



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

7:00 P.M. Monday, November 5, 2018  
City Council Chambers  
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	<b>I. <u>Call to Order</u></b>	
7:01 PM	<b>II. <u>Pledge of Allegiance</u></b>	
7:02 PM	<b>III. <u>Acceptance of Agenda</u></b>	Decision
7:03 PM	<b>IV. <u>Public Comment</u> (5-minute time limit per speaker)</b>	
7:04 PM	<b>V. <u>City Manager Report</u></b>	
	<b>VI. <u>Presentations</u></b>	
7:20 PM	A. DDA/Main Street Director Conner Wellman – Downtown Report	
	<b>VII. <u>Public Hearing(s)</u> – None</b>	
	<b>VIII. <u>Old Business</u> – None</b>	
	<b>IX. <u>New Business</u></b>	
7:25 PM	A. 1 <sup>st</sup> Reading of Ordinance No. 198 to Amend the Code of Ordinances of the City of Portland by Adding a New Article and Section That Shall Be Designated as Article V, Section 24-90 of Chapter 24 of Said Code and By Adding a New Section That Shall Be Designated As Section 34-2 of Chapter 34 of Said Code	Decision
7:30 PM	B. Proposed Resolution 18-81 Approving Fleis & VandenBrink’s Proposal to Provide Space/Needs & Feasibility Planning Services for the Emergency Services Building	Decision
	<b>X. <u>Consent Agenda</u></b>	
7:20 PM	A. Minutes & Synopsis from the Regular City Council Meeting held on October 15, 2018	
	B. Payment of Invoices in the Amount of \$226,750.30 and Payroll in the Amount of \$238,003.54 for a Total of \$464,753.84	
	C. Purchase Orders over \$5,000.00 – None	
	<b>XI. <u>Communications</u></b>	
	A. 2018 Employee Merit Awards	
	B. DDA Minutes for September 20, 2018	
	C. DDA Treasurer’s Report for October 18, 2018	
	D. Fleis & VandenBrink Memo re: William Toan Park MDNR Application Status	
	E. Police Department Report for September 2018	

**Estimated  
Time**

**Desired  
Outcome**

- F. Ambulance Department Report for October 2018
- G. Utility Billing Report for September 2018
- H. Ionia County Board of Commissioners Agenda for October 23, 2018
- I. State of Michigan Communication re: Franchise Act
- J. MPSC Notice of Hearing for Consumers Energy

7:25 PM

**XII. Other Business - None**

7:30 PM

**XIII. City Manager Comments**

7:35 PM

**XIV. Council Comments**

7:40 PM

**XV. Adjournment**

Decision

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

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, moved the adoption of the following ordinance:

**ORDINANCE NO. 198**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTLAND BY ADDING A NEW ARTICLE AND SECTION THAT SHALL BE DESIGNATED AS ARTICLE V, SECTION 24-90 OF CHAPTER 24 OF SAID CODE AND BY ADDING A NEW SECTION THAT SHALL BE DESIGNATED AS SECTION 34-2 OF CHAPTER 34 OF SAID CODE**

**THE CITY OF PORTLAND ORDAINS:**

**Section 1. Addition of Article V and Section 24-90 to Chapter 24.** Article V “Marihuana Establishments” and Section 24-90, “Prohibition of Marihuana Establishments,” is added to Chapter 24. Peddlers, Solicitors, and Transient Merchants” of the Code of Ordinances of the City of Portland to read as follows:

**ARTICLE V. MARIHUANA ESTABLISHMENTS**

**SECTION 24-90 PROHIBITION OF MARIHUANA ESTABLISHMENTS**

- (A) Pursuant to the provisions of Section 6.1 of the Michigan Regulation and Taxation of Marihuana Act (the “Act”), marihuana establishments, as defined by the Act, are completely prohibited within the boundaries of the City of Portland.
- (B) Any applicant for a state or local license to establish a marihuana establishment, as defined by the Act, within the boundaries of the City shall be deemed to be not in compliance with this Ordinance or with the Code of Ordinances amended by this Ordinance.
- (C) This section does not supersede rights and obligations with respect to the transportation of marihuana through the City to the extent provided by the Act, and does not supersede rights and obligations under the Michigan Medical Marihuana Act, the Medical Marihuana Licensing Act, 2016 PA 281, or any other law of the State of Michigan allowing for or regulating marihuana for medical use.

**Section 2. Addition of Section 34-2 to Chapter 34.** Section 34-2 “Prohibition on Sale and Consumption of Marihuana in Public Places,” is added to Chapter 34, “Streets, Sidewalks, and Other Public Places,” of the Code of Ordinance of the City of Portland to read as follows:

**SECTION 34-2 PROHIBITION ON SALE AND CONSUMPTION OF MARIHUANA IN PUBLIC PLACES**

- (A) In conformance with Sections 4.1(e) and 6.2(b) of the Michigan Regulation and Taxation of Marihuana Act (the “Act”), the sale or consumption of marihuana in any form and the sale or display of marihuana accessories, as defined by the Act, is prohibited in any public places within the boundaries of the City.
- (B) Any person who violates any of the provisions of this section shall be responsible for a municipal civil infraction punishable by a civil fine of \$500, plus court-imposed costs.
- (C) This section does not supersede rights and obligations with respect to the transfer and consumption of marihuana on private property to the extent authorized by the person who owns, occupies or operates such property, as provided in and authorized by the Act, and does not supersede rights and obligations with respect to the use of marihuana for medical purposes as provided by any law of the State of Michigan allowing for or regulating marihuana for medical use.

**Section 3. Conflict and Repeal.** All ordinances or parts of ordinances in conflict with this ordinance are repealed.

**Section 4. Publication and Effective Date.** The City Clerk shall cause this Ordinance to be published and recorded as provided in the City Charter and it shall take effect on the date of publication, but not less than ten (10) days after its adoption by the City Council.

**Section 5. Severability and Repeal.** If any portion of this Ordinance shall be held to be unlawful, the remaining portions shall remain in full force and effect.

Yeas:

Nays:

Absent:

Abstain:

**ORDINANCE DECLARED ADOPTED.**

Dated: November 19, 2018

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

Introduced: November 5, 2018

Adopted:

Published:

Effective:

CERTIFICATION

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the Portland City Council held on November 19, 2018.

Date: November 19, 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. 18-81**

**A RESOLUTION APPROVING FLEIS & VANDENBRINK’S PROPOSAL  
TO PROVIDE SPACE/NEEDS & FEASIBILITY PLANNING SERVICES  
FOR THE EMERGENCY SERVICES BUILDING**

**WHEREAS**, the Portland Area Municipal Authority consists of the City of Portland, Portland Township and Danby Township (collectively “PAMA”) and oversee the Emergency Services Building located at 773 East Grand River Avenue and make recommendations for repairs; a

**WHEREAS**, in order for PAMA and the three entities to fully assess the needs of the Emergency Services Building and effectively plan for the future, a comprehensive evaluation of the building should be conducted; and

**WHEREAS**, Fleis and VandenBrink has submitted a proposal to provide Space/Needs & Feasibility Planning Services for the Emergency Services Building in the amount of \$4,600.00 (City’s portion), a copy of the 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 provide Space/Needs & Feasibility Planning Services for the Emergency Services Building in the amount of \$4,600.00 (City’s portion), a copy of the 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:** November 5, 2018

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

October 4, 2018

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

**RE: Proposal to Provide Space/Needs & Feasibility Planning Services  
for the Emergency Services Building at 773 E. Grand River Avenue.**

Dear Tutt:

We've enjoyed discussing the various potential reconfigurations to the Emergency Services Building as reflected in our proposal dated June 25, 2018. However, we understand priorities have again shifted to evaluate the Emergency Services Building for potential renovation and/or expansion, assuming the Police Department will be relocated to a new location. We have prepared the following revised proposal for your consideration.

#### BACKGROUND

The facility consists of a 60'x160' (nominal) building possibly dating back to the late 1970s early 80s and is situated adjacent to the Board of Power & Light facility. The facility is currently occupied by Portland Public Safety, Portland Area Fire Authority and Portland Township. The Township had been considering relocating their offices into the Portland City Hall. That option currently is "off the table". Some possible issues to address include limited site area, proximity to the floodplain, and expandability for growth of services/staff.

As part of any building upgrade, the facility may require modifications to address ADA, energy and other code compliance objectives to provide a safe working environment. Improvements may include repairs, upgrades, new additions, or reconfiguration of interior storage and office areas.

#### PROPOSED WORK PLAN

##### **A. CONDITIONAL REVIEW AND SPACE / NEEDS STUDY PHASE**

Evaluate current structure and facilities. Complete an evaluation to determine if renovation and expandability is possible. The following is the general scope and areas to be reviewed:

1. Structural conditions
2. Conditions of interior and exterior surfaces and finishes
3. Ability for renovations to the existing structure including expandability
4. Review of applicable zoning ordinances related to site improvement of building expansion
5. Building code applicability
6. Site pavement and drainage conditions
7. Building systems (HVAC, Electrical, Plumbing)
8. Prepare a draft letter report with our findings and summary recommendations. Included will be photos, illustrations and sketches to support the report.
9. Review the report with you and incorporate any the final comments.

As part of the overall planning process, a Space / Needs study will establish the size and direction for potential renovations or expansion. This incorporates a review of the key services delivered from the facility and establishes the needed space allocations on a square foot basis for each service area. The following tasks will be performed and included in the report:

1. Interview key staff of the two organizations regarding operational functions.
2. Prepare tabulation of needs on a square foot basis. Compare with current facility resources.
3. Provide a report that summarizes the overall needs of each user and offer recommendations.
4. Provide report for review by the City and other stakeholders.
5. Finalize the report incorporating appropriate comments or corrections from staff.

## **B. FEASIBILITY / PLANNING PHASE**

Based on the information and study noted above, a summary feasibility report will be prepared that outlines the growth and needs of the users. Included will be written discussions of limitations and best use opportunities, conceptual plans showing possible site improvements, interior renovation / expansion scenarios, and preliminary cost opinions. The following items are included in this phase:

1. Prepare a preliminary site plan base on available information / maps.
2. Prepare an existing floor plan based on field measurements and record drawings, if available.
3. Develop 2 concepts for the City's review reflecting the space / needs study.
4. Meetings with key staff to review concepts. (We anticipate 2 meetings.)
5. Finalize the selected concepts.
6. Prepare preliminary opinion of probable cost.
7. Establish a priority list for the needed improvements.
8. Submit the plan documents for your review.
9. Finalize the plan documents incorporating your comments.

### **Proposed Fees:**

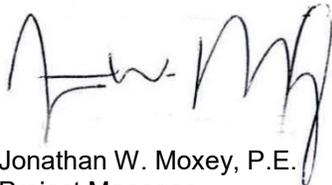
We propose a lump sum fee of \$11,500 to perform the work listed above. Based on the PAMA 2-2-1 cost sharing agreement, the City and Portland Township would be responsible for \$4,600 each and Danby Township would be responsible for \$2,300.

After the plan direction is established and accepted by the City, we can work together in developing scopes and schedules of completing design and construction in affordable steps, with predictable outcomes.

We would be happy to update the scope of services based on your needs and meet with the City Council to address any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager



David A. Gibbs, R.A.  
Project Architect

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, October 15, 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; Police Chief Thomas

Guests: Kathy Parsons; Ionia County Commissioner Georgia Richardson-Sharp

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 as presented.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under Public Comment, Ionia County Commissioner Georgia Richardson-Sharp provided a report on recent business conducted at Ionia County.

Under City Manager Report, City Manager Gorman stated that the RFQ's for the potential privatization of the management of the Wastewater Treatment Plant are due Wednesday, October 31, 2018. The impetus for the changes is the upcoming retirement of Wastewater Department Superintendent Sherman.

The City received the preliminary scoring on the collaborative DNR Grant Application between the DDA and Parks and Recreation Department for the Toan Park Improvement Project. The feedback received from the DNR allowed an opportunity to provide supplement information to improve the scoring. Many organizations throughout the community provided letters of support for the proposed project. This process is still in the preliminary stages and would possibly be a project slated for 2020/2021.

The DPW facility projects are moving along well and looking great. The salt barn is complete and the foundation of the vehicle storage facility has been finished. The new building should be up in the next couple of weeks.

The feasibility study with Pulse Broadband is still underway but is expected to be complete in the next few weeks. This study will determine the feasibility of providing fiber and internet to Portland residents.

City Manager Gorman stated that no new information on Proposal 1 for the legalization of recreational marijuana is available at this time. It is the position of the City of Portland that

dispensaries would not be a good fit for the community. There may be an ordinance proposed to that affect after the election.

The City of Portland Police Department Facebook page has recently been confused with that of the Portland, Oregon Police Department and has received several aggressive complaints regarding the recent riots in their City. Local media picked up on the City Manager's PSA on the City of Portland Facebook page and did a segment that has gone national.

Representatives of the Safe Routes to School grant program will meet soon and hope to get this program moving forward in the City of Portland.

Under New Business, the Council considered Resolution 18-75 to approve a proposal from Fleis & VandenBrink in the amount of \$8,600.00 to provide conceptual design services and a feasibility study for a new police station on the City acquired parcel formerly owned by ADM located at the corner of Grand River Ave. and Divine Hwy. The City has been actively exploring options for an updated police department including, remodeling the current space, relocating to City Hall, and refurbishing an existing building. The current Police Department has insufficient space for its needs and operations.

There was discussion.

Motion by Baldyga, supported by Johnston, to approve Resolution 18-75 approving a proposal from Fleis & VandenBrink to provide a feasibility and conceptual design services for consideration of a new police station.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 18-76 to approve the City Manager's proposed appointment of Melinda Tolan as the Finance Officer/Treasurer and to revise the designated authorized signatories for the City bank accounts. City Manager Gorman stated that the current Finance Officer/Treasurer is leaving to pursue a position with the City of St. John's which is her hometown. He further thanked her for her expertise and contributions to the City of Portland.

Mayor Barnes echoed City Manager Gorman's sentiments.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 18-76 approving the City Manager's proposed appointment of Melinda Tolan as the Finance Officer/Treasurer and revising the designated authorized signatories for the City bank accounts.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 18-77 to amend the Budget for Fiscal Year 2018-2019. The Finance Officer reviewed the current fund balances and expenditures for the Fiscal Year and recommends the proposed budget amendment.

Motion by Baldyga, supported by Johnston, to approve Resolution 18-77 to amend the Budget for Fiscal Year 2018-2019.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 18-78 to approve Pay Request No. 2 in the amount of \$202,763.50 to CL Trucking, Inc. for work done on the Hyland Dr. Development & Utility Extension Project through October 6, 2018. The City Engineer on the project has reviewed the pay request and recommends its approval.

Motion by Baldyga, supported by VanSlambrouck, to approve Resolution 18-78 approving Pay Request No. 2 to CL Trucking, Inc. for work done on the Hyland Dr. Development & Utility Extension Project.

Yeas: Baldyga, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 18-79 to approve Pay Request No. 6 in the amount of \$51,060.43 to CL Trucking, Inc. for work done on the James Street Improvement Project through October 5, 2018. The City Engineer on the project has reviewed the pay request and recommends its approval.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 18-79 approving Pay Request No. 6 to CL Trucking, Inc. for work done on the James Street Improvement Project.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 18-80 to confirm the Mayor's appointment of Council Member Robert Baldyga to the Board of Light and Power.

Mayor Barnes noted that Council Member Baldyga will be a valuable addition to the Board of Light and Power.

Council Member Baldyga thanked Mayor Barnes for the kind words and stated that he has big shoes to fill. He further stated that he will respectfully abstain from the vote.

Motion by Johnston, supported by Fitzsimmons, to approve Resolution 18-80 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: Johnston, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Abstain: Baldyga

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 October 15, 2018, payment of invoices in the amount of \$481,456.25 and payroll in the amount of \$129,180.23 for a total of \$610,636.48. There were no purchase orders over \$5,000.00.

Yeas: Johnston, VanSlambrouck, Fitzsimmons, Baldyga, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted that he has been discussing the development of a water trail along the Looking Glass River with the City Manager of DeWitt.

City Manager Gorman further noted that the sesquicentennial celebration will take place throughout 2019; a lot of individuals are helping with the planning.

Fall decorations were placed this past week by the DDA with assistance from the DPW and 7<sup>th</sup> and 8<sup>th</sup> grade students of St. Patricks School. The decorations look great.

A new form has been developed to address code enforcement issues by issuing warnings to property owners. Actual citations are almost never issued because property owners address the issues.

City Manager Gorman noted that the winter parking ban will go into effect on November 1, 2018 and will be in place through April 1, 2019. No parking is allowed on City streets between 2:00 A.M. and 6:00 A.M.

Trick-or-treating hours for Halloween will be on October 31, 2018 from 6:00 – 8:00 P.M.

Under Council Comments, Council Member Fitzsimmons noted that he is glad to be moving forward with the feasibility study for the Police Department.

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

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:57 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk

**City of Portland**  
**Synopsis of the Minutes of the October 15, 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; Police Chief Thomas

**Public Comment** - Ionia County Commissioner Georgia Richardson-Sharp provided a report on recent business conducted at Ionia County.

**Approval of Resolution 18-75** approving a proposal from Fleis & VandenBrink to provide a feasibility and conceptual design services for consideration of a new police station.

All in favor. Adopted.

**Approval of Resolution 18-76** approving the City Manager’s proposed appointment of Melinda Tolan as the Finance Officer/Treasurer and revising the designated authorized signatories for the City bank accounts.

All in favor. Adopted.

**Approval of Resolution 18-77** to amend the Budget for Fiscal Year 2018-2019.

All in favor. Adopted.

**Approval of Resolution 18-78** approving Pay Request No. 2 to CL Trucking, Inc. for work done on the Hyland Dr. Development & Utility Extension Project.

All in favor. Adopted.

**Approval of Resolution 18-79** approving Pay Request No. 6 to CL Trucking, Inc. for work done on the James Street Improvement Project.

All in favor. Adopted.

**Approval of Resolution 18-80** confirming the Mayor’s appointment of Council Member Baldyga to the Board of Light and Power.

Four in favor. One abstained. Adopted.

**Approval of the Consent Agenda.**

All in favor. Adopted.

**Adjournment at 7:57 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
AT&T	00686	PHONE SVC - WASTE WATER	133.83
AT&T	00686	PHONE SERVICE - GENERAL	289.18
AT&T	00686	PHONE LINE HYDRO DAM - ELECTRIC	76.01
AT&T	00686	PHONE SERVICE - ELECTRIC	228.02
AT&T	00686	PHONE SERVICE - GENERAL	152.07
AT&T	00686	PHONE SERVICE - WATER, MOTOR POOL	304.12
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	180.00
BASIC	01983	MONTHLY FEE 3 HRA ADMIN-GENERAL	324.00
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES -AMB	108.88
CONSUMERS CONCRETE CORPORATION	00094	CONCRETE ALTON PARK BASKETBALL POLES - PARKS	398.00
COOK BROS EXCAVATING	00101	STONE FOR HYDRO - ELECTRIC FUND	240.00
CULLIGAN	02130	WATER- GEN	7.00
CULLIGAN	02130	WATER-POLICE	16.50
BRAD EDEN	MISC	REIMBURSEMENT-AMBULANCE	73.94
JIM LAKIN	01373	ELECTED OFFICIALS-ELECTRIC	75.00
TED ALBERTA	02490	ELECTED OFFICIALS- ELECTRIC	75.00
EUROFINS EATON ANALYTICAL INC.	02428	6 ROSS ALPHA SIMPLE TEST-WATER FUND	65.00
FAMILY FARM & HOME	01972	TEST PLUGS-WASTE WATER	8.98
TOM GOGGINS	02543	LUNCH REIM-POLICE	10.99
GRAINGER, INC.	00172	EXIT SIGN-WASTEWATER	89.34
GRAINGER, INC.	00172	AIR FILTER-WASTEWATER	27.48
GRP ENGINEERING INC.	01994	RECLOSURE CONTROL UPDATE-ELECTRIC	2,032.58
RYAN HONSOWITZ	00191	UNIFORM REIM- CEM/MTR POOL	170.00
TRI COUNTY EMERGENCY MEDICAL CONTRMISC		DRUG BOX FORMS- AMBULANCE	10.00
INDEPENDENT BANK	00197	BOND REDEMPTION - ELECTRIC	9,075.00
CITY OF IONIA	00204	LAB TEST -WATER	40.00
CITY OF IONIA	00204	LAB TEST- WATER	40.00
JEREMY KAUFFMAN	02547	MEAL REIM - POLICE	16.43
KENDALL ELECTRIC	00225	ST LIGHT BULBS - COMMUNITY PROMO	382.78
MENARDS	00260	TOILET, GLOVES - CEMETERY	126.15
MHR BILLING	01780	BILLING FOR SEPT - AMB	1,260.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MICHIGAN ASSN OF CHIEFS POLICE	00266	ANNUAL MEMBERSHIP - POLICE	115.00
MUNICIPAL SUPPLY CO.	00324	BLUE TRAFFIC PAINT - MAJOR ST FUND	12.00
MUZZALL GRAPHICS	00326	UTILITY BILL - ELEC,WTR, WW	1,906.87
SHELBY NEMECEK	MISC	RED MILL PAV DEP REFUND- GEN FUND	100.00
SCOTT & CATHY PEREZ	MISC	RED MILL PAV DEPOSIT REIM -GEN FUND	100.00
POWER LINE	MISC	CONFERENCE REGISTRATION - ELECTRIC	185.00
PETERSEN OIL & PROPRANE	02534	PROPANE- MOTORPOOL	99.59
RESCO	00392	20 FIBERGLASS PEDESTAL-ELECTRIC	2,489.00
RESCO	00392	30 LED LIGHTS -ELECTRIC	15,570.00
RESCO	00392	6 100 AMP CUTOUTS, 6 LIGHTING ARRES -ELECT	703.50
RESCO	00392	TRANSFORMERS -ELECTRIC	37,476.00
RESCO	00392	TRANSFORMERS - ELECT	7,636.00
SLICK SHIRTS SCREEN PRINTING	02003	COED SOFTB CHAMP SHIRTS -REC	135.56
SLICK SHIRTS SCREEN PRINTING	02003	TBALL SHIRTS- REC	107.00
JASON SMITH	02495	FORENSIC INTERV TRAIN -POLICE	15.37
STATE OF MICHIGAN	00428	WATER SAMPLING - WATER	1,577.00
SUPERIOR ASPHALT INC	02348	4.54 TONS ASPHALT - MAJOR STREETS	236.08
STAR THOMAS	01654	CELL PHONE REIM - POLICE	40.00
STAR THOMAS	01654	USPS - POLICE	3.75
CITY OF TRAVERSE CITY	MISC	USED RECLOSERS FOR SUB STATION -ELECTRIC	400.00
UPS	MISC	WATER SAMPLES SHIP - WATER	3.61
WINZER CORPORATION	01686	SUPPLIES - MOTOR POOL	91.71
I.T. RIGHT	02440	SUBSCRIPTION - GEN	210.28
SLICK SHIRTS SCREEN PRINTING	02003	TBALL SHIRTS - REC	370.50
SLICK SHIRTS SCREEN PRINTING	02003	YOUTH SFTB SHIRTS - REC	117.05
MUZZALL GRAPHICS	00326	HAZARD REPORT FORM - GEN	157.47
CHAR WINTER	MISC	ENERGY OPTZ -ELECTRIC	50.00
THOMAS CLARK	MISC	ENERGY OPTZ - ELECT	50.00
WAYNE PLINE	MISC	ENERGY OPTZ - ELECTRIC	50.00
MICHIGAN MUNICIPAL LEAGUE	00285	REQ FOR WW TREATMENT - WASTEWATER	44.28
JANET OGDEN	MISC	MILEAGE REIM - ASSESSOR	53.41

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
SLC METER LLC	02286	TRIMBLE ANTENNA & SHIPPING -WATER	70.97
SANTANDER LEASING LLC	02479	2ND LEASE PYMT ON SNOW PLOW - MOTOR POOL	31,931.35
MENARDS	00260	CEMENT & ANTI FREEZE PK RESTROOM - CEM, PARKS	55.92
ROD SMITH	02317	MILEAGE REIM CEC TRAIN LIC RENEW - WATER	39.24
MICHIGAN ELECTION RESOURCES	00278	BALLOT STOCK, AV APPS - ELECTIONS	43.74
MICHIGAN ELECTION RESOURCES	00278	AV APPS & SHIP - ELECTIONS	36.96
CHROUCH COMMUNICATION, INC.	00082	RADIO REPAIR - AMB	95.00
CITY OF PORTLAND-PETTY CASH	00701	DEP FOR PRIME ACCT- ECON DEV	150.00
SPARROW OCCUPATIONAL HEALTH-LANSIN	00340	PRE EMPLOY PHYSICAL - AMB	194.47
MICHIGAN ASSOC OF AMBUL SVCS	01047	ANNUAL DUES - AMB	175.00
AERZEN USA CORPORATION	02480	AIR FILTERS - WASTEWATER	390.42
KENNEDY INDUSTRIES	02548	FIELD SERV WTR BOOSTER PUMP - WASTEWATER	1,121.25
JOHN DEERE FINANCIAL	01818	SUPPLIES - CEM, PARKS, MOTORPOOL	742.41
APPLIED IMAGING	02493	COPY MACHINE MAINT - POL, COMM PROMO, CODE, AMB	14.40
AMERICAN RENTALS, INC.	00017	PORTABLE TOILETS - PARKS	166.00
PURITY CYLINDER GASES, INC.	00380	OXYGEN, GAS HAZ MAT FEE- AMB	60.90
CONSUMERS ENERGY	00095	GAS-WATER	17.52
CONSUMERS ENERGY	00095	GAS-WATER	37.75
CONSUMERS ENERGY	00095	GAS - WASTEWATER	15.73
CONSUMERS ENERGY	00095	GAS - MOTOR POOL	22.74
CONSUMERS ENERGY	00095	GAS-PARKS	17.49
CONSUMERS ENERGY	00095	GAS - WATER	18.05
CONSUMERS ENERGY	00095	GAS- WASTEWATER	297.14
CONSUMERS ENERGY	00095	GAS-PARKS	25.22
CONSUMERS ENERGY	00095	GAS - CITY HALL	249.97
CULLIGAN	02130	WATER-GEN	7.00
APPLIED IMAGING	02493	CITY HALL COPY MACH MAINTEN - GEN	182.31
POSTMASTER	00374	ANNUAL RENEWAL FEE - GEN	225.00
WOW! INTERNET-CABLE PHONE	02132	INTERNET- MOTORPOOL	15.00
WOW! INTERNET-CABLE PHONE	02132	INTERNET-POL, AMB, FIRE AUTHORITY	614.02
CENTURYLINK	01567	PHONE-GEN, ELECT, WW, WTR, MTR POOL	2.49

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
KATHY'S CLEANING	01684	CLEANING SERV - CITY HALL	720.00
FAMILY FARM & HOME	01972	SAW BLADES/HOSE NOZZLE- CEM, PARKS	37.98
FAMILY FARM & HOME	01972	SUPPLIES - PARKS, CEM	60.95
FOSTER BLUE WATER OIL, LLC	02301	MOTOR FUEL - CEM, PARKS	413.94
FOSTER BLUE WATER OIL, LLC	02301		290.79
KEUSCH SUPER SERVICE	00228	TIRE REPAIR BATWING MOWER - CEM, PARKS	24.00
ANNIE PLINE	MISC	SEWING PATCHES COATS/SWEATERS- POLICE	40.00
STAR THOMAS	01654	CANDY PHS TRUNK/TREAT, LG ENVEL MAIL- POLICE	58.97
JEREMY KAUFFMAN	02547	MEAL/DRIVER TRAINING REIM - POLICE	11.65
KENDALL ELECTRIC	00225	BLACK/GREEN WIRE 500' -COMM PROMO	446.36
MICHIGAN CAT	01920	CABLE ASSEMBLY- MOTOR POOL	74.55
BOBCAT OF LANSING	02439	OIL FILTERS- MOTOR POOL	337.92
APPLIED IMAGING	02493	COLOR LAZ JET PRINTER - WATER,MOTOR POOL	460.00
RSI/WAYNE DOOR CO	MISC	OVERHEAD DOOR MAINTENANCE-MOTOR POOL	93.67
DIESEL EQUIPMENT SALES & SERVICE	I02549	SOLENOID 911 - MOTOR POOL	86.91
WEST MI CRIMINAL JUSTICE TRAINING	MISC	SPRING 2018 DISTRIB - POLICE	145.72
NYE UNIFORM CO.	00338	WINTER JACKETS GOGGINS/GROENHOF - POLICE	199.00
PETERSEN OIL & PROPRANE	02534	279.9 GAL DIESEL FUEL - MOTOR POOL	787.08
KEUSCH SUPER SERVICE	00228	BRAKES, CALIPER, ROTOR, LABOR - POLICE	646.34
KEUSCH SUPER SERVICE	00228	TIRES, LABOR - POLICE	1,177.88
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - GEN	700.00
ERINESTINE ROOT	MISC	PURCH OF DEED TO BURIAL RIGHTS - GEN	500.00
CLEAR HEIGHTS CONSTRUCTION LLC	02527	SALT BARN - GEN	40,072.50
DETROIT SALT COMPANY	01497	ROAD SALT- LOCAL, MAJOR ST	12,159.96
SUPERIOR ASPHALT INC	02348	16.15 TONS ASPHALT - MAJOR, LOCAL STREET	839.80
D&K TRUCK COMPANY	02257	REPAIR DUMP TRUCK & PLOW - MOTOR POOL	3,426.58
K-13 LAWN CARE	00220	BALL FIELD WEED CONTROL - PARKS	1,000.00
FLEIS & VANDENBRINK	00153	SAFE ROUTE TO SCHOOL- GEN	324.76
FLEIS & VANDENBRINK	00153	SYSTEM EVALUATION DFS- ELEC	236.00
FLAGS UNLIMITED LTD	00988	FLAG WITH CITY SEAL & FEE - COMM PROMO	142.00
MICHAEL R. KLUCK & ASSOCIATES	02405	LEGAL SERVICES - POLICE	390.77

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
CHERRY HILL ESTATES	02081	4TH QUARTER ASSOC FEE -ECON DEV	79.95
CLARK HILL PLC	01422	LEGAL SERVICES - GEN	18.00
MARGARET JACOBS	02551	INSTRUCTOR- REC	166.60
HEATHER DAVIS	02552	INSTRUCTOR- REC	85.00
THERESA KREINER	02553	INSTRUCTOR - REC	150.00
MAKAYLA COWDEN	02554	INSTRUCTOR - REC	120.00
HOLLY WIEBER	02481	INSTRUCTOR - REC	300.00
HEATHER GOODENOUGH	01186	INSTRUCTOR - REC	473.75
OWEN RUSSELL	02249	OFFICIAL - REC	64.00
NATHAN LEHNERT	02496	OFFICIAL - REC	32.00
LEAH COOK	02506	OFFICIAL - REC	32.00
ED FILTER	00540	OFFICIAL - REC	144.00
BRIAN RUSSELL	00593	OFFICIAL - REC	168.00
MOYER CONSTRUCTION	00316	SIDEWALK REPAIR- GEN	750.00
FLEIS & VANDENBRINK	00153	ENG SRV FOR SPARROW SITE IMPROV RES 17-85-LOC	22,527.83
FLEIS & VANDENBRINK	00153	GEN ENGINEERING SERV - GEN	907.86
FLEIS & VANDENBRINK	00153	BRIDGE INSPECTION- MAJOR ST	900.00
FLEIS & VANDENBRINK	00153	GRAND RIV SMALL URBAN RES 18-56 - MAJOR ST	8,546.63
FLEIS & VANDENBRINK	00153	DPW FACILITY IMPROV RES 18.40 - GEN	729.43
MARK SPOHN	02110	MOWING LEIK'S GROVE -GEN	230.00
AECOM TECHNICAL SERVICES	01810	FERC MONITORING - ELECTIRC	1,116.55
MODEL FIRST AID SAFETY/TRAINING	00313	3 STANDARD VEHIC 1ST AID KITS -WW	124.85
Total:			\$226,750.30

**BI-WEEKLY  
WAGE REPORT  
November 5, 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.	9,781.87	96,492.69	2,198.48	23,072.37	11,980.35	119,565.06
ASSESSOR	1,292.66	10,744.02	98.88	821.92	1,391.54	11,565.94
CEMETERY	3,851.86	39,686.73	1,640.88	9,603.94	5,492.74	49,290.67
POLICE	15,244.82	157,225.15	4,404.78	38,368.04	19,649.60	195,593.19
CODE ENFORCEMENT	723.76	7,962.09	247.99	1,601.03	971.75	9,563.12
PARKS	2,103.49	29,410.90	401.67	3,994.93	2,505.16	33,405.83
INCOME TAX	2,236.40	21,051.38	925.58	7,366.51	3,161.98	28,417.89
MAJOR STREETS	3,649.83	37,377.78	2,613.89	17,607.55	6,263.72	54,985.33
LOCAL STREETS	2,094.01	23,740.62	1,415.82	9,470.79	3,509.83	33,211.41
RECREATION	2,342.65	22,474.96	571.45	4,309.03	2,914.10	26,783.99
AMBULANCE	11,199.45	119,336.75	2,594.95	22,689.76	13,794.40	142,026.51
DDA	2,189.42	23,011.53	394.61	3,987.53	2,584.03	26,999.06
ELECTRIC	15,035.83	154,666.86	5,487.43	38,545.69	20,523.26	193,212.55
WASTEWATER	9,262.16	104,263.41	3,190.68	23,393.09	12,452.84	127,656.50
WATER	4,956.34	51,589.94	2,207.65	18,294.37	7,163.99	69,884.31
MOTOR POOL	2,316.18	20,906.15	1,674.88	9,551.41	3,991.06	30,457.56
<b>TOTALS:</b>	<b>88,280.73</b>	<b>919,940.96</b>	<b>30,069.62</b>	<b>232,677.96</b>	<b>118,350.35</b>	<b>1,152,618.92</b>

**BI-WEEKLY  
WAGE REPORT  
October 22, 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.	10,525.83	86,710.82	1,362.60	20,873.89	11,888.43	107,584.71
ASSESSOR	1,207.43	9,451.36	92.37	723.04	1,299.80	10,174.40
CEMETERY	3,854.15	35,834.87	378.77	7,963.06	4,232.92	43,797.93
POLICE	15,874.15	141,980.33	3,164.99	33,963.26	19,039.14	175,943.59
CODE ENFORCEMENT	640.67	7,238.33	89.94	1,353.04	730.61	8,591.37
PARKS	2,589.56	27,307.41	271.98	3,593.26	2,861.54	30,900.67
INCOME TAX	2,073.08	18,814.98	585.90	6,440.93	2,658.98	25,255.91
MAJOR STREETS	4,500.21	33,727.95	1,308.04	14,993.66	5,808.25	48,721.61
LOCAL STREETS	1,645.45	21,646.61	423.33	8,054.97	2,068.78	29,701.58
RECREATION	2,232.58	20,132.31	311.31	3,737.58	2,543.89	23,869.89
AMBULANCE	12,191.55	108,137.30	2,159.43	20,094.81	14,350.98	128,232.11
DDA	2,239.36	20,822.11	334.62	3,592.92	2,573.98	24,415.03
ELECTRIC	15,566.23	139,631.03	2,383.28	33,058.26	17,949.51	172,689.29
WASTEWATER	20,675.40	95,001.25	2,065.07	20,202.41	22,740.47	115,203.66
WATER	5,428.17	46,633.60	1,235.49	16,086.72	6,663.66	62,720.32
MOTOR POOL	1,816.79	18,589.97	425.46	7,876.53	2,242.25	26,466.50
<b>TOTALS:</b>	<b>103,060.61</b>	<b>831,660.23</b>	<b>16,592.58</b>	<b>202,608.34</b>	<b>119,653.19</b>	<b>1,034,268.57</b>

2018 MERIT AWARD  
FULLTIME EMPLOYEE BREAKDOWN

EMPLOYEE NAME	DEPARTMENT	2018 MERIT AWARD
CHARTRAND, BRAD	AMBULANCE	\$250.00
GENSTERBLUM, PHIL	AMBULANCE	\$250.00
SNARSKI, JAMES	AMBULANCE	\$250.00
WALTERSDORF, ZACH	AMBULANCE	\$250.00
HONSOWITZ, RYAN	CEMETERY	\$250.00
GORMAN, TUTT	CITY MANAGER	\$250.00
CONNER-WELLMAN, TINA	DDA	\$250.00
HONSOWITZ, SCOTT	ELECTRIC	\$250.00
HYLAND, MIKE	ELECTRIC	\$250.00
WERNET, PAUL	ELECTRIC	\$250.00
SCHEURER, SHANE	ELECTRIC	\$250.00
BROWN, BARB	GENERAL	\$250.00
MILLER, NIKKI	GENERAL	\$250.00
TOLAN, MELINDA	GENERAL	\$250.00
	INCOME TAX	\$0.00
BARNES, GREG	LOCAL STREETS	\$250.00
CHAPMAN, NOLAN	MAJOR STREETS	\$250.00
GENSTERBLUM, KEN	MOTOR POOL	\$250.00
PULLING, STEPHEN	MOTOR POOL	\$250.00
GOGGINS, THOMAS	POLICE	\$250.00
GROENHOF, TIM	POLICE	\$250.00
LISTERMAN, BRENT	POLICE	\$250.00
TOMAN, PAUL	POLICE	\$250.00
SMITH, JASON	POLICE	\$250.00
KAUFMANN, JEREMY	POLICE	\$250.00
THOMAS, STAR	POLICE	\$250.00
BROWN, NEIL	PARKS & CEMETERY	\$250.00
ROOT, MILO	RECREATION	\$250.00
KRIZOV, TIM	WASTEWATER	\$250.00
SMITH, ANTHONY	WASTEWATER	\$250.00
SHERMAN, DOUG	WASTEWATER	\$250.00
SMITH, ROD	WATER	\$250.00
<b>TOTAL:</b>		<b>\$7,750.00</b>

**2018 MERIT AWARD  
PARTTIME EMPLOYEE BREAKDOWN**

<b>EMPLOYEE NAME</b>	<b>DEPARTMENT</b>	<b>2018 MERIT AWARD</b>
BARNES, JAMES	COUNCIL	\$125.00
VANSLAMBROUCK, JOEL	COUNCIL	\$125.00
BALDYGA, ROBERT	COUNCIL	\$125.00
FITZSIMMONS, PATRICK	COUNCIL	\$125.00
JOHNSTON, AMANDA	COUNCIL	\$125.00
CHARTRAND, ADAM	AMBULANCE	\$125.00
DONBROCK, DAVID	AMBULANCE	\$125.00
MIROS, EMILY	AMBULANCE	\$125.00
LAY, NATHAN	AMBULANCE	\$125.00
MARTIN, NICK	AMBULANCE	\$125.00
RACE, LOGAN	AMBULANCE	\$125.00
RIVARD, ANDREW	AMBULANCE	\$125.00
SCHAFFER, JAKE	AMBULANCE	\$125.00
SMITH, PATRICK	AMBULANCE	\$125.00
BAKER, JOHN	AMBULANCE	\$125.00
New Hire	AMBULANCE	\$125.00
HANESE, ALEX	AMBULANCE	\$125.00
FOX, DOUGLAS	AMBULANCE	\$125.00
FELDPUSCH, NATE	AMBULANCE	\$125.00
SMITH, BRADLEY	AMBULANCE	\$125.00
BURKHARDT, DOUG	POLICE	\$125.00
MEYERS, TAMARA	GENERAL	\$125.00
OGDEN, JANET	ASSESSOR	\$125.00
<b>TOTAL:</b>		<b>\$2,875.00</b>

**2018 MERIT AWARD  
DEPARTMENT SUMMARY**

DEPARTMENT	FULLTIME	2018 MERIT AWARD	PARTTIME	2018 MERIT AWARD	TOTAL
COUNCIL			5	625.00	625.00
AMBULANCE	4	1,000.00	15	1,875.00	2,875.00
ASSESSOR		-	1	125.00	125.00
CEMETERY	1	250.00		-	250.00
DDA	1	250.00		-	250.00
ELECTRIC	4	1,000.00		-	1,000.00
GENERAL	3	750.00	1	125.00	875.00
PARKS	1	250.00			
CITY MANAGER	1	250.00		-	250.00
INCOME TAX	0	-		-	-
MAJOR STS	1	250.00		-	250.00
LOCAL STS	1	250.00		-	250.00
MOTOR POOL	2	500.00		-	500.00
POLICE	7	1,750.00	1	125.00	1,875.00
RECREATION	1	250.00		-	250.00
WASTEWATER	3	750.00		-	750.00
WATER	1	250.00		-	250.00
TOTALS:	31	7,750.00	21	2,875.00	10,375.00

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

Held on Thursday, September 20, 2018  
In Council Chambers at City Hall

Members Present: Barnes, Gorman, Grimminck, Madarang, Antaya, Pung

Members Absent: Briggs, VanSlambrouck

Staff: DDA/Main Street Director Conner Wellman, Finance Director Kinde

Guests: None

Chair Grimminck called the meeting to order at 3:30 P.M.

There was no public comment.

Motion by Barnes, supported by Madarang, to approve the agenda as presented.

All in favor. Adopted.

Motion by Madarang, supported by Pung, to approve the minutes of the August 16, 2018 as presented.

All in favor. Adopted.

Member Pung inquired of the amount the DDA is over budget when including the amount due for street light painting that cost more than expected.

Director Conner Wellman provided explanation of why the street light painting project went over bid. The original project was approved over a 2-year period. The contractor went ahead and painted more light posts than had been previously approved for year one. Part of the costs will be covered by the City of Portland.

Motion by Pung, supported by Antaya, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under Team Reports, Mayor Barnes reported for the Organization & Finance team and stated planning with Team 150 for the 2019 sesquicentennial celebration continues. They are also planning for the Volunteer Recognition Event which will take place in November.

Director Conner Wellman reported that the Business Enhancement Team has continued work on the business database and has been working with Director Conner Wellman on training the new VISTA volunteer.

Director Conner Wellman stated that the Promotions & Marketing Team has been working to support the other work plans at this time.

Under the Design Team Report, Director Conner Wellman stated that they have received a letter from the State of Michigan noting that there was not enough content on this application for the historic sign. The design and content of the sign will need to be reevaluated.

Under Old Business, Director Conner Wellman explained the Portland Prime Community Gift Certificate program and noted it will be available on the DDA/Main Street webpage.

Director Conner Wellman stated that during discussions of project ideas that might be eligible for CDBG funding the idea of turning the Façade Restoration Initiative into a CDBG project was suggested. There will be a meeting with Michigan Main Street and property owners who have projects in mind on October 5, 2018.

Under New Business, Dana Hengesbach, AmeriCorps VISTA volunteer, introduced herself and was introduced to the Board. The board members introduced themselves and explained their history with the DDA.

Director Conner Wellman stated that Sandborn Real Estate has applied for reimbursement of painting for three sides of their façade in the amount of \$1,625.00. The Design Team has approved the project.

Director Conner Wellman noted that ProForma training will be held in Lansing on Friday, October 17, 2018. This training will cover business planning for building enhancements. All property owners that have expressed any interest in enhancements to their business should attend this training.

Director Conner Wellman set the date of Thursday, November 1, 2018 from 2:30 to 4:30 P.M. to begin Strategic Planning/Implementation.

Under the Director Report, Director Conner Wellman provided a business update.

The Michigan Main Street Quarterly Director Training will be held October 7<sup>th</sup> – 9<sup>th</sup>, 2018.

Director Conner Wellman presented information on the Annual Michigan Main Street Report.

Under Board Member Comments, City Manager Gorman stated he has been talking with City Engineers and gotten a preliminary estimate of \$1.89 million for a Kent Street Improvement Project which would include complete infrastructure and substantial streetscape construction. The soonest this project would take place is 2021. The DDA will need to begin planning now. City Council will have to decide to forego other street projects, likely the Grand River Ave. Improvement Project.

There was discussion.

City Manager Gorman stated that the City is engaged in a feasibility study to evaluate bringing fiber optics to the community.

There was further discussion.

City Manager Gorman provided further updates on activities happening in the City.

Director Conner Wellman shared the logo developed by Team 150 for the 2019 sesquicentennial celebration.

Motion by Madarang, supported by Antaya, to adjourn the meeting at 4:27 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary



Date: October 18, 2018

**REPORT OF FUNDS IN DDA AS OF: October 11, 2018**

**PRINCIPAL & INTEREST ACCOUNT**

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>9/13/2018</u>	<u>\$ 501.77</u>
<b>NEW BALANCE:</b>	<b><u>10/11/2018</u></b>	<b><u>\$ 501.77</u></b>

**PRIME ACCOUNT**

PREVIOUS BALANCE:	<u>9/13/2018</u>	<u>\$ -</u>
DEPOSITS:		
Start up Deposit		\$ 50.00
<b>NEW BALANCE:</b>	<b><u>10/11/2018</u></b>	<b><u>\$ 50.00</u></b>

**REGULAR ACCOUNT**

PREVIOUS BALANCE:	<u>9/13/2018</u>	\$ 148,962.65
INTEREST EARNED:		\$ 19.51
DEPOSITS:		
2018 Summer Tax Capture		\$ 236,486.47
Transfer 1 of 3 from City of Portland for Sesquicentennial		\$ 5,000.00

CHECKS WRITTEN:

Ck No. Payee:	<u>AMOUNTS</u>
1892 CITY OR PORTLAND - Phone service, audit fieldwork, start up cash, credit card charges, On the Street, postage	\$ 1,825.23
1893 DAVID MCCORD, CREATIVE - Sesquicentennial logo	\$ 700.00
1894 HOMETOWN DECORATION AND DISPLAY - Christmas decorations	\$ 6,156.00
1895 IONIA PARTY TENT RENTALS LLC - Tables for volunteer appreciation	\$ 335.50
1896 Lyla NORMINGTON - Pumpkins & Gourds & Corn Stalks oh my!	\$ 200.00
1897 THE COMMON GENTRY CARRIAGE COMPANY - Deposit for rides	\$ 300.00
1898 THE VERDIN COMPANY - Fixing the clock downtown	\$ 3,902.50
1899 TINA CONNER WELLMAN - Cell Phone & Expense Reimb.	<u>\$ 207.86</u>
<b>TOTAL CHECKS</b>	<b>\$ (13,627.09)</b>
TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 9/24/18 - 10/08/2018	<u>\$ (5,145.72)</u>
TOTAL EXPENSES:	<u>\$ (18,772.81)</u>
<b>NEW BALANCE:</b>	<b><u>\$ 371,695.82</u></b>

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

# MEMO

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**To:** Mr. Tutt Gorman, City Manager  
City of Portland

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**From:** Jon Moxey & Rick Stout  
Fleis & VandenBrink

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**CC:** Portland DDA

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**Date:** October 18, 2018

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**Re:** William Toan Park MDNR Application Status

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Following are the key milestones for the MDNR Application Process:

- Park & Rec Plan Uploaded: February 1, 2018
- Application Submitted to MDNR: April 1, 2018
- MDNR Site Visit/Begin Preliminary Scoring: June/July, 2018
- Initial Scoring/Feedback Received: September 24, 2018
- Supplemental Information Submitted: October 2, 2018
- Final Scoring Anticipated: December, 2018

MDNR staff initially scored the application at 190. A score of 300+ is typically required for funding, depending on the number of applications received and funds available in a given year. We remain hopeful that MDNR will award points in specific areas based on the supplemental information provided to bring the application near the 300-point level. Grant recommendations are made by the MNRTF Board of Trustees in December. Final grant awards are dependent on the appropriation process (an appropriations bill by the legislature and signature by the Governor), but in general are made within 12 to 18 months after the application submittal deadline.

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**PORTLAND POLICE DEPARTMENT  
STATISTICAL INFORMATION  
SEPTEMBER 2018**

**Calls for Service**

Dispatched	108
Patrol Originated	15
Follow Up Complaints	38
Assist to PPD	23
Assist to Fire / EMS	8
Assist Other Depts	12

**Other Functions**

Subpoena Service	0
PBT's	19
Special Events	8
School Contacts (general)	15
Training	25
Administrative	154

**Traffic Stops**

Total Stops	82
Traffic Citations	40
Verbal Warnings	81
Parking Citations	0

**Other**

Physical Business Checks	
Interior	136
Exterior	289
Patrol Contacts	496

**Arrests (Excluding Juvenile Apprehensions)**

Misdemeanor Persons	12
Misdemeanor Charges	19
Felony Persons	2
Felony Charges	3

Criminal Sexual Conduct - juvenile	1	Disturb Peace	1
Assault - domestic	1	Hit and Run Traffic Crash	5
Assault - aggravated	1	OWI / OUID	2
Home Invasion	1	Driving Violations (misd)	7
Burglary - forced entry	1	Health and Safety	7
Burglary - w/out force	2	Conservation Arrests	3
Unlawful Entry Residence	2	Juvenile (no crime)	2
Larceny - theft from building	1	Accidents	5
Larceny - miscellaneous	1	Business Alarms	9
Stolen Property	1	Assists - other LE, DHS, City	5
Damage to Property	3	Assists - Ambulance, Fire	6
Drug Crime	3	Civil Disputes	6
Sex Offender Violation	1	Other	63
Misc Warrant Arrest	4		



# Portland Ambulance

773 E. Grand River Ave. Portland, MI 48875

(517)647-2935 Fax (517)647-2940

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## Monthly Ambulance Report

### October 2018

October had the ambulance on 81 runs for the month, currently we are up 50 calls over last year at this time. We provide mutual aid to other areas 4 times for the month and we did have Delta Twp EMS over here for a call but they only arrived a minute ahead of our 1<sup>st</sup> crew who subsequently took the call. We did not do any transfers for Sparrow Ionia Hospital this month which I think is the first in a long time that we did not.

We had a couple people step down but also added two, one EMT and one Paramedic. Both local but the EMT is a full time student at CMU pursuing her Master's Degree. The Paramedic is local as well and hopefully available for 2<sup>nd</sup> crew help as that has been a task.

The trucks have been doing well and serving us without any issues. The newest with gas V-10 seems to be not as horrible as expected for mileage.

We have the 800 MHz pagers programmed finally, Chrouch was able to finally get our paging group from the State and it was installed on Central Dispatch's desktops mid-September. Testing seemed to go well aside from a couple hiccups which we expected due to getting well inside a couple brick constructed buildings which can hamper most signals. All in all it should provide better clarity and coverage for us.

The updated run report system will be going live November 5<sup>th</sup>. This is the newest version from the State. This version now has over 800 data point collection boxes as compared to approx. 400 on the old system. Basically our time to complete a run report will be doubled and 3-4 page reports will now be 6-8 page reports.

Respectfully submitted,

*Phil Gensterblum*



# Portland Ambulance

773 E. Grand River Ave. Portland, MI 48875

(517)647-2935 Fax (517)647-2940

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**Ambulance Director**

**City of Portland Ambulance**

**CITY OF PORTLAND**

**REPORT DATE**  
**PERIOD COVERED**

October 1, 2018  
September 1-30, 2018

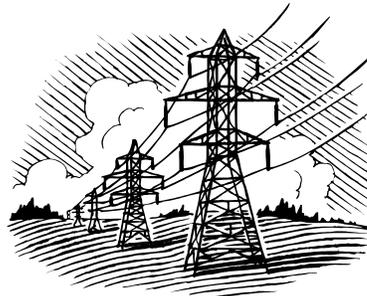
<b>HYDRO GENERATION</b>	112,001		
<b>DIESEL PRODUCTION</b>	0		
<b>Kwh Purchased</b>	3,135,458	<b>Amount Paid</b>	\$ 204,349.53
<b>Total Kwh Purchased</b>	<b>3,247,459</b>	<b>Total Dollars Paid</b>	<b>\$ 204,349.53</b>

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<b>Kwh Billed</b>		<b>Dollars Billed</b>	
Residential	1,576,949	PCA Billed	\$ 20,772.08
Commercial	737,798	Residential	\$ 164,905.33
Large General	734,320	Residential EO Charge	\$ 2,841.98
City St. Lites Metered	24,200	Geothermal Discount	\$ -
St. Lites Unmetered		Commercial	\$ 77,967.52
Rental Lights		Commercial/LG EO Charge	\$ 2,444.00
Demand	2,578	Large General	\$ 51,599.63
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,074.48
		St. Lights Unmetered	\$ 1,543.05
<b>Total Kwh Billed</b>	<b>3,075,845</b>	Rental Lights	\$ 253.24
		Demand	\$ 15,151.44
Arrears after billing	\$ 27,380.48	Tax	\$ 12,931.70
Penalties Added	\$ 2,465.99		
Arrears end of month	\$ 47,213.30	<b>Total Dollars Billed</b>	<b>\$ 352,502.85</b>
Fuel Cost Billed	\$ 31,673.84		
Amount Collected	\$ 404,562.34	Power Cost Adj.	.00681
Total Adjustments	\$ 602.55		

Residential Customers	2,226
Commercial Customers	331
Large General	15
<b>Total Customers</b>	<b>2,572</b>

10/02/18



**CITY OF PORTLAND**  
**October-18**

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**WATER DEPARTMENT REPORT**

<b>MONTH</b>	Sep-18	<b>PERIOD COVERED</b>	Sept. 1-30, 2018
Customers Billed		Penalties Added	\$ 392.22
City	1,871	Dollars Collected	\$ 60,742.54
Rural	24	Arrears at end of Month	\$ 5,882.03
Total Customers	1,895	Adjustments	\$ 237.72
		Gallons Pumped	13,317,900
		Hydrant Flusing/Rental (unmetered)	1,300,000 (hydrant flushing)
<b>Gallons Billed</b>		<b>Dollars Billed</b>	
City	10,023,175		\$ 53,398.67
Rural	147,072		\$ 1,597.53
Total	<u>10,170,247</u>		<u>\$ 54,996.20</u>

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**SEWER DEPARTMENT REPORT**

Customers Billed	1,814	Dollars Billed	<b>\$79,379.43</b>
		Sewer Credit	\$ -
		Total Sewer Billed	<b>\$ 79,379.43</b>

Penalties Added	\$ 532.71
Dollars Collected	\$ 75,082.57
Arrears at end of Month	\$ 8,888.69
Adjustments	\$ 383.72
Gallons Treated per Million	10.20







**\*\*REVISED\*\***

**IONIA COUNTY BOARD OF COMMISSIONERS**

**October 23, 2018 -7:00 p.m.  
Conference room – Central Dispatch Building**

**AGENDA**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
  - A. Consideration of additional items
- V. Public Comment**  
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
  - A. Approve minutes of the previous meeting(s)
  - B. Approve minutes of closed session October 16, 2018
  - C. Approve per diem and mileage
  - D. Approve payment of General Fund payroll and accounts payable for the month of September 2018 - \$899,448.07
  - E. Approve payment of Health Fund bills for September – 101,862.36
- VII. Unfinished Business**
  - A. Action on PA116 Farmland Agreements
    - 1. Timothy T. Brown (18-002 through 18-008-FA)
    - 2. Frederick B. & Darlene A Klahn Trust (18-009-FA)
    - 3. Brook View Dairy, LLC (18-010-FA)
    - 4. Hillside Farms LLC (18-011-FA)
- VIII. New Business**
  - A. 2018 Apportionment Report
  - B. Resolution Authorizing the spreading of the Millage
- IX. Reports of Officers, Boards, and Standing Committees**
  - A. Chairperson
  - B. County Administrator

**X. Reports of Special or Ad Hoc Committees**

**XI. Public Comment (3 minute time limit per speaker)**

**XII. Closed Session**

- A. Review and discuss Attorney opinion

**XIII. Adjournment**

**Board and/or Commission Vacancies**

- Board of Public Works – One three-year term expiring January 2021.
- Construction Board of Appeals – Two two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term expiring April 2020.
- Parks Advisory Board – One two-year term expiring January 2019, serving as a Member-at-Large from the Lyons Area.

**Non-Commissioner Appointments for consideration in the month of November 2018: None**

**Non-Commissioner Appointments for consideration in the month of December 2018:**

- *Central Dispatch Board of Directors* – six two-year - two Citizen Representative appointments, one Township Board Representative, one Firefighter Representative, one Emergency Medical Services Representative, one County Commissioner
- *EightCap Governing Board* – One two-year appointments, which must be a County Commissioner.
- *Road Commission* –two six-year appointments.
- *Substance Abuse Initiative* – three two-year appointments – one from each of the following commissioner districts: District Three, District Four, District Five.
- *West Michigan Regional Planning Commission* – Three one-year appointments, one Elected Official, one County Commissioner or County Staff, one Private Sector Representative
- *WMRPC Comprehensive Economic Development Strategy Committee* – Two one-year appointments.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
PUBLIC SERVICE COMMISSION

SHELLY EDGERTON  
DIRECTOR

NORM SAARI  
COMMISSIONER

SALLY A. TALBERG  
CHAIRMAN

RACHAEL EUBANKS  
COMMISSIONER

October 15, 2018

To Cities/Villages/Townships:

This letter is being sent to franchise entities (municipalities) within the state of Michigan regarding Public Act 480 of 2006, the Uniform Video Services Local Franchise Act (the Act). The Michigan Public Service Commission (MPSC) is the agency designated to implement the Act. Pursuant to Section 12(2) of the Act, the MPSC shall file an annual report to the Governor and Legislature that includes information on the status of video service competition in Michigan.

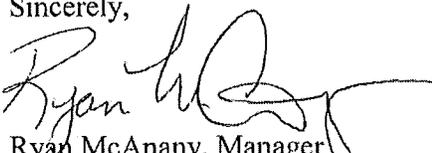
To assist MPSC Staff with gathering information for the report, please complete our electronic survey, which is located at [michigan.gov/mpsc](http://michigan.gov/mpsc). Beginning **October 19, 2018**, click on the Video/Cable link on the left side of the webpage and look for the survey in the Spotlight section. Please submit your responses to the survey by **November 16, 2018**. *Please note that the survey will not be available on the website after November 16, 2018.*

The survey is quick and easy and should take only a few minutes of your time. It is important that MPSC Staff receives feedback from franchise entities. Your feedback will help to provide MPSC Staff with a better insight of the video/cable issues that may be occurring in your community. While MPSC Staff cannot provide you with answers to the survey questions, please contact me if you require clarification regarding the questions being asked.

In addition to the survey, please find attached two Consumer Tips that provide information regarding filing a video/cable complaint with the MPSC. One is relevant to customers, the other to a municipality. We would encourage you to share this information with your residents. You may also find the complaint information online at [michigan.gov/mpsc](http://michigan.gov/mpsc) by clicking on the Video/Cable link. You may consider posting the MPSC contact information and/or a link to our Consumer Tips to your community's webpage.

Your cooperation in submitting your survey answers to our office is greatly appreciated. Should you have any questions, please contact Jennifer Callahan at (517) 284-8205 or by email at [callahanj@michigan.gov](mailto:callahanj@michigan.gov).

Sincerely,



Ryan McAnany, Manager  
Telecommunications Division

Attachments



## Filing a Video/Cable Complaint

### The MPSC's role in handling video/cable television complaints

On December 21, 2006, Governor Granholm signed legislation to promote competition for video services in the state of Michigan. Public Act 480 of 2006, or as it is more commonly known, the "Uniform Video Services Local Franchise Act" charges the Michigan Public Service Commission (MPSC) with implementing the Act. The MPSC now has the responsibility to handle cable inquiries and complaints.

### Are you having a problem with your video/cable television provider?

If you are experiencing problems with your provider, you should first contact your provider and attempt to resolve your dispute with them.

### Not satisfied? File an informal complaint with the MPSC

If you are dissatisfied with the provider's response, or the dispute is not resolved to your satisfaction, you may file an informal complaint with the MPSC.

### How does the informal complaint process work?

- A customer contacts the MPSC with a video/cable television complaint.

- MPSC Staff forwards the complaint to the provider & informally mediates (if necessary) between the provider and the customer.

The provider is allowed up to 10 business days (under normal circumstances) to respond and provide a detailed resolution to both the customer and the MPSC.

### Still not satisfied? File a formal complaint and request a hearing

If you remain dissatisfied even after the Staff has completed the informal complaint process, you may file a Formal Complaint.

A customer will be permitted to file a formal complaint *only after*:

- the informal complaint process has been completed; and
- a satisfactory resolution has not been reached between the provider and the customer.

To request a formal hearing, prepare a letter of complaint explaining the problem. Send the original and seven (7) copies of the letter/complaint to the MPSC at the following address:

**Executive Secretary  
MPSC  
P.O. Box 30221  
Lansing, MI 48909**

The written complaint must contain the following information:

- customer name, address, telephone number, and signature;
- the name and address of the provider with whom there is a disagreement;
- the location/address of the disputed action;
- the time and dates of the disputed actions;
- a description of exactly what happened – include all details, the names and addresses of any persons involved, disputed charges and costs.

Identify the specific section(s) of the Video Act that are alleged to have been violated and state sufficient facts to support the alleged violation(s). Specify the relief requested.

#### **Next Action**

MPSC Staff will review the formal complaint, and if the disputed amount is under \$5,000 and all required information is included, the Commission shall appoint a mediator within seven (7) business days of the date the complaint is filed. Mediation may include a review of the complaint and discussions with the customer and company. If through this process the customer and company are still unable to agree, the mediator will issue a recommended solution within 30 days from the date of appointment. The customer and company have 10 days to either accept or reject the recommendation. If the customer or company rejects the solution, the complaint proceeds to a formal hearing. If the dispute involves an amount over \$5,000, it proceeds directly to a contested case hearing with no prior mediation.

#### **Formal Complaint Hearing Process**

A formal complaint hearing is a trial-like proceeding. This means that the customer, the cable company, and MPSC Staff will come before an administrative law judge. A formal complaint

proceeding is separate from any informal proceeding related to the problem that may have taken place. Lawyers represent the cable company. Customers may hire a lawyer, represent themselves (excluding some businesses), or bring someone to assist them. The customer must present information and witnesses, to prove or justify his/her position. The MPSC cannot provide a lawyer or pay any legal fees. After the hearing, the judge will issue a proposed decision. However, the MPSC will make the final decision, and will issue its decision in a MPSC order. During this process the customer and the company may continue to try to settle the problem. However, the MPSC must approve any agreement that is reached.

#### **Required Costs**

If the customer or company rejects the mediator's decision and is found by MPSC order to be at fault, that party will be responsible for the legal costs of the other party. If both the customer and the company reject the mediator's decision, each party pays their own legal costs.

#### **For more information:**

For more information about filing a complaint, PA 480, or the dispute resolution process, go to the MPSC website at: [michigan.gov/mpsc](http://michigan.gov/mpsc). Click on the [video/cable](#) button.

#### **You may also contact the MPSC at:**

Telecommunications Division  
Attn: Video Franchising  
P.O. Box 30221  
Lansing, MI 48909

Phone: (800) 292-9555

Fax: (517) 284-8200

#### **Filing Satellite Complaints**

The Federal Trade Commission (FTC) at: (877) 382-4357 or [ftc.gov](http://ftc.gov) handles satellite complaints/inquiries.

## Dispute Resolution: Franchise Entity (Municipality) or Provider vs. Provider

### The Michigan Public Service Commission's (MPSC) role in informal and formal video/cable television complaints:

Public Act 4 of 2009 — Providing a dispute resolution process for complaints between municipalities or providers and cable providers.

### Who can file an informal complaint on behalf of a municipality/provider?

A municipality/provider may speak on behalf of itself when filing an informal complaint. Legal representation is not required until a formal complaint is filed.

### What does a municipality/provider need to do to file an informal complaint?

The municipality/provider shall file a written notice of the dispute with the MPSC.

### What information is required in the notice of dispute?

- Identifying the nature of the dispute.
- Language that requests an informal dispute resolution process.
- Language stating the other party has been served the notice of the dispute.

### What happens after the notice is filed?

Commission staff will conduct an informal

mediation with both parties in an attempt to resolve the dispute.

### What if the dispute is not resolved with informal mediation?

If a satisfactory resolution to the dispute is not achieved any named party in the complaint may file a formal complaint.

### How does the formal complaint process begin?

A representative submits the following, in writing, to the commission:

- Information that states the section(s) of the public act or franchise agreement that was allegedly violated.
- Sufficient facts to support the allegations.
- The relief requested.
- All information— testimony, exhibits and other documents— in possession the party intends to rely on to support the complaint.

### How does the formal complaint process proceed?

- Once the complaint is filed each party has ten days to agree on alternative means to resolve the complaint.
- If no agreement is reached within 10 days, the Commission shall order mediation.
- Within 60 days from the date mediation is ordered, the mediator shall issue a recommended settlement.

### **What happens after the proposed settlement is presented?**

- Each party shall file, with the Commission, a written acceptance or rejection of the recommended settlement within 7 days.
- If the parties accept the recommendation, then the recommendation shall become the final order.
- If a party rejects or fails to respond within 7 days to a proposed settlement, then the complaint will proceed to a contested case hearing.
- A party that rejects the recommended settlement shall pay the opposing party's actual costs of proceeding to a contested case hearing.

### **What is the format of a contested case hearing?**

A contested case hearing is provided under section 203 of the Michigan telecommunications act, 1991 PA 179, MCL 484.2203

[www.legislature.mi.gov/\(S\(ytxbgg55qxrifz45wc3nmuim\)\)/mileg.aspx?page=GetMCLDocument&objectname=mcl-484-2203a](http://www.legislature.mi.gov/(S(ytxbgg55qxrifz45wc3nmuim))/mileg.aspx?page=GetMCLDocument&objectname=mcl-484-2203a)

### **For more information:**

For more information about filing a formal complaint, Public Act 480, or the dispute resolution process (PA 4 of 2009), go to the MPSC website at: [michigan.gov/mpsc](http://michigan.gov/mpsc); click on the [video/cable](#) tab.

### **You may also contact the MPSC at:**

Telecommunications Division  
Attn: Video Franchising  
7109 W. Saginaw Hwy.  
P.O. Box 30221  
Lansing, MI 48909

Phone: (800) 292-9555

Fax: (517) 284-8200

### **Online Formal Complaint Form:**

Complaints can be filed online via the [video/cable](#) web site.

[michigan.gov/mpsc/complaints](http://michigan.gov/mpsc/complaints)

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

**NOTICE OF HEARING FOR THE  
ELECTRIC AND NATURAL GAS  
CUSTOMERS OF  
CONSUMERS ENERGY  
COMPANY CASE NO. U-20309**

- Consumers Energy Company requests Michigan Public Service Commission's approval for Calculation C credits to its electric and natural gas rates that capture all remaining base-rate impacts of the Federal Tax Cuts and Jobs Act of 2017.
- 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, November 9, 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) October 1, 2018 application for addressing Calculation C and associated credits. Consumers Energy is requesting the Commission to: 1) approve the methodology for determining the Calculation C refund amounts, 2) determine that benefits of Calculation C be returned to electric and gas customers as an adjustment to federal income tax expense in future rate cases, and 3) approve that the timing of any benefits of Calculation C subject to the normalization requirements of federal law be determined using the required average rate assumption method.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://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](mailto: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](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by **November 2, 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](http://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.; 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 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 RATE ADJUSTMENTS AND OTHER PROPOSALS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY THE REQUESTED RATE ADJUSTMENTS AND OTHER PROPOSALS, IN WHOLE OR IN PART, AND MAY GRANT LESSER OR GREATER ADJUSTMENTS THAN THOSE REQUESTED, AND MAY AUTHORIZE A LESSER OR GREATER RATE FOR ANY CLASS OF SERVICE THAN THAT REQUESTED.]**