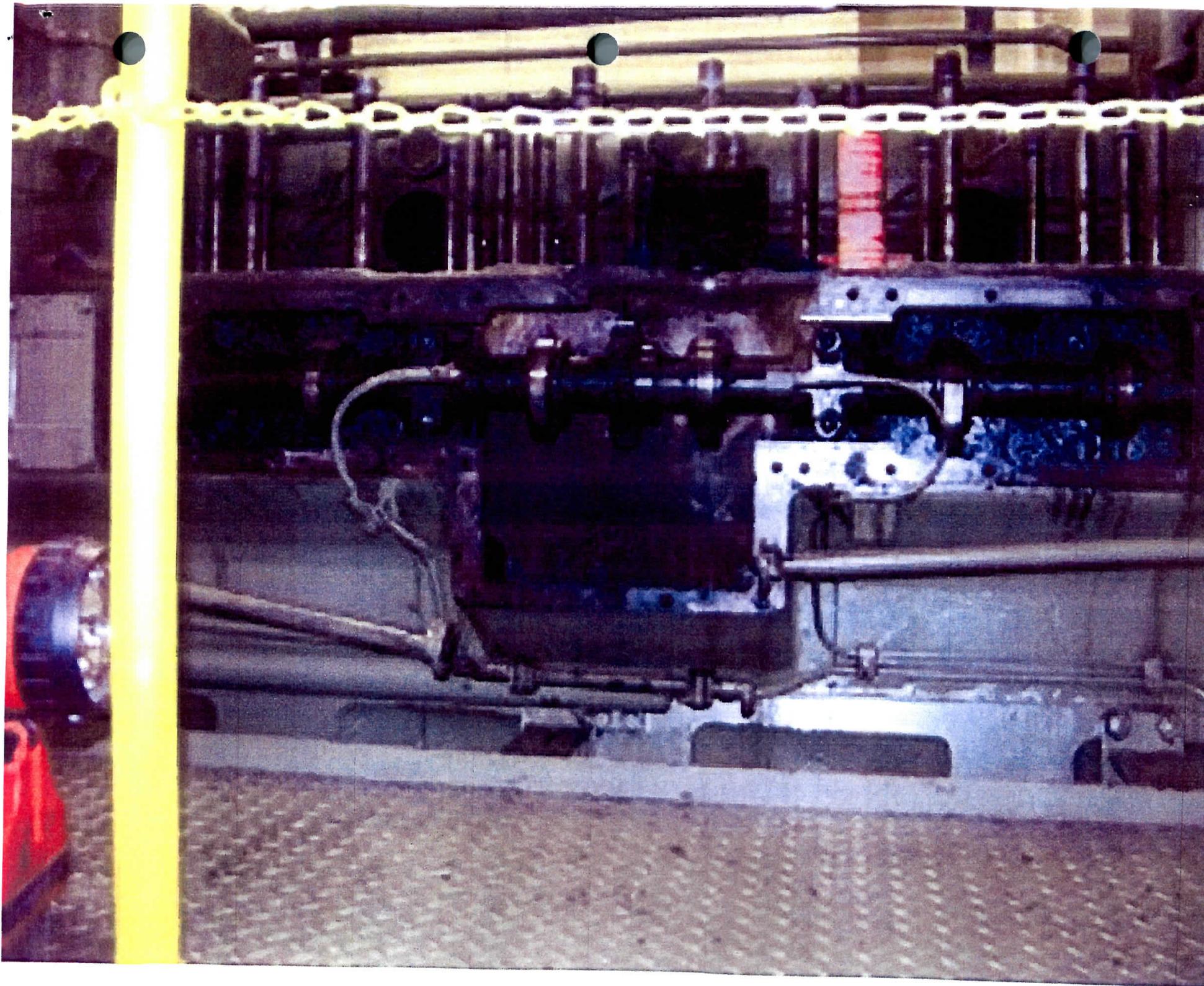
**Abstain:**

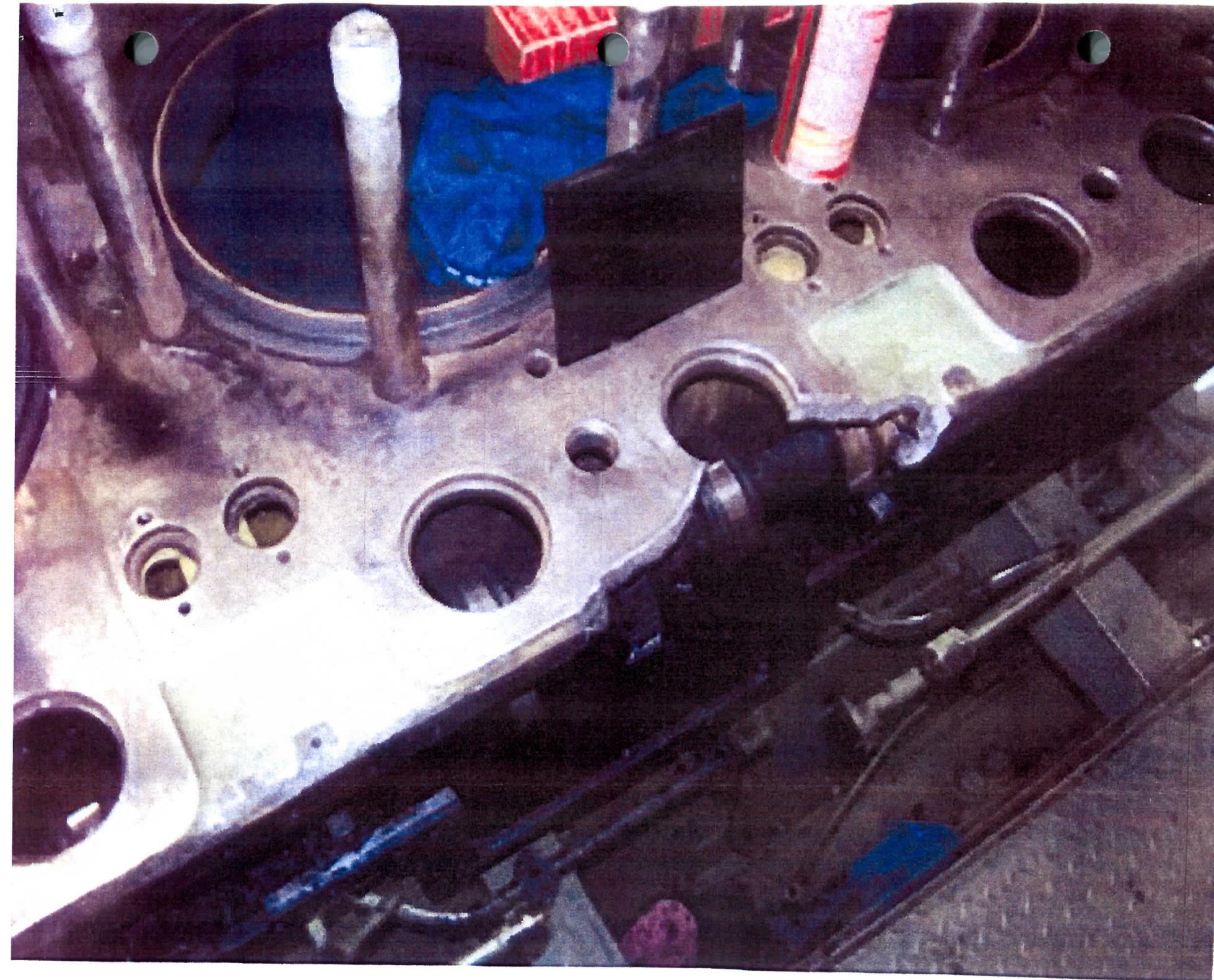
**RESOLUTION DECLARED ADOPTED.**

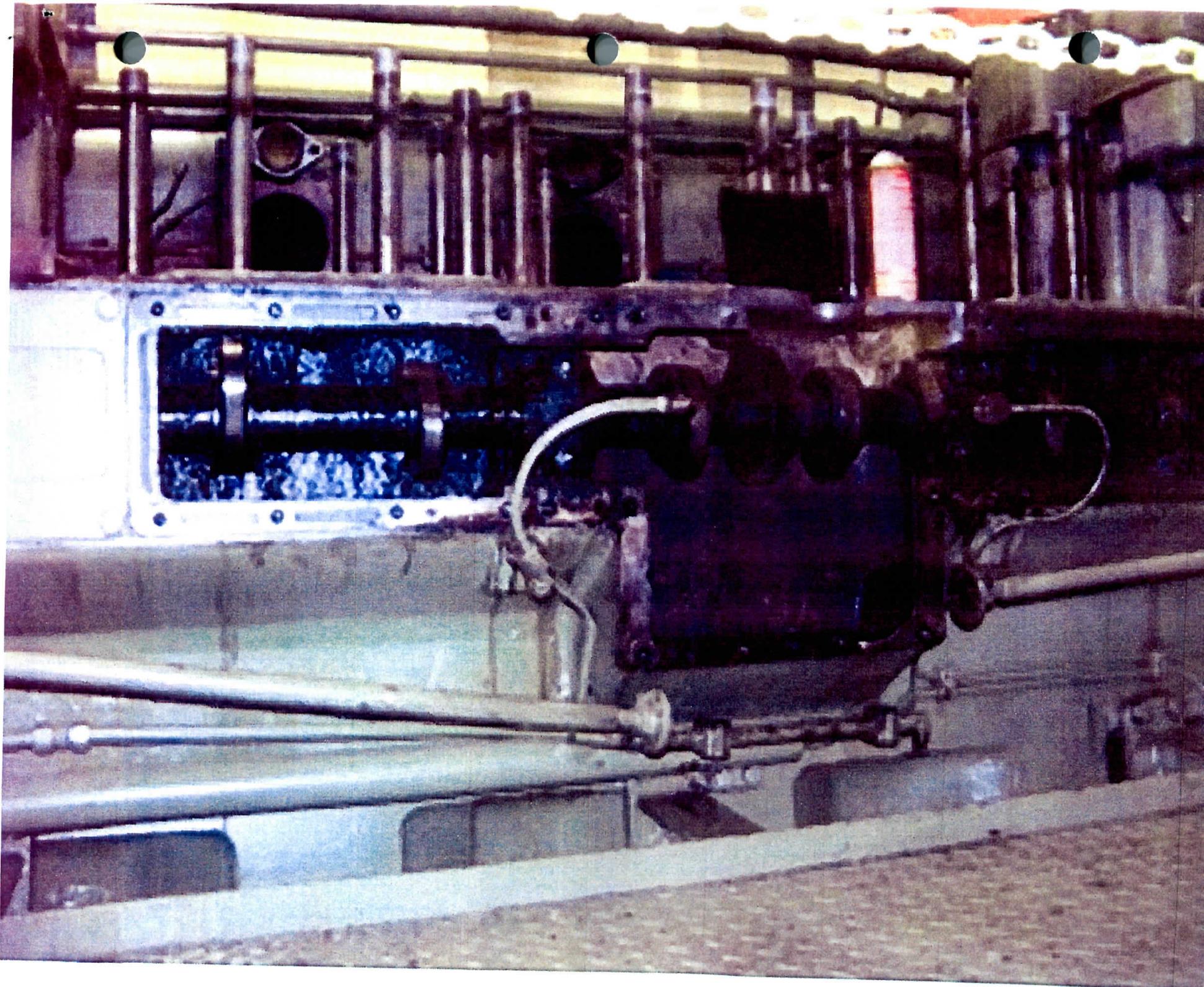
**Dated:** July 1, 2013

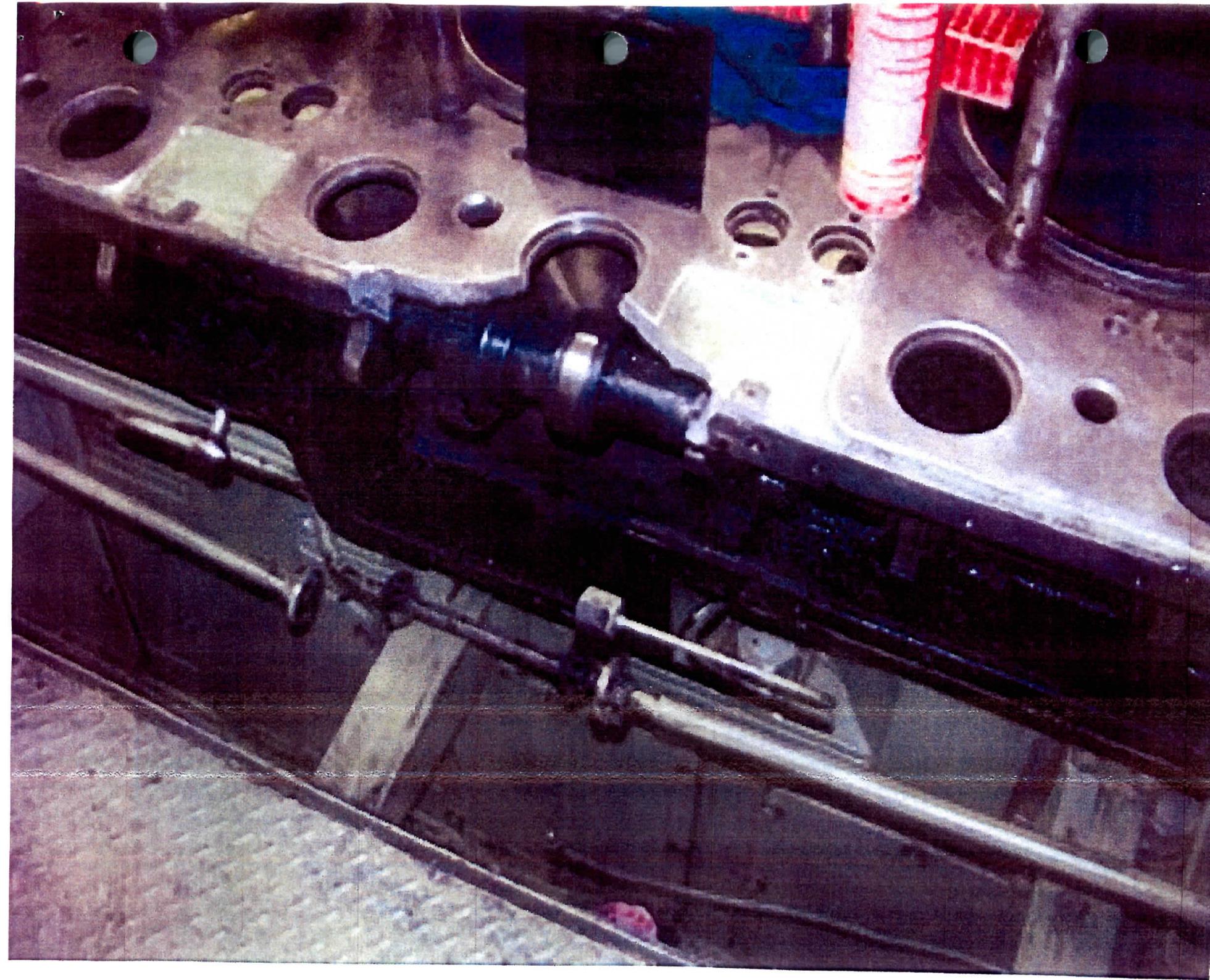
\_\_\_\_\_  
**Monique I. Miller, City Clerk**











PORTLAND CITY COUNCIL  
Ionia County, Michigan

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

RESOLUTION NO. 13-54

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENTS  
TO CITY BOARDS AND COMMISSIONS

WHEREAS, City Council has established guidelines for appointments to City Boards and Commissions pursuant to Council Policy 96-1; and

WHEREAS, the Mayor has reviewed the applications for the various City Boards and Commissions and, in accordance with Council Policy 96-1, requests that the Council confirm the following appointments:

Light & Power Board

Robert E. Torp-Smith to a term expiring June 30, 2016

Economic Development Corporation

Richard Pohl to a term expiring June 30, 2019

Julie Clement to a term expiring June 30, 2019

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayors appointments as set forth above.
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: July 1, 2013

\_\_\_\_\_  
Monique I. Miller, City Clerk

# City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, June 17, 2013

In Council Chambers at City Hall

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

Absent: Council Member Calley

Guests: Marilyn Smith; 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 VanSlambrouck, supported by Krause, to revise the Agenda to excuse the absence of Council Member Calley.

Yeas: VanSlambrouck, Krause, Fabiano, Barnes

Nays: None

Absent: Calley

Adopted

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

Yeas: VanSlambrouck, Krause, Fabiano, Barnes

Nays: None

Absent: Calley

Adopted

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

City Manager Dempsey stated that testing will be done on the catalytic convertors on the diesel engines at the Electric Department over the next couple of days.

On Thursday, June 13<sup>th</sup> representatives from the City of Hastings visited Portland for Mayor Exchange. There were 13 visitors that toured the City. The event was very successful.

Under Presentations, DDA/Main Street Director Reagan gave a report on activities in the Downtown. Portland Pay Day is underway through August 23<sup>rd</sup> with the prize party scheduled for August 29<sup>th</sup>. There are 19 businesses participating. Over the past four years, this promotion has kept over \$247,000 in the Portland community.

The 2013 Block Party was held Saturday, May 18<sup>th</sup> in the Downtown Portland and was a very successful event. There were kid's activities, crafters, live music, and a BBQ contest with 10 teams participating.

The Great Lakes BBQ Association has stated they are very interested in taking an active role in 2014. There were over 300 volunteer hours invested in planning and hosting this successful event.

“Wine the Walk” will be held Saturday, August 17<sup>th</sup> from 4:00 – 11:00 p.m. on the Boardwalk and will feature craft beer and Michigan made wines. In 2012 over 500 people attended this event.

The Volunteer Recognition Event will be held Thursday, July 18<sup>th</sup> in conjunction with the Portland Community Arts Council’s “Thursday’s on the Grand” concert series. This event will celebrate 10 years of being a Main Street community as well as recognizing all of the great volunteers.

Mayor Barnes commented the Volunteer Recognition Event is also an excellent opportunity for interested individuals to get more information on getting involved.

Mayor Barnes inquired about the talent contest held at the Block Party.

Director Reagan commented the talent contest was very successful with 18 participants and was won by Maggie Timmer. There are very talented individuals in the Portland area.

Mayor Pro-Tem VanSlambrouck thanked Director Reagan and all of the volunteers for their efforts in holding the Block Party.

Mayor Barnes opened the Public Hearing at 7:30 P.M.

City Manager Dempsey stated the City of Portland has previously applied for and received MSHDA grants to rehab rental units on the 2<sup>nd</sup> floors in the Downtown. Grants are available for building owners up to \$35,000. After renting 50% of the rehabilitated rental units for an affordability period of 5 years the loan is forgiven. This opportunity is an incentive for building owners to diversify their income sources. The grant is not to exceed \$400,000; it is not expected to use the full amount. Marilyn Smith is the 3<sup>rd</sup> party administrator for the grant through MSHDA. She is paid through the grant. There are no City funds expended for this grant.

Mayor Barnes stated these grass root efforts in the Downtown get more people living here to help sustain it. The City has already seen its success. The improved buildings also increase the property value and taxation. These kinds of projects are a win-win for the community as they also bring in rental income for the building owners they may not have had prior.

City Manager Dempsey noted the tax dollars generated in the DDA stay in the DDA.

Marilyn Smith stated she has worked on over 50 of these projects; including several in the City of Portland. She further stated foot traffic is important to a Downtown. People living Downtown is critical as this creates foot traffic. Portland is a beautiful community. These types of projects have already been done well in Portland and further projects should be effortless.

Mayor Pro-Tem VanSlambrouck stated Portland does have experience with these projects and has seen increased residency rates. Further investments in the Downtown will likely take effect and further improve what has already taken place in Portland.

Mayor Barnes closed the Public Hearing at 7:38 P.M.

Under New Business, the First Reading of Ordinance 8A to amend Section 6-1 and create 6-3 of the Code of Ordinances was held to allow the keeping of Muscovy ducks in addition to female chickens in the City of Portland.

The First Reading of Ordinances 145A to amend Sections 4-2 to allow the City Council to approve ordinances or resolutions that would allow the possession and consumption of alcoholic liquor in public and Ordinance 146A to amend Section 22-30 to allow the City Council to approve resolutions that would allow the possession and consumption of beer and wine in City Parks with posted park rules that permit the same.

Mayor Barnes noted that amending Ordinances 145A and 146A would allow the Parks and Recreation Board to develop a policy to allow alcohol in the parks. This policy would then come to the City Council for approval. Mayor Barnes further encouraged the public to comment on this issue.

The First Reading of Ordinance 194C to amend Section 28-6 of the City Code of Ordinances to permit the use of plywood rated for outdoor use for the supporting structure of signs 32 sq. ft. or less.

Mayor Pro-Tem VanSlambrouck stated the importance of lumber approved for outdoor use be used for these purposes.

The Council considered Resolution 13-41 to authorize the Mayor to sign a permit for a fireworks display at Portland High School on the 4<sup>th</sup> of July to celebrate Independence Day with a rain date of Saturday, July 6<sup>th</sup>, if the show on the 4<sup>th</sup> of July is cancelled by Melrose Pyrotechnics, Inc.

Motion by Fabiano, supported by VanSlambrouck, to approve Resolution 13-41 approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Portland High School.

Yeas: Fabiano, VanSlambrouck, Krause, Barnes

Nays: None

Absent: Calley

Adopted

The Council considered Resolution 13-42 to approve a Subpoena Appearance Policy for City Employees governing time off requests for full-time and regular part-time employees who are benefit eligible. The City will provide paid leave of absence to all eligible employees who are required to attend a judicial proceeding in response to a subpoena that requires the attendance of the employee before an arbitrator, legislative council, or at a judicial proceeding regarding a legal matter involving the City or on account of the employee's City employment. The City will provide unpaid leave of absence for subpoena appearances not related to the City or the employee's City employment.

Motion by Krause, supported by Fabiano, to approve Resolution 13-42 approving a Subpoena Appearance Policy for City Employees.

Yeas: Krause, Fabiano, VanSlambrouck, Barnes

Nays: None

Absent: Calley  
Adopted

The Council considered Resolution 13-43 to approve a grant application to the Michigan State Housing Development Authority (MSHDA) for a Downtown Rental Rehabilitation Grant not to exceed \$400,000. The City of Portland is interested in providing rental rehabilitation assistance to downtown building owners to upgrade and provide affordable rental housing for low and moderate income residents. MSHDA's Downtown Rental Rehabilitation (DRR) Program assists downtown property owners with the development or rehabilitation of residential rental units on the second floor of commercial buildings in the downtown by providing 5-year no interest loans which are forgivable after the apartment is offered for rent for a 5-year affordability period. The City Council approved a proposal submitted by Smith Housing Consulting to act as the third party administrator to prepare the grant application. The City has published a Public Notice and held a Public Hearing on the proposal to submit a grant application to MSHDA for a DRR Grant not to exceed \$400,000.

Motion by VanSlambrouck, supported by Krause, to approve Resolution 13-43 approving and authorizing a Grant Application to the Michigan State Housing Development Authority for a Downtown Rental Rehabilitation Grant not to exceed \$400,000.

Yeas: VanSlambrouck, Krause, Fabiano, Barnes  
Nays: None  
Absent: Calley  
Adopted

The Council considered Resolution 13-44 to approve Fleis & VandenBrink's proposal to apply for a grant and to update the City's Wellhead Protection Program Plan that includes delineation for wells PW-4, PW-5, PW-6 and PW-7 that is now more than 5-years old. City Manager Dempsey explained that if desired by the Council this proposal would include investigation into the fracking well to the west of town and its possible impact on the water supply to the City of Portland. City Manager Dempsey stated funds for this plan would come out of the FY 2013-2014 Budget.

Council Member Krause stated she did not think it would be a waste of City funds to ensure the public safety on this issue.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 13-44 approving Fleis and VandenBrink's proposal to apply for a grant and to update the City's Wellhead Protection Program Plan.

Yeas: Krause, VanSlambrouck, Fabiano, Barnes  
Nays: None  
Absent: Calley  
Adopted

The Council considered Resolution 13-45 to amend the Budget for Fiscal Year 2012-2013. Finance Director Schrauben as reviewed the current fund balances and expenditures for FY 2012-2013 and recommends the Council approve the proposed amendments.

Motion by Fabiano, supported by VanSlambrouck, to approve Resolution 13-45 to amend the Budget for Fiscal Year 2012-2013.

Yeas: Fabiano, VanSlambrouck, Krause, Barnes  
Nays: None  
Absent: Calley  
Adopted

The Council considered Resolution 13-46 to confirm the Mayor's appointments to City Boards and Commissions.

Motion by VanSlambrouck, supported by Krause, to approve Resolution 13-46 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: VanSlambrouck, Krause, Fabiano, Barnes  
Nays: None  
Absent: Calley  
Adopted

The Council considered Resolution 13-47 to approve a cost of living adjustment, health insurance reforms and pension plan reforms for Non-Union City Employees. The City has settled a collective bargaining agreement with the City Employees represented by the Police Officers Labor Council (POLC) for the period July 1, 2013 through June 30, 2016 and continues to negotiate with the Public Works Employees represented by the Governmental Employees Labor Council (GELC). City Manager Dempsey has met with representatives of the non-union employees to discuss revising compensation and benefits for non-union employees in light of the POLC settlement and continued negotiations with GELC. Based on those discussions the City Manager is recommending the City Council approve the same cost of living wage adjustments, health insurance reforms and pension plan reforms, as the POLC settlement with the exception that the City will not make a contribution to the Health Care Savings Plan (HCSP) provided in lieu of Retiree Health Insurance for the non-union employees.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 13-47 approving cost of living adjustment, health insurance reforms and pension plan reforms for Non-Union City Employees.

Yeas: Krause, VanSlambrouck, Barnes  
Nays: Fabiano  
Absent: Calley  
Adopted

Motion by VanSlambrouck, supported by Krause, to go into Closed Session at the end of the meeting to discuss strategy for collective bargaining.

Yeas: VanSlambrouck, Krause, Fabiano, Barnes  
Nays: None  
Absent: Calley  
Adopted

Motion by Krause, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on June 3, 2013, payment of invoices in the amount of \$64,152.28 and payroll in the amount of \$149,038.37 for a total of \$213,190.65; there were no purchase orders over \$5,000.00.

Yeas: Krause, VanSlambrouck, Fabiano, Barnes

Nays: None  
Absent: Calley  
Adopted

Under Council Comments, Mayor Pro-Tem VanSlambrouck thanked all the participants in the VFW Golf Outing held Saturday, June 15<sup>th</sup>. He thanked everyone for their support of the veterans.

Council Member Krause commented on Mayor Exchange held with the City of Hastings on Thursday, June 13<sup>th</sup> and stated they were very impressed with Portland's Downtown, its River Trail, Parks and Cemetery. She extended acknowledged the hard work of the Parks, Recreation and Cemetery Director Mary Scheurer and all of the Main Street volunteers.

Mayor Barnes thanked all of the organizations that helped welcome the City of Hastings for Mayor Exchange by putting a welcome on their signs.

Mayor Barnes further noted how beneficial Mayor Exchange is in networking with and learning from other communities. It is also an opportunity to learn about our own community in learning more about the things we take for granted. There is much history, knowledge and information to share.

Mayor Barnes thanked the City Staff and City Manager Dempsey for their efforts in helping to make Mayor Exchange a success.

Mayor Barnes noted the recent passing of Esther Schrauben and extended his thoughts to the family. At last year's 4<sup>th</sup> of July parade he had the privilege of driving Ike Wilcox and Esther Schrauben in the parade as the Grand Marshalls. Both of these pillars of the community have passed away over the past year and will be missed.

The Council adjourned to Closed Session at 8:00 P.M.

The Council returned from Closed Session at 8:35 P.M.

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

Yeas: Fabiano, VanSlambrouck, Krause, Barnes

Nays: None

Absent: Calley

Adopted

Meeting adjourned at 8:36 P.M.

Respectfully submitted,

---

James E. Barnes, Mayor

City of Portland  
Synopsis of the Minutes of the June 17, 2013 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 Fabiano and Krause; City Manager Dempsey; City Clerk Miller; DDA/Main Street Director Reagan

**Presentation** - DDA/Main Street Director Reagan gave a report on activities in the Downtown.

**Public Hearing** on a Grant Application to the Michigan State Housing Development Authority for a Downtown Rental Rehabilitation Grant not to exceed \$400,000.

**First Reading** of Ordinance 8A to amend Section 6-1 and create 6-3 of the Code of Ordinances was held to allow the keeping of Muscovy ducks in addition to female chickens in the City of Portland.

**First Reading** of Ordinances 145A to amend Sections 4-2 to allow the City Council to approve ordinances or resolutions that would allow the possession and consumption of alcoholic liquor in public and Ordinance 146A to amend Section 22-30 to allow the City Council to approve resolutions that would allow the possession and consumption of beer and wine in City Parks with posted park rules that permit the same.

**First Reading** of Ordinance 194C to amend Section 28-6 of the City Code of Ordinances to permit the use of plywood rated for outdoor use for the supporting structure of signs 32 sq. ft. or less.

**Approval of Resolution 13-41** approving, authorizing, and directing the Mayor to sign a permit for a fireworks display at Portland High School.

All in favor. Approved.

**Approval of Resolution 13-42** approving a Subpoena Appearance Policy for City Employees.

All in favor. Approved.

**Approval of Resolution 13-43** approving and authorizing a Grant Application to the Michigan State Housing Development Authority for a Downtown Rental Rehabilitation Grant not to exceed \$400,000.

All in favor. Approved.

**Approval of Resolution 13-44** approving Fleis and VandenBrink's proposal to apply for a grant and to update the City's Wellhead Protection Program Plan.

All in favor. Approved.

**Approval of Resolution 13-45** to amend the Budget for Fiscal Year 2012-2013.

All in favor. Approved.

**Approval of Resolution 13-46** confirming the Mayor's appointments to City Boards and Commissions.

All in favor. Approved.

**Approval of Resolution 13-47** approving cost of living adjustment, health insurance reforms and pension plan reforms for Non-Union City Employees.

Three in favor. One Opposed. Approved.

**Approval of Closed Session** at the end of the meeting to discuss strategy for collective bargaining.

**Approval of the Consent Agenda** - Motion by Krause, supported by VanSlambrouck, to approve the Consent Agenda.

All in favor. Approved.

The Council adjourned to Closed Session at 8:00 P.M.

The Council returned from Closed Session at 8:35 P.M.

**Adjournment** – Motion by Fabiano, supported by VanSlambrouck, to adjourn the regular meeting at 8:36 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
BADER & SONS CO.	00031	2 920 Z-TRACKS - CEMETERY, PARKS	2,400.00
BADER & SONS CO.	00031	BLOWER - CEMETERY, PARKS	191.95
BADER & SONS CO.	00031	WEED WHIP/LINE - CEMETERY, PARKS	364.65
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	164.15
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	121.57
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	21.89
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	36.48
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	61.95
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	480.31
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	261.36
CONSUMERS ENERGY	00095	GAS SERVICES - VARIOUS DEPTS	716.07
COOK BROS EXCAVATING	00101	CEMENT FOR CEMETERY- CEMETERY	282.00
COOK BROS EXCAVATING	00101	CORRUGATED PIPE - ELECTRIC	34.80
DUANE CROSS	00642	TOOLS - ELECTRIC	432.95
D&E ELECTRIC OF PORTLAND, LLC	00107	ELECTRICAL REPAIRS - WASTE WATER	1,150.00
FP MAILING SOLUTIONS	01758	POSTAGE RESET - GENERAL	12.00
RYAN HONSOVITZ	00191	CLOTHING ALLOWANCE - CEMETERY	31.32
ICMA	01949	MEMBERSHIP RENEWAL - CITY MGR	727.58
JACK DOHENY SUPPLIES, INC.	00126	REPLACE WATERPUMP - ELECTRIC	1,400.00
JOHN DEERE FINANCIAL	01818	SUPPLIES/PARTS - CEM, PARKS, ELEC, MP	429.01
KENDALL ELECTRIC	00225	ELBOWS & ADAPTERS- ELECTRIC	480.37
IVAN LAY	MISC	ENERGY OPTIMIZATION- ELECTRIC	150.00
DOUGLAS LOGEL SR.	MISC	FLAG REIMB - AMBULANCE	24.00
MARK WOODMAN PLUMBING & HEATING	01816	ANNUAL BACKFLOW TESTING-CTY HL, ELEC, WTR	580.00
MIDWEST GAS INSTRUMENT SVC	00307	IMPACT OFCH SENSOR CARTRIDGE - WASTE WTR	286.78
MPC CASHWAY LUMBER	00317	REPLACE BOTTOM SECTION OVER DOOR-MP	235.00
MUNICIPAL SUPPLY CO.	00324	PROSOURCE PLASTIC METER PIT COVER-WTR	70.16
MUNICIPAL SUPPLY CO.	00324	COMPRESSION BALL CURB STOP-WTR	84.71
MUNICIPAL SUPPLY CO.	00324	GLASSES, GLOVES - WATER	68.75

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MUNICIPAL SUPPLY CO.	00324	BLADE, HANDLE- WASTE WATER	38.00
PLEUNE SERVICE COMPANY INC.	00741	BIANNUAL INSPEC 30% FILTERS INCLD-ELECTR	320.00
POWER LINE SUPPLY COMPANY	00389	SUPPLIES - ELECTRIC	210.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN COMPRESSED - AMBULANCE	59.70
RESCO	00392	VARIOUS FUSES - ELECTRIC	442.50
SHANE SCHEURER	01575	CLOTHING ALLOWANCE- ELECTRIC	16.18
TELNET WORLDWIDE INC.	02066	PHONE SVC - CITY HALL	504.14
USA BLUEBOOK	01850	THERMOMETER- WASTE WATER	83.61
USA BLUEBOOK	01850	SUPPLIES - WASTE WATER	179.84
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC, WW, WTR, M POOL	128.58
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES- ELECTRIC, WW, MTR POOL	111.44
AT&T	00686	TELEPHONE SVC- WASTE WATER	139.77
AT&T	00686	TELEPHONE SVC- WASTEWATER	52.03
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	2,944.22
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	5,000.00
KATHY'S CLEANING	01684	CLEANING SERVICES - CITY HALL	720.00
SOS OFFICE SUPPLY	02052	COPY PAPER - GENERAL	299.50
IONIA COUNTY CENTRAL DISPATCH	01807	TALON SOFTWARE SUPPORT/LEIN ACCESS-POL	463.63
MUNICIPAL SUPPLY CO.	00324	FLAGS/HOLDER FOR TRAFFIC CONTROL-ELECTR	111.50
RESCO	00392	PARKING BUSHINGS - ELECTRIC	480.20
RESCO	00392	LOCK ENCLOSURE - ELECTRIC	76.00
RESCO	00392	PARKING BUSHING - ELECTRIC	480.20
EDWARD LEIK	02201	MOWING & TRIMMING - COMM PROMO	335.00
CITY OF PORTLAND-POLICE DEPT.	00701	ENERGY OPTIMIZATION- ELECTRIC	96.00
RUSH HOUR STUDIOS	01194	ENERGY OPTIMIZATION - ELECTRIC	516.00
ALL SOURCE IMAGING LLC	MISC	HP INTERNAL NETWORK CARD-GENERAL	165.00
MICHIGAN PAVEMENT MARKINGS	00885	PAINT LINES -ELECTRIC	293.00
MICHIGAN PAVEMENT MARKINGS	00885	PAINT HANDICAP SYMBOLS- MAJ STS	114.00
KEUSCH SUPER SERVICE	00228	TIRES - MOTOR POOL	203.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MICHIGAN CHLORIDE SALES, LLC.	00270	GALLONS OF CHLORIDE - LOC STS	151.80
MOYER CONSTRUCTION	00316	REPLACE CURB - MAJ STS	350.00
MUNICIPAL SUPPLY CO.	00324	TRAFFIC PAINT - MAJ STS	24.00
BASIC	01983	QUARTERLY FEE HRA ADMIN-GENERAL	216.00
BASIC	01983	QUARTERLY FEE FOR HRA-GENERAL	108.00
MICHIGAN PAVEMENT MARKINGS	00885	STREET PAINTING- MAJ STS	8,406.34
AMY WIEBER	02142	GYMNASTICS INSTRUCTORS-REC	120.00
AMBER WIEBER	02143	GYMNASTICS INSTRUCTORS- REC	120.00
HEATHER GOODENOUGH	01186	GYMNASTICS INSTRUCTORS- REC	502.50
MONICA KEHR	MISC	REFUND OF REGISTRATION-REC	50.00
ED FILTER	00540	UMPIRES - RECREATION	276.00
STATE OF MICHIGAN	00428	2011 STATE TAPE - INCOME TAX	472.30
ED MOFFATT	00580	UMPIRES - RECREATION	46.00
ALYSSA PUNG	02160	SCOREKEEPERS- REC	65.00
ALLISON RUSSELL	01954	SCOREKEEPERS - REC	94.50
ZACH GUSTAFSON	02161	SCOREKEEPERS - REC	45.50
KENDALL ELECTRIC	00225	ST LIGHT PARTS- COMM PROMO	174.49
BEAR PACKAGING & SUPPLY, INC.	00044	DRUM LINERS - CEMETERY	542.10
FLEIS & VANDENBRINK	00153	ENGINEERING SERVICES- CODE	258.77
GRP ENGINEERING INC.	01994	ENGINEERING SVC HYDRO PLANT-ELECTRIC	1,313.72
MICHIGAN COMPANY, INC.	00273	BATH TISSUE/ROLL PAPER-CITY HALL, CEM	609.48
MIKA MEYERS BECKETT & JONES	02042	LEGAL SERVICES MAY - GENERAL	125.00
MOYER CONSTRUCTION	00316	REPLACE SIDEWALK-COMM PROMO	867.01
MOYER CONSTRUCTION	00316	SIDEWALK REPAIR ON TRAIL-PARKS	1,042.58
NYE UNIFORM CO.	00338	UNIFORMS - POLICE	711.16
NYE UNIFORM CO.	00338	TAILORING - POLICE	4.00
PORTLAND AREA FIRE AUTHORITY	02128	FIRST QUARTER FIRE SERVICES-FIRE	21,059.98
SCHAFFER PETROLEUM, INC.	00405	GAS - PARKS & CEMETERY	602.87
SCHAFFER PETROLEUM, INC.	00405	DIESEL FUEL - PARKS & CEMETERY	589.52

Date: 03/27/13

CITY OF PORTLAND INVOICE REGISTER

Page:

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SCHAFFER PETROLEUM, INC.	00405	DIESEL FUEL FOR GENERATORS-ELECTRIC	1,102.62
STEVE'S METER SERVICE	00442	METERS & SEALS - ELECTRIC	960.00
UIS SCADA	00462	REPAIR GOVERNOR CONTROL-ELECTRIC	966.00
SYNAGRO CENTRAL	01889	BIOSOLIDS HAULING - WASTE WATER	6,392.10
DIVINE AUTO BODY, INC.	00123	POLICE CAR REPAIRS- POLICE	1,653.45
CITY OF PORTLAND	00701	POSTAGE, POLICE PETTY CASH REIMB-GEN, POL	646.65
MRE SERVICES, INC.	00318	MAY COMPUTER SERV-GEN, POL, ELECTRIC	1,246.30
DELUXE FOR BUSINESS	MISC	DEPOSIT TICKET BOOKS-GENERAL	71.29
Total:			77,869.88

BI (LY  
**WAGE REPORT**  
 JUNE 24, 2013

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	8,838.16	216,157.32	2,517.57	113,447.16	329,604.48
ASSESSOR	1,120.80	28,870.35	298.15	8,244.35	37,114.70
CEMETERY	4,290.24	70,288.73	1,184.45	22,913.24	93,201.97
POLICE	24,699.51	333,981.45	4,517.07	114,683.88	448,665.33
FIRE	-	3,046.00	-	233.02	3,279.02
CODE ENFORCEMENT	546.74	31,333.25	145.44	10,004.76	41,338.01
PARKS	2,941.28	53,007.68	433.35	13,663.92	66,671.60
INCOME TAX	2,359.18	35,818.96	1,591.68	25,208.09	61,027.05
MAJOR STREETS	3,354.96	74,662.90	1,321.86	51,803.73	126,466.63
LOCAL STREETS	1,327.35	53,262.81	523.30	36,381.81	89,644.62
RECREATION	1,925.92	50,171.28	508.89	22,768.10	72,939.38
AMBULANCE	11,677.97	239,232.74	1,765.74	72,985.66	312,218.40
DDA	1,584.55	39,795.74	421.52	12,012.62	51,808.36
ELECTRIC	13,839.86	382,362.83	4,883.97	207,070.40	589,433.23
WASTEWATER	7,474.48	200,516.59	2,474.51	108,758.41	309,275.00
WATER	4,163.74	133,184.92	1,429.78	63,908.66	197,093.58
MOTOR POOL	1,780.64	56,720.48	701.68	41,451.22	98,171.70
TOTALS:	91,925.38	2,002,414.03	24,718.96	925,539.03	2,927,953.06

BI-WEEKLY CASH BALANCE ANALYSIS  
7/1/2013

FUND	BEGINNING BALANCE	RECEIPTS	EXPENSES	JOURNAL ENTRY RECEIPTS	JOURNAL ENTRY EXPENSES	CASH BALANCE	TIME CERTIFICATES	ENDING BALANCE
GENERAL	301,899.25	8,751.06	91,264.60	56,660.00		276,045.71	235,000.00	511,045.71
INCOME TAX	34,784.16		4,587.58			30,196.58	10,000.00	40,196.58
MAJOR STREETS	210,602.50		13,571.16			197,031.34	-	197,031.34
LOCAL STREETS	26,257.72	309.97	2,202.45			24,365.24	-	24,365.24
RECREATION	4,381.75	2,997.28	3,861.72			3,517.31	-	3,517.31
AMBULANCE	136,800.98	12,996.40	15,426.71			134,370.67	-	134,370.67
REFUSE COLLECTION	18,708.80	5,655.38	60.42			24,303.76	-	24,303.76
ELECTRIC	200,232.83	228,218.30	128,735.42		24,896.00	274,819.71	585,000.00	859,819.71
WASTEWATER	25,570.52	47,168.84	19,625.32		15,882.00	37,232.04	-	37,232.04
WATER	558,102.29	33,562.35	6,861.36		15,882.00	568,921.28	420,000.00	988,921.28
MOTOR POOL	58,071.77		3,304.82			54,766.95	-	54,766.95
DDA	52,367.75					52,367.75	-	52,367.75
TOTALS:	1,627,780.32	339,659.58	289,501.56	56,660.00	56,660.00	1,677,938.34	1,250,000.00	2,927,938.34
							345,000.00	345,000.00
							170,000.00	170,000.00
							130,000.00	130,000.00
							255,918.66	255,918.66
							270,264.11	270,264.11
							120,332.71	120,332.71
							50,311.18	50,311.18
							100,000.00	100,000.00
							2,691,826.66	4,369,765.00

\* CASH IN TIME CERTIFICATES  
\*\*INVEST IN TIME CERTIFICATES

ELECTRIC-RESTRICTED CASH  
CUSTOMER DEPOSIT CD  
PERPETUAL CARE CD  
INCOME TAX SAVINGS  
ELECTRIC-PRIN & INT ESCROW  
WASTEWATER -DEBT ESCROW  
WASTEWATER-REPAIR ESCROW  
DDA-PRIN/INT ESCROW

**PURCHASE ORDER**

**CITY OF PORTLAND**

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

TO

Synagro Central, LLC

SHIP TO

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
6/24/13					13-722

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Biosolids Hauling- Waste Wtr		\$6,392.10
	590.548.804000 Waste Water cont. svc	\$6,392.10	

NOT FOR RESALE  FOR RESALE

TAX NUMBER \_\_\_\_\_

*[Signature]*  
 AUTHORIZED SIGNATURE

ORIGINAL

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

# Synagro Central, LLC

1800 Bering Drive Suite 1000  
Houston, TX 77057  
(713) 369-1700

Invoice #: 20-112944

Invoice Date: 6/7/2013

Page: 1

Bill To:  
CITY OF PORTLAND  
259 KENT

Treatment Plant:

To Site #:

Treatment:

PORTLAND MI 48875

<u>Purchase Order No.</u>	<u>Customer ID</u>	<u>Sales ID</u>	<u>Payment Terms</u>		
	20-POR100		Net 30		
Plant	Quantity	Description	U of M	Unit Price	Ext. Price
PORTLAND	149,000.00000	PUMP/TRANSP/ APP OF MATERIALS FROM DIGESTER G		0.04290	\$6,392.10

Please Remit to:

Synagro Central, LLC  
c/o Synagro Technologies, Inc.  
07533 Collection Center Drive  
Chicago, IL 60693

Subtotal	\$6,392.10
Misc	\$0.00
Tax	\$0.00
<b>Total</b>	<b>\$6,392.10</b>

For questions regarding this invoice, please contact Cyd Robinson at 713-369-1798 or e-mail at [crobinson@synagro.com](mailto:crobinson@synagro.com).

**SYNAGRO**

# PURCHASE ORDER

## CITY OF PORTLAND

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

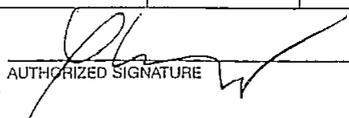
TO Portland Area Fire Authority

SHIP TO \_\_\_\_\_

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.
6/24/2013					13-719
QUANTITY	DESCRIPTION			PRICE	AMOUNT
	First Quarter Fire Services July 1, 2013 - Sept. 30, 2013				\$21,059.98
	101.336.804000 Fire Contractual Services \$21,059.98				

NOT FOR RESALE  FOR RESALE

TAX NUMBER \_\_\_\_\_

AUTHORIZED SIGNATURE 

**ORIGINAL**

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

# INVOICE



## Portland Area Fire Authority

773 E. Grand River Ave.  
Portland, MI. 48875  
Phone 517-647-2950

INVOICE #11314  
DATE: MAY 23, 2013

TO:  
City Of Portland  
259 Kent St.  
Portland , MI. 48875

MAKE ALL CHECKS PAYABLE TO PORTLAND AREA FIRE  
AUTHORITY  
PAYMENT IS DUE JULY 1 2013

DESCRIPTION	AMOUNT
<p>First Quarter Fire Services July 1<sup>st</sup> 2013 – September 30<sup>th</sup> 2013</p> <p>The following is a breakdown based on the existing annual budget of \$218,805.00</p> <p>City of Portland - 38.5% = <math>\\$84,239.93 \div 4 = \\$21,059.98</math> per quarter Portland Twp. - 38.22% = <math>\\$83,627.27 \div 4 = \\$20,906.82</math> per quarter Danby Twp. - 23.28% = <math>\\$50,937.80 \div 4 = \\$12,734.45</math> per quarter</p>	<p>\$21,059.98</p>
<p>TOTAL</p>	<p>\$21,059.98</p>

CITY OF PORTLAND  
BOARD AND COMMISSION  
APPLICATION

The Mayor and City Council appreciate your willingness to serve the City of Portland. The purpose of this application form is to provide the Mayor and City Council with information about residents who wish to be considered for appointment to a City Board or Commission. This information will be used by the Mayor and City Council to evaluate candidates. **This information is also available for public review.**

Please print your responses

Date: 6/25/2013

Name: Dana Frederick

Address: 324 Elm St.

Telephone No. 269-832-0940

E-mail address dana.s.frederick@gmail.com 517-241-4773

Employer State of Michigan Telephone No. 269-832-0940

How long have you lived in the City of Portland?

\*\*\*\*\*

Please mark your choice(s). If you mark more than one, rank your choices by number, with 1 being your first choice, 2 being your second choice, etc.

- Board of Review
- Building Board of Appeals
- District Library Board
- Downtown Development Authority
- Economic Development Corporation Board
- Light and Power Board
- Parks & Recreation Board
- Planning Commission
- Portland Area Municipal Authority
- Tree Management Commission
- Zoning Board of Appeals
- Portland Area Fire Authority

Please tell us about your qualifications. You may respond on a separate sheet of paper. You may also include other information, such as a resume, if you wish.

Education Bachelor's degree in Political Science from Ohio Northern University. Master's in Public Administration from Michigan State.

Are you a high school graduate? yes.

College, University, or other school. State name and degree, certificate, etc., earned.

See above.

Professional and work experience

Worked for 7 years as a research associate with public Policy Associates conducting evaluation + research on a variety of topics. I've been employed by the State of MI - Center for Performance + Education Information as the Financial Data Collections Analyst for 3 months. Have served on Planning Commission for several years. Past Secretary of Portland Arts Council.

References (optional) Please provide name, address, and telephone number.

Patrick Reagan @ Portland City Hall.

**Minutes of the Downtown Development Authority Regular Meeting  
City of Portland**

Held on May 16, 2013  
In Council Chambers at City Hall

Members Present: Dumas, Blastic, Antaya, Smith, Dempsey, Barnes, Briggs, Sunstrum

Absent: Clement, Urie, VanSlambrouck

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

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

Motion by Antaya, supported by Dempsey, to excuse the absence of Urie and Clement.  
All in favor. Adopted.

Motion by Barnes, supported by Antaya, to approve the proposed Revised Agenda.  
All in favor. Adopted.

Motion by Dumas, supported by Antaya, to approve the Minutes of the April 18, 2013 Regular Meeting as presented.  
All in favor. Adopted.

Director Reagan explained the \$44,000 transferred from the escrow account was to alleviate the cash flow issue created by the increased payments on City Hall. He worked with the City Manager and Finance Officer to come to this solution. This will continue to be an issue over the next few years and will required close monitoring.

Motion by Barnes, supported by Dempsey, to approve the Treasurer's Report as presented.  
All in favor. Adopted.

Under the Director's Report, Director Reagan will attend the Michigan Main Street Center Quarterly Training to be held June 3<sup>rd</sup> and 4<sup>th</sup> in Grand Haven. Marjorie Briggs, Shelley Perry and Mike Judd are planning to attend with Director Reagan.

Under Committee Updates, Director Reagan reported the Design Committee is overseeing good progress on the fence project at Scout Park. Thanks to City crews for excavating the holes in order for the fence columns to be set and completed. The fencing is being purchased at this time.

The Design Committee also received 2 applications for the 2013 Sign Incentive Grant. This grant is a 50/50 matching grant for creative signage in the Main Street District. The Committee sent recommendations back to the applicants for a bit more creativity; the applicants are currently working with their sign companies. The grant will be awarded by the end of May.

The Promotions & Marketing Committee will host the 4<sup>th</sup> Annual Block Party on Saturday, May 18<sup>th</sup> in Downtown Portland. Events will include a petting zoo, live music, a party pavilion,

inflatables for the kids, and a BBQ competition offering a first prize of \$500, second prize of \$200, and a third prize of \$100.

Member Sunstrum arrived at 3:39 P.M.

The 7<sup>th</sup> Annual Portland Pay Day promotion will begin June 1<sup>st</sup> and run through August 29<sup>th</sup>. During the past four years over \$247,000 has been kept in the Portland community. The grand prize drawing will be held on August 29<sup>th</sup> at the Thursdays on the Grand event.

The Wine the Walk event will be held Saturday, August 17<sup>th</sup>.

The Organization and Finance Committee continues its publication efforts with the “On the Street” Newsletter. The Volunteer Recognition Event will be held Thursday, July 18<sup>th</sup> at Thursdays on the Grand. This event will celebrate the over 2400 hours of work done by volunteers for the Portland Main Street program.

Motion by Antaya, supported by Briggs, to adjourn the meeting at 3:43 P.M.  
All in favor. Adopted

Respectfully submitted,

---

Kory Blastic, Secretary

CITY OF PORTLAND

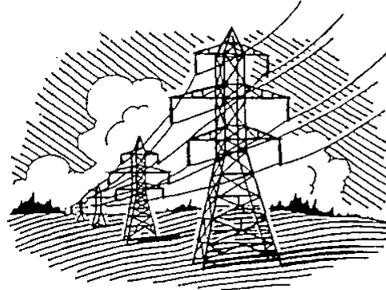
REPORT DATE  
PERIOD COVERED

June 1, 2013  
May 1-31, 2013

HYDRO GENERATION	236,400		
DIESEL PRODUCTION	0		
Kwh Purchased	2,699,684	Amount Paid	\$ 193,877.82
<b>Total Kwh Purchased</b>	<b>2,699,684</b>	<b>Total Dollars Paid</b>	<b>\$ 193,877.82</b>

<b>Kwh Billed</b>		<b>Dollars Billed</b>	
Residential	1,238,194	PCA Billed	\$ 10,988.02
Commercial	627,253	Residential	\$ 131,496.62
Large General	820,520	Residential EO Charge	\$ 2,114.87
City St. Lites Metered	23,075	Geothermal Discount	\$ -
St. Lites Unmetered		Commercial	\$ 67,047.75
Rental Lights		Commercial/LG EO Charge	\$ 2,535.18
Demand	2,654	Large General	\$ 57,573.26
		Large EO Charge	\$ 18.40
		City St. Lites Metered	\$ 1,939.07
		St. Lites Unmetered	\$ 1,543.05
<b>Total Kwh Billed</b>	<b>2,711,696</b>	Rental Lights	\$ 259.59
		Demand	\$ 15,598.51
Arrears after billing	\$ 6,645.20	Tax	\$ 11,009.63
Penalties Added	\$ 2,018.05		
Arrears end of month	\$ 36,355.69	<b>Total Dollars Billed</b>	<b>\$ 302,123.95</b>
Fuel Cost Billed	\$ 9,703.86		
Amount Collected	\$ 297,826.84	Power Cost Adj.	.00361
Total Adjustments	\$1,671.22		

Residential Customers		2,138
Commercial Customers		315
Large General		17
<b>Total Customers</b>	06/06/13	<b>2,470</b>



CITY OF PORTLAND  
June-13

**WATER DEPARTMENT REPORT**

MONTH	Jun-13	PERIOD COVERED	May 1-31, 2013
Customers Billed		Penalties Added	\$ 403.50
City	1,819	Dollars Collected	\$ 43,249.30
Rural	27	Arrears at end of Month	\$ 7,734.07
Total Customers	1,846	Adjustments	\$ 201.18
		Gallons Pumped	10,094,000
		Hydrant Flusing/Rental (unmetered)	14,000 (water leak)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	8,434,332		\$ 44,332.49
Rural	172,600		\$ 1,670.59
Total	<u>8,606,932</u>		<u>\$ 46,003.08</u>

**SEWER DEPARTMENT REPORT**

Customers Billed	1,773	Dollars Billed	\$ 65,698.26
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 65,698.26

Penalties Added	\$ 636.70
Dollars Collected	\$ 63,507.19
Arrears at end of Month	\$ 11,753.17
Adjustments	\$ 156.71
Gallons Treated per Million	10.80



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

Agenda  
June 25, 2013  
7:00 p.m.

Palmer Lodge – Bertha Brock Park

- 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 May 2013 - \$1,482,435.51
  - D. Approve payment of Health Fund bills - \$87,825.08
  - E.
- VIII. **Unfinished Business**
  - A. Board of Public Works Appointment – to fill a three-year term expiring January 2016.
- IX. **New Business**
  - A. 2012 Audit Report
  - B. Electronic Monitoring Services – Sheriff Department
  - C. Bertha Brock Park Staffing Request
  - D. Bertha Brock Park Request for Approval of Funds for Chip and Seal Project
  - E.
- 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. Executive Session
- XIV. Adjournment

**Board and/or Commission Vacancies**

- Board of Public Works – One three-year appointment expiring January 2016.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three-year appointment expiring April 2014.
- Comprehensive Economic Development Strategy Committee – Two one one-year terms expiring in December 2013. One Public Representative and one Private Sector Representative.

**Appointments for consideration in the month of July 2013:** None

**Appointments for consideration in the month of August 2013:** None

# Giant Hogweed

MSU Extension Bulletin E-2935  
June 2012  
Please destroy previous editions

An attractive but dangerous federal noxious weed.  
Have you seen this plant in Michigan?



USDA-APHIS PPO Archive, USDA-APHIS PPO, Bugwood.org

It's a tall majestic plant,  
but **DON'T TOUCH IT!**



USDA-APHIS PPO, Bugwood.org

Arm burn from giant hogweed.

## Hogweed is hazardous

Giant hogweed is a majestic plant that can grow over 15 feet. Although attractive, giant hogweed is a public health hazard because it can cause severe skin irritation in susceptible people. The plant exudes a clear, watery sap that causes photodermatitis, a severe skin reaction. Skin contact followed by exposure to sunlight may result in painful, burning blisters and red blotches that later develop into purplish or blackened scars. The reaction can happen within 24 to 48 hours after contact with sap, and scars may persist for several years. Contact with the eyes can lead to temporary or permanent blindness.

Wash immediately with soap and water if skin exposure occurs. If possible, keep the contacted area covered with clothing for several days to reduce light exposure. Giant hogweed (*Heracleum mantegazzianum*) is a federal noxious weed, so it is unlawful to propagate, sell or transport this plant in the United States. The U.S. Department of Agriculture (USDA) has been surveying for this weed since 1998 and several infestations have been identified in Michigan. For more information about giant hogweed, visit the Michigan Department of Agriculture and Rural Development at [www.michigan.gov/exoticpests](http://www.michigan.gov/exoticpests).

## Use common sense around giant hogweed

**Don't** touch or handle plants using your bare hands.

**Don't** allow children to play in giant hogweed. They may sometimes use the long, hollow stems for telescopes or peashooters.

**Don't** transplant or give away giant hogweed plants or seeds. These actions are illegal.

**Do** wash immediately with soap and water if giant hogweed sap gets on your skin.

## How to recognize giant hogweed

Giant hogweed is a biennial or perennial herb capable of reaching 6 to 12 feet in height in Michigan. The best time to identify giant hogweed is during flowering. Plants sprout in early spring from seed or tuberous rootstocks. Plants can quickly form a solid canopy and displace native vegetation.

- **Stems** are 2 to 4 inches in diameter, hollow, stout and ridged with purple blotches and coarse, white hairs. Stems may approach 12 feet in height in Michigan.
- **Leaf petioles (leaf stems)** are hollow, purple-blotched and sometimes nearly solid purple near the

base. Coarse, white hairs are especially prominent circling the stem at the bases of the petioles.



Terry English, USDA-APHIS PPO, Bugwood.org



Wearing gloves, a technician holds a giant hogweed stem.

- **Leaves** are very large — up to 5 feet across. Lower leaves are compound with three large, deeply cut leaflets. Each leaflet has deep, irregular lobes and coarse, sharp teeth on the margins. Upper leaves are similar in shape, smaller, often not divided but simply deeply three-lobed. Hairs

on the underside are stiff, stubby and approximately 0.25 mm long, and they may not be visible to the naked eye. The leaf underside looks smooth and scaly.

- **Flowers** are white, clustered into a large, compound umbel with a flat bottom and gently rounded top. Umbels can



This giant hogweed leaf is 3 feet long. At right, a flower.

be 2.5 feet wide. The plant flowers from June to August in Michigan.

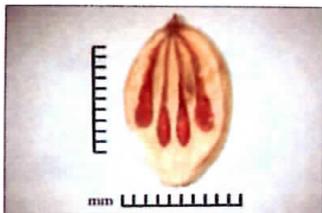
Terry English, USDA-APHIS PPO, Bugwood.org

## Growth stages

**1) Dead stems.** After producing seeds in late summer, the plants die and leave stems standing into winter. At this point seeds have been dispersed to germinate the following spring or in future years.



**2) Fruit.** Mature fruit consist of two sections. Each section is oval in outline, 7 to 13 mm long, 6 to 10 mm wide, flattened and tan-colored with usually four prominent dark lines (oil tubes).



**3) Seedlings.** Seeds germinate from early spring throughout the growing season. Seedlings form a vegetative rosette pattern of growth the first season.



**4) Rosette of leaves.** Leaf clusters sprout from overwintering roots each year for two to five years until the plant flowers.



**5) Flowering stems** (see picture at top right of page). Plants bolt and flower in midsummer after rosette plants accumulate enough energy reserves. This may take from two to five years.

## Look-a-likes: Similar plants commonly mistaken for giant hogweed

### Cow Parsnip

[*Heracleum maximum* (aka *H. lanatum*)] is a native plant very similar to giant hogweed. Cow parsnip is smaller, reaching a maximum height of 6 to 8 feet in Michigan. Unlike giant hogweed, the stem may be entirely green or have only a slight purplish cast. Stems are deeply ridged, often hairy below the nodes,

often hairy throughout and no greater than 2 inches in diameter. Hairs on cow parsnip are fine – soft and fuzzy – rather than coarse as on giant hogweed. Leaves are compound, up to 2.5 feet across, and contain three large, broad leaflets. Leaflets are deeply lobed with coarsely toothed margins. Stem leaves are smaller and their leaf stalks almost

circle the stem at the node. Although present on both leaf surfaces, the soft hairs are primarily confined to the lower leaf surface and have a velvety appearance. These lower leaf hairs are about 1 mm long and are often the best distinguishing characteristic from giant hogweed. Cow parsnip has white flower clusters similar to those of giant hogweed,

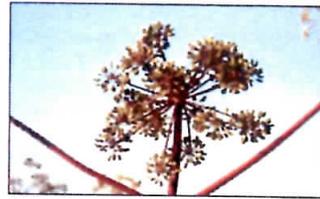
but these are flat-topped and smaller at 6 to 10 inches across. Cow parsnip generally flowers from early June through early July in Michigan, typically several weeks before giant hogweed. Mature fruits have two eggshaped sections. Each section is 7 to 14 mm long and tan to pale tawny in color with four vertical purple lines (oil tubes).



**Angelica** (*Angelica atropurpurea*) can be easily distinguished from giant hogweed by several features. Stems are uniformly waxy green to purple, smooth, hollow and up to 2 inches in diameter. Mature leaves are double or triple compound with numerous leaflets and are capable of reaching 2



feet in width. The globular, softball-sized clusters of greenish white flowers are up to 12 inches in diameter.

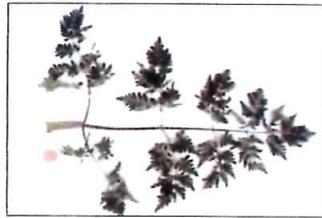


Angelica seldom reaches 8 feet in height and typically flowers from mid-May through mid-June in Michi-



gan. Mature fruit have two oblong-oval sections that are ribbed, 4 to 6.5 mm long and usually flattened.

**Poison hemlock** (*Conium maculatum*) is a multibranched, non-native biennial plant ranging from 4 to 9 feet tall. The waxy stem has purple blotches and the entire plant is smooth. The fernlike leaves are bright green and may appear glossy. Small, white flowers are arranged in numerous, small, flat-topped clusters on all the branches.



Leaves and flowers resemble those of wild carrot. Poison hemlock has a disagreeable "mousy" odor, and the entire plant is poisonous if



ingested. It generally flowers in late May through late June in Michigan. Mature fruit have two sections that are oval, flattened on one



side, and yellowish to gray-brown. Each fruit section is 2 to 3.5 mm in length with prominent, wavy, somewhat knotty lengthwise ribs.

**Wild carrot** (*Daucus carota*), also known as Queen Anne's lace, is a common biennial weed in Michigan that forms a basal rosette of leaves the first year followed by an erect, 3- to 4-foot flowering stalk the following year. Stems are erect, branched, hollow, rather thin and covered with short, coarse hairs. Leaves are very finely dissected, lacy to fernlike and virtually



identical to those of cultivated carrot. Lower leaves are considerably larger than the upper stem leaves. White to sometimes pinkish flowers form a flat-topped



cluster, often with a single, purple flower in the cluster center. Wild carrot flowers from July to September. Mature fruits have two egg-



shaped sections. Each section is flattened on one side, yellowish to grayish brown, 2 to 4 mm in length and ridged with barbed spines.

**Wild parsnip** (*Pastinaca sativa*) is a non-native species easily distinguished from the above species by its yellow flowers. Wild parsnip may cause photo-dermatitis similar to that caused by giant hogweed.



## Identify

Accurate identification is the first step toward eradicating this invasive, hazardous weed. Review the “Look-a-likes” section of this bulletin, and if you believe you have a giant hogweed plant, e-mail photographs of the plant, leaves, flower head and stem where the leaf joins the stem, to Michigan State University Diagnostic Services at [pestid@msu.edu](mailto:pestid@msu.edu) for confirmation. You will receive a response letting you know whether the plant is giant hogweed.

---

## Control

If you want to remove giant hogweed, be sure to take appropriate precautions to prevent exposure to giant hogweed’s sap by wearing protective coveralls, rubber gloves, eye protection and sturdy shoes. Place plant parts in heavy duty garbage bags. Do not mow, cut or weed-whack to try to control the plant mechanically. Its large perennial root system will soon send up new growth. Also, these tactics are risky because they increase the opportunities for you to come in contact with the plant’s sap.

Small seedlings can be controlled with a labeled herbicide containing glyphosate, but most references state that a mature giant hogweed plant will not succumb to a single application. Controlling with a herbicide will require close attention, reapplication to basal sprouts and a keen eye for germinating seedlings, which can germinate for several seasons. Anyone using a herbicide to control giant hogweed must do so according to pesticide label directions.

---

## Prevent

Giant hogweed is spread naturally by seeds, which can be wind-blown and scattered several feet from the parental plant or may be carried by water to invade new areas. People are usually responsible for spreading giant hogweed over long distances. Seeds or young plants from a friend’s garden, planted in new locations, help spread this weed quickly over distances much greater than the plant would spread naturally. The dried fruit clusters are sometimes used in decorative arrangements and, when discarded outdoors, can start a new infestation.

---

## About giant hogweed – Where did it come from?

Giant hogweed, native to the Caucasus region of Eurasia, is a member of the carrot or parsley family (Apiaceae) that was introduced into Europe and North America in the early 1900s. Its massive, majestic size and imposing appearance made it desirable for arboretums and gardens. Because of its persistent and invasive habit, giant hogweed soon escaped cultivation and became established in rich, moist soils along roadside ditches and stream banks, and in waste ground, tree lines and open wooded areas. The plant’s name, *Heracleum mantegazzianum*, comes from Hercules, of ancient mythological fame, and giant hogweed is aptly described as robust.

---

## Additional resources

- [ohioline.osu.edu/anr-fact/hogweed.html](http://ohioline.osu.edu/anr-fact/hogweed.html)
- [www.dec.ny.gov/docs/lands\\_forests\\_pdf/ghcontrol.pdf](http://www.dec.ny.gov/docs/lands_forests_pdf/ghcontrol.pdf)
- [www.maine.gov/agriculture/pi/pestsurvey/pestinfo/documents/ghcontrolbrochure.pdf](http://www.maine.gov/agriculture/pi/pestsurvey/pestinfo/documents/ghcontrolbrochure.pdf)

(4)

## Report it!

If you receive confirmation from MSU Diagnostic Services that your plant is giant hogweed, you can report the plant’s location to the **Midwest Invasive Species Information Network (MISIN)** at: [www.misin.msu.edu](http://www.misin.msu.edu).

The MISIN web site lets you mark on a map the location of an invasive species such as giant hogweed so that collectively, communities can identify and address these concerns.

**MICHIGAN STATE UNIVERSITY** | Extension  
[www.msue.msu.edu](http://www.msue.msu.edu)



[www.michigan.gov/mdard](http://www.michigan.gov/mdard)

MSU Integrated Pest Management Program. [www.ipm.msu.edu](http://www.ipm.msu.edu)

This bulletin is based on a 2005 version by Steven A. Gower and Robert J. Richardson.

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DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Printer-friendly || A-Z Subject Index || Enter search words Search DEC

Home » Animals, Plants, Aquatic Life » Nuisance & Invasive Species » Giant Hogweed

- Outdoor Activities
- Animals, Plants, Aquatic Life
- Nuisance & Invasive Species
  - Giant Hogweed
    - Giant Hogweed Identification
    - Health Hazards & Safety Instructions for Giant Hogweed (with graphic photos)
    - How To Control Giant Hogweed
    - NYSDEC Giant Hogweed Control Program
    - Giant Hogweed Statewide Distribution Map
    - Giant Hogweed Eliminated Sites Map
    - Giant Hogweed Biology
- Chemical and Pollution Control
- Energy and Climate
- Lands and Waters
- Education
- Permits and Licenses
- Public Involvement and News
- Regulations and Enforcement
- Publications, Forms, Maps
- About DEC

## Giant Hogweed

### Do Not Touch This Plant!

Giant hogweed (*Heracleum mantegazzianum*) is a Federally listed noxious weed. Its sap, in combination with moisture and sunlight, can cause severe skin and eye irritation, painful blistering, permanent scarring and blindness. Contact between the skin and the sap of this plant occurs either through brushing against the bristles on the stem or breaking the stem or leaves.



Giant hogweed can grow to 14 feet or more

### What to do if you come in contact with giant hogweed:

Immediately wash the affected area thoroughly with soap and water and keep the area away from sunlight for 48 hours. This plant poses a serious health threat; see your physician if you think you have been burned by giant hogweed. If you think you have giant hogweed on your property, do NOT touch it. Please refer to our [Health Hazards & Safety Instructions for Giant Hogweed](#) for more information.

### How do you identify giant hogweed?

Giant hogweed is a biennial or perennial herb in the carrot family (Apiaceae) which can grow to 14 feet or more. Its hollow, ridged stems grow 2-4 inches in diameter and have dark reddish-purple blotches. Its large compound leaves can grow up to 5 feet wide. Its white flower heads can grow up to 2 1/2 feet in diameter. Please refer to the [Giant Hogweed Identification](#) page for further help. Some other plants look very similar.

#### Important Links

- [DEC Giant Hogweed Brochure \(PDF, 1 MB\)](#)
- [Conservationist Article](#)
- [Conservationist Article in PDF format \(562 KB\)](#)
- [USDA Brochure \(1.2 MB PDF\)](#)
- [Cornell Pest Alert \(255KB PDF\)](#)
- [Giant Hogweed Fact Sheet \(889 KB PDF\)](#)
- [Links Leaving DEC's Website](#)
- [Invasive plants of the Eastern US](#)
- [NYS Dept of Health](#)
- [Cooperative Agricultural Pest Survey \(CAPS\)](#)
- [PDF Help](#)
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- [Division of Lands & Forests  
Giant Hogweed Program  
21 South Putt Corners Road  
New Paltz, NY 12561  
845-256-3111  
\[Send us an email\]\(#\)](#)
- [This Page Covers](#)

## What to do if you see giant hogweed:

**First:** Use the key on our [giant hogweed identification](#) page to try and make a positive identification. Other plants that look similar are also shown.

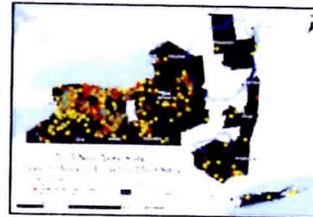
**Second:** Photos are needed to confirm identification. Take high resolution photos of the entire plant, stem, leaves, flowers and seeds, making sure to keep a safe distance.

**Third:** Email DEC: [ghogweed@gw.dec.state.ny.us](mailto:ghogweed@gw.dec.state.ny.us) or call the Giant Hogweed Hotline: 1-845-256-3111. Provide photos, detailed directions to the plant infestation and estimate the number of plants.

**Fourth:** If it is giant hogweed and it is on your property, DEC will contact you and may visit to assess the site and discuss management options, as resources allow.

## Where is giant hogweed found?

Giant hogweed is a native of the Caucasus Mountain region between the Black and Caspian Seas. It was introduced to Europe and the United Kingdom in the late nineteenth century and to the United States in the early twentieth century as an ornamental garden plant. It has become established in New England, the Mid-Atlantic Region and the Northwest. Giant hogweed grows along streams and rivers and in fields, forests, yards and roadsides. It prefers open sites with abundant light and moist soil but it can grow in partially shaded habitats, too. The map to the right displays the current confirmed locations of giant hogweed sites in New York State.



[Click on this map to view known giant hogweed locations.](#)



[Click on this map to view giant hogweed sites that have been treated and eliminated.](#)



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## More about Giant Hogweed:

[Giant Hogweed Identification](#) - This page has photos of all parts of the giant hogweed plant as well as photos of common lookalike plants for identification purposes.

[Health Hazards & Safety Instructions for Giant Hogweed \(with graphic photos\)](#) - This page describes the health hazards of giant hogweed and details how people should protect themselves against the harmful sap.

[How To Control Giant Hogweed](#) - A variety of methods for controlling this non-native invasive plant.

[NYSDEC Giant Hogweed Control Program](#) - Details the statewide giant hogweed control program protocol.

[Giant Hogweed Statewide Distribution Map](#) - Statewide distribution and density of giant hogweed sites by county.

[Giant Hogweed Eliminated Sites Map](#) - Sites that previously had giant hogweed. These sites were treated and no longer have giant hogweed.

[Giant Hogweed Biology](#) - This page describes the biology of giant hogweed plants to include their growth and development stages, seed dispersal and viability, as well as the habitat and competition for giant hogweed plants