



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

7:00 P.M. Monday, June 4, 2018
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:04 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u> - None	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:10 PM	A. Proposed Resolution 18-42 Approving Fleis & VandenBrink’s Proposal to Update the City’s Wellhead Protection Program Plan	Decision
7:12 PM	B. Proposed Resolution 18-43 Approving the Purchase of Basketball Systems for Alton Park and Brush Street Park for the Parks Department	Decision
7:15 PM	C. Proposed Resolution 18-44 Approving an Archery Program for the Parks & Recreation Department	Decision
7:18 PM	D. Proposed Resolution 18-45 to Opt Out of the Low-Income Energy Assistance Fund Created by Public Act 95 of 2013 Contingent Upon the Approval of the Board of Light and Power	Decision
7:20 PM	E. Proposed Resolution 18-46 Approving the City of Portland’s Defined Benefit Adoption Agreements for Union and Nonunion Employees	Decision
7:23 PM	F. Proposed Resolution 18-47 Approving the Revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) and Approving, Authorizing, and Directing the City Manager to Sign Same	Decision
7:25 PM	G. Proposed Resolution 18-48 to Amend the Budget for Fiscal Year 2017-2018	Decision
7:27 PM	H. Proposed Resolution 18-49 Confirming the Mayor’s Appointments to City Boards and Commissions	Decision
7:30 PM	I. Proposed Resolution 18-50 Accepting and Dedicating an Additional Section of Rowe Avenue as a Public Street	Decision

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:32 PM	<p>X. <u>Consent Agenda</u></p> <ul style="list-style-type: none"> A. Minutes & Synopsis from the Regular City Council Meeting held on May 21, 2018 B. Payment of Invoices in the Amount of \$80,840.13 and Payroll in the Amount of \$156,855.96 for a Total of \$237,696.09 C. Purchase Orders over \$5,000.00 <ul style="list-style-type: none"> 1. Moyer Construction in the Amount of \$13,533.44 for Installation of Concrete Pads for the Bleachers at Bogue Flats 2. Resco in the Amount of \$422,572.35 for Fault Interrupter Switches (Previously Approved by Resolution 17-66 in the Amount of \$400,140.00) <p>XI. <u>Communications</u></p> <ul style="list-style-type: none"> A. Board and Commission Application from Nancy Marks B. Board and Commission Application from Kathy Ness C. Board and Commission Application from Kathy Parsons D. Board and Commission Application from Lisa Pung E. Confirmation of Dissolution of Economic Development Corporation F. Water Department Report for May 2018 G. MPSC Notice of Hearing 	Decision
7:35 PM	<p>XII. <u>Other Business</u> - None</p>	
7:40 PM	<p>XIII. <u>City Manager Comments</u></p>	
7:45 PM	<p>XIV. <u>Council Comments</u></p>	
7:50 PM	<p>XV. <u>Adjournment</u></p>	Decision

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-42

**A RESOLUTION APPROVING FLEIS AND VANDENBRINK'S PROPOSAL
TO UPDATE THE CITY'S WELLHEAD PROTECTION PROGRAM PLAN**

WHEREAS, the City has a Wellhead Protection Plan (Plan) to protect the groundwater that surround the City's well area; and

WHEREAS, it has been five years since the last Plan update was completed and approved by the Michigan Department of Environmental Quality (MDEQ). MDEQ requires Plans be updated every five years; and

WHEREAS, Fleis and VandenBrink has submitted a proposal to update the City's Wellhead Protection Program Plan in the amount of \$9,500.00 with a 50% reimbursement, a copy of that proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Fleis and VandenBrink's proposal to update the City's Wellhead Protection Program Plan in the amount of \$9,500.00 with a 50% reimbursement, a copy of that proposal is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

Monique I. Miller, City Clerk

May 31, 2018

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

RE: Michigan's Wellhead Protection Program (WHPP) Renewal

Dear Tutt:

As requested, we have prepared a proposal to provide grant-eligible services to update your Wellhead Protection Plan (Plan). It has been five years since the last plan update was completed and approved by the Michigan Department of Environmental Quality (MDEQ). Recently, you may have received a letter from MDEQ requesting that you update your Plan.

MDEQ is requesting that you update your Plan every 5 years. Some parts of your Plan are likely out of date. MDEQ has indicated that not updating your Plan could result in losing your approved Wellhead Protection Program status. Losing this status would impact your preferred status for state grants/loans such as Drinking Water Revolving Funds (DWRF) or the Abandoned Well Management Grant fund. The DWRF program is often relied on by communities to help fund water system infrastructure improvements including new wells.

This letter outlines our recommended approach to updating your Plan. ***Most importantly, Plan updates are eligible for grant funding through Michigan's Wellhead Protection Grant program – at least 50%.***

Michigan maintains strong state-wide support for local Wellhead Protection Programs. To assist communities in updating their Wellhead Protection Program Plans, the State of Michigan is providing matching grant funding to communities. The MDEQ has set a 2019 grant application deadline of June 15, 2018. The grants are competitive and awarded on a point-scoring basis. Fleis & VandenBrink Engineering (F&V) has a strong track record of writing winning grant applications in Michigan, including grants for your previous work.

The following narrative provides a description of the seven elements that MDEQ requires for an approvable Wellhead Protection Plan Update.

SCOPE OF SERVICES

A. Potential Sources of Contamination

The goal of this element is to identify existing and potential sources of contamination within the Wellhead Protection Area (WHPA). It is recommended that the existing Contaminant Source Inventory (CSI) be updated to identify changes that have occurred since the previous CSI. Our proposed update will include identification and mapping of current known and potential sources of contamination that are readily available from various state and federal databases. These site types include:

- LUST: Leaking Underground Storage Tanks (MDEQ)
- Part 201: Contaminated Sites in Michigan (MDEQ)
- NPL: Natural Priority List Superfund Sites (EPA)
- UST: Registered Underground Storage Tank (MDEQ). Current denotes a UST is currently present at the property.
- AST: Registered Aboveground Storage Tanks (MDEQ)
- GWD: Ground Water Discharge (MDEQ)
- O&G: Oil and Gas Well Sites (MDEQ-OSGS)
- O&G Contamination Sites (MDEQ-OSGS)
- Misc.: Windshield Survey and Local Knowledge Information provided by Local WHP Team Members

For identified contaminated properties located within the WHPA, if requested, we could apply for additional grant funding to:

- Coordinate a Freedom of Information Request with the MDEQ District Office
- Review available MDEQ District files
- Prepare a brief site condition summary based on MDEQ records (contaminated matrix, extent, cleanup status, release date, contaminant released, etc.)

We can discuss the advantages of such an approach at a Team meeting.

B. Wellhead Protection Area Management

The goal of this element is to provide mechanisms which will prevent existing and potential sources of contamination from reaching the community water supply wells. Management mechanisms can entail a broad range of activities such as:

- establishing enhanced site plan reviews or a general groundwater ordinance to address drinking water protection,
- working to properly plug abandoned wells,
- developing a permitting process for geothermal wells, and
- developing well prohibition or septic inspection ordinances.

F&V would assist the WHP Team in reviewing the strategies developed in your existing Plan and evaluating other management options that may help protect your drinking water supply. F&V would also assist with, or entirely present, recommendations from the WHP Team to your Council.

C. Water Supply Emergency Contingency Plans

This element of the Plan will include an evaluation of the immediate and long-term protection of the water supply system by identification of personnel, testing equipment, procedures, and materials that can be used for rapid correction or elimination of environmental accidents that might constitute a water supply emergency.

If requested, we can also work with you to develop a policy to consistently evaluate sites of contamination and a protocol for handling City requests/demands for environmental testing/monitoring as the result of contamination within your Wellhead Protection Area. A “trigger” mechanism to initiate the construction of new well would also be addressed.

F&V will review your Contingency Plan, confirm it meets minimal MDEQ WHP Program requirements and discuss options for enhancements including alternative water supply options during an emergency.

D. Wellhead Protection Area Delineation

F&V will review current well field operating conditions for your well field and compare new operations data with the data used in determining your WHPA. If there have been significant operational changes, it may be prudent to update your WHPA delineation to reflect current conditions. If we determine that is the case, F&V will make recommendations to you regarding the most efficient way to update the WHPA.

E. Roles and Responsibilities.

The goal of this element is to identify individuals responsible for the development and implementation of your Wellhead Protection Program. F&V will meet with the Team to update the roles and responsibilities outlined in the existing Plan.

F. Siting New Wells

F&V will work with the Team in reviewing the current plan for siting future water supplies. As necessary, F&V will assist the Team in updating the process used to secure future water sources.

G. Education and Outreach

Education and outreach is the process in which the elements of the Plan are communicated to those who rely on the drinking water supply or have a current or future role in protecting the supply. There have been many creative programs developed by communities to educate the general public, businesses and students about groundwater protection. F&V will review the existing Plan with the Team to evaluate the success of current education programs and identify other programs that may be a fit for the community.

H. Facilitate/Attend Quarterly Wellhead Team Meetings, Prepare MDEQ Financial Status Report

A key part of a Wellhead Protection Program is Team involvement. This is best accomplished with focused meetings that wisely use Wellhead Team members' time. We have assisted our wellhead clients by facilitating several dozens of wellhead protection Wellhead Team meetings and numerous Council/Board updates. Our involvement in the details of planning numerous wellhead protection programs uniquely qualifies us to provide guidance on implementing successful programs that are both practical and MDEQ approvable. Our experience with the operations of communities similar to yours combined with our expert knowledge of MDEQ program requirements and MDEQ staff expectations help us effectively complete approvable programs within allowable grant periods.

Accordingly, our Scope of Services includes assisting your community by attending and, if requested, facilitating the four quarterly Wellhead Team meetings required by MDEQ for each grant year. This includes preparing meeting agendas. Our Scope of Services also includes completing quarterly signature ready MDEQ required Financial Status Reports.

F&V's Scope of Services will include the preparation of a Wellhead Protection Plan Update, which will document the updates to your Plan.

I. Grant Administration

F&V will complete grant administration activities including responding to MDEQ requests for additional grant-related information.

BUDGET

MDEQ has a grant program to assist communities with their WHP efforts, including renewals. If awarded, the program will provide a minimum of 50% in reimbursements. However, the percentage can increase to 100% based on past work the City has completed since the original City Wellhead Protection Program was approved by MDEQ in the late 90s. We have discussed this and have not identified eligible invoices.

Overall, we have written dozens of successful applications since the program began in the mid-1990s. Based on a 50% match, we propose the following budget:

<u>Work Description</u>	<u>50% Community Share</u>	<u>50% MDEQ Grant Share</u>	<u>Total Budget</u>
Wellhead Protection Plan Update, grant administration, coordination of MDEQ reviews and approvals	\$4,750	\$4,750	\$9,500
		Total	\$9,500

We are confident that the above budget will provide us adequate time to conduct a meaningful Plan update. The proposed work would be completed on a lump sum fee basis. If you would like to proceed, we have included a Professional Services Agreement (PSA). Having a signed agreement improves your grant score and increases the likelihood of receiving a MDEQ grant. If your community is not awarded a contract, we will not initiate work unless directed otherwise in writing.

Please review the attached PSA. If you concur with our Scope of Services and budget, you may authorize us to begin work by signing, dating and returning to F&V to ahagedorn@fveng.com. We will invoice monthly and payment is due as specified in the attached agreement. This proposal is valid for 90 days.

We would be happy to meet with you or your Council to review this program. If you would like to contact us in advance, we can be reached at (616) 977-1000.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Brian L. Rice, PE
Manager, Environmental Services Group

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-43

**A RESOLUTION APPROVING THE PURCHASE OF BASKETBALL SYSTEMS FOR
ALTON PARK AND BRUSH STREET PARK FOR THE PARKS DEPARTMENT**

WHEREAS, the City and the Parks Department have been working to prioritize the replacement of aging playground equipment throughout the various parks within the City; and

WHEREAS, the Parks and Recreation Director has identified the priority to replace the basketball systems at Alton and Brush Street Parks and is recommending the City purchase basketball systems from AB Hoops in the amount of \$11,560.02, a copy of the estimate and memo from the Director is attached as Exhibit A; and

WHEREAS, the City Manager and Parks Director recommended that the City Council approve the purchase of basketball systems from AB Hoops in the amount of \$11,560.02, a copy of the estimate and memo from the Director is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the purchase of basketball systems from AB Hoops in the amount of \$11,560.02, a copy of the estimate and memo from the Director is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

Monique I. Miller, City Clerk

Quote

AB HOOPS
958 N MAPLE ST
LAKE ODESSA, MI 48849
5172144915 /8442246672
WWW.ABHOOP.NET

Attention:	Neil Brown	Project Title:	Gym Hoop Install Project
Title:	Park & Recreation Director	Project Description:	Provide and Install Hoop Systems
Company Name:	City of Portland	P.O. Number:	
Address:	259 Kent St	Invoice Number:	
City, State Zip Code:	Portland, MI 48875	Term:	75% Down 25% on completion
Phone W#	517 647-7985		
C#		Quote:	Q20180311
Date:	3/11/18		
Email:	nbrown@portland-michigan.org		

DESCRIPTION	QUANTITY	UNIT PRICE	COST
Legend Jr Select 36"x60" acrylic backboard system, consists of: FT1105 pole, FT1750 arm, FT220 backboard, and FT186 goal 355 lbs	8	\$1445.00	\$11,560.02
SHIPPING - INCLUDED	1		
INSTALLATION	8	\$500.00	\$4,000.00
		TOTAL	\$15,560.02
		DOWN PMT	\$11,670.01
		REM BAL	\$3,890.00

Terms: 75% Down 25% on completion. Contingent upon site inspection. All electrical work to be done by others. AB Hoops claims ownership of all materials and equipments disassembled from the facility as part of the project and will remove all replaced, demolished equipment, including reclamation of these materials and/or equipments, unless otherwise specified. This quote is good for 60 days.



PO Box 7726
 DALLAS, TX 75209
 Tel: 1-800-527-7510 Fax: 1-800-899-0149
 Visit us at www.bsnsports.com

Contact Your Rep
 Todd Johnson Email:tjohnson@bsnsports.com | Phone:1

Sold to
 1578302
 CITY OF PORTLAND
 259 KENT ST
 PORTLAND MI 48875-1458
 USA

Ship To
 1578302
 CITY OF PORTLAND
 Neil Brown
 259 KENT ST
 PORTLAND MI 48875-1458
 USA

Quote

Cart #: 3799240
 Purchase Order #: 2018-Backboards
 Cart Name: City of Portland
 Quote Date: 05/04/2018
 Quote Valid-to: 06/04/2018
 Payment Terms: NT30
 Ship Via: ABF
 Ordered By: Neil Brown

Payer
 1578302
 CITY OF PORTLAND
 259 KENT ST
 PORTLAND MI 48875-1458
 USA

Item Description	Qty	Unit Price	Total
Adjustable Basketball Arms/Braces Item # - NSPHG	8 EA	\$ 549.99	\$ 4,399.92
Ultimate Front Mount Playground Goal Item # - NSPHG	8 EA	\$ 149.99	\$ 1,199.92
Polycarbonate Backboard 42"X54" Item # - 5407XXXX	8 EA	\$ 1,459.99	\$ 11,679.92

Subtotal:	\$17,279.76
Other:	\$0.00
Freight:	\$695.00
Sales Tax:	\$0.00
Order Total:	\$17,974.76
Payment/Credit Applied:	\$0.00
Order Total:	\$17,974.76



GameTime c/o Sinclair Recreation
 PO Box 1409
 Holland, MI 49422-1409
 Ph: 800-444-4954
 Fax: 616-392-8634

QUOTE
 #72092

05/17/2018

Basketball Systems

CITY OF PORTLAND
 Attn: Neil Brown
 Portland DPW
 451 Morse Dr
 Portland, MI 517-526-0310
 Phone: 517-647-7985

Project #: P58518
 Ship To Zip: 49423

Quantity	Part #	Description	Unit Price	Amount
8	PR70	Bison - 4 1/2" Heavy Duty Polycarbonate Rectangle Playground Basketball System	\$2,400.00	\$19,200.00

SubTotal: \$19,200.00
 Discount: (\$2,880.00)
Total Amount: \$16,320.00

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O SINCLAIR RECREATION.

NOTE: PRICING DOES NOT INCLUDE ANY DAVIS BACON OR PREVAILING WAGE RATES UNLESS SPECIFICALLY IDENTIFIED ABOVE IN QUOTE.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.

Sales Tax will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Payment terms: Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Payment terms: By credit card, VISA or MasterCard.

Payment terms: Payment in full, check submitted with order.

Shipment: Order shall ship within 30-45 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-44

**A RESOLUTION APPROVING AN ARCHERY PROGRAM FOR THE
PARKS & RECREATION DEPARTMENT**

WHEREAS, the City received a grant from the Michigan Department of Natural Resources (MDNR) for the purchase of archery equipment as part of a statewide initiative; and

WHEREAS, the Parks & Recreation Department is seeking to establish an archery program and target ranges at certain city parks that will adhere to the USA Archery Safety Standards and be supervised by certified archery instructors at all times, a copy of a memorandum from the Director is attached as Exhibit A; and

WHEREAS, Section 18-159 of the Portland City Ordinance authorizes City Council to approve such target ranges within the City.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the archery program and target ranges for the Parks & Recreation Department as provided above and referenced in the memorandum from the Director, a copy of which is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

Monique I. Miller, City Clerk



May 31, 2018

The Portland Parks & Recreation Department is interested in expanding its offerings to include youth and adult archery programs. In order to do so the Department is requesting the following permissions:

1. to establish temporary, outdoor archery target ranges within city parks to be used during recreational shooting programs under the authority of the Parks & Recreation Department
2. to allow the shooting of a bow and arrow by a person who is an authorized participant in a recreational shooting program under the authority of the Parks & Recreation Department

The target ranges will be setup in compliance with USA Archery's safety standards. Please see the attached document for the target range safety standards.

The target ranges will only be setup for use during Parks & Recreation authorized programs and will be supervised during that time by a certified archery instructor.

Neil Brown, Director
Parks, Recreation, & Cemetery
City of Portland
(517) 647-7985
nbrown@portland-michigan.org



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

Portland Youth Archery Safety Standards

Outdoor ranges are set up in compliance with USA Archery's safety standards which include the following procedures.

Waiting line will be at least 15 feet behind the shooting line.

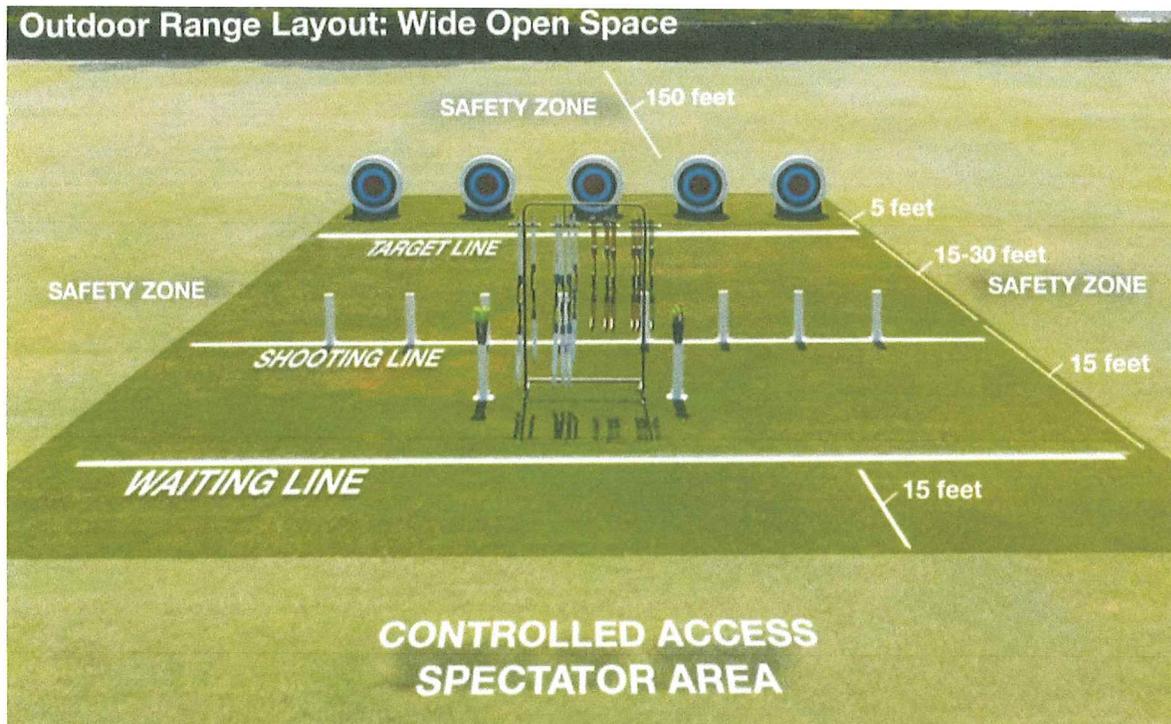
Shooting line will be 15-30 feet from the target line.

The targets will sit 5 feet behind the target line.

There will be at least 150 feet of safety zone behind the targets.

There will be a safety zone on either side of the range; 15 yards of open space on either side of the range between the shooting line and the backstop

The range will be laid out with rope, chalk or painted lines following the dimensions below.



PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-45

**A RESOLUTION TO OPT OUT OF THE LOW-INCOME ENERGY ASSISTANCE FUND
CREATED BY PUBLIC ACT 95 OF 2013 CONTINGENT UPON THE APPROVAL OF THE
BOARD OF LIGHT AND POWER**

WHEREAS, on July 1, 2013, the State of Michigan passed Public Act 95 (PA 95) that requires all electric utilities to charge up to \$0.99 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, PA 95 provides that a 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 \$0.99 per month; and

WHEREAS, the City of Portland has opted out of this program since 2013; and

WHEREAS, the Board of Light and Power met on May 29, 2018 and passed a recommendation that the City Council approve opting out of collecting funds for the Low-Income Energy Assistance Fund rather than raise all customers electric bills by up to \$0.99 per month. A copy of a memo from Electric Department Superintendent Mike Hyland relating to this recommendation is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the opting out of collecting funds for the Low-Income Energy Assistance Fund for the next year rather than raise all customers' electric bills by up to \$0.99 per month.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

Monique I. Miller, City Clerk

City of Portland
Board of Light & Power
723 E. Gd. River Ave.
Portland, Mi. 48875

March 30th, 2018

Re: Light & Power Board Recommendations

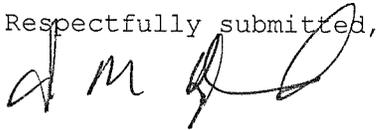
City Council
City Manager

Last night at the Light & Power Board, the Light & Power Board passed two recommendations to the City Council.

1-Purchase 24 fault interrupters along with necessary equipment for installation for the amount of \$422,572.35 (price good until June 9th, 2018).

2-Opt out of LIEFT (Low Income Energy Assistance Fund) as we have done in the past years, since PA-95 was passed (need by 28th, 2018).

Respectfully submitted,



Jon M. Hyland, City of Portland, Board of Light & Power

Exhibit

A

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-46

**A RESOLUTION APPROVING THE CITY OF PORTLAND'S DEFINED BENEFIT
ADOPTION AGREEMENTS FOR UNION AND NONUNION EMPLOYEES**

WHEREAS, City employees hired prior to July 1, 2010 who are covered under the MERS Plan B4 Plan with the F 50/25 waiver must now contribute 3% (three percent) of their gross wages each payroll into the MERS Retirement Plan, beginning July 1, 2018; and

WHEREAS, after successful discussions and negotiations, this requirement applies to union (GELC & POLC) and nonunion City employees; and

WHEREAS, in order for the City to adopt this Plan, the local governing body must approve the attached Defined Benefit Plan Adoption Agreement(s) for each group of employees attached as Exhibit A; and

WHEREAS, the City Manager and City Staff recommend that City Council approve the attached Defined Benefit Plan Adoption Agreement(s) for union (GELC & POLC) and nonunion city employees attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the attached Defined Benefit Plan Adoption Agreement(s) for union (GELC & POLC) and nonunion city employees attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

Monique I. Miller, City Clerk

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of Portland **Municipality #:** 3401

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 01,02,12), the effective date shall be the first day of July, 2018. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first day of _____, 20__.

Exhibit

A

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

To receive one month of service credit (check one):

An employee shall work 10 _____ hour days.

An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

Probationary Periods are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the

_____ on _____
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

- Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years

4. Vesting (5 -10 yrs, increments of 1 yr) _____ years

5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. Required employee contribution (Max 10%, increments of 0.01%) ^{3.00} _____ %

7. Compensation, for retirement purposes, is defined as base wages and may include any of the following (check any that are applicable):

- Longevity pay
- Overtime pay
- Shift differentials
- Pay for periods of absence from work by reason of vacation, holiday, and sickness
- Workers' compensation weekly benefits (if reported and are higher than regular earnings)
- A member's pre-tax contributions to a plan established under Section 125 of the IRC
- Transcript fees paid to a court reporter
- A taxable car allowance
- Short term or long term disability payments
- Payments for achievement of established annual (or similar period) performance goals
- Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
- Lump sum payments attributable to the member's personal service rendered during the FAC period
- Other: _____
- Other 2: _____

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the participant's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date	<input type="checkbox"/> Future retirees who retire after effective date
<input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

V. Appointing MERS as the Plan Administrator

Defined Benefit Plan Adoption Agreement

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

VIII. Execution

Defined Benefit Plan Adoption Agreement

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Portland City Council on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____

(Authorized MERS Signatory)



MEMORANDUM

TO: S. Tutt Gorman, City Manager
FROM: Mindy Tolan, Deputy Treasurer *MT*
DATE: 6/4/2018
RE: Revised DB adoption agreement

Employees hired prior to July 1, 2010 covered under the MERS Plan B4 with the F 50/25 waiver must contribute 3% percent of their gross wages each payroll into the MERS retirement plan beginning with payrolls after July 1, 2018.

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-47

A RESOLUTION APPROVING THE REVISED MERS HYBRID PLAN ADOPTION AGREEMENTS (BENEFIT PROGRAM HA/HB/HC) AND APPROVING, AUTHORIZING, AND DIRECTING THE CITY MANAGER TO SIGN SAME

WHEREAS, the City has reformed its pension plan for all employees hired after July 1, 2010 so that new hires will with be placed in a MERS Hybrid Pension with a 1% Defined Benefit (DB) pension multiplier that cannot be increased and a Defined Contribution portion that requires new hires to contribute 3% of their wages to the Defined Contribution (DC) pension portion; and

WHEREAS, the Employer's DB and DC combined pension contribution is capped at 7% and if the DB portion costs less than 7%, then the Employer will contribute the difference to the employees DC portion; and

WHEREAS, MERS requires the approval of the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) by City Council, a copy of which is attached as Exhibit A, for the DC portion of the pension. A memorandum from Deputy Treasurer, Mindy Tolan is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC), a copy of which is attached as Exhibit A, and approves, authorizes, and directs the City Manager to sign same.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

Monique I. Miller, City Clerk

MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of Portland **Municipality #:** 3401

If new to MERS, provide your municipality's/court's fiscal year: _____ through _____.
(Month) (Month)

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

- Vesting credit from date of hire
- No vesting credit

This division is currently in the MERS Defined Benefit or Defined Contribution Plan and meets the applicable funding level requirements to adopt the MERS Hybrid Plan, as set forth in Plan Document Section 46. Unless otherwise specified, the standard transfer/rehire rules will apply.

- This division is for new hires, rehires, and transfers of current Defined Benefit division # _____ and/or current Defined Contribution division # _____
- Employees will have a one-time opportunity to convert from the existing plan into the new MERS Hybrid Plan (see attached MERS Hybrid Conversion Addendum incorporated herein by reference).
- The existing Defined Benefit Plan will be frozen (see attached Frozen Defined Benefit Addendum).

B. If this is an **amendment** of an existing Adoption Agreement (Hybrid division # HA), the effective date shall be the first day of July, 2018. *Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.*

C. If this is to **separate employees** from an existing Hybrid division (existing division number(s) _____) into a new Hybrid division, the effective date shall be the first day of _____, 20__.

Exhibit

A

MERS Hybrid Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Hybrid Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Hybrid division – e.g. All Full Time Employees, or General after 7/10/13)

These employees are (check one or both):

- In a collective bargaining unit (attach current contract cover page, retirement section, and signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days
- An employee shall work _____ hours in a month

All employees classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this probationary period the Employer will not report or make contributions, and none will be due on behalf of the new employee retroactively. Service will begin after the probationary period has been satisfied.
The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.
The temporary exclusion period will be _____ month(s).

IV. Provisions

Employer Caps

Employer hereby elects to cap the total annual contribution to _____% of payroll (cap is defined as a total of both Defined Benefit and Defined Contribution portions).

The DB component shall be exclusively funded by the employer, with no member contributions permitted, unless the employer elects to cap annual employer contributions to a fixed percentage of compensation to the extent required to comply with a state statute that places restrictions on employer contributions to retirement plans.

- Employer hereby elects to cap annual employer contributions to _____% of compensation

MERS Hybrid Plan Adoption Agreement

Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation.

Valuation Date: _____, 20____

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

No Social Security Coverage

- 1.00%
- 1.25%
- 1.50%
- 1.75%
- 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Compensation, for the Defined Benefit portion of Hybrid, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages (all items NOT checked will be considered INCLUDED):

- Longevity pay
- Overtime pay
- Shift differentials
- Pay for periods of absence from work by reason of vacation, holiday, and sickness
- Workers' compensation weekly benefits (if reported and are higher than regular earnings)
- A member's pre-tax contributions to a plan established under Section 125 of the IRC
- Transcript fees paid to a court reporter
- A taxable car allowance
- Short term or long term disability payments
- Payments for achievement of established annual (or similar period) performance goals
- Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
- Lump sum payments attributable to the member's personal service rendered during the FAC period
- Other: _____
- Other 2: _____

MERS Hybrid Plan Adoption Agreement

7. Normal Retirement will be age 60 with 6 years of service

8. Early Normal Retirement with unreduced benefits

F55/25

Hybrid – Defined Contribution Component Provisions

1. Vesting (Check one):

Immediate

Cliff Vesting (fully vested after below number years of service)

1 year 2 years 3 years 4 years 5 years

Graded Vesting

_____ % after 1 year of service

_____ % after 2 years of service

_____ % after 3 years of service (min 25%)

_____ % after 4 years of service (min 50%)

_____ % after 5 years of service (min 75%)

100 % after 6 years of service

Vesting will be credited using (check one):

Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.

Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, a participant's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, his/her entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

a. Will be remitted

Weekly

Bi-Weekly

Monthly

b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts					
Employee Contribution	3.00%					
Employer Contribution	.16%					

Direct mandatory employee contributions as pre-tax.

NOTE: If a cap is requested under Section IV, the employer contribution in the Defined Contribution component is subject to reduction to the extent the total employer cap is met.

c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

*7.00% max - 6.77% Employer rate in DB portion of Hybrid

MERS Hybrid Plan Adoption Agreement

3. Compensation:

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

- Medicare taxable wages reported in Box 5 of Form W-2
- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals.

NOTE: In either of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

4. Loans: shall be permitted shall not be permitted If Loans are elected, please complete and attach the *MERS Hybrid Loan Addendum*.

5. Rollovers from qualified plans are permitted as set forth in the Hybrid Plan and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Hybrid Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Hybrid Plan, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;

MERS Hybrid Plan Adoption Agreement

6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;
7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Portland City Council on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: City Manager

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI-48917 | 800.767.6377 | Fax 517.703.9707

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of Portland **Municipality #:** 3401

If new to MERS, provide your municipality's/court's fiscal year: _____ through _____.
(Month) (Month)

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

- Vesting credit from date of hire
- No vesting credit

This division is currently in the MERS Defined Benefit or Defined Contribution Plan and meets the applicable funding level requirements to adopt the MERS Hybrid Plan, as set forth in Plan Document Section 46. Unless otherwise specified, the standard transfer/rehire rules will apply.

- This division is for new hires, rehires, and transfers of current Defined Benefit division # _____ and/or current Defined Contribution division # _____
- Employees will have a one-time opportunity to convert from the existing plan into the new MERS Hybrid Plan (see attached MERS Hybrid Conversion Addendum incorporated herein by reference).
- The existing Defined Benefit Plan will be frozen (see attached Frozen Defined Benefit Addendum).

B. If this is an **amendment** of an existing Adoption Agreement (Hybrid division # HB), the effective date shall be the first day of July, 2018. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is to **separate employees** from an existing Hybrid division (existing division number(s) _____) into a new Hybrid division, the effective date shall be the first day of _____, 20__.

MERS Hybrid Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Hybrid Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Hybrid division – e.g. All Full Time Employees, or General after 7/10/13)

These employees are (check one or both):

- In a collective bargaining unit (attach current contract cover page, retirement section, and signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days
- An employee shall work _____ hours in a month

All employees classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this probationary period the Employer will not report or make contributions, and none will be due on behalf of the new employee retroactively. Service will begin after the probationary period has been satisfied.
The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.
The temporary exclusion period will be _____ month(s).

IV. Provisions

Employer Caps

Employer hereby elects to cap the total annual contribution to _____% of payroll (cap is defined as a total of both Defined Benefit and Defined Contribution portions).

The DB component shall be exclusively funded by the employer, with no member contributions permitted, unless the employer elects to cap annual employer contributions to a fixed percentage of compensation to the extent required to comply with a state statute that places restrictions on employer contributions to retirement plans.

- Employer hereby elects to cap annual employer contributions to _____% of compensation

MERS Hybrid Plan Adoption Agreement

Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation.

Valuation Date: _____, 20____

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

No Social Security Coverage

- 1.00%
- 1.25%
- 1.50%
- 1.75%
- 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years

6. Compensation, for the Defined Benefit portion of Hybrid, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages (all items NOT checked will be considered INCLUDED):

- Longevity pay
- Overtime pay
- Shift differentials
- Pay for periods of absence from work by reason of vacation, holiday, and sickness
- Workers' compensation weekly benefits (if reported and are higher than regular earnings)
- A member's pre-tax contributions to a plan established under Section 125 of the IRC
- Transcript fees paid to a court reporter
- A taxable car allowance
- Short term or long term disability payments
- Payments for achievement of established annual (or similar period) performance goals
- Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
- Lump sum payments attributable to the member's personal service rendered during the FAC period
- Other: _____
- Other 2: _____

MERS Hybrid Plan Adoption Agreement

- 7. Normal Retirement will be age 60 with 6 years of service
- 8. Early Normal Retirement with unreduced benefits
 F55/25

Hybrid – Defined Contribution Component Provisions

1. Vesting (Check one):
- Immediate
 - Cliff Vesting (fully vested after below number years of service)
 1 year 2 years 3 years 4 years 5 years
 - Graded Vesting
 _____ % after 1 year of service
 _____ % after 2 years of service
 _____ % after 3 years of service (min 25%)
 _____ % after 4 years of service (min 50%)
 _____ % after 5 years of service (min 75%)
100 % after 6 years of service

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, a participant's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, his/her entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

- a. Will be remitted
 Weekly Bi-Weekly Monthly
- b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts						
Employee Contribution	3.00%						
Employer Contribution	1.96%*						

Direct mandatory employee contributions as pre-tax.

NOTE: If a cap is requested under Section IV, the employer contribution in the Defined Contribution component is subject to reduction to the extent the total employer cap is met.

- c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

*7.00% max - 2.44% Employer rate in DB portion of Hybrid

MERS Hybrid Plan Adoption Agreement

3. Compensation:

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

- Medicare taxable wages reported in Box 5 of Form W-2
- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals.

NOTE: In either of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

4. Loans: shall be permitted shall not be permitted

If Loans are elected, please complete and attach the *MERS Hybrid Loan Addendum*.

5. Rollovers from qualified plans are permitted as set forth in the Hybrid Plan and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Hybrid Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Hybrid Plan, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;

MERS Hybrid Plan Adoption Agreement

6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;
7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Portland City Council on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: City Manager

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of Portland **Municipality #:** 3401

If new to MERS, provide your municipality's/court's fiscal year: _____ through _____.
(Month) (Month)

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

- Vesting credit from date of hire
- No vesting credit

This division is currently in the MERS Defined Benefit or Defined Contribution Plan and meets the applicable funding level requirements to adopt the MERS Hybrid Plan, as set forth in Plan Document Section 46. Unless otherwise specified, the standard transfer/rehire rules will apply.

- This division is for new hires, rehires, and transfers of current Defined Benefit division # _____ and/or current Defined Contribution division # _____
- Employees will have a one-time opportunity to convert from the existing plan into the new MERS Hybrid Plan (see attached MERS Hybrid Conversion Addendum incorporated herein by reference).
- The existing Defined Benefit Plan will be frozen (see attached Frozen Defined Benefit Addendum).

B. If this is an **amendment** of an existing Adoption Agreement (Hybrid division # HC), the effective date shall be the first day of July, 2018. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is to **separate employees** from an existing Hybrid division (existing division number(s) _____) into a new Hybrid division, the effective date shall be the first day of _____, 20__.

MERS Hybrid Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Hybrid Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Hybrid division – e.g. All Full Time Employees, or General after 7/10/13)

These employees are (check one or both):

- In a collective bargaining unit (attach current contract cover page, retirement section, and signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days
- An employee shall work _____ hours in a month

All employees classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this probationary period the Employer will not report or make contributions, and none will be due on behalf of the new employee retroactively. Service will begin after the probationary period has been satisfied.
The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.
The temporary exclusion period will be _____ month(s).

IV. Provisions

Employer Caps

Employer hereby elects to cap the total annual contribution to _____% of payroll (cap is defined as a total of both Defined Benefit and Defined Contribution portions).

The DB component shall be exclusively funded by the employer, with no member contributions permitted, unless the employer elects to cap annual employer contributions to a fixed percentage of compensation to the extent required to comply with a state statute that places restrictions on employer contributions to retirement plans.

- Employer hereby elects to cap annual employer contributions to _____% of compensation

MERS Hybrid Plan Adoption Agreement

Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation.

Valuation Date: _____, 20 ____

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

Social Security Coverage

- 1.00%
- 1.25%
- 1.50%

No Social Security Coverage

- 1.00%
- 1.25%
- 1.50%
- 1.75%
- 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Compensation, for the Defined Benefit portion of Hybrid, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages (all items NOT checked will be considered INCLUDED):

- Longevity pay
- Overtime pay
- Shift differentials
- Pay for periods of absence from work by reason of vacation, holiday, and sickness
- Workers' compensation weekly benefits (if reported and are higher than regular earnings)
- A member's pre-tax contributions to a plan established under Section 125 of the IRC
- Transcript fees paid to a court reporter
- A taxable car allowance
- Short term or long term disability payments
- Payments for achievement of established annual (or similar period) performance goals
- Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
- Lump sum payments attributable to the member's personal service rendered during the FAC period
- Other: _____
- Other 2: _____

MERS Hybrid Plan Adoption Agreement

- 7. Normal Retirement will be age 60 with 6 years of service
- 8. Early Normal Retirement with unreduced benefits
 - F55/25

Hybrid – Defined Contribution Component Provisions

1. Vesting (Check one):
- Immediate
 - Cliff Vesting (fully vested after below number years of service)
 - 1 year 2 years 3 years 4 years 5 years
 - Graded Vesting
 - _____ % after 1 year of service
 - _____ % after 2 years of service
 - _____ % after 3 years of service (min 25%)
 - _____ % after 4 years of service (min 50%)
 - _____ % after 5 years of service (min 75%)
 - 100 % after 6 years of service

Vesting will be credited using (check one):

- Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, a participant's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, his/her entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

- a. Will be remitted
 - Weekly Bi-Weekly Monthly
- b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)

	Enter % or \$ for contribution amounts					
Employee Contribution	3.00%					
Employer Contribution	1.85%*					

Direct mandatory employee contributions as pre-tax.

NOTE: If a cap is requested under Section IV, the employer contribution in the Defined Contribution component is subject to reduction to the extent the total employer cap is met.

- c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

*7.00% max - 5.12% Employer rate in DB portion of Hybrid

MERS Hybrid Plan Adoption Agreement

3. Compensation:

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

- Medicare taxable wages reported in Box 5 of Form W-2
- All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals.

NOTE: In either of the above elections, an employee's compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

4. **Loans:** shall be permitted shall not be permitted
If Loans are elected, please complete and attach the *MERS Hybrid Loan Addendum*.

5. Rollovers from qualified plans are permitted as set forth in the Hybrid Plan and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Hybrid Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Hybrid Plan, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;

MERS Hybrid Plan Adoption Agreement

6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;
7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Portland City Council on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: City Manager

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)



MEMORANDUM

TO: S. Tutt Gorman, City Manager
FROM: Mindy Tolan, Deputy Treasurer *MT*
DATE: 6/4/2018
RE: Revised Hybrid Adoption Agreement

The City of Portland has adopted a MERS Hybrid Pension where the Employer's DB (Defined Benefit) and DC (Defined contribution) combined pension contribution is capped at 7%. Since the DB costs have changed and will be effective July 1, 2018, for the Police Union, GELC, and the Non Union divisions; the employer DC contribution percent will change.

That said, MERS requires the approval of the revised Hybrid Agreements. The employer rate for the Police (HA), employer portion is changing from 6.77% (DB) and .23% (DC), to 6.84% DB and .16% DC. The employer rate for the nonunion (HB), employer portion is changing from 4.56% DB and 2.44% DC, to 5.04% DB and 1.96% DC. The G.E.L.C. (HC) division employer portion is changing from 5.12% (DB) and 1.88% (DC), to 5.15% DB and 1.85% DC.

Exhibit

B

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-48
A RESOLUTION TO AMEND THE BUDGET
FOR FISCAL YEAR 2017-2018

WHEREAS, State law prohibits local units of government from ending any fiscal year with a negative fund balance in any fund; and

WHEREAS, the Finance Director has reviewed current fund balances and expenditures for FY 2017-2018 and recommends that the Council approve the proposed amendments set forth on the attached Exhibit A in order to comply with State law.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the 2017-2018 fiscal budget amendments as listed on the attached Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

Monique I. Miller, City Clerk

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
101-000-402.000	GENERAL FUND Real Property Taxes	1,008,150	1,017,800	9,650
101-000-428.000	GENERAL FUND Pilot - Golden Bridge Manor	1,500	1,700	200
101-000-445.000	GENERAL FUND Penalty & Interest	3,000	6,400	3,400
101-000-447.000	GENERAL FUND Tax Collection Fees	40,000	43,500	3,500
101-000-630.000	GENERAL FUND Cemetery Lot Sales	1,200	4,300	3,100
101-000-634.000	GENERAL FUND Grave Opening Fees	5,000	7,200	2,200
101-000-661.000	GENERAL FUND Parking Fines	2,400	3,100	700
101-000-663.000	GENERAL FUND Miscellaneous Fines	1,500	2,000	500
101-000-664.000	GENERAL FUND Sex Offender Registration Fees	-	250	250
101-000-667.000	GENERAL FUND Rental Income	-	1,530	1,530
101-000-676.003	GENERAL FUND Donations - Dog Park	-	100	100
101-000-677.000	GENERAL FUND Mowing/Stump/Snow Removal	-	57	57
101-000-678.005	GENERAL FUND Reimbursements - Insurance and WC	-	5,000	5,000
101-000-678.006	GENERAL FUND Reimbursements - Miscellaneous	31,755	41,110	9,355
101-100-715.000	COUNCIL S&W Social Security	207	240	(33)
101-100-720.000	COUNCIL Worker's Compensation	50	88	(38)
101-100-956.000	COUNCIL Miscellaneous Expense	300	450	(150)
101-101-702.000	COMMUNITY PROMOTIONS			

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

LINE ITEM	DESCRIPTION	CURRENT BUDGET	REQUESTED BUDGET	NET EFFECT
	S&W Fulltime	-	500	(500)
101-101-710.000	COMMUNITY PROMOTIONS S&W Overtime	-	2,200	(2,200)
101-101-715.000	COMMUNITY PROMOTIONS S&W Social Security	-	200	(200)
101-101-716.000	COMMUNITY PROMOTIONS Health Insurance	-	325	(325)
101-101-717.000	COMMUNITY PROMOTIONS Life/LTD Insurance	-	4	(4)
101-101-717.001	COMMUNITY PROMOTIONS Life Insurance - Retirees	-	260	(260)
101-101-718.000	COMMUNITY PROMOTIONS Pension	-	80	(80)
101-101-804.336	COMMUNITY PROMOTIONS Contractual Service - Fire Authority	120,307	121,775	(1,468)
101-101-806.000	COMMUNITY PROMOTIONS Data Processing - City Website	1,600	1,700	(100)
101-101-938.000	COMMUNITY PROMOTIONS M&R Street lights	12,405	14,500	(2,095)
101-101-956.000	COMMUNITY PROMOTIONS Miscellaneous Expenses	1,200	2,300	(1,100)
101-172-716.000	CITY MANAGER Health Insurance	-	3,000	(3,000)
101-172-716.002	CITY MANAGER Health Savings Account Contribution	-	1,300	(1,300)
101-172-719.000	CITY MANAGER Other Fringe	250	290	(40)
101-172-720.000	CITY MANAGER Worker's Compensation	150	500	(350)
101-172-723.000	CITY MANAGER Unemployment	6	150	(144)
101-172-869.000	CITY MANAGER Mileage	150	200	(50)
101-191-706.000	ELECTIONS S&W Part-time	1,500	2,500	(1,000)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
101-191-810.000	ELECTIONS Equipment Maintenance Contract	-	3,300	(3,300)
101-201-716.002	GENERAL ADMINISTRATION Health Savings Account Contribution	4,056	4,300	(244)
101-201-719.000	GENERAL ADMINISTRATION Other Fringe	750	825	(75)
101-201-720.000	GENERAL ADMINISTRATION Worker's Compensation	500	1,700	(1,200)
101-201-723.000	GENERAL ADMINISTRATION Unemployment	12	260	(248)
101-201-802.000	GENERAL ADMINISTRATION Audit Service	3,200	3,300	(100)
101-201-803.000	GENERAL ADMINISTRATION Engineering Service	15,000	23,500	(8,500)
101-201-804.000	GENERAL ADMINISTRATION Contractual Service	3,100	3,700	(600)
101-201-806.000	GENERAL ADMINISTRATION Data Processing	8,115	14,000	(5,885)
101-201-934.000	GENERAL ADMINISTRATION M&R Office Equipment	6,208	7,658	(1,450)
101-201-958.000	GENERAL ADMINISTRATION Dues & Subscriptions	4,500	7,000	(2,500)
101-201-977.000	GENERAL ADMINISTRATION Capital Outlay - Equipment	11,000	20,355	(9,355)
101-201-980.000	GENERAL ADMINISTRATION Capital Outlay - Office Equipment	-	10,150	(10,150)
101-201-983.000	GENERAL ADMINISTRATION Office Equipment Lease	3,918	918	3,000
101-209-720.000	ASSESSING Worker's Compensation	-	360	(360)
101-209-723.000	ASSESSING Unemployment	6	150	(144)
101-209-727.000	ASSESSING Office Supplies	100	150	(50)
101-209-801.000	ASSESSING Legal Service	3,000	3,100	(100)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
101-209-804.000	ASSESSING Contractual Service	500	1,800	(1,300)
101-209-806.000	ASSESSING Data Processing	300	900	(600)
101-209-960.000	ASSESSING Education & Training	1,000	1,025	(25)
101-265-702.000	CITY HALL S&W Fulltime	729	1,000	(271)
101-265-706.000	CITY HALL S&W Part-time	250	500	(250)
101-265-710.000	CITY HALL S&W Overtime	-	100	(100)
101-265-715.000	CITY HALL S&W Social Security	56	100	(44)
101-265-716.000	CITY HALL Health Insurance	-	25	(25)
101-265-723.000	CITY HALL Unemployment	-	10	(10)
101-265-930.0000	CITY HALL M&R Building	10,000	8,878	1,122
101-265-931.000	CITY HALL M&R Equipment	-	1,122	(1,122)
101-265-947.000	CITY HALL Vehicle Rental	-	500	(500)
101-265-956.000	CITY HALL Miscellaneous Expenses	-	25	(25)
101-276-711.000	CEMETERY S&W Health Premiums	1,000	1,200	(200)
101-276-715.000	CEMETERY S&W Social Security	4,567	5,000	(433)
101-276-716.001	CEMETERY Health Insurance - Retirees	3,466	3,600	(134)
101-276-717.000	CEMETERY Life/LTD Insurance	884	1,000	(116)
101-276-719.000	CEMETERY			

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

LINE ITEM	DESCRIPTION	CURRENT BUDGET	REQUESTED BUDGET	NET EFFECT
	Other Fringe	400	450	(50)
101-276-723.000	CEMETERY Unemployment	5	150	(145)
101-276-730.000	CEMETERY Postage	150	200	(50)
101-276-930.000	CEMETERY M&R Building	1,500	2,070	(570)
101-301-702.000	POLICE S&W Fulltime	343,930	312,230	31,700
101-301-706.000	POLICE S&W Part-time	4,000	13,000	(9,000)
101-301-710.000	POLICE S&W Overtime	3,300	26,000	(22,700)
101-301-716.002	POLICE Health Savings Account Contribution	9,360	14,560	(5,200)
101-301-719.000	POLICE Other Fringe	2,075	2,300	(225)
101-301-720.000	POLICE Worker's Compensation	6,000	15,000	(9,000)
101-301-723.000	POLICE Unemployment	42	1,100	(1,058)
101-301-730.000	POLICE Postage	625	700	(75)
101-301-931.000	POLICE M&R Equipment	17,000	11,500	5,500
101-301-934.000	POLICE M&R Office Equipment	200	1,730	(1,530)
101-301-947.000	POLICE Vehicle Rental	1,800	2,500	(700)
101-301-956.000	POLICE Miscellaneous Expenses	330	1,500	(1,170)
101-301-960.000	POLICE Education & Training	900	2,100	(1,200)
101-301-977.000	POLICE Capital Outlay - Equipment	-	5,500	(5,500)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
101-371-716.000	CODE Health Insurance	-	400	(400)
101-371-716.002	CODE Health Savings Account Contribution	-	225	(225)
101-371-719.000	CODE Other Fringe	-	32	(32)
101-371-720.000	CODE Worker's Compensation	100	225	(125)
101-371-723.000	CODE Unemployment	1	30	(29)
101-371-730.000	CODE Postage	500	650	(150)
101-371-851.000	CODE Telephone Service	41	150	(109)
101-371-864.000	CODE Conference & Workshop	500	550	(50)
101-371-869.000	CODE Mileage	1,000	1,500	(500)
101-728-956.000	ECONOMIC DEVELOPMENT Miscellaneous Expenses	5,000	27,000	(22,000)
101-751-715.000	PARKS S&W Social Security	2,349	3,200	(851)
101-751-716.001	PARKS Health Insurance - Retirees	3,466	3,550	(84)
101-751-719.000	PARKS Other Fringe	-	35	(35)
101-751-720.000	PARKS Worker's Compensation	650	2,100	(1,450)
101-751-723.000	PARKS Unemployment	3	125	(122)
101-751-730.000	PARKS Postage	150	175	(25)
101-751-775.001	PARKS M&R Rivertrail	660	1,500	(840)
101-751-803.000	PARKS Engineering Service	10,000	12,500	(2,500)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
101-751-803.010	PARKS Eng. Service - Splash Pad	-	2,400	(2,400)
101-751-806.000	PARKS Data Processing	200	900	(700)
101-751-864.000	PARKS Conference & Workshop	500	1,400	(900)
101-751-901.000	PARKS Legal Notices	-	100	(100)
101-751-960.000	PARKS Education & Training	300	350	(50)
101-751-971.000	PARKS Capital Outlay Land	13,750	27,300	(13,550)
101-751-971.001	PARKS Capital Outlay - Rivertrail	25,000	11,450	13,550
105-000-445.037	INCOME TAX 2014A Spec Assess - Interest	-	200	200
105-000-678.006	INCOME TAX Reimbursements - Miscellaneous	-	180	180
105-000-683.037	INCOME TAX 2014A Special Assess - Principal	-	10,150	10,150
105-254-716.002	INCOME TAX Health Savings Account Contribution	1,560	1,950	(390)
105-254-719.000	INCOME TAX Other Fringe	30	32	(2)
105-254-720.000	INCOME TAX Worker's Compensation	150	235	(85)
105-254-723.000	INCOME TAX Unemployment	5	115	(110)
105-254-727.000	INCOME TAX Office Supplies	350	500	(150)
105-254-802.000	INCOME TAX Audit Service	1,500	1,910	(410)
105-254-806.000	INCOME TAX Data Processing	3,000	3,210	(210)
105-254-965.000	INCOME TAX			

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

LINE ITEM	DESCRIPTION	CURRENT BUDGET	REQUESTED BUDGET	NET EFFECT
	Refund - Resident Income Tax	3,000	21,000	(18,000)
105-254-965.001	INCOME TAX Refund - Nonresident income Tax	45,000	27,000	18,000
105-254-999.202	INCOME TAX Transfer to Major Streets	14,725	24,725	(10,000)
202-000-546.000	MAJOR STREETS Act 51 Monies	275,000	276,000	1,000
202-000-678.006	MAJOR STREETS Reimbursements - Miscellaneous	3,600	4,800	1,200
202-000-699.105	MAJOR STREETS Contribution from Income Tax	14,725	24,725	10,000
202-452-804.000	MAJOR STREETS Contractual Service	11,925	15,000	(3,075)
202-463-719.000	MAJOR STREETS Other Fringe	325	360	(35)
202-463-720.000	MAJOR STREETS Worker's Compensation	3,500	8,850	(5,350)
202-463-723.000	MAJOR STREETS Unemployment	8	115	(107)
202-463-804.000	MAJOR STREETS Contractual Service	26,000	36000	(10,000)
202-469-717.000	MAJOR STREETS Life/LTD Insurance	5	15	(10)
202-473-775.000	MAJOR STREETS M&R supplies	2,800	4,000	(1,200)
202-474-702.000	MAJOR STREETS S&W Fulltime	266	1,200	(934)
202-474-715.000	MAJOR STREETS S&W Social Security	20	80	(60)
202-474-716.000	MAJOR STREETS Health Insurance	45	235	(190)
202-474-717.000	MAJOR STREETS Life/LTD Insurance	4	25	(21)
202-474-718.000	MAJOR STREETS Pension	44	225	(181)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
202-474-775.000	MAJOR STREETS M&R Supplies	1,500	1,600	(100)
202-475-702.000	MAJOR STREETS S&W Fulltime	-	1,200	(1,200)
202-475-715.000	MAJOR STREETS S&W Social Security	-	100	(100)
202-475-716.000	MAJOR STREETS Health Insurance	-	200	(200)
202-475-717.000	MAJOR STREETS Life/LTD Insurance	-	50	(50)
202-475-718.000	MAJOR STREETS Pension	-	500	(500)
202-475-723.000	MAJOR STREETS Unemployment	-	10	(10)
202-478-702.000	MAJOR STREETS S&W Fulltime	5,439	10,000	(4,561)
202-478-710.000	MAJOR STREETS S&W Overtime	317	8,500	(8,183)
202-478-715.000	MAJOR STREETS S&W Social Security	445	1,500	(1,055)
202-478-716.000	MAJOR STREETS Health Insurance	591	1,800	(1,209)
202-478-716.002	MAJOR STREETS Health Savings Account Contribution	107	2,400	(2,293)
202-478-717.000	MAJOR STREETS Life/LTD Insurance	93	200	(107)
202-478-718.000	MAJOR STREETS Pension	959	2,200	(1,241)
202-478-723.000	MAJOR STREETS Unemployment	4	150	(146)
202-478-947.000	MAJOR STREETS Vehicle rental	9,955	22,000	(12,045)
203-000-402.000	LOCAL STREETS Real Property Taxes	79,649	80,300	651
203-000-445.000	LOCAL STREETS Penalty & Interest	-	150	150

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
203-000-546.000	LOCAL STREETS Act 51 Monies	82,841	110000	27,159
203-000-678.006	LOCAL STREETS Reimbursements - Miscellaneous	-	200	200
203-000-699.406	LOCAL STREETS Transfer From CIP Street Fund	683,900	771,839	87,939
203-452-803.018	LOCAL STREETS Engineering - Cutler Rd Expansion	5,900	45,000	(39,100)
203-452-804.017	LOCAL STREETS Contracted Services - James Street	572,900	660,200	(87,300)
203-463-719.000	LOCAL STREETS Other Fringe	325	375	(50)
203-463-720.000	LOCAL STREETS Worker's Compensation	3,500	9,000	(5,500)
203-463-723.000	LOCAL STREETS Unemployment	7	100	(93)
203-469-702.000	LOCAL STREETS S&W Fulltime	-	600	(600)
203-469-715.000	LOCAL STREETS S&W Social Security	-	50	(50)
203-469-716.000	LOCAL STREETS Health Insurance	-	100	(100)
203-469-717.000	LOCAL STREETS Life/LTD Insurance	-	5	(5)
203-469-718.000	LOCAL STREETS Pension	-	25	(25)
203-469-947.000	LOCAL STREETS Vehicle Rental	385	850	(465)
203-474-702.000	LOCAL STREETS S&W Fulltime	-	800	(800)
203-474-715.000	LOCAL STREETS S&W Social Security	-	60	(60)
203-474-716.000	LOCAL STREETS Health Insurance	-	175	(175)
203-474-717.000	LOCAL STREETS			

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

LINE ITEM	DESCRIPTION	CURRENT BUDGET	REQUESTED BUDGET	NET EFFECT
	Life/LTD Insurance	-	25	(25)
203-474-718.000	LOCAL STREETS Pension	-	225	(225)
203-474-775.000	LOCAL STREETS M&R Supplies	1,200	1,210	(10)
203-475-702.000	LOCAL STREETS S&W Fulltime	-	1,900	(1,900)
203-475-715.000	LOCAL STREETS S&W Social Security	-	150	(150)
203-475-716.000	LOCAL STREETS Health Insurance	-	350	(350)
203-475-717.000	LOCAL STREETS Life/LTD Insurance	-	70	(70)
203-475-718.000	LOCAL STREETS Pension	-	800	(800)
203-475-723.000	LOCAL STREETS Unemployment	-	5	(5)
203-478-702.000	LOCAL STREETS S&W Fulltime	2,926	7,000	(4,074)
203-478-710.000	LOCAL STREETS S&W Overtime	-	7,500	(7,500)
203-478-715.000	LOCAL STREETS S&W Social Security	223	1,500	(1,277)
203-478-716.000	LOCAL STREETS Health Insurance	467	1,800	(1,333)
203-478-716.002	LOCAL STREETS Health Savings Account Contribution	83	2,500	(2,417)
203-478-717.000	LOCAL STREETS Life/LTD Insurance	47	200	(153)
203-478-718.000	LOCAL STREETS Pension	482	1,800	(1,318)
203-478-723.000	LOCAL STREETS Unemployment	2	125	(123)
203-478-947.000	LOCAL STREETS Vehicle Rental	5,720	19,000	(13,280)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
208-000-611.000	RECREATION Summer Recreation Fees	-	60	60
208-000-612.000	RECREATION Adult Basketball Fees	14,000	15,125	1,125
208-000-613.000	RECREATION Adult Volleyball Fees	15,000	1,500	(13,500)
208-000-616.000	RECREATION Youth Basketball Fees	7,700	8,700	1,000
208-000-620.000	RECREATION Youth Flag Football Fees	2,000	4000	2,000
208-690-706.000	RECREATION S&W Part-time	20,000	22,000	(2,000)
208-690-715.000	RECREATION S&W Social Security	1,808	3,500	(1,692)
208-690-716.000	RECREATION Health Insurance	1,241	1,500	(259)
208-690-716.001	RECREATION Health Insurance - Retirees	770	800	(30)
208-690-716.002	RECREATION Health Savings Account Contribution	458	550	(92)
208-690-716.003	RECREATION Health Reimbursement Account (HRA)	100	125	(25)
208-690-717.000	RECREATION Life/LTD Insurance	324	1,000	(676)
208-690-719.000	RECREATION Other Fringe	-	300	(300)
208-690-720.000	RECREATION Worker's Compensation	650	2,100	(1,450)
208-690-723.000	RECREATION Unemployment	2	200	(198)
208-690-727.000	RECREATION Office Supplies	100	130	(30)
208-690-730.000	RECREATION Postage	300	450	(150)
208-690-740.000	RECREATION Operating Supplies	12,000	12,005	(5)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
208-690-808.000	RECREATION Official Service	15,000	17,600	(2,600)
208-690-901.000	RECREATION Legal Notices	-	100	(100)
208-690-947.000	RECREATION Vehicle Rental	-	700	(700)
208-690-956.000	RECREATION Miscellaneous Expenses	150	200	(50)
210-000-604.000	AMBULANCE ACLS/PALS/ITLS	12,000	15,000	3,000
210-000-605.000	AMBULANCE Special Events	2,500	3,800	1,300
210-000-678.006	AMBULANCE Reimbursements - Miscellaneous	-	188,407	188,407
210-302-715.000	AMBULANCE S&W Social Security	16,851	22,000	(5,149)
210-302-716.000	AMBULANCE Health Insurance	8,504	9,000	(496)
210-302-719.000	AMBULANCE Other Fringe	2,375	3,000	(625)
210-302-720.000	AMBULANCE Worker's Compensation	6,200	17,000	(10,800)
210-302-723.000	AMBULANCE Unemployment	20	1,500	(1,480)
210-302-730.000	AMBULANCE Postage	200	300	(100)
210-302-806.000	AMBULANCE Data Processing	15,500	17,500	(2,000)
210-302-869.000	AMBULANCE Mileage	1,000	1,700	(700)
210-302-933.000	AMBULANCE M&R Vehicles	3,000	3,300	(300)
210-302-958.000	AMBULANCE Dues & Subscriptions	500	600	(100)
210-302-977.012	AMBULANCE			

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
	Capital Outlay - Ambulance	-	187,180	(187,180)
210-302-983.000	AMBULANCE			
	Office Equipment Lease	-	19,721	(19,721)
248-000-402.000	DDA			
	Real Property Taxes	240,000	248,351	8,351
248-000-665.000	DDA			
	Interest Income	-	77	77
248-000-678.006	DDA			
	Reimbursements - Miscellaneous	-	876	876
248-000-678.012	DDA			
	Reimbursements - Beer Fest	19,000	33,689	14,689
248-000-678.013	DDA			
	Reimbursements - Holiday Fest	1,000	1,768	768
248-275-702.000	DDA			
	S&W Fulltime	57,327	63,000	(5,673)
248-275-715.000	DDA			
	S&W Social Security	4,386	4,820	(434)
248-275-716.000	DDA			
	Health Insurance	-	1,000	(1,000)
248-275-716.002	DDA			
	Health Savings Account Contribution	-	35	(35)
248-275-717.000	DDA			
	Life/LTD Insurance	947	1,000	(53)
248-275-718.000	DDA			
	Pension	4,013	4,500	(487)
248-275-719.000	DDA			
	Other Fringe	275	250	25
248-275-720.000	DDA			
	Worker's Compensation	-	17	(17)
248-275-723.000	DDA			
	Unemployment	6	165	(159)
248-275-740.001	DDA			
	Operating Supplies - Main St Board	2,000	750	1,250
248-275-740.003	DDA			
	Operating Supplies - Design Committee	13,000	20,000	(7,000)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
248-275-740.004	DDA Operating Supplies - ER Committee	3,000	2,000	1,000
248-275-740.005	DDA Operating Supplies - O&F Committee	5,000	3,000	2,000
248-275-740.006	DDA Operating Supplies - P&M Committee	2,000	3,000	(1,000)
248-275-740.007	DDA Operating Supplies - Block Party	13,000	74	12,926
248-275-740.008	DDA Operating Supplies - Beer Fest	14,000	25,000	(11,000)
248-275-740-009	DDA Operating Supplies - Holiday Fest	3,500	5,723	(2,223)
248-275-801.000	DDA Legal Service	2,500	1,300	1,200
248-275-802.000	DDA Audit Service	1,300	1,304	(4)
248-275-803.000	DDA Engineering Service	10,000	4,200	5,800
248-275-804.000	DDA Contractual Service	10,000	12,000	(2,000)
248-275-804.400	DDA Downtown Holiday Décor Contracts	9,000	7,691	1,309
248-275-806.000	DDA Data Processing	500	650	(150)
248-275-851.000	DDA Telephone Service	1,300	1,000	300
248-275-888.000	DDA Public Art	-	1,500	(1,500)
248-275-902.000	DDA Advertising	5,000	1,200	3,800
248-275-934.000	DDA M&R Office Equipment	1,700	1,800	(100)
248-275-938.000	DDA M&R Street Lights	5,000	13,000	(8,000)
248-275-947.000	DDA Vehicle Rental	-	975	(975)

EXHIBIT A

2017-2018 FISCAL YEAR
BUDGET AMENDMENTS

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED BUDGET</u>	<u>NET EFFECT</u>
248-275-956.000	DDA Miscellaneous Expenses	21,250	18,000	3,250
248-275-958.000	DDA Dues & Subscriptions	650	1,061	(411)
248-275-967.001	DDA Façade Restoration (DDA)	65,000	18,000	47,000
405-000-577.000	CAPITAL IMPROVEMENT - WELLHEAD PROTECTION Contribution from State - Grant	-	300	300
405-275-803.000	CAPITAL IMPROVEMENT - WELLHEAD PROTECTION Engineering Service	-	300	(300)
520-000-648.000	REFUSE Utility Sales	98,900	116,000	17,100
520-000-648.001	REFUSE Penalties	750	1,150	400
520-528-804.000	REFUSE Contractual Service - Refuse Collection	110,400	147,600	(37,200)
582-201-740.000	ELECTRIC Operating Supplies	1,300	2,500	(1,200)
582-201-931.000	ELECTRIC M&R Equipment	1,017	5,887	(4,870)
590-201-740.000	WASTEWATER Operating Supplies	1,000	1,015	(15)
590-201-801.000	WASTEWATER Legal Service	-	700	(700)
590-201-802.000	WASTEWATER Audit Service	1,900	1,905	(5)
591-201-740.000	WATER Operating Supplies	1,000	1,200	(200)
661-441-806.000	MOTOR POOL Data Processing	1,000	1,700	(700)
661-441-931.000	MOTOR POOL M&R Equipment	40,875	43,375	(2,500)
661-441-977.000	MOTOR POOL Capital Outlay - Equipment	-	28,586	(28,586)

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 18-49

**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:

Board of Light & Power

-James Lakin to a term expiring June 30, 2021

Portland Area Fire Authority

-Joel VanSlambrouck to a term expiring June 30, 2022

Downtown Development Authority

-Leo Madarang to a term expiring June 30, 2020

Planning Commission

-Joshua Hinds to a term expiring June 30, 2021

Tree Management Commission

-Doug Logel Sr. to a term expiring June 30, 2021

Zoning Board of Appeals

-Jayne Graham to a term expiring June 30, 2021

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council confirms the Mayor's appointments as set forth above.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

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. 18-50

**A RESOLUTION ACCEPTING AND DEDICATING AN ADDITIONAL SECTION
OF ROWE AVENUE AS A PUBLIC STREET**

WHEREAS, Rowe Avenue is a public street maintained by the City of Portland; and

WHEREAS, the City discovered that only the first 350 feet of the road has been certified within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended, and

WHEREAS, the actual public length of Rowe Avenue is an additional 488 feet, as illustrated in the attached Sketch of Description prepared by Fleis & VandenBrink dated April 3, 2018, a copy of which is attached as Exhibit A.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

1. That the center line of said street is as described in the attached Sketch of Description prepared by Fleis & VandenBrink dated April 3, 2018.
2. That the entire length of said street is located within a City right-of-way and is under the control of the City of Portland.
3. That said street is a public street and is for public street purposes.
4. That said street was accepted into the City Street System and was open to the public prior to December 31, 2017.
5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

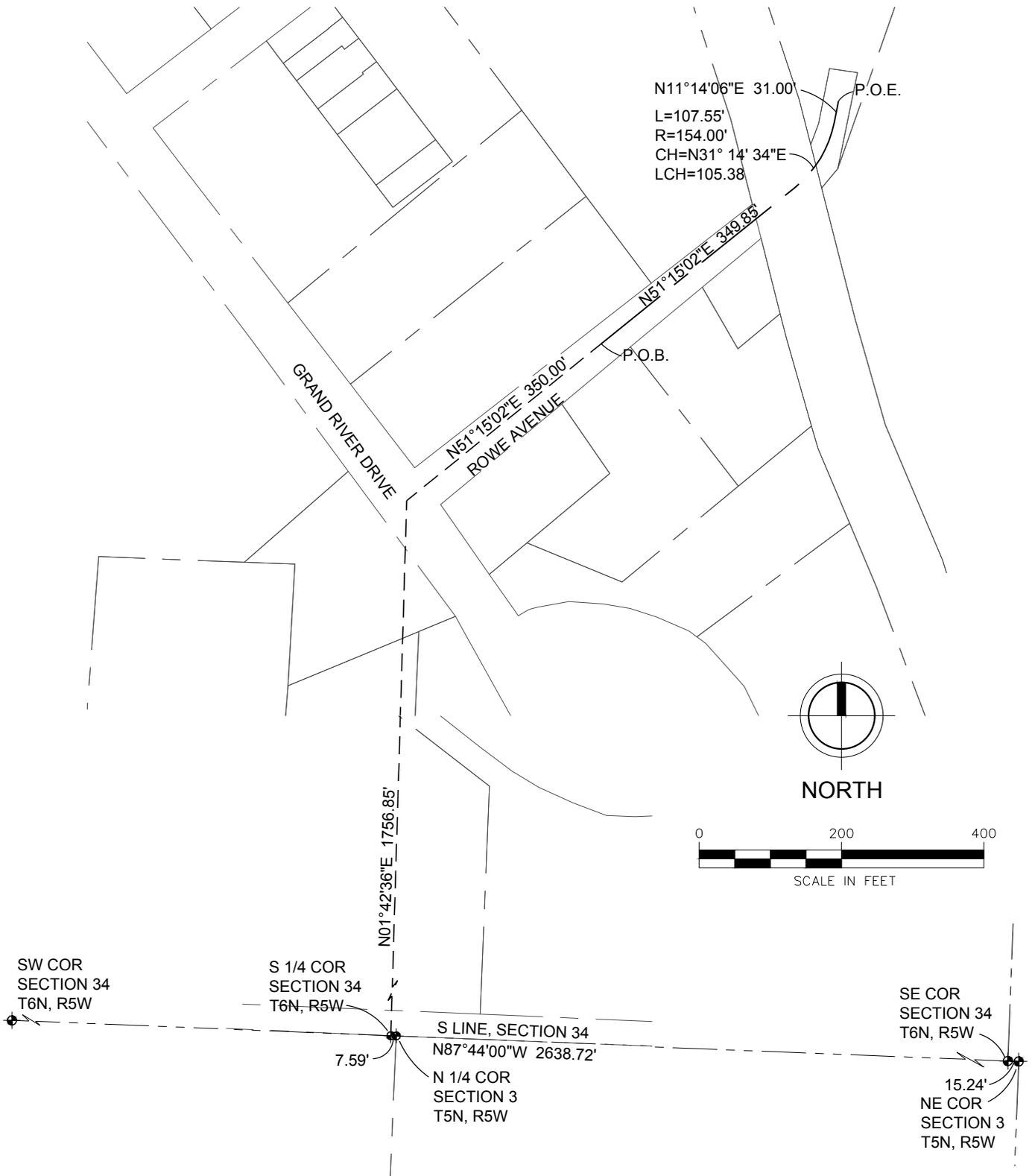
Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: June 4, 2018

Monique I. Miller, City Clerk

SKETCH OF DESCRIPTION



PA ACT 51 ROAD DESCRIPTION FOR A PORTION OF ROWE AVENUE:
PART OF SECTION 34, TOWN 6 NORTH, RANGE 5 WEST, CITY OF PORTLAND, IONIA COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS:
COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION; THENCE NORTH 87°44'00" WEST 2638.72 FEET ALONG THE SOUTH LINE OF SAID SECTION TO THE SOUTH 1/4 CORNER OF SAID SECTION; THENCE NORTH 01°42'36" EAST 1756.85 FEET MORE OR LESS TO THE INTERSECTION OF THE CENTERLINE OF GRAND RIVER AVENUE AND ROWE AVENUE; THENCE NORTH 51°15'02" EAST 350.00 FEET ALONG THE CENTERLINE OF ROWE AVENUE TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID CENTERLINE NORTH 51°15'02" EAST 349.85 FEET; THENCE NORTHERLY 107.55 FEET ALONG A 154.00 FOOT RADIUS CURVE TO THE LEFT THE LONG CHORD OF WHICH BEARS NORTH 31°14'34" EAST 105.38 FEET; THENCE NORTH 11°14'06" EAST 31.00 FEET TO THE POINT OF ENDING.
THE TOTAL LENGTH OF DESCRIBED CENTERLINE BEING 488.40 FEET

F&V PROJECT NO.
1110



2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

CITY OF PORTLAND
SECTION 34, T6N, R5W
IONIA CO, MICHIGAN

PA 51 DESCRIPTION
ROWE AVENUE

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, May 21, 2018

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Ambulance Director Gensterblum; Police Chief Thomas

Guests: Joe Russman of Portland Rodeo Days; Jon Moxey of Fleis & VandenBrink; Kathy Parsons

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

Motion by Fitzsimmons, supported by Baldyga, to approve the Proposed Agenda with the elimination of Item IV to excuse the absence of Council Member Fitzsimmons.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman reported that the James Street Improvement Project is nearing completion. The top coat was laid last week and final restoration issues are being completed.

The Rindlehaven Phase II draft has been received. The developers are planning to deviate from the initial PUD that was approved and will seek permission from the Planning Commission to continue the construction of single family residences.

The kickoff meeting with DEQ for the Redevelopment Brownfield Grant for the ADM property was held on May 3, 2018.

Superior Asphalt was in town last week to mill some streets that were in poor condition. A new top coat will be laid where the streets were milled.

The Ribbon Cutting Ceremony for the Portland School Apartments was held last week and was very well attended.

Under Presentations, Joe Russman presented information on the 12th Annual Portland Rodeo Days, scheduled for June 9, 2018 at Bogue Flats.

Under New Business, the Council considered Resolution 18-38 to approve the award of the City Development Street and Utility Extension to CL Trucking, Inc. in the amount of \$386,190.00. The project has been budgeted and listed on the City's Capital Improvement Plan.

Jon Moxey presented the bid tabulations for project and noted that 7 bids were received in response to the request for bids. City Manager Gorman and engineers recommend awarding the project to CL Trucking, Inc.

Motion by VanSlambrouck, supported by Johnston, to approve Resolution 18-38 approving the award of the City Development Street & Utility Extension to CL Trucking, Inc.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

The Council considered Resolution 18-39 to approve Fleis & VandenBrink's proposal to provide construction engineering services for the City Development Street & Utility Extension in the amount of \$61,400.00

Motion by Baldyga, supported by Fitzsimmons, to approve Resolution 18-39 approving Fleis & VandenBrink's proposal to provide construction engineering services for the City Development Street & Utility Extension.

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 18-40 to approve Fleis & VandenBrink's proposal to provide Design Engineering for DPW Compound Improvements.

City Manager Gorman and Jon Moxey presented information on the need for certain improvements at the DPW Compound including a new salt barn and a structure to properly store various DPW vehicles and equipment.

Motion by Baldyga, supported by Johnston, to approve Resolution 18-40 approving Fleis & VandenBrink's proposal to provide design engineering for DPW Compound Improvements.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 18-41 to approve the purchase of a 2018 Dodge Durango for the Ambulance Department and Code Enforcement in the amount of \$24,856.47 through the MiDeal Program.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 18-41 approving the purchase of a 2018 Dodge Durango for the Ambulance Department and Code Enforcement.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Motion by Johnston, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on May 7, 2018, payment of invoices in the amount of \$153,989.06 and payroll in the amount of \$100,485.69 for a total of \$254,474.75. A purchase order to Frederickson Supply LLC in the amount of \$13,678.91 for repairs to the VacCon Truck was also included.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents to take care of their lawns and keep their grass mowed. He further reminded residents that grass clippings should be kept out of the streets and curbs as they clog the drains and create havoc on the storm drains, as well as creating a slip hazard.

City Manager Gorman also asked residents to help the City protect the water system. There were recently incidents where contractors were using fire hydrants without authorization. If residents notice someone using a fire hydrant without a City or fire truck present they should contact City Hall. The City does sell bulk water to contractors but they are required to obtain a permit and use a specified hydrant so their activity can be monitored.

City Manager Gorman thanked the Friends of the Red Mill for their efforts with the Red Mill Pavilion as it is a great facility and an asset to the community. The side curtains that were recently added were a great addition to the facility.

Under Council Comments, Mayor Pro-Tem VanSlambrouck noted the recent celebration of Mr. Robert Torp-Smith's 100th birthday was a great opportunity to honor him as he has been a great asset to the Portland community.

Mayor Pro-Tem VanSlambrouck also reminded residents that the VFW Post 4090 will host the annual Memorial Day Parade on Monday, May 28, 2018 at 10:00 A.M.

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

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:52 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the May 21, 2018 City Council Meeting

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

Present – Mayor Barnes; Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Baldyga and Johnston; City Manager Gorman; City Clerk Miller; Ambulance Director Gensterblum; Police Chief Thomas

Presentation - Joe Russman presented information on the 12th Annual Portland Rodeo Days, scheduled for June 9, 2018 at Bogue Flats.

Approval of Resolution 18-38 approving the award of the City Development Street & Utility Extension to CL Trucking, Inc.

All in favor. Adopted.

Approval of Resolution 18-39 approving Fleis & VandenBrink’s proposal to provide construction engineering services for the City Development Street & Utility Extension.

All in favor. Adopted.

Approval of Resolution 18-40 approving Fleis & VandenBrink’s proposal to provide design engineering for DPW Compound Improvements.

All in favor. Adopted.

Approval of Resolution 18-41 approving the purchase of a 2018 Dodge Durango for the Ambulance Department and Code Enforcement.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:52 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
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	90.00
BEAR PACKAGING & SUPPLY, INC.	00044	TRASH BAGS - CITY HALL, WW, AMBULANCE	609.00
BERTMAN TOOLS LLC	02430	TUBE CUTTERS - WATER	53.75
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	421.66
BOUND TREE MEDICAL LLC.	01543	AED BATTERY - AMB	149.99
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMB	497.69
BSN SPORTS	00911	FOUL POLES & GROUND SLEEVES - PARKS	3,278.92
CONCRETE CUTTING CO., INC.	00092	DEEP CORES FOR NEW SIGN AND LABOR - MAJ STS	258.56
CHROUCH COMMUNICATION, INC.	00082	RADIOS FOR CITY HALL - CITY HALL	1,122.00
CHROUCH COMMUNICATION, INC.	00082	BATTERIES FOR WALKIES - ELECTRIC	313.75
CONSUMERS CONCRETE CORPORATION	00094	LIMESTONE FOR FOUL POLES - PARKS	716.00
COOK BROS EXCAVATING	00101	LIMESTONE CHIPS - ELECTRIC	85.50
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	20.71
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	275.66
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	32.48
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WTR	495.58
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	21.93
CONSUMERS ENERGY	00095	GAS SERVICE - MP	51.07
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	17.95
CONSUMERS ENERGY	00095	GAS SERVICE - ELECTRIC	264.95
CULLIGAN	02130	WATER - CITY HALL	13.00
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	9,300.00
FAMILY FARM & HOME	01972	BIFENTHRIN & TANK SPRAYER - MAJ STS	34.98
FAMILY FARM & HOME	01972	PAD LOCK - WATER	21.99
FAMILY FARM & HOME	01972	BLADE FOR LAWN MOWER - AMB	15.99
FLEIS & VANDENBRINK	00153	WELLHEAD PROTECTION PROGRAM - WELLHEAD	300.00
FLEIS & VANDENBRINK	00153	SPARROW SITE IMPROVEMENTS- LOC STS RES#17-85	5,741.29
FLEIS & VANDENBRINK	00153	JAMES ST DESIGN - LOC STS, WW, WTR RES#17-11	1,747.65
FLEIS & VANDENBRINK	00153	BRIDGE INSPECTION- MAJ STS	250.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FLEIS & VANDENBRINK	00153	SAFE ROUTES TO SCHOOL- GENERAL	1,381.65
FLEIS & VANDENBRINK	00153	GENERAL ENGINEERING CONSULTATION - GENERAL	1,002.75
FLEIS & VANDENBRINK	00153	SYSTEM EVALUATION DFS - ELECTRIC	626.50
GOOSE CREEK TREE FARM INC.	00170	ARBOR DAY TREE KENT/ACADEMY ST - PARKS	495.00
GRAINGER, INC.	00172	SUPPLIES - MTR POOL	35.74
IONIA COUNTY CLERK	01247	SOFTWARE - ELECTIONS	3,253.92
JOHN DEERE FINANCIAL	01818	PARTS - CEM, PARKS, MTR POOL	916.75
DR. KEMPF	MISC	SIGN PERMIT FEE REFUND - GENERAL	25.00
KATHY'S CLEANING	01684	CLEANING SERVICE - CITY HALL	745.00
KEUSCH SUPER SERVICE	00228	SERVICE OIL - ELECTRIC	55.47
KEUSCH SUPER SERVICE	00228	TIRE VALVE STEM EXTENSION - AMB	62.99
LAW OFFIC CRYSTAL MORGAN PLLC	MISC	APPEAL - ASSESSING	78.00
MENARDS	00260	CEMENT/GLOVES - CEMETERY	92.00
MGROW	MISC	MEMBERSHIP FEE - GENERAL	500.00
MICHIGAN AGRIBUSINESS SOLUTIONS	02475	APRIL FUEL SURCHARGE - WASTE WTR	67.17
MUNICIPAL SUPPLY CO.	00324	BRASS VALVE - ELECTRIC	151.82
MUNICIPAL SUPPLY CO.	00324	SEWER FLAGS - WASTE WTR	132.85
MUNICIPAL SUPPLY CO.	00324	TRAFFIC YELLOW PAINT & ORANGE MARKING PAINT -	80.00
MUZZALL GRAPHICS	00326	UTILITY BILL - ELEC,WTR, WW	435.76
OTIS ELEVATOR	00970	SERVICE CONTRACT - CITY HALL	580.65
PLB PLANNING GROUP LLC	02504	ZONING CONSULTING - CODE	450.00
POLYDYNE INC.	02196	CLARIFLOC - WASTE WTR	1,822.50
RECYCLE IONIA, INC.	02403	ELECTRONICS - COMM PROMOTIONS	1,940.00
RESCO	00392	SPLIT BOLT - ELECTRIC	335.00
SANTANDER LEASING LLC	02479	LEASE PAYMENT ON AMBULANCE - MTR POOL	26,551.94
SPARROW OCCUPATIONAL HEALTH-LANSIN00340	00340	PRE-EMPLOYMENT PHYSICAL - PARKS	113.50
SPARROW OCCUPATIONAL HEALTH-LANSIN00340	00340	PRE-EMPLOYMENT PHYSICAL - PARKS	103.50
SUPERIOR ASPHALT INC	02348	TONS BLACKTOP - MAJ STS	174.72
THEKA ASSOCIATES	00448	TROUBLE SHOOT HYDRO RELAYS - ELECTRIC	1,120.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
THEKA ASSOCIATES	00448	RELAYS FOR HYDRO GENERATORS - ELECTRIC	4,600.00
STAR THOMAS	01654	CELL PHONE REIMB - POLICE	40.00
JOHN PAUL WERNET	02491	MEALS/HOTEL/MILEAGE - CONFERENCE	808.79
WOLVERINE POWER SYSTEMS	02122	ANNUAL MAINT & LOAD BANK TESTING- WASTE WTR	930.00
WOLVERINE POWER SYSTEMS	02122	RINDLEHAVEN LIFTSTATION GENERTOR - WASTE WTR	708.10
WOLVERINE POWER SYSTEMS	02122	RIVERSIDE LIFTSTATION GENERATOR - WAST WTR	700.00
WOW! INTERNET-CABLE PHONE	02132	INTERNET/PHONE - POLICE, COMM PROMO,AMB	598.94
DOUG ABEL	MISC	HIGH EFFICENCY PRODUCTS - ELECTRIC	165.00
WILLIAM P VALLIER	MISC	HIGH EFFICIENCY PRODUCTS - ELECTRIC	150.00
TERRY GILBERT	MISC	HIGH EFFICIENCY - ELECTRIC	165.00
FRANCIS VALLIER	MISC	APPLIANCE RECYCLING - ELECTRIC	50.00
FRANCIS LEHMAN	MISC	HIGH EFFICIENCY PRODUCTS - ELECTRIC	150.00
NATE LAY	MISC	HIGH EFFICIENCY PRODUCTS - ELECTRIC	165.00
MICHAEL KLEPAC	MISC	HIGH EFFICIENCY PRODUCT - ELECTRIC	150.00
ED FILTER	00540	UMPIRES - REC	144.00
BRIAN RUSSELL	00593	UMPIRES - REC	168.00
OWEN RUSSELL	02249	UMPIRES - REC	121.00
MILO ROOT	02499	UMPIRE - REC	50.00
TYLE LAURE	MISC	UMPIRES - REC	100.00
TREYVIN GROESSER	02507	UMPIRES - REC	25.00
JORDAN SELBY	02508	UMPIRES - REC	50.00
TREVOR WILLIAMS	02509	UMPIRES - REC	20.00
KURT KRACZON	02510	OFFICIALS - REC	30.00
ALYSSA PUNG	02160	OFFICIALS - REC	30.00
SHANE COOK	02511	SCOREKEEPERS - REC	16.00
LEAH COOK	02506	SCOREKEEPERS - REC	40.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	32.00
NICK SALAS	02512	OFFICIALS - REC	10.00
GRAHAM WOHLSCHEID	02423	OFFICIALS - REC	20.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ED FILTER	00540	UMPIRES - REC	48.00
GERALD ACKERSON	02269	UMPIRES - REC	120.00
BRIAN RUSSELL	00593	UMPIRES - REC	144.00
OWEN RUSSELL	02249	OFFICIALS - REC	101.00
RYAN LAY	02477	OFFICIALS - REC	100.00
MILO ROOT	02499	OFFICIALS - REC	50.00
TREYVIN GROESSER	02507	OFFICIALS - REC	45.00
JORDAN SELBY	02508	OFFICIALS - REC	50.00
TREVOR WILLIAMS	02509	OFFICIALS - REC	50.00
MICHAEL KOSTER	02513	OFFICIALS - REC	30.00
ARYAN VIRK	02514	OFFICIALS - REC	45.00
KURT KRACZON	02510	OFFICIALS - REC	25.00
LEAH COOK	02506	SCOREKEEPERS - REC	40.00
KATELYN RUSSELL	02457	OFFICIALS - REC	16.00
HANNAH DENSMORE	02300	SCOREKEEPERS - REC	32.00
NICK SALAS	02512	OFFICIALS - REC	20.00
GRAHAM WOHLSCHEID	02423	OFFICIALS - REC	100.00
CONSUMERS ENERGY	00095	GAS SERVICE - WW	5.07
RYAN LAY	02477	OFFICIALS - REC	50.00
Total:			\$80,840.13

**BI-WEEKLY
WAGE REPORT
June 4, 2018**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	16,137.56	243,974.75	3,660.07	69,601.75	19,797.63	313,576.50
ASSESSOR	1,046.07	25,243.12	80.03	2,528.81	1,126.10	27,771.93
CEMETERY	5,172.65	73,136.15	1,683.25	19,187.01	6,855.90	92,323.16
POLICE	22,988.55	346,004.62	5,115.41	107,962.49	28,103.96	453,967.11
CODE ENFORCEMENT	990.40	17,856.04	222.64	3,699.02	1,213.04	21,555.06
PARKS	2,898.86	45,906.97	462.09	8,703.07	3,360.95	54,610.04
INCOME TAX	2,504.16	50,165.61	1,013.96	20,425.02	3,518.12	70,590.63
MAJOR STREETS	3,345.00	83,549.52	2,020.11	38,529.67	5,365.11	122,079.19
LOCAL STREETS	3,409.48	80,387.69	1,898.34	36,953.33	5,307.82	117,341.02
RECREATION	3,151.99	44,167.76	631.53	11,137.74	3,783.52	55,305.50
AMBULANCE	17,149.91	303,317.43	3,094.06	59,757.08	20,243.97	363,074.51
DDA	4,072.39	60,469.22	738.67	10,450.23	4,811.06	70,919.45
ELECTRIC	20,719.87	441,379.47	5,919.26	133,761.33	26,639.13	575,140.80
WASTEWATER	9,944.01	238,478.06	3,427.69	75,004.40	13,371.70	313,482.46
WATER	5,851.45	129,912.15	2,330.81	51,762.27	8,182.26	181,674.42
MOTOR POOL	3,592.92	65,197.53	1,582.77	31,372.33	5,175.69	96,569.86
TOTALS:	122,975.27	2,249,146.09	33,880.69	680,835.55	156,855.96	2,929,981.64

BI-WEEKLY CASH BALANCE ANALYSIS
AS OF 5/30/18
MEETING DATE 6/4/18

Fund	Description	Beginning Balance 5/17/18	Total Cash in	Total Cash out	Cash Balance 5/30/18	Time Certificates	Ending Balance 5/30/18	
101	GENERAL FUND	2,402,932.27	52,142.01	(199,377.15)	2,255,697.13	235,000.00	2,490,697.13	
105	INCOME TAX FUND	11,666.04	9,918.26	(6,911.89)	14,672.41	10,000.00	24,672.41	
150	CEMETERY PERPETUAL CARE FUND	40,542.20	-	-	40,542.20		40,542.20	
202	MAJOR STREETS FUND	232,353.28	5,951.68	(16,433.89)	221,871.07		221,871.07	
203	LOCAL STREETS FUND	56,214.01	3,396.58	(11,226.88)	48,383.71		48,383.71	
208	RECREATION FUND	3,985.59	4,339.93	(6,999.27)	1,326.25		1,326.25	
210	AMBULANCE FUND	110,749.31	23,222.11	(40,938.39)	93,033.03		93,033.03	
245	MSHDA LOFT FUND	-	-	-	-		-	
248	DDA FUND	239,806.39	2,670.43	(4,840.86)	237,635.96		237,635.96	
404	CAPITAL IMPROVEMENT-RED MILL PAVILION	3,362.25	-	-	3,362.25		3,362.25	
405	WELLHEAD IMPROVEMENT FUND	-	-	-	-		-	
406	CAPITAL IMPROVEMENT FUND-STREET PROJECT	600,244.01	-	-	600,244.01		600,244.01	
520	REFUSE SERVICE FUND	16,063.20	6,685.68	(12,712.07)	10,036.81		10,036.81	
582	ELECTRIC FUND	617,512.18	157,637.02	(181,732.34)	593,416.86	530,000.00	1,123,416.86	
590	WASTEWATER FUND	(118,451.27)	49,862.16	(33,678.00)	(102,267.11)		(102,267.11)	
591	WATER FUND	46,567.40	33,493.23	(21,563.69)	58,496.94	420,000.00	478,496.94	
661	MOTOR POOL FUND	5,553.25	15,047.64	(15,550.75)	5,050.14		5,050.14	
703	CURRENT TAX FUND	6,565.90	-	-	6,565.90		6,565.90	
TOTAL - ALL FUNDS		4,275,666.01	364,366.73	(551,965.18)	4,088,067.56	1,195,000.00	5,283,067.56	
						ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
						CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
						PERPETUAL CARE CD	130,000.00	130,000.00
						INCOME TAX SAVINGS	904,488.46	904,488.46
						ELECTRIC-PRIN & INT ESCROW	128,126.61	128,126.61
						WASTEWATER DEBT ESCROW	271,386.71	271,386.71
						WASTEWATER REPAIR ESCROW	25,708.85	25,708.85
						DDA-PRIN & INT ESCROW	501.77	501.77
							<u>7,313,279.96</u>	

*Customer Deposit Breakdown

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

ELECTRIC-RESTRICTED CASH	400,000.00	400,000.00
CUSTOMER DEPOSIT CD	170,000.00	170,000.00 *
PERPETUAL CARE CD	130,000.00	130,000.00
INCOME TAX SAVINGS	904,488.46	904,488.46
ELECTRIC-PRIN & INT ESCROW	128,126.61	128,126.61
WASTEWATER DEBT ESCROW	271,386.71	271,386.71
WASTEWATER REPAIR ESCROW	25,708.85	25,708.85
DDA-PRIN & INT ESCROW	501.77	501.77

MOYER CONSTRUCTION CO.
 5913 E. GRAND RIVER AVE
 PORTLAND, MI 48875
 PHONE 517-647-4798
 FAX 517-647-4040

Estimate

DATE	ESTIMATE #
5/23/2018	5322

CITY OF PORTLAND 259 KENT STREET PORTLAND MI 48875	PHONE	E-MAIL
	(517) 647-2942	kengensterblum@portland-michigan.org

QTY	DESCRIPTION
	12 EA. 12'X18'X4" BLEACHER PADS
2	HRS. BOBCAT CHARGE TO STRIP SOD
12	YDS. SAND INSTALLED & COMPACTED
2,592	SF. 4" CONCRETE SLAB
2,592	SF. WIRE MESH
	NOTE: RESTORATION OF TOPSOIL & GRASS IS NOT INCLUDED IN THIS ESTIMATE

SIGNATURE	TOTAL \$13,533.44
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Please contact the office for scheduling and questions regarding this estimate, (517) 647-4798.

A residential builder, maintenance/alteration contractor is required to be licensed under article 24 of act 299 of the public acts of 1980, as amended, being sections 339.2401 to 339.2412 of the Michigan compiled laws. Moyer Construction Co. is licensed to provide the above contracted improvement.
 License Number 2102125152.

We are not responsible for defects in exterior concrete poured from October 1 to April 1. Correct foundation measurements/specifications are the responsibility of the builder/owner. After November 1, winter concrete charges will be added. Bulldozer, wrecker, concrete, and water pump charges are extra. Owner is responsible for properly dug site & to provide access to site so vehicles can move on their own power. We assume no responsibility for damages to sidewalks, buildings, trees, shrubs, etc. We are not responsible for water in basement due to lack of positive flow away from house and/or no eavestroughs installed. Estimates are valid for 60 days. Cancellation without one week prior notification will receive a \$250.00 fee. A fuel surcharge may be added. Payment is due by the 10th of the month. A 1.5% service fee on all amounts not paid by the 25th of following month. Customer agrees to pay all costs incurred to force collection of amounts owed including actual attorney fees.

ACCEPTANCE OF ESTIMATE _____



PURCHASE ORDER

City of Portland

P.O. **3419**

259 Kent Street
Portland, MI 48875
(517) 647-7531

VENDOR Resco

DATE: 5-25-18

582-539-977

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
24 MX13-21-15-66-CSXXXX	@16412.00		\$393,888.00
150 650ETP Tap Plug	@120.15		\$ 18,022.50
150 K655BE Bushing Extender			
with stud	@ 69.05		\$ 10,357.50
3 600ATM assembly tool	@101.45		\$ 304.35
	Total		\$422,572.35
DEPARTMENT HEAD (UP TO \$500) <u>WST</u>		TOTAL	

*Previously approved by Council Resolution 17-266 08/07/17

Authorized by City Manager
(For Purchases over \$500 and less than \$5,000)

Treasurer Initials

City of Portland
Board of Light & Power
723 E. Gd. River Ave.
Portland, Mi. 48875

March 30th, 2018

Re: Light & Power Board Recommendations

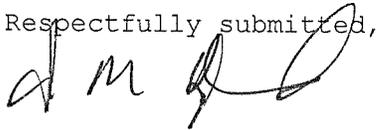
City Council
City Manager

Last night at the Light & Power Board, the Light & Power Board passed two recommendations to the City Council.

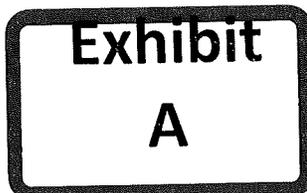
1-Purchase 24 fault interrupters along with necessary equipment for installation for the amount of \$422,572.35 (price good until June 9th, 2018).

2-Opt out of LIEFT (Low Income Energy Assistance Fund) as we have done in the past years, since PA-95 was passed (need by 28th, 2018).

Respectfully submitted,



Jon M. Hyland, City of Portland, Board of Light & Power



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: 5-22-18

Name: Nancy MARKS

Address: 1147 MAYNARD

Telephone No. 517-642-4406

E-mail address bnmarks@att.net

Employer Retired

Telephone No. —

How long have you lived in the City of Portland? 40 years

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 — B.S. from WMU. English Major.

Are you a high school graduate?

Yes

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

WMU. B.S. English Major

Professional and work experience

- Teacher for 30+ years.

Community activities, interests, and service

- Library Board, Community Fund Board, Original County-wide millage Passage Com., Bond Passage Board.

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

Cory Grimmerck

Jan Mosser

Ed Filter

Catherine Hoort

Mary Sue Barley

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: May 29, 2015

Name: Kathy Ness

Address: 1774 Divine Hwy, Lyons

Telephone No. 517-526-2288

E-mail address KathyKness@gmail.com

Employer Goose Creek Tree Farm Telephone No. _____

How long have you lived in the City of Portland? since 1990 (Lyons township)

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

Are you a high school graduate?

Graduated from Eaton Rapids Public High School, 1981.

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

Lansing Community College - Associate Degree in Nursing
University of Michigan - Bachelors of Science in Nursing

Professional and work experience

See below

Community activities, interests, and service

I am an active member of Portland United Methodist Church. I am president of Portland Area Chamber of Commerce and board member of Friends of the Red Mill.

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

I have retired from 30 years of nursing. For 25 years I worked as a nurse case manager, specializing in brain injury, spinal cord injury and multi-trauma. The last 15 years I was self-employed - Ness Rehabilitation Management, LLC. My husband and I own Goose Creek Tree Farm. We incorporated our business in 1994. I assist with various activities at our tree farm. I attend annual green industry seminar/workshops and read literature from MSU Extension office and other arboriculture publications to increase my knowledge of tree care.

Nikki Miller

From: noreply@civicplus.com
Sent: Wednesday, June 01, 2016 12:02 PM
To: cityclerk@portland-michigan.org
Subject: Online Form Submittal: Board & Commission Application

Board & Commission Application

Name	Kathy Parsons
Date	2/3/1959
Address	310 Kent St Portland MI 48875
Phone	517-647-4177
Email	kparsons@griderportland.com
Employer	Self - Grider-Portland Agency
Employer Phone	517-647-4177
How long have you lived in the City of Portland?	15 years
Please mark your choice(s).	<i>Field not completed.</i>
If more than one please list them in order.	PORTLAND AREA FIRE AUTHORITY
Please tell us your qualifications.	4 years, Portland Area Fire Authority, 4 years, City Council, 15 years serving on various city boards and commissions, 10 years, President of Tri-County Community Advocates (ARC/Greater Lansing).
Are you a high school graduate?	Yes
Are you a college graduate?	No
List name of the college or university you attended and the level of degree earned.	<i>Field not completed.</i>

List your professional and work experience. 1975-1978 Dispatcher/Clerk, Mason Police Department, Mason, MI 1978-1979 Fire Rater, Auto Owners Insurance Company, Lansing, MI 1979, 2001 Insurance Agent, A. A. Smith Insurance Agency, Lansing, MI 2001 - Present: Owner, Grider-Portland Agency, Portland.

List your community activities, interests and service. Volunteer for Volunteers in Police Service, 12 years. Past volunteer for Portland Main Street, 12 years. President of Irish-American Club of Lansing.

References (optional) Mark Ackerson, Chair, Portland Area Fire Authority, 9020 Peake Rd, Portland MI 48875 -517-290-8376 R. Bruce Smith, Owner (Retired), A. A. Smith Insurance Agency, 1515 Riley Ridge Dr, Lansing, MI 48906 517-282-9638 Dan Schlattman, Owner, Freedom Tax Services, 344 S. Jefferson, Mason, MI 48854 517-676-4253

File Attachment *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Nikki Miller

From: noreply@civicplus.com
Sent: Saturday, June 24, 2017 7:21 PM
To: Nikki Miller
Subject: Online Form Submittal: Board & Commission Application

Board & Commission Application

Name	Lisa Pung
Date	6/24/2017
Address	9069 Silverleaf Ct. Portland
Phone	5172431160
Email	Njpllp20@yahoo.com
Employer	Consumers Energy
Employer Phone	5173742151
How long have you lived in the City of Portland?	In area entire life
Please mark your choice(s).	Downtown Development Authority
If more than one please list them in order.	<i>Field not completed.</i>
Please tell us your qualifications.	I have a wide range of experience in economic and community development. I have established working relationships with local and State partners in economic development. I have experience in strategic planning and prior oversight of some key community development programs. I have project management experience and am fiscally mindful. My time at local and State government has made me an advocate for Michigan communities. I am also a previous City of Portland employee with background in assessment administration.
Are you a high school graduate?	Yes
Are you a college graduate?	Yes

List name of the college or university you attended and the level of degree earned.	Michigan State University - Public Resource Management
List your professional and work experience.	Project management Budget oversight Previous Manager and Director of key areas within Michigan Economic Development Corporation Strategic Planning National Development Council, EDFP certification Michigan Advanced Assessing Officer Experience in a wide range of technical assistance opportunities for Michigan communities Financial review experience Detail oriented and multi-tasker A wide range of software experience
List your community activities, interests and service.	Portland Athletic Association volunteer, previous Invest Detroit subcommittee member, 21st Century Economy Commission participant, Portland ZBA board member, previous volunteer for several fund raising efforts of St. Patrick's and miscellaneous other local events.
References (optional)	Happy to provide if you'd like.
File Attachment	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

May 23, 2018

City of Portland
Nikki Miller, City Clerk
259 Kent St.
Portland, MI 48875

Re: City of Portland EDC

Dear Ms. Miller:

This letter acknowledges receipt and filing on May 22, 2018, of Resolution No. 18-36 – A Resolution approving the Dissolution of the Economic Development Corporation of Portland, in accordance with the provisions of Act 338, Public Acts of 1974.

Sincerely,

Michigan Department of State
Office of the Great Seal
1.888.767.6424

City Of Portland
Water Department
Monthly Water Report
May 2018

Monthly Water Production

Well #4	4,636,000 Gallons
Well #5	0 Gallons
Well #6	6,622,000 Gallons
Well #7	11,000 Gallons

Daily Water Production

Well #4	149,548 Gallons
Well #5	0 Gallons
Well #6	213,613 Gallons
Well #7	315 Gallons

Daily Average Water Production for All Wells

363,476 Gallons

Total Water Production for the Month

11,269,000 Gallons

Total Water Production for the Previous Month

11,279,000 Gallons

Total Production decreased by

10,000 Gallons

Total Production for This Month from the Previous Year

10,657,000 Gallons

Total Production increased by

612,000 Gallons

Rodney D. Smith Jr.
Water Technician

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

**NOTICE OF HEARING
FOR THE ELECTRIC
CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-20134**

- Consumers Energy Company requests Michigan Public Service Commission approval for authority to increase its rates for the generation and distribution of electricity and for other relief.
- The information below describes how a person may participate in this case.
- You may call or write, Consumers Energy Company, One Energy Plaza, Jackson, MI 49201-2276 for a free copy of its application. Any person may review the application at the offices of Consumers Energy Company.
- The prehearing conference in this matter will be held:

DATE/TIME: **Friday, June 1, 2018, at 10:00 A.M.**

BEFORE: Administrative Law Judge Sharon L. Feldman

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

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

The Michigan Public Service Commission (Commission) will hold a hearing to consider Consumers Energy Company's (Consumers Energy) May 14, 2018 application of Consumers Energy Company for authority to increase its rates for the generation and distribution of electricity. Consumers Energy seeks Commission's approval: 1) to adjust its retail electric rates so as to provide additional revenue of \$58 million annually above levels established in Case No. U-18322 based on a projected 12-month test year ending December 31, 2019; 2) to adjust its existing retail electric rates so as to produce a rate of return on common equity of not less than 10.75%; 3) to implement an investment recovery mechanism to recover the annual revenue requirement for the six specified electric distribution programs associated with 2020 and 2021 average incremental rate base and the associated direct expenses beyond the level ultimately approved in test year ending December 31, 2019 rates; and to adjust its retail electric rates in each

of those years to provide an incremental rate increase sufficient to provide incremental annual revenue of \$49 million and \$48 million, respectively, and be subject to reconciliation; 4) to modify rates, rules, and regulations; 5) for accounting requests and regulatory asset treatment, as appropriate, related to the its proposed EV Foundational Infrastructure Program, and its cloud-based solutions costs and authorize Consumers Energy to record its Traverse City Service Center acquisition adjustment in Account 406 for amortization over 15 years; and 6) for other relief.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by **May 29, 2018**. (Petitions to intervene may also be filed using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

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

Requests for adjournment must be made pursuant to the Commission's Rules of Practice and Procedure R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

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

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Administrative Hearing System's Administrative Hearing Rules, Mich. Admin Code, R 792.10101 through R 792.10137, and R 792.10401 through R 792.10448.

[CONSUMERS ENERGY COMPANY HAS REQUESTED THE INCREASES AND OTHER PROPOSALS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY THE REQUESTED INCREASES AND OTHER PROPOSALS, IN WHOLE OR IN PART, AND MAY GRANT LESSER OR GREATER INCREASES THAN THOSE REQUESTED, AND MAY AUTHORIZE A LESSER OR GREATER RATE FOR ANY CLASS OF SERVICE THAN THAT] REQUESTED.]