



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

7:00 P.M. Monday, November 3, 2025
City Council Chambers
City Hall, 259 Kent St, Portland, MI 48875

Estimated Time		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order by Mayor Barnes</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)	
7:10 PM	V. <u>City Manager Report</u>	
7:15 PM	VI. <u>Presentations</u> A. DDA Director ConnerWellman – Downtown Report	
	VII. <u>Public Hearing(s)</u> - None	
	VIII. <u>Old Business</u> - None	
	IX. <u>New Business</u>	
7:20 PM	A. Proposed Resolution 25-76 to Enter into a Countywide Early Voting Agreement for Election Services	Decision
7:22 PM	B. Proposed Resolution 25-77 Approving an Additional Payment for the Electric Department to the Municipal Employees Retirement Systems (MERS) to Reduce the City’s Unfunded Actuarial Accrued Liability (AAL)	Decision
7:25 PM	C. Proposed Resolution 25-78 Approving a Proposal from Resco to Purchase Materials to Construct the Distribution System Interconnect for the Grant Street Substation	Decision
7:28 PM	D. Proposed Resolution 25-79 Approving a Proposal from Newkirk to Connect the Grant Street Substation to the Consumers Energy Switching Pole	Decision
7:30 PM	E. Proposed Resolution 25-80 Approving Pay Request No. 9 to the State of Michigan for Work Done on the Kent Street Improvement Project	Decision

Estimated Time		Desired Outcome
7:32 PM	<p>X. <u>Consent Agenda</u></p> <ul style="list-style-type: none"> A. Minutes and Synopsis of the Regular City Council Meeting held on October 20, 2025 B. Payment of Invoices in the Amount of \$124,005.81 and Payroll in the Amount of \$164,584.62 for a Total of \$288,590.43 C. Purchase Orders over \$5,000.00 <ul style="list-style-type: none"> 1. Utility Financial Services in the Amount of \$7,390.00 for Services related to the Power Cost Adjustment Factor, electric rates, and financial projections 2. Kendall Electric in the Amount of \$8,106.49 for River Trail Tunnel Lighting Replacement 3. Fleis & VandenBrink in the Amount of \$10,714.71 for Engineering Services for the Divine Hwy. Bridge Project 	Decision
7:35 PM	<p>XI. <u>Communications</u></p> <ul style="list-style-type: none"> A. 2025 Merit Pay B. DDA Minutes for October 7, 2025 C. Board of Light & Power Minutes for September 30, 2025 D. Board of Light & Power Minutes for October 28, 2025 E. Utility Billing Reports – September 2025 F. Ionia County Central Dispatch Report – September 2025 G. Ionia County Board of Commissioners – October 28, 2025 H. MPSC Notice of Hearing – Consumers Energy 	
7:38 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>	
	<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. 25-76

A RESOLUTION TO ENTER INTO A COUNTYWIDE EARLY VOTING AGREEMENT FOR ELECTION SERVICES

WHEREAS, Public Act 81 of 2023 requires that early voting sites be provided in the State of Michigan for early voting by individual municipalities or in cooperation with other municipalities; and

WHEREAS, the Ionia County Clerk has proposed a Countywide Early Voting Agreement for Election Services, attached as Exhibit A, to provide for the required nine days of early voting; and

WHEREAS, the City of Portland will agree to provide election workers to help staff the early voting site for a certain period during the nine days of early voting; and

WHEREAS, the City of Portland will agree to reimburse Ionia County for a portion of the early voting site expenses; and

WHEREAS, the City Manager and City Clerk have reviewed the Countywide Early Voting Agreement for Election Services and recommends its approval.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the Countywide Early Voting Agreement for Election Services, attached as Exhibit A, and authorizes and directs the City Clerk 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: November 3, 2025

Monique I. Miller, City Clerk



OFFICE OF THE IONIA COUNTY CLERK

GREG GEIGER, COUNTY CLERK
STEPHANIE HERBSTREITH, DEPUTY COUNTY CLERK

Countywide Early Voting Agreement for Election Services

Between County of Ionia, City of Belding, City of Ionia, City of Portland, Township of Berlin, Township of Boston, Township of Campbell, Township of Danby, Township of Easton, Township of Ionia, Township of Keene, Township of Lyons, Township of North Plains, Township of Odessa, Township of Orange, Township of Orleans, Township of Otisco, Township of Portland, Township of Ronald, and Township of Sebewa

In this Agreement, the County and each Municipality will be represented by their respective Clerk in their official capacity.

PURPOSE OF THE AGREEMENT. The County and the Municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of County	Clerk of County and Coordinator of County Agreement	Email Address	Phone Number
Ionia	Greg Geiger	clerk@ioniacounty.org	616-527-5322
Ionia	Stephanie Herbstreith	s Herbstreith@ioniacounty.org	616-755-3852

Name of Municipality	Name of Clerk	Number of precincts in Municipality
City of Belding	Janae Ortego	2
City of Ionia	Jonathan Bowman	4
City of Portland	Nikki Miller	1
Township of Berlin	Rachael Alexander	1
Township of Boston	Lynn Kaufman	2
Township of Campbell	Denise Newman	1
Township of Danby	Kris Platte	1
Township of Easton	Breanne Rowley	2
Township of Ionia	Sheri Lynn	1
Township of Keene	Holli Melton	1
Township of Lyons	Julie Heckman	2
Township of North Plains	Robert Fahey	1
Township of Odessa	Lisa Williams	2
Township of Orange	Wendy McBride	1
Township of Orleans	Melissa Harper	1
Township of Otisco	Vicky Byrne	1
Township of Portland	Charlene Keilen	1
Township of Ronald	Sulyn Bettinghouse	1
Township of Sebewa	Mandy Grosshans	1



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GREG GEIGER, COUNTY CLERK

STEPHANIE HERBSTREITH, DEPUTY COUNTY CLERK

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to the Early Voting Site and monitoring the administrative requirements of early voting for the participating Municipalities.
 - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a County or Municipality, as described in MCL 168.720a *et seq.* The requirements of an Early Voting Plan are described in MCL 168.720h(3).
 - 1.4 **Election Services** encompasses the following individual Election Services provided by the County:
 - 1.4.1 **The County will provide, delegate, or contract all Early Voting Precinct Activities.**
 - 1.5 **Legislative Body of the Municipality** means the City or Township council elected or appointed and serving in the Municipality.
 - 1.6 **Municipality** means any participating Municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
 - 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
 - 1.8 **QVF Controller** means the individual appointed by the County Clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
 - 1.9 **Site Supervisor** means the participating Municipal Clerk or a member of the County Clerk's staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating Municipal Clerk or member of the County Clerk's staff to act as a supervisor for different days of early voting.
2. **PARTIES TO AN AGREEMENT.**
 - 2.1 This Agreement may be entered into between one or more Municipalities wholly or partially located within the same county and the County Clerk of that County.
 - 2.2 A Municipality located in multiple counties can only enter into this Agreement with one of the counties in which the Municipality is located.



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3. **SCOPE OF THE AGREEMENT.**

- 3.1 Early voting must be provided for all Statewide and Federal Elections. In this Agreement Ionia County will provide early voting for all Statewide and Federal Elections only.

4. **COORDINATOR.**

- 4.1 Stephanie Herbstreith, Ionia County Deputy Clerk, or subsequent Deputy Clerk, will serve as Coordinator of the joint Early Voting Site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating Municipalities.

4.1.1 In the event that the Coordinator is unable to personally supervise and staff the Early Voting Site on each day of early voting, the Coordinator may designate an Early Voting Site Supervisor to assist with the staffing and supervision of early voting.

- 4.2 If the Coordinator becomes unavailable for any reason, the role will be filled in the following way:

4.2.1 Greg Geiger, County Clerk, as backup Coordinator, would assume the responsibilities of Coordinator.

5. **QVF CONTROLLER.**

- 5.1 Stephanie Herbstreith, Ionia County Deputy Clerk, or subsequent Deputy Clerk, will serve as the Qualified Voter File (QVF) Administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in this Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the Coordinator as long as the appropriate QVF training is completed.

6. **APPROVAL OF EARLY VOTING SITES.**

- 6.1 Pursuant to MCL 168.662, the County Clerk, after consulting the participating municipal clerks, must submit the early voting site location to the Board of County Election Commissioners for approval.
- 6.2 The Early Voting Site may serve all electors covered by this County Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.



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7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1 The Board of County Election Commissioners is responsible for the appointment of election inspectors.
- 7.2 At least 31 days before each Statewide and Federal Election, the board will appoint for the early voting site at least 3 election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
- 7.3 The board will further designate one appointed election inspector from the early voting site as Chairperson.
- 7.4 The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1 Prior to the submission of this Agreement and Early Voting Plan, the County Clerk will do the following:
 - 8.1.1 For the nine early voting days guaranteed by the Constitution, decide the hours that early voting will be provided at the approved early voting site and include those hours in this Agreement.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1 Not less than 45 days before Election Day, the County Clerk will give public notice of the dates and hours for early voting at the joint early voting site by posting of the notice on any publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

- 10.1 Prior to the submission of this Agreement and Early Voting Plan, the County Clerk will produce a proposal for the early voting budget, cost sharing and chargeback procedures.
 - 10.1.1 Designate the County as the party responsible for requesting and dispensing all funds related to early voting.
 - 10.1.2 Paid for in full by the County, reimbursed by the Municipalities once per year, only in years that hold early voting, at the rate of up to \$1,500 per precinct. This charge would be reduced in proportion to the State Reimbursement accordingly. Payment will be collected 60 Days after receiving the County's Invoice.



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11. STAFFING AND SUPERVISION

- 11.1 The Coordinator is responsible for ensuring adequate staffing and supervision at the Early Voting Site including selection of the site supervisor who oversees the Early Voting Site.
- 11.2 The Site Supervisor shall operate in the same manner and have the same authority as a Municipal Clerk operates in an election day polling place.
- 11.3 The Coordinator, back up Coordinator, and all Municipality Clerks will be authorized to serve as supervisors.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

- 12.1 Prior to the submission of this Early Voting Plan, the County Clerk will do the following:
 - 12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at the early voting site.
 - 12.1.2 Determine whether the County or a Municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.2 The Board of County Election Commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3 The Coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
 - 12.3.1 The County Clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.4 Tabulators and early voting poll book laptops used at the joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 13.1 During Early Voting, the Coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2 During Early Voting, the Coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the Coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.



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14. **CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**
- 14.1 The Board of County Election Commissioners is responsible for appointing the Receiving Board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
- 14.2 At the conclusion of Election Day, the Coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
15. **EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**
- 15.1 This County Early Voting Site Agreement and Plan must be finalized and signed by the participating County and all Municipalities:
- 15.1.1 No later than 125 days before the first regularly scheduled Statewide or Federal Election in each even numbered year.
- 15.1.2 No later than 90 days before a Special Statewide or Federal Election.
16. **EARLY VOTING PLAN.**
- 16.1 No later than 120 days before the first Statewide or Federal Election in each even numbered year, the Coordinator will be responsible for ensuring an early voting plan, described in this Agreement, is filed with the County Clerk of the county in which the Municipalities are located.
17. **NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**
- 17.1 Not less than 45 days before the first early voting day allowed by statute, the Coordinator, with the Agreement of all Municipalities, will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for the joint early voting site operated by the participating county and municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.
18. **DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**
- 18.1 This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the County Clerk and each participating Municipal Clerk.
- 18.2 The Agreement will stay in effect for a period of 2 years, 2026 – 2027 inclusive, and will only be cancelled, modified, or terminated with the agreement of the County and all Municipalities.



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**19. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT
EARLY VOTE SITE AGREEMENT.**

- 19.1** The County Clerk will not withdraw from this Agreement for any reason, without the agreement of the County and all Municipalities.
- 19.2** If a Municipality terminates this Agreement for any reason, the Clerk of that participating Municipality must submit a revised Early Voting Plan to the County Clerk outlining the manner in which early voting will be provided. The County Clerk will forward that new plan to the State.
- 19.3** A Municipality that withdraws from this Agreement must do so by providing at least 30 days' written notice to the other Parties in this Agreement.
- 19.4** A Party may not withdraw from the Agreement during the period beginning 150 days before the first Statewide November Election in an even numbered year and ending on the completion of the County Canvass for the Statewide General November Election in that even numbered year.



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Early Voting Plan

No later than 120 days before the first Statewide or Federal Election in each even numbered year, the Coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the County Clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the Coordinator will be responsible for providing the Secretary of State with any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating County and Municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.



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Early Voting Location Information:

	Early Voting Site
Location of site	Ionia Community Library, Mercantile Bank location, 302 West Main Street, Ionia, Michigan, 48846
Municipalities served at this site	City of Belding, City of Ionia, City of Portland, Township of Berlin, Township of Boston, Township of Campbell, Township of Danby, Township of Easton, Township of Ionia, Township of Keene, Township of Lyons, Township of North Plains, Township of Odessa, Township of Orange, Township of Orleans, Township of Otisco, Township of Portland, Township of Ronald, Township of Sebewa
Number of Election Workers at this site	3 – 8
Is this an EV site for all 9 days of Constitutionally required early voting? (Y/N)	Yes
Is this EV site for Statewide and Federal Elections only?	Yes
Hours for 9 days of Constitutionally-required early voting	8:30a.m. – 4:30p.m.
How long is this EV Agreement good for?	2 Years, 2026 – 2027 Inclusive
How many (if any) additional days of early voting will be provided at this site?	None
Hours for any additional days of early voting	N/A
Open the Monday before Election Day	No
Is this site ADA compliant?	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes



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Early Voting Equipment Information:

	Early Voting Site
Number of tabulators at this site	1 - 2
Municipality responsible for providing tabulators	No
Number of early voting poll book laptops	1 - 2
Equipment	Provided by the County
Supplies	Provided by the County
Workers	Provided by the Municipalities and put into a schedule to be determined by the County 30 – 60 days before each Election
Budget	Paid for in full by the County, reimbursed by the Municipalities once per year, only in years that hold early voting, at the rate of up to \$1,500 per precinct. This charge would be reduced in proportion to the State Reimbursement accordingly. Payment will be collected 60 Days after receiving the County's Invoice.



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City of Belding

Date

City of Ionia

Date

City of Portland

Date

Township of Berlin

Date

Township of Boston

Date

Township of Campbell

Date

Township of Danby

Date

Township of Easton

Date



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Township of Ionia

Date

Township of Keene

Date

Township of Lyons

Date

Township of North Plains

Date

Township of Odessa

Date

Township of Orange

Date

Township of Orleans

Date

Township of Otisco

Date



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Township of Portland

Date

Township of Ronald

Date

Township of Sebewa

Date

Ionia County Deputy Clerk

Date

Ionia County Clerk

Date

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 25-77

A RESOLUTION APPROVING AN ADDITIONAL PAYMENT FOR THE ELECTRIC DEPARTMENT TO THE MUNICIPAL EMPLOYEES RETIRMENT SYSTEM (MERS) TO REDUCE THE CITY'S UNFUNDED ACTUARIAL ACCRUED LIABILITY (AAL)

WHEREAS, the City provides its employees with pension benefits through the Municipal Employees' Retirement System (MERS); and

WHEREAS, the City's contributions to MERS are actuarially determined each year; and

WHEREAS, the City Manager and Finance Director recommend a contribution of \$100,000.00 for the Electric Department to reduce its AAL and increase the funded ratio of its employees' pensions.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the paying down of the MERS Pension AAL for the Electric Department by making an additional payment of \$100,000.00.
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 3, 2025

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. 25-78

**A RESOLUTION APPROVING A PROPOSAL FROM RESCO TO
PURCHASE MATERIALS TO CONSTRUCT THE DISTRIBUTION
SYSTEM INTERCONNECT FOR THE GRANT STREET SUBSTATION**

WHEREAS, Verdantas/GRP successfully completed the design for the new distribution system connection between the main vault located at 723 E. Grand River Avenue and the Grant Street Substation, which includes key design improvements, at an estimated cost of \$20,982.21; and

WHEREAS, the Electric Superintendent requested competitive bids for the required distribution system interconnect materials; and

WHEREAS, the Board of Light and Power reviewed the quotes and recommends that City Council approve the proposal from Resco to supply the materials for the distribution system interconnect at a cost of \$20,982.21, as detailed in the memo and quote attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Board of Light and Power's recommendation to approve the proposal from Resco to supply the materials for the distribution system interconnect at a cost of \$20,982.21, as detailed in the memo and quote 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 3, 2025

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

Date: October 28, 2025

Re: **BLP 25-10B** - Approve the purchase of electrical equipment and parts from RESCO for connection of the City of Portland Distribution System to the Grant Street Substation

Verdantas/GRP successfully completed the design for the new distribution system connection between the main vault at 723 East Grand River Avenue and the Grant Street Substation. Key design improvements include:

1. Elimination of elbows and bushings from the vault to improve safety for asset management, future construction, circuit transition and maintenance activities
2. Wire racking enhancements to improve conductor longevity and operational safety.
3. Isolation of all elbow connections within out-of-vault primary cabinets to mitigate the risk of multi-circuit catastrophic failures.

Supply of the electrical cabinets, connections, and rack materials were competitively bid. A summary of bid results is provided below.

RESCO: \$ 20,982.21

Power-Line Supply: \$21,767.23

Recommendation: Recommend City Council approve the purchase of distribution elbows, connectors, bushings, end caps, junction points, cabinet bases and cabinets from RESCO. These materials will be used to construct the distribution system interconnect from the Grant Street Substation to City of Portland Main Circuit Vault located at 723 East Grand River Avenue.

Fiscal Impact: The cost of the proposed expenditure is \$20,982.21.



Rural Electric Supply Cooperative
 1640 Gover Parkway
 Warehouse 40
 Mt Pleasant, MI 48858
 989-779-1334

QUOTATION

Order Number	
1070630	
Order Date	Page
10/22/2025	1 of 2
Customer PO Number	
SUB TO VAULT QUOTE	

Quote Expires On: 11/21/2025

Bill To:

PORTLAND, CITY OF
 723 EAST GRAND RIVER AVE
 PORTLAND, MI 48875
 517-647-6912

Ship To:

PORTLAND, CITY OF
 723 EAST GRAND RIVER AVE
 PORTLAND, MI 48875

Requested By: TODD DAVLIN

Attn: PORTLAND, CITY ACCOUNTS PAYABL

<i>Customer Number</i>	<i>Freight Terms</i>	<i>CSR</i>
11530	FREIGHT ALLOWED	STEVE.BRIETZMAN

Line #	Item ID Item Description	Ship Location	Quantities		Unit Price	Extended Price
			Ordered	UOM		
1	DPC243630T15 POLYCON HANDHOLE , 24X36X30, T15 LID, ITEM TO SHIP PLUS FREIGHT. 2WKS LEAD TIME. ESTIMATED FREIGHT IS \$225.00. FREIGHT CHARAGE IS NOT INCLUDED IN THE TOTAL OF THE QUOTATION.	RESCO - Mt Pleasant	1	EA	552.45000	552.45
2	5412-CI-4/0 SPLICE 4/0STR 15KV .84 - 1.05" 200A 3M QS-II Molded Rubber Splice Kit 5412-CI-4/0, CN and JCN Cable, 15 kV, 4/0 AWG (Stranded), Cable Ins. OD 0.840-1.05 in, 1/case	RESCO - Mt Pleasant	12	EA	48.10000	577.20
3	APS306723-ACACACA 3 PHASE CABINET 30X67X23 ITEM TO SHIP PLUS FREIGHT. 10-12WKS LEAD TIME. FREIGHT CHARAGE IS NOT INCLUDED IN THE TOTAL OF THE QUOTATION. ESTIMATED FREIGHT IS \$ 1700.00	RESCO - Mt Pleasant	6	EA	1,772.00000	10,632.00
4	CR36-B 36" CABLE SUPPORT BRACKET, 10/CARTON ITEM TO SHIP PLUS FREIGHT. 5-6WKS LEAD TIME. FREIGHT CHARAGE IS NOT INCLUDED IN THE TOTAL OF THE QUOTATION.	RESCO - Mt Pleasant	16	EA	70.11000	1,121.76
5	RA20LP CARBLE RACK ARMS, 20.5" ITEM TO SHIP PLUS FREIGHT. 5-6WKS FREIGHT CHARGES ARE NOT INCLUDED IN THE QUOTATION TOTAL. THEY WILL BE ADDED TO THE ITEM INVOICES AT THE TIME OF BILLING. PLEASE KEEP THIS IN MIND WHEN EVALUATING. THANK YOU.	RESCO - Mt Pleasant	48	EA	73.10000	3,508.80



SUPPLYING THE COOPERATIVE ADVANTAGE

Rural Electric Supply Cooperative
1640 Gover Parkway
Warehouse 40
Mt Pleasant, MI 48858
989-779-1334

QUOTATION

Order Number	
1070630	
Order Date	Page
10/22/2025	2 of 2
Customer PO Number	
SUB TO VAULT QUOTE	

Quote Expires On: 11/21/2025

Line #	Item ID Item Description	Ship Location	Quantities		Unit Price	Extended Price
			Ordered	UOM		

6	GS-67-23-30-MG-57X18 GRD SLEEVE FIBRGLS 67X23 OPEN 57X18 3PH THE GS-67-23-30-MG-57X18 IS AN ALTERNATE TO THE CONCAST CAT# FC-23-67-32-1862 WITH A MUCH SHORTER LEAD TIME PER YOUR REQUEST. CURRENT LEAD TIME IS 6-7WKS I HAVE ALSO INCLUDED A SPEC SHEET FOR YOUR REVIEW.	RESCO - Williston	6	EA	765.00000	4,590.00
---	--	-------------------	---	----	-----------	----------

Total Lines: 6

SUB-TOTAL: 20,982.21

TAX: 0.00

AMOUNT DUE: 20,982.21

U.S. Dollars

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 25-79

**A RESOLUTION APPROVING A PROPOSAL FROM
NEWKIRK TO CONNECT THE GRANT STREET SUBSTATION TO
THE CONSUMERS ENERGY SWITCHING POLE**

WHEREAS, during the final phase of Consumers Energy’s (CE) design for the interconnection to the Grant Street Substation, CE informed the city it will no longer extend its lines to the Grant Street Substation; and

WHEREAS, the City must now contract a single-pole, two-span extension from the Grant Street Substation to CE’s existing infrastructure; and

WHEREAS, Newkirk was asked to submit a change order to install and connect the pole, conductors, and associated hardware between the Grant Street Substation and CE’s switching pole; and

WHEREAS, the Board of Light and Power recommend that City Council approve the proposal from Newkirk to connect the Grant Street Substation to the Consumers Energy switching pole, as detailed in the memo and quote, in the amount of \$48,956.00, attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Board of Light and Power’s recommendation to approve the proposal from Newkirk to connect the Grant Street Substation to the Consumers Energy switching pole, as detailed in the memo and quote, in the amount of \$48,956.00, 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 3, 2025

Monique I. Miller, City Clerk

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

Date: October 28, 2025

Re: **BLP 25-10C** - Approve Newkirk Electric Associates' proposal to connect the Substation to Consumers Energy's 46 KV switch pole located outside the substation.

During the final phase of Consumers Energy's (CE) design for the interconnection to the Grant Street Substation (GSS), CE informed the City that it will no longer extend its 46 kV line to the GSS. This decision stems from recent changes to CE's internal legal and technical policies.

As a result, the City of Portland must now contract a single-pole, two-span 46 kV line extension from the GSS to CE's existing infrastructure. To proceed, Newkirk Electric has been asked to submit a change order covering all materials, equipment, and labor necessary to install and electrically connect the pole, conductors, and associated hardware between the Grant Street Substation and CE's 46 kV switching pole.

Recommendation: Recommend City Council approve Newkirk Electric Associates' proposal to provide all materials, equipment and labor to install and electrically connect a single 85 ft transmission pole and two spans of 3-phase 46 KV wire from the Grant Street Substation to CE's 46 KV switching pole.

Fiscal Impact: The cost for the proposed expenditure is \$48,956.00.



October 27th, 2025

Todd Davlin
 City of Portland
 259 Kent Street
 Portland, MI 48875

Grant St, 150-0402 – 46kV Tie Line (10-27-2025, REV-01)

Newkirk Electric will supply supervision, labor, equipment, and specified material to complete work associated with the **46kV Tie Line as part of the Grant Street Substation Project**. Estimated costs for this work are shown below in the subsequent table. **THIS WORK IS REQUESTED TO BE COMPLETED ON A LUMP SUM BASIS.**

BREAKDOWN OF QUOTED WORK		
Task	Quick Description of Scope	Total Price
46kV Tie Line	The City of Portland has requested for Newkirk to supply pricing for the installation of the 46kV Tie Line at the point of demarcation between Consumers Energy and the City of Portland. Pricing for this change order proposal includes all labor, equipment, and material required for the installation of (1) wood pole structure outside of the new Grant Street Substation, and spans of conductor / shield wire between the Consumers Energy Line Structure / new Tie Line Structure, and the conductor / shield wire between the new Tie Line Structure and Grant Street Substation Pull-Off Structure. Pricing is broken down as follows: <u>Labor / Equipment: \$23,689</u> <ul style="list-style-type: none"> - (3) lineman, (1) supervisor over (3) day duration - (2) Pick-Up Trucks - (1) 85' Bucket Truck - (1) 60' Digger Truck - (1) Backhoe - (1) Wirecart - (1) Rope Machine - Hydrovac Truck (With Operator) for (1) day <u>Material: \$25,267</u> <ul style="list-style-type: none"> - Wood pole Structure - Mounting Arms - Mounting Bolts - Conductor Dead-End Assemblies for each connection location - Conductor Material - Shield Wire - Hardware (As Required) 	\$48,956
	GRAND TOTAL	

Clarifications:

- The longest lead material is the wood pole structure at (18) weeks from the time of PO issuance.



Please feel free to contact us for further discussion of our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie Cullen", is written over a light blue horizontal line.

NEWKIRK ELECTRIC ASSOCIATES, INC.

Charlie Cullen
Project Manager
Cell: (313) 587-3131
Email: cjcullen@newkirk-electric.com

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 25-80

**A RESOLUTION APPROVING PAY REQUEST NO. 9 TO THE
STATE OF MICHIGAN FOR WORK DONE ON THE
KENT STREET IMPROVEMENT PROJECT**

WHEREAS, the City was awarded a grant by Michigan Department of Transportation to construct certain street improvements to the Kent Street Reconstruction Project; and

WHEREAS, Fleis & Vanderbrink has submitted Pay Request No. 9 requesting a progress payment for work completed through October 5, 2025, a copy of Pay Request No. 9 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Pay Request No. 9 and is recommending that the City Council approve payment in the amount of \$36,360.92.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 9 and authorizes payment in the amount of \$36,360.92, to the State of Michigan for work completed through October 5, 2025.
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 3, 2025

Monique I. Miller, City Clerk



FLEIS & VANDENBRINK
DESIGN. BUILD. OPERATE.



October 21, 2025

Via Email: citytreasurer@portland-michigan.org

Mindy Tolan, Treasurer
City of Portland
259 Kent Street
Portland, MI 48875

RE: Kent Street Improvements – Review of MDOT Invoice Dated 10/5/25

Dear Mindy,

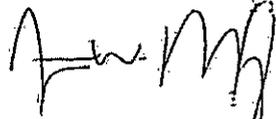
We have reviewed MDOT's invoice dated October 5, 2025 for the Kent Street Improvements project. The invoicing covers Pay Estimate 14 made to CL Trucking. The breakdown is as follows:

Activity	Total Cost	MDOT Grant Applied	City Share
Road/General	\$23,887.40	\$0.00	\$23,887.40
Water	\$640.00	N/A	\$640.00
Sewer	\$0.00	N/A	\$0.00
Advertising (Road)	\$0.00	\$0.00	\$0.00
Streetscape	\$11,833.52	\$0.00	\$11,833.52
Advertising (Streetscape)	\$0.00	\$0.00	\$0.00
Total	\$36,360.92	\$0.00	\$36,360.92

Based on our review of the invoicing, we recommend payment in the amount of \$36,360.92, as indicated. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager

Cc: Andrew Dymczyk, City Manager (citymanager@portland-michigan.org)

STATEMENT	Customer Name CITY OF PORTLAND	PAGE 1
Remit to: State of Michigan Attn: Finance Cashier P.O. Box 30648 Lansing MI 48909	Customer Account Number MDOT00282	Statement Closing Date 10-05-25
	AR Dept/BPRO 591:ACT51	Due Date 11-04-25
		Amount Enclosed

Bill to:
CITY OF PORTLAND
PORTLAND CITY TREASURER
259 KENT STREET
PORTLAND MI 48875

Payment Method: Check Money Order
Please write Customer Account No. on front of Check or Money Order.
DO NOT MAIL CASH

Please check if address has changed. Write correct address on back of stub and attach with payment.

Please detach the above stub and return with your remittance payable to Dept. of Transportation

Transportation



ORIGINAL

Customer Account Number MDOT00282	Statement Closing Date 10-05-25
Customer Name CITY OF PORTLAND	IF YOU HAVE ANY QUESTIONS, PLEASE CALL

Current Period Charges

Description	Date	Transaction ID	Charges
-	09-30-25	CARE1591REIM25001994	\$23,887.40
-	09-30-25	CARE1591REIM25001994	\$640.00
-	09-30-25	CARE1591REIM25001994	\$11,833.52

Important Customer Information

CONTACT	591
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MDOT
Michigan Department of Transportation
Statement Date: 10/07/2025

MDOT00282 - CITY OF PORTLAND

Program: 209474CON

Federal Project: 23A0992

Description: Kent St

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85	2023-5474 CITY OF PORTLAND			
		Current Budget	Cash Expenditures	Collected	Balance Due
Federal		415,438.30	415,438.30		
Local		222,095.70	212,283.24	188,395.84	23,887.40

Funding Profile	Fed Pro Rata	Jrnl Description			
A00184		2023-5474 CITY OF PORTLAND			
		Current Budget	Cash Expenditures	Collected	Balance Due
Local		827,185.00	814,308.00	813,668.00	640.00

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description			
A00183	81.85				
		Current Budget	Cash Expenditures	Collected	Balance Due
Federal		163.70	27.06		
Local		36.30	6.00	6.00	0.00

Program: 217936CON

Federal Project: 23A1026

Description: Kent St

Phase: 01 Construction Contract

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85	2023-5475 CITY OF PORTLAND			
		Current Budget	Cash Expenditures	Collected	Balance Due
Federal		322,718.15	322,718.15		
Local		342,229.85	230,564.16	218,730.64	11,833.52

Phase: 03 Advertising

Funding Profile	Fed Pro Rata	Jrnl Description			
A00165	81.85				
		Current Budget	Cash Expenditures	Collected	Balance Due
Federal		81.85	27.06		
Local		18.15	6.00	6.00	0.00



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, October 20, 2025

In the City Council Chambers at City Hall

259 Kent St., Portland, MI 48875

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Johnston, and Sheehan; City Manager Dymczyk; City Clerk Miller; Finance Director Tolan; Police Chief Thomas

Guests: 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 Sheehan, to approve the proposed agenda.

Yeas: Fitzsimmons, Sheehan, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

There was no Public Comment.

Under City Manager Report, City Manager Dymczyk reported the Looking Glass Plaza Grand Opening has been postponed due to weather and contractor availability delays. Trick-or-treating in the City of Portland will be Friday, October 31, 2025, from 6:00 – 8:00 P.M. Residents were encouraged to carry flashlights, check candy, and watch for traffic.

The Electric Department conducted an emergency repair on the east circuit on October 14, 2025. City Manager Dymczyk displayed the damaged electric connector that was identified proactively through the Electric Department's preventative maintenance program. Although there was consideration to wait until the November 1, 2025, scheduled outage, the poor condition of the connector necessitated immediate repair. The Electric Department conducted the repair at midnight with only a 15-minute outage for the affected area.

The Michigan State Police has approached the city to assist in their Winter Hazardous Awareness Week campaign (November 9-15, 2025). The city will provide video content highlighting winter hazards like ice jams and strategies for assisting vulnerable residents.

City Manager Dymczyk stated that he and City Clerk Miller met with the city's website vendor to explore video capabilities with the new audio and video system. The city has the capacity to stream meetings on the website and is seeking council feedback on whether to continue broadcasting on the public access channel as well.

City Manager Dymczyk stated he and Superintendent Davlin met with local churches to notify community members of the scheduled power outage on November 1, 2025, at 11:00 P.M. until Sunday, November 2,

City of Portland
City Council Minutes – October 6, 2025

2025, related to the Grant Street substation project. He also took the opportunity to discuss the Divine Highway Bridge Project scheduled for 2026 to help communicate information to congregations.

There were no Presentations.

Under New Business, the Council considered Resolution 25-73 to approve the Ionia County Hazard Mitigation Plan 2024.

Mayor Barnes explained that Council Members received hard copies of the Ionia County Hazard Mitigation Plan 2024, noting it contains sensitive infrastructure information. The plan was recommended for approval by the Police Chief and City Manager.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 25-73 approving the Ionia County Hazard Mitigation Plan 2024.

Yeas: Fitzsimmons, VanSlambrouck, Johnston, Sheehan, Barnes

Nays: None

Adopted.

The Council considered Resolution 25-74 to approve the addition of a voluntary donation line to the City Income Tax Form.

Finance Director Tolan explained that Portland is one of only three Michigan cities with income tax that don't have donation lines on their forms. Last year, 125 uncashed income tax refund checks ranging from \$1 to \$10 had to be turned over to the state.

The proposed donation options would be for the Ambulance and Recreation Departments because these services benefit all community members. Finance Director Tolan noted that depending on timing with software and form preparation, this might appear on either the 2025 or 2026 tax forms.

Motion by Sheehan, supported by VanSlambrouck, to approve Resolution 25-74 approving the addition of a voluntary donation line to the City Income Tax Form.

Yeas: Sheehan, VanSlambrouck, Fitzsimmons, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 25-75 to appoint Corey O'Connell to the Downtown Development Authority.

Motion by Johnston, supported by Sheehan, to approve Resolution 25-75 confirming the Mayor's appointment to City Boards and Commission.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons

Nays: None

Adopted

Motion by VanSlambrouck, supported by Johnston, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City held on October 6, 2025, payment of invoices in the amount of \$310,806.74 and payroll in the amount of \$173,089.08 for a total of \$483,895.82. A purchase order to Double K Underground in the amount of \$7,854.00 for emergency repairs to the electric distribution system was also included.

Yeas: VanSlambrouck, Johnston, Fitzsimmons, Sheehan, Barnes

Nays: None

Adopted

City of Portland
City Council Minutes – October 6, 2025

Under City Manager Comments, City Manager Dymczyk had no additional comments.

Under Council Member Comments, Mayor Pro-Tem VanSlambrouck noted the VFW will host a Mexican night on Friday, October 24, 2025, from 5:00 – 7:00 P.M.

Council Member Sheehan noted there will be a band concert at Portland High School tomorrow night at 7:00 P.M.

Council Member Johnston noted there will be a choir concert at Portland High School on Thursday night.

Mayor Pro-Tem VanSlambrouck noted Election Day is Tuesday, November 4, 2025, and will include candidates for City Council and a proposed millage for Portland Public Schools.

Council Member Johnston provided information on the proposed Portland Public Schools millage.

Motion by Johnston, supported by Sheehan, to adjourn the regular meeting.

Yeas: Johnston, Sheehan, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 7:19 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

DRAFT

City of Portland
Synopsis of the Minutes of the October 20, 2025, City Council Meeting
In the City Council Chambers at City Hall
259 Kent St., Portland, MI 48875

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, Johnston, and Sheehan; City Manager Dymczyk; City Clerk Miller; Finance Director Tolan; Police Chief Thomas

Resolution 25-73 approving the Ionia County Hazard Mitigation Plan 2024.

All in favor. Adopted.

Resolution 25-74 approving the addition of a voluntary donation line to the City Income Tax Form.

All in favor. Adopted.

Resolution 25-75 confirming the Mayor's appointment to City Boards and Commission.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:19 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

DRAFT



PURCHASE ORDER

City of Portland

P.O. 18099

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

VENDOR UFS

DATE: _____

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
Pay UFS invoice for consulting services	582.539.803.001		\$ 7,390
DEPARTMENT HEAD (UP TO \$500) <u>[Signature]</u>		TOTAL	\$ 7,390

Treasurer Initials

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

Memo



To: City of Portland – Board of Light and Power

From: Todd Davlin, Electric Superintendent

Cc: Andrew Dymczyk, City Manager and Nikki Miller, City Clerk

Date: October 28, 2025

Re: **BLP 25-10A** - Approve payment of UFS invoice for 2025 Budget Support

During the 2024–2025 fiscal year, the City of Portland completed the installation of an Advanced Metering Infrastructure (AMI) system, implemented a rate increase in collaboration with Utility Financial Solutions (UFS), and transitioned to a month-start/end open/close billing structure for all customer utility invoices. These changes introduced new variables into our billing and budgeting processes.

As we developed the 2025–2026 fiscal year budget, staff held multiple meetings with UFS to ensure alignment of rates, revenue forecasts, and cost projections. UFS provided financial planning services related to the City’s Power Cost Adjustment Factor, electric rate modeling, financial projections, and trial balance comparisons in support of the budget development process. We recently received an invoice for those services.

Recommendation: Recommend City Council approve payment of UFS invoice 35819UFS for financial planning services related to the City’s Power Cost Adjustment Factor, electric rates, financial projections and trial balance comparisons in support of the 2025/2026 fiscal year budget.

Fiscal Impact: The cost of the proposed expenditure is \$7,390



UTILITY FINANCIAL SOLUTIONS, LLC

INVOICE

Payable and Remit to:
 Utility Financial Solutions, LLC
 185 Sun Meadow Ct
 Holland MI 49424

DUE DATE: 11-07-2025
DATE: 10-08-2025
INVOICE No. 35819UFS
P.O. No.

Bill To: Andrew Dymczyk, City Manager
 259 Kent Street
 Portland, MI 48875

Deliver To:
 Andrew Dymczyk & Todd Davlin - citymanager@portland-michigan.org; tdavlin@portland-michigan.org
 Mindy Tolan & Nikki Miller - citytreasurer@portland-michigan.org; cityclerk@portland-michigan.org

DESCRIPTION OF SERVICES

Please email questions or concerns on this invoice to: clund@ufswweb.com

Services for work through: 10-05-2025

Portland MI: Out of Scope, February and March 2025 special analysis, PCA, rate discussions, financial analysis on differences, trial balance comparisons.

Staff	Hours	Rate	AMOUNT
Lund, Dawn T	10.00	\$ 325.00	\$ 3,250.00
Lund, Chris B	9.75	\$ 290.00	\$ 2,827.50
Joan Bakenhus	7.50	\$ 175.00	\$ 1,312.50
Travel (if applicable)			
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
	-		
Out of Pocket Expenses (if applicable)			
Expense Total			\$ -
		Discount	\$ -
		Hold Back	\$ -
		Write Down	\$ -
TOTAL INVOICE			\$ 7,390.00

UFS Internal billing code: UFS

Please pay by Check



KENDALL ELECTRIC
 7633 LANAC ST
 LANSING MI 48917-9517
 517-322-2411 Fax 517-322-0743

Remit To:
 KENDALL ELECTRIC
 DUNS# 06-584-9168 EIN# 38-2023622
 PO BOX 671121
 DETROIT MI 48267-1121

www.kendallelectric.com

INVOICE S115922495.001

Invoice Date: 10/14/25	
Terms: Net Due 30 Days	
Customer PO#:	Release #:
TUNNEL LIGHT	
Ordered By: NEIL BROWN	
Phone: 517-647-2942	

10-14-2025 10:02:42 AM
 S115922495.001
Pole Barn
 In Front Of Pole Barn

SOLD TO: 7817
 CITY OF PORTLAND
 ATTN ACCOUNTS PAYABLE
 259 KENT ST
 PORTLAND MI 48875-1495

SHIP TO: 254160
 CITY OF PORTLAND
 259 KENT ST
 PORTLAND MI 48875-1495

Warehouse		Shlp Via	Freight Allowed	Account Manager		Inside Sales Person	
ELAN		ELAN33	Out: No In: No	DAVIS COURTRIGHT, ESCB		KEVIN NICO, ELAN	
CUST LINE #	ID #	DESCRIPTION		ORDER QTY	SHIP QTY	PRICE / UOM	EXT AMOUNT
	5064191	HAZFLOODP/100UNVD850/GR/66824 SYLVANIA HAZARDOUS FLOOD LIGHT, PERFORMANCE CLASS, 100W, 120 277V, 0 10V DIMMING, 80 CRI, 5000K, GRAY		13	13	623.576e	8106.49

For electronic invoice delivery, or for information on how you can download invoices directly into your accounting software, contact credit@kendallgroup.com.

All transactions between you and The Kendall Group, Inc. ("We", "Our", "Us") shall be exclusively governed by Our Terms and Conditions of Sale, available at https://www.kendallgroup.com/legal_notices or by calling 800-632-5422. We expressly object to any additional or different terms and conditions, whether within a purchase order or other otherwise, and regardless of whether such purchase order or other document is signed by Us or electronically accepted. All returns require Our prior written approval and may be subject to restocking fees. Past due invoices may be assessed a late fee of 1.5% per month (18% per year).

Subtotal	8106.49
S&H Charges	0
Sales Tax	0.00
Payments	0.00
Amount Due	8106.49

Thank You - We Appreciate Your Business

USE THIS ENROLLMENT CODE MVF ZXW ZMH ACCOUNT #/USERNAME 7817



FLEIS&VANDENBRINK

2960 LUCERNE DRIVE SE, GRAND RAPIDS, MI 49546
OFFICE: 616.977.1000 | FAX: 616.977.1005

Invoice

Mindy Tolan
City of Portland
259 Kent Street
Portland, MI 48875

October 21, 2025
Project No: 840730
Invoice No: 75534

Project 840730 Portland - Divine Highway Bridge

Services included: Environmental Clearance, Preliminary Design, Hydraulic Modeling, Mussel Survey.
For professional services rendered for the period August 24, 2025 to September 27, 2025

Professional Services

	Hours	Billing	
Total	44.25		7,080.75
Reimbursable Expenses			
Expenses		3.96	
Subconsultants		3,630.00	
Total		3,633.96	3,633.96
Total this Invoice			\$10,714.71

*Thank you for your business, it is sincerely appreciated.
If there are any questions regarding this invoice or the services provided, please contact us.*

Terms: Net 15 days

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AUSTIN WILLOUR	02955	WATER CLASS MILEAGE REIM - WATER	302.40
DOUGHERTY ASSESSING	02973	ASSESSING SVCS 2ND HALF OF OCT 2025 - ASSESSOR	1,875.00
TAMMY MEYERS	02610	MERS CONFERENCE MILEAGE/MEAL - GEN	274.72
CULLIGAN	02130	WATER X2 CITY HALL - GEN	18.00
ANDREW DYMCZYK	02902	PHONE BILL REIM - CITY MANAGER	40.00
DAN SOWLES	02724	CELL PHONE REIMB - AMB	40.00
STAR THOMAS	01654	PHONE BILL REIM - POLICE	40.00
STAR THOMAS	01654	SUPPLIES & POSTAGE REIM - POLICE	223.68
INDEPENDENT BANK	00197	BOND PAYMENT - ELECTRIC	8,485.00
KYLE ENZ	02651	CONFERENCE/MEALS/MILEAGE - ELECTRIC	653.32
RIETH-RILEY CONSTRUCTION CO.	00395	ASPHALT - WATER	182.78
RIETH-RILEY CONSTRUCTION CO.	00395	ASPHALT - WATER	448.44
TROJAN TECHNOLOGIES	02175	UV KITS, STEER NUT CAP -WW APP CONSENT AGENDA 9	5,986.45
POWER LINE SUPPLY COMPANY	00389	SAFETY SUPPLIES- ELECTRIC	980.00
RESCO	00392	STREET LIGHTS - ELECTRIC	4,084.20
MENARDS	00260	SEWAGE PUMP - WW	449.99
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	485.57
THE ROSSOW GROUP	MISC	BASIC FOIA TRAINING N MILLER, S THOMAS - GEN, F	410.00
CINTAS	02901	RESTOCK MEDICINE CABINET -WW	43.58
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	45.83
CINTAS	02901	RESTOCK MEDICINE CABINET -ELECTRIC	98.30
CINTAS	02901	RESTOCK MEDICINE CABINET - ELECTRIC	55.72
CULLIGAN	02130	WATER X2 - WW	16.00
CULLIGAN	02130	WATER COOLER RENTAL - WW	15.00
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	38.05
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	8.76
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	385.01
USA BLUEBOOK	01850	SUPPLIES - WW	625.67
FAMILY FARM & HOME	01972	SUPPLIES - PARKS, CEM	107.57
CULLIGAN	02130	WATER X2 - PARKS, CEM	16.00
CINTAS	02901	RESTOCK MEDICINE CABINET - PARKS, CEM	7.53

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MENARDS	00260	CEMENT, BATTERIES, BLADE - CEM, PARKS	109.16
WEST MICHIGAN CRIMINAL JUSTICE	02899	FALL 2025 DISTRIBUTION CONTRIBUTION - POLICE	440.16
DOLAN CONSULTING GROUP, LLC	MISC	TRAINING- POLICE	125.00
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	194.00
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	16.99
BRENT LISTERMAN	02519	OAK HILL GUN CLUB MEMBERSHIP FEE B LISTERMAN -	75.00
JASON SMITH	02495	OAK HILL GUN CLUB MEMBERSHIP J SMITH - POLICE	75.00
HART INTERCIVIC	02777	LICENSE & SUPPORT RENEWAL - ELECTION	1,228.00
UPS	02587	SHIP METER TO PREMIER SAFETY - ELECTRIC	25.64
ST. PATRICK'S SCHOOL	MISC	YEARBOOK AD FULL PAGE - ELECTRIC	150.00
TRUGREEN	02830	LAWN AERATION & SEEDING - ELECTRIC	154.09
BLUELOGIC	02976	ANNUAL ACCESS TRAINING X8 USERS - POLICE	432.00
MICHIGAN COMPANY, INC.	00273	ICE MELT - CITY HALL, GEN	1,512.40
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - CITY HALL	412.00
FLEIS & VANDENBRINK	00153	ENGINEERING SVCS - GEN	763.75
PLEUNE SERVICE COMPANY INC.	00741	LEAKING PIPE REPAIR - CITY HALL	390.88
GRAINGER, INC.	00172	RESTROOM SIGNS - PARKS	32.30
PURE GREEN LAWN AND TREE	02812	LIQUID AERATION APP CEM SEC J - CEM	205.00
STATE OF MICHIGAN	00428	KENT ST PAYMENT #9 - MAJ STS, WATER	36,360.92
FAMILY FARM & HOME	01972	SUPPLIES - MAJ STS	50.44
INTERSTATE BILLING SVC	00202	UTILITY WORK AND SIGNS/BASES - MP, WW, ELECTRIC	2,929.30
UTILITY FINANCIAL SOLUTIONS, LLC	02880	RATE REFRESH - ELECTRIC APP RES 25-21	14,900.00
EUROFINS EATON ANALYTICAL LLC	02428	WATER SAMPLING - WTR	360.00
BLOOM SLUGGETT, PC	02783	LEGAL SVCS -ASSESSOR	389.00
MANER COSTERISAN	02588	FINANCIAL AUDIT YR END 6/30/25- VAR DEPTS	13,000.00
BLOOM SLUGGETT, PC	02783	AUG LEGAL SVCS - POLICE	405.00
BLOOM SLUGGETT, PC	02783	SEPT LEGAL SVCS - POLICE	882.60
BLOOM SLUGGETT, PC	02783	ELECTION LEGAL SVCS - ELECTION	22.00
BLOOM SLUGGETT, PC	02783	LEGAL SVCS - ELECTION	22.00
KEUSCH TIRE & AUTO	00228	C-1 REPLACE TIRES - POLICE	1,006.96
JOHN DEERE FINANCIAL	01818	VAR PURCHASES - VAR DEPTS	753.96

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
TOM'S FOOD CENTER	00452	VAR SUPPLIES/PURCHASES - VAR DEPTS	609.86
UNITED RENTALS	02947	PORTABLE TOILET DELIVERY- PARKS	90.00
UNITED RENTALS	02947	PORTABLE TOILET DELIVERY- PARKS	90.00
FLEIS & VANDENBRINK	00153	ENGINEERING SVC DIVINE HWY BRIDGE - MAJ STS	10,714.71
FLEIS & VANDENBRINK	00153	ENGINEERING SVCS KENT ST - MAJ STS	60.87
FLEIS & VANDENBRINK	00153	BRIDGE INSPECTION - MAJ STS	1,200.00
GRAINGER, INC.	00172	FIRE HOSE, ETC - WW	493.78
FAMILY FARM & HOME	01972	AG FILM - WW	194.98
MOYER CONSTRUCTION	00316	CURB RESTORATION REPAIRS - WW	1,200.00
MARLIE BENGEL	MISC	ENERGY OPTZ REFUND PROGRAM -ELECTRIC	200.00
B&W AUTO SUPPLY, INC.	00030	VAR PURCHASES - VAR DEPTS	360.52
GRANGER	00175	REFUSE - ELECTRIC	102.53
DAN SOWLES	02724	EXPENSES REIMB - AMB	530.02
VC3 INC.	02745	MICROSOFT MONTHLY AGREEMENT - GEN	453.42
VC3 INC.	02745	MANAGE/BACKUPS MONTHLY BILLING - GEN	1,885.50
KEUSCH TIRE & AUTO	00228	M&R AMB 45 - AMB	101.07
GRAINGER, INC.	00172	LIGHT BULBS - MTR POOL	6.74
CITY OF PORTLAND - PETTY CASH	00701	VAR REIMB - VAR DEPTS	380.08
MES SERVICE COMPANY LLC	02957	MULTIGAS PM, CAL GAS CHRG - ELECTRIC	236.17
RANGE TELECOMMUNICATIONS	02872	TELECOM AFTER HOURS SERV CALLS - ELECTRIC	173.13
GRAINGER, INC.	00172	MARKING FLAGS - ELECTRIC	185.20
GREAT LAKES JANITORIAL SERVICES	02654	CLEANING SERVICES - ELECTRIC	200.00
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	157.95
FAMILY FARM & HOME	01972	HARDWARE - ELECTRIC	18.30
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMB	494.86
Total:			\$124,005.81

**BI-WEEKLY
WAGE REPORT
October 27, 2025**

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.	16,760.78	120,332.42	2,825.78	29,777.25	19,586.56	150,109.67
ASSESSOR	-	-	-	-		
CEMETERY	5,088.40	50,596.20	483.70	14,749.14	5,572.10	65,345.34
POLICE	18,030.45	170,750.08	4,177.98	44,525.67	22,208.43	215,275.75
CODE ENFORCEMENT	6.56	174.67	0.51	13.41	7.07	188.08
PARKS	4,519.42	46,033.31	440.46	6,653.20	4,959.88	52,686.51
INCOME TAX	2,846.78	22,734.36	874.24	7,934.89	3,721.02	30,669.25
MAJOR STREETS	7,470.67	35,690.76	493.96	8,473.28	7,964.63	44,164.04
LOCAL STREETS	4,155.95	41,931.15	419.34	12,938.55	4,575.29	54,869.70
RECREATION	1,548.49	18,719.44	140.08	2,516.88	1,688.57	21,236.32
AMBULANCE	30,211.35	264,820.54	5,646.03	50,691.47	35,857.38	315,512.01
DDA	2,741.30	26,143.54	387.62	4,475.76	3,128.92	30,619.30
ELECTRIC	27,225.02	250,302.73	4,818.85	74,221.49	32,043.87	324,524.22
WASTEWATER	10,596.65	96,144.75	1,915.97	22,218.79	12,512.62	118,363.54
WATER	7,842.17	69,403.89	2,074.78	24,127.41	9,916.95	93,531.30
MOTOR POOL	710.42	7,367.91	130.91	1,936.37	841.33	9,304.28
TOTALS:	139,754.41	1,221,145.75	24,830.21	305,253.56	164,584.62	1,526,399.31

**2025 MERIT AWARD
DEPARTMENT SUMMARY**

DEPARTMENT	FULLTIME	2025 MERIT AWARD	PARTTIME	2025 MERIT AWARD2	TOTAL
COUNCIL			5	750.00	750.00
AMBULANCE	8	2,400.00	10	1,500.00	3,900.00
ASSESSOR		-		-	-
CEMETERY	1	300.00		-	300.00
DDA	1	300.00		-	300.00
ELECTRIC	6	1,800.00	1	150.00	1,950.00
GENERAL	4	1,200.00		-	1,200.00
PARKS	1	300.00		-	300.00
CITY MANAGER	1	300.00		-	300.00
INCOME TAX	1	300.00		-	300.00
MAJOR STS	0	-		-	-
LOCAL STS	1	300.00		-	300.00
MOTOR POOL	1	300.00		-	300.00
POLICE	4	1,200.00	2	300.00	1,500.00
RECREATION	0	-	1	150.00	150.00
WASTEWATER	4	1,200.00		-	1,200.00
WATER	2	600.00		-	600.00
TOTALS:	35	10,500.00	19	2,850.00	13,350.00

**2025 MERIT AWARD
DEPARTMENT SUMMARY**

**2025 MERIT AWARD
PARTTIME EMPLOYEE BREAKDOWN**

EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
GROENHOF, TIM	POLICE	\$ 150.00
HELMS, BEN	POLICE	\$ 150.00
TOTAL:		\$300.00

EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
HONSOWITZ, EMMA	RECREATION	\$ 150.00
TOTAL:		\$150.00

EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
SCHNEIDER, GERRY	ELECTRIC	\$ 150.00
TOTAL:		\$150.00

EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
BARNES, JAMES	COUNCIL	\$ 150.00
FITZSIMMONS, PATRICK	COUNCIL	\$ 150.00
JOHNSTON, AMANDA	COUNCIL	\$ 150.00
SHEEHAN, ERICA	COUNCIL	\$ 150.00
VANSLAMBROUCK, JOEL	COUNCIL	\$ 150.00
TOTAL:		\$750.00

EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
ARENS, NATHAN	AMBULANCE	\$ 150.00
BARRON, TIFFANY	AMBULANCE	\$ 150.00
BROWN, DAYNAN	AMBULANCE	\$ 150.00
FELDPAUSCH, COLLIN	AMBULANCE	\$ 150.00
FOX, ANDREW	AMBULANCE	\$ 150.00
HYZER, LOGAN	AMBULANCE	\$ 150.00
PASSOW, HAILEY	AMBULANCE	\$ 150.00
SCHAFFER, JAKE	AMBULANCE	\$ 150.00
SMITH, TRISTAN	AMBULANCE	\$ 150.00
WINSTANLEY, COLIN	AMBULANCE	\$ 150.00
TOTAL:		\$1,500.00

GRAND TOTAL	\$2,850.00
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EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
CASSEL, BRENDAN	FULLTIME EMPLOYEE BREAKDOWN AMBULANCE	\$ 300.00
CASSEL, MADISON	AMBULANCE	\$ 300.00
DAKE, BENJAMIN	AMBULANCE	\$ 300.00
FOX, DONALD	AMBULANCE	\$ 300.00
MILLER, THOMAS	AMBULANCE	\$ 300.00
MUNGER, ERIC	AMBULANCE	\$ 300.00
SMITH, SYDNEY	AMBULANCE	\$ 300.00
SOWLES, DAN	AMBULANCE	\$ 300.00
TOTAL:		\$2,400.00
EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
BROWN, BARB	GENERAL	\$ 300.00
MEYERS, TAMMY	GENERAL	\$ 300.00
MILLER, NIKKI	GENERAL	\$ 300.00
TOLAN, MELINDA	GENERAL	\$ 300.00
TOTAL:		\$1,200.00
EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
HONSOWITZ, RYAN	CEMETERY	\$ 300.00
TOTAL:		\$300.00
EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
BROWN, NEIL	PARKS	\$ 300.00
TOTAL:		\$300.00
EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
BROWN, APRIL	INCOME TAX	\$ 300.00
TOTAL:		\$300.00
EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
DYMCZYK, ANDREW	CITY MANAGER	\$ 300.00
TOTAL:		\$300.00
EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
CONNER-WELLMAN, TINA	DDA	\$ 300.00
TOTAL:		\$300.00
EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
BARNES, GREG	LOCAL STREETS	\$ 300.00
TOTAL:		\$300.00
EMPLOYEE NAME	DEPARTMENT	MERIT AWARD
DAVLIN, TODD	ELECTRIC	\$ 300.00

FULLTIME EMPLOYEE BREAKDOWN

ENZ, KYLE	ELECTRIC	\$	300.00
HONSOWITZ, SCOTT	ELECTRIC	\$	300.00
KRIZOV, TIM	ELECTRIC	\$	300.00
SCHEURER, SHANE	ELECTRIC	\$	300.00
WERNET, PAUL	ELECTRIC	\$	300.00
TOTAL:			\$1,800.00
EMPLOYEE NAME	DEPARTMENT		MERIT AWARD
WILHOUR, AUSTIN	MOTOR POOL	\$	300.00
TOTAL:			\$300.00
EMPLOYEE NAME	DEPARTMENT		MERIT AWARD
GENSTERBLUM, KEN	WATER	\$	300.00
SMITH, ROD	WATER	\$	300.00
TOTAL:			\$600.00
EMPLOYEE NAME	DEPARTMENT		MERIT AWARD
AVERY, AUSTIN	WASTEWATER	\$	300.00
FEDEWA, DEVIN	WASTEWATER	\$	300.00
PUNG, AIDEN	WASTEWATER	\$	300.00
SMITH, ANTHONY	WASTEWATER	\$	300.00
TOTAL:			\$1,200.00
EMPLOYEE NAME	DEPARTMENT		MERIT AWARD
KAUFMANN, JEREMY	POLICE	\$	300.00
LISTERMAN, BRENT	POLICE	\$	300.00
SMITH, JASON	POLICE	\$	300.00
THOMAS, STAR	POLICE	\$	300.00
TOTAL:			\$1,200.00
GRAND TOTAL			\$10,500.00

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

Held on Tuesday, October 7, 2025
In the Council Chambers at City Hall

Members Present: Vogl, Mayor Barnes, City Manager Dymczyk, Schneider, Briggs, Ward

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: None

Chair Vogl called the meeting to order at 5:00 P.M.

Motion by Schneider, supported by City Manager Dymczyk, to approve the agenda as presented. Director ConnerWellman noted that the Summer Digest was presented to the public in attendance on September 22, 2025. It was not presented again as no one from the public was present.

All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Briggs, to approve the minutes of the August 25, 2025, regular meeting as amended to change "Vice Chair Vogl" to reflect the current "Chair Vogl", and correcting a line about "no team report as there was not a team meeting in July" to reference August instead.

All in favor. Adopted.

Under the Treasurer's Report, Mayor Barnes expressed his concern with the lack of detail included in the Treasurer's Report. He stated that while he has reviewed the receipts as treasurer, he feels all board members should have this information.

Director ConnerWellman explained that the City Treasurer has concerns about sending invoices by email due to security concerns, citing potential phishing and scamming risks.

There was an extensive discussion.

Member Schneider suggested creating a secure FTP site where board members could log in to view the Treasurer's Report.

There were also suggestions for having a printed Treasurer's Report available at meetings or providing city email addresses to board members so the report could be emailed to them.

After thorough discussion, the board decided to pursue the secure portal option while still requiring the Treasurer's Report to be emailed for the next meeting cycle.

City Manager Dymczyk stated he would follow up with the City Treasurer and the City's IT to set up a secure portal.

Motion by Schneider, supported by Briggs, to approve the Treasurer's Report.
All in favor. Adopted.

Director ConnerWellman asked for clarification of what is expected for the Treasurer's Report for next month's DDA meeting.

There was discussion.

Motion by Barnes, supported by Ward, that the receipts for next month's Treasurer's Report be emailed to each board member.
All in favor. Adopted.

City Manager Dymczyk clarified this is in lieu of a secure FTP site being set up.

Member Schneider asked if the Board is willing to live with the potential risk of distributing the materials included in the Treasurer's Report.

Member Vogl stated she expects there might only be this one meeting while the FTP site is being set up.

Member Vogl clarified the Board does not need the invoice breakdown provided by Director ConnerWellman.

Under TEAMwork, Director ConnerWellman presented the survey sample questions following the board's previous feedback. The board reviewed the survey and addressed a few minor issues.

The board agreed that the survey would be tested by sending it to board members first to identify any issues before distributing it to stakeholders. They discussed distribution methods, including QR codes and options for people who might not be comfortable with technology.

Motion by Schneider, supported by Ward, to accept the survey questions and proceed with the trial survey to board members to identify any issues before distributing them to stakeholders.
All in favor. Adopted.

Items B and C under TEAMwork were not discussed as the discussion took place on September 22, 2025.

Under Old Business, Director ConnerWellman presented proposed recognition plaques for the plaza project. One plaque would recognize all contributors, while a separate plaque would acknowledge the Fabiano family's contribution as requested by Bill Fabiano. Board members discussed:

- The placement of the plaques
- The size difference between the plaques
- Whether to include Gabe Goodrich, who was inadvertently left off the draft
- The potential for adding city wastewater staff to the acknowledgment

Motion by Barnes, supported by Ward, to approve the plaques with the addition of Gabe Goodrich.

All in favor. Adopted.

Motion by Dymczyk, supported by Briggs, to include Wastewater Superintendent Smith, DPW Director Gensterblum, and Electric Superintendent Davlin on the plaque contingent upon their approval.

All in favor. Adopted.

City Manager Dymczyk provided an update that the plaza opening was still on track for October 25th, though contractors had expressed some concern about completing everything. The city decided to maintain the date since it aligned with other downtown events.

Under New Business, Director ConnerWellman explained the proposed budget amendment was related to the Looking Glass Plaza Project.

Mayor Barnes noted this was primarily a housekeeping item, as money that wasn't spent in the prior fiscal year needs to be moved to the current fiscal year to reflect when it will be spent.

Motion by Barnes, supported by Dymczyk, to approve the proposed Budget Amendments for Fiscal Year 2025-2026.

All in favor. Adopted.

Director ConnerWellman explained that the contract for Christmas garland installation had ended in 2024, and SID's Flower Shop, who had been doing the installation since 2016, would no longer be providing the service. A new contractor, JBM Lawn Care, would charge \$3,400.00, more than double the previous rate of \$1,550.00.

The board discussed options including:

- Limiting garland installation to only the bridges and the new plaza
- Whether decorating the fences along Grand River and Maple Street was necessary

- How the planters at the plaza could be incorporated into holiday decorations

Motion by Dymczyk, supported by Barnes to approve Christmas garland not to exceed \$2,000.00 with a priority towards the bridge and plaza.

All in favor. Adopted.

City Manager Dymczyk noted the city is working on a communication plan for the Divine Highway Bridge project. They are planning a meeting with engineers to discuss emergency response considerations and traffic flow during the 2026 project.

Director ConnerWellman provided samples of bylaws from three other communities for the board's review. There was brief discussion about whether procedural matters should be included in bylaws, with Member Briggs noting that bylaws should provide a framework rather than detailed procedures.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, Mayor Barnes asked about the 5:00 PM meeting time versus the traditional 7:00 PM time for future meetings. Board members generally expressed preference for the earlier time. There was discussion.

City Manager Dymczyk noted that he and Clerk Miller were exploring options for broadcasting meetings and would bring recommendations after completing that process for City Council meetings.

Motion by Dymczyk, supported by Schneider, to adjourn the meeting at 6:42 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



**MEETING MINUTES - REGULAR MEETING
PORTLAND BOARD OF LIGHT AND POWER**

4:00 P.M. Tuesday, September 30, 2025
Board of Light & Power Conference Room
723 East Grand River, Portland, MI 48875

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chairman Robert Baldyga at 4:00 PM. Attendees included: Chairman Robert Baldyga, Board Member Nick Lefke, Board Member Mike Fox, City Manager Andrew Dymczyk, and Superintendent Todd Davlin.

II. SAFETY SHARE

Todd Davlin presented a Safety Share regarding back-to-school bus safety.

III. APPROVAL OF AGENDA

Motion: Robert Baldyga Seconded: Mike Fox
Yay: 3 Nay: 0

IV. APPROVAL OF MINUTES

Motion: Nick Lefke Seconded: Robert Baldyga
Yay: 3 Nay: 0

V. ACTION ITEM(S)

Action Item BLP 25-9A

Subject: Approve a 4-year Energy Waste Recovery (EWR) Plan and associated MPPA Project Participation Agreement for Mandatory P.A. 229 Compliance

Recommendation: Recommend City Council approve the Energy Waste Recovery Plan prepared by the Michigan Public Power Agency (MPPA), which outlines efficiency and electrification measures for the 2026–2029 period and, to execute a RETAIL ENERGY IMPROVEMENT PROGRAM PROJECT PARTICIPATION AGREEMENT. This EWR plan and project agreement are designed to meet the mandatory compliance requirements of Michigan Public Act 229.

Fiscal Impact: The cost of the proposed expenditure is \$379,947 over 4 years.

Motion: Nick Lefke Seconded: Robert Baldyga
Yay: 3 Nay: 0

Action Item BLP 25-9B

Subject: Approve the purchase of electrical conduit materials from Kendall Electric Company

Recommendation: Recommend City Council approve the purchase of electrical conduit materials from Kendall Electric. The conduit will be used to construct the distribution system interconnect from the Grant Street Substation to City of Portland Main Circuit Vault located at 723 East Grand River Avenue.

Fiscal Impact: The cost of the proposed expenditure is \$27,091.64

Motion: Nick Lefke Seconded: Mike Fox
Yay: 3 Nay: 0

Action Item BLP 25-9C

Subject: Approve the purchase of electrical distribution voltage connection parts from RESCO

Recommendation: Recommend City Council approve the purchase of distribution elbows, connectors, bushings, end caps and junction points from RESCO. These materials will be used to construct the distribution system interconnect from the Grant Street Substation to City of Portland Main Circuit Vault located at 723 East Grand River Avenue.

Fiscal Impact: The cost of the proposed expenditure is \$24,719.50.

Motion: Robert Baldyga Seconded: Mike Fox

Yay: 3 Nay: 0

Action Item BLP 25-9D

Subject: Approve Cook Brothers Excavating's Grant Street Substation Circuit Exits Proposal

Recommendation: Recommend City Council approve Cook Brothers Excavating's proposal to work with the City of Portland to install underground conduit from the Grant Street Substation to the City of Portland's Main Distribution Vault located at 723 East Grand River. The proposal includes restoration of the road, curbs, sidewalks, vault coring and concrete encasement.

Fiscal Impact: The cost for the proposed expenditure is \$82,746.00.

Motion: Nick Lefke Seconded: Mike Fox

Yay: 3 Nay: 0

VI. INFORMATIONAL ITEMS

Todd Davlin provided brief reports addressing the following topics:

- a. Financial report
- b. Reliability report
- c. Grant Street Substation Update
- d. November 1-2 Planned Outage

VII. NEXT REGULAR BLP BOARD MEETING: Tues October 28th.

VIII. PUBLIC COMMENT (5-minute time limit per speaker)

None

IX. CITY MANAGER COMMENTS

City Manager Andrew Dymczyk provided an overview of current city projects and initiatives, with focused attention on 103 Grand River Project and the upcoming Divine Highway Bridge Project.

X. BOARD COMMENTS

None

XI. ADJOURNMENT

Motion: Nick Lefke Seconded: Robert Baldyga

Yay: 3 Nay: 0



AGENDA - REGULAR MEETING
PORTLAND BOARD OF LIGHT AND POWER
4:00 P.M. Tuesday, October 28, 2025
Board of Light & Power Conference Room
723 East Grand River, Portland, MI 48875

- I. CALL TO ORDER AND ROLL CALL
- II. SAFETY SHARE
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
- V. ACTION ITEM(S)

Action Item BLP 25-10A

Subject: Approve payment of UFS invoice for 2025 Budget Support

Recommendation: Recommend City Council approve payment of UFS invoice 35819UFS for financial planning services related to the City's Power Cost Adjustment Factor, electric rates, financial projections and trial balance comparisons in support of the 2025/2026 fiscal year budget.

Fiscal Impact: The cost of the proposed expenditure is \$7,390

Action Item BLP 25-10B

Subject: Approve the purchase of electrical equipment and parts from RESCO for connection of the City of Portland Distribution System to the Grant Street Substation

Recommendation: Recommend City Council approve the purchase of distribution elbows, connectors, bushings, end caps, junction points, cabinet bases and cabinets from RESCO. These materials will be used to construct the distribution system interconnect from the Grant Street Substation to City of Portland Main Circuit Vault located at 723 East Grand River Avenue.

Fiscal Impact: The cost of the proposed expenditure is \$20,982.21.

Action Item BLP 25-10C

Subject: Approve Newkirk Electric Associates' proposal to connect the Substation to Consumers Energy's 46 KV switch pole located outside the substation.

Recommendation: Recommend City Council approve Newkirk Electric Associates' proposal to provide all materials, equipment and labor to install and electrically connect a single 85 ft transmission pole and two spans of 3-phase 46 KV wire from the Grant Street Substation to Consumer's Energy's 46 KV switching pole.

Fiscal Impact: The cost for the proposed expenditure is \$48,956.00.

VI. INFORMATIONAL ITEMS

- a. Financial report
- b. Reliability report
- c. Grant Street Substation Update
- d. November 1-2 Planned Outage

- VII. NEXT REGULAR BLP BOARD MEETING: Tues November 25th.
- VIII. PUBLIC COMMENT (5-minute time limit per speaker)
- IX. CITY MANAGER COMMENTS
- X. BOARD COMMENTS
- XI. ADJOURNMENT

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

October 23, 2025
September 1-30, 2025

Kwh Consumed	2,815,183
DIESEL PRODUCTION	2,804
HYDRO GENERATION	47,827

Total Kwh Purchased	2,764,552	Total Dollars Paid	\$ 205,602.93
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Kwh Billed

Residential	1,210,957
Commercial	688,904
Large General	663,380
City St. Lites Metered	8,078
St. Lites Unmetered	
Rental Lights	
Demand	1,900

Dollars Billed

PCA Billed	\$ 41,926.71
Residential	\$ 204,109.60
Residential EO Charge	\$ 2,256.53
Geothermal Discount	\$ -
AMI Opt Out	\$ 105.00
Commercial	\$ 109,830.89
Commercial/LG EO Charge	\$ 2,494.24
Large General	\$ 73,504.05
Large EO Charge	\$ 18.40
City St. Lights Metered	\$ 863.07
St. Lights Unmetered	\$ 1,640.25
Rental Lights	\$ 247.39
Demand	\$ 17,513.06
MI-LIEAP Funding	\$ 3,257.50
Tax	\$ 16,989.59

Total Kwh Billed **2,571,319**

Arrears after billing	\$ 21,503.67
Penalties Added	\$ 2,744.14
Arrears end of month	\$ 47,826.01
Fuel Cost Billed	\$ 53,406.94
Amount Collected	\$ 385,349.48
Total Adjustments	\$ 1,777.11

Total Dollars Billed **\$ 474,756.28**

Power Cost Adj. 0.01635

Residential Customers	2,239
Commercial Customers	333
Large General	15
Total Customers	2,587

10/03/25



**CITY OF PORTLAND
September-25**

WATER DEPARTMENT REPORT

MONTH	Sep-25	PERIOD COVERED	September 1-30, 2025
Customers Billed		Penalties Added	\$ 439.53
City	1,858	Dollars Collected	\$ 89,951.00
Rural	24	Arrears at end of Month	\$ 7,675.61
Total Customers	1,882	Adjustments	\$ 183.72
		Gallons Pumped	13,613,000
		Hydrant Flusing/Rental (unmetered)	1,200,000 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	9,875,386		\$ 81,437.06
Rural	155,845		\$ 2,440.40
Total	<u>10,031,231</u>		<u>\$ 83,877.46</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,803	Dollars Billed	\$163,147.47
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 163,147.47

Penalties Added	\$ 903.91
Dollars Collected	\$ 156,493.86
Arrears at end of Month	\$ 15,650.11
Adjustments	\$ 451.08
Gallons Treated per Million	7.257



Monthly Report

September Activity

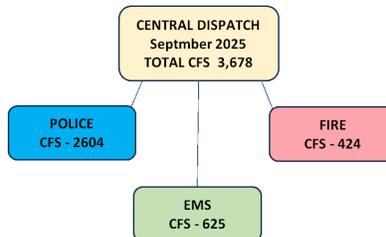
- 911 Calls— **2237**
- Administrative Calls— **5404**
- Text to 911— **15**
- 911 Hang up Calls— **155**
- Calls for Service Initiated — **3678**

- Total Mental Health Calls — **52**
- Suicidal Calls — **14**
- 988 Calls Received — **1**
- 988 Calls Transferred — **0**
- CPR Performed — **32**
- Stroke Related Calls — **4**
- Child birth calls — **0**



Unit Responses / Activities

- Law Enforcement— **2629**
- Fire— **424**
- EMS— **625**



Special Programs Available

Share Medical Information with your 911 call.



www.emergencyprofile.org

What 3 Words— App that provides location information to a 10 meter square.



What3words.com

Available at:



Statistics—Calls for Service.

SEPTEMBER CFS TYPES 2025			
CALL FOR SERVICE TYPE	TOTAL	CALL FOR SERVICE TYPE	TOTAL
911 Hang up Call	155	Lost Property / Found	19
988 Calls	0	MDOP	28
Abandoned Vehicle	17	MED 1	218
Active Violence Incident	3	MED 2	70
Alarm	38	MED 3	126
Ambulance Transport	103	Medical Call / Amb Dispatch	9
Assault	34	Mental Health	29
Assist Jail	0	Missing Person	10
Assist Medical	0	Motor Vehicle Theft / UDAA	6
Assist Other Agency	0	Non Criminal	105
Assist Outside Agency	29	OWI / OUID	16
Bomb Threat	0	PDA Traffic	124
Burglary	18	Phone / Internet Harassment	25
Burn Permit	49	PIA Traffic	35
Civil Dispute	96	PPO Violation	4
Conservation / Wildlife	26	Property Check	15
CSC - Criminal Sexual Conduct	17	Repossession	14
Disorderly Conduct	68	Request - Wrecker	33
Domestic Assault	31	Road Closure	5
DPW Request	20	Robbery / Hold up	0
Drugs	4	Spam to Center	1
Duplicate Call	2	Structure Fire	4
Family Abuse / Neglect	30	Suspicious Situations	198
Fire All Other	54	Test Call / System Test	27
Fireworks	0	Thunder Storm/Tornado Warning	4
Follow Up	255	Traffic / Officer Stop	244
Fraud	25	Traffic Offense All Other	678
General Assist	242	Tree Down	18
Grass / Wildland Fire	3	Trespassing	22
Health & Safety / Animal	86	Vehicle Fire	6
Hit and Run	24	Verbal Domestic	12
Homicide	0	Vin Inspections / All Inspections	9
Juvenile Problems & Runaways	49	Warrant Arrest / Fugitive	71
Kidnapping	1	Weapons Offenses All	11
Larceny	48	Wires Down / Arching	15
Liquor / MIP	0	Unclassified	262
Tornado Siren Tests	4	Fire Pager Tests	4
Emergency Alert Tests	6	Total This Month	4014

Central Dispatch Activities

- Sept 3rd County Employee Picnic
- Sept 3rd, NENA Accessibility Committee meeting attended
- Sept 3rd 911 Advisory Board and TAC Committee meetings
- Sept 9th CORE Day in Lansing Attended, Talon Training and Information
- Sept 10th, Police Chief Meetings
- Sept 12th, Department Head Meeting
- Sept 15th-19th Probationary employee attended Basic 40 for 911
- Sept 16th-17th, Emerging Tech Forum attended
- Sept 17th, Fire Chief Meeting
- Sept 24th, Ionia County 911 Field Day

Information received from callers is often incorrect. This often results in the 911 Dispatcher providing incorrect location or other information to First Responders.

Ionia County Central Dispatch

Center Update

With the list of activities above our major event with the 911 Field Day was again a major success. Thanks to all our partners that participated and made it a great opportunity for the students.

We estimate that we had over 400 in attendance for this year's event. Students from the Ionia Career Center program and Haynor Elementary were brought in by bus.

They had the opportunity to see equipment used by our partner agencies, tour the 911 Call Center and talk with responders and partners about career options for their futures.

This is the Kick off for our internship program and we will be working with the Career Center to identify students that are interested in the 911 Center as a possible career for their futures.



Agency Individual Responses / Activity

Ionia County Central Dispatch

Mission: To enhance the quality of life in Ionia County for all people, providing professional, efficient, courteous, and responsive public safety communications.

Vision: To be the example for other Public Safety Dispatch Centers providing exceptional service.

Our Values: D.I.S.P.A.T.C.H.E.R.

D. Detail-oriented: Able to pay close attention, notice the minor details.

I. Innovative: Share new ideas that can improve ICCD for the better, embrace change.

S. Strong Work Ethic: Consistently performing our job to the best of our ability.

P. Professionalism: Communicating respectfully, effectively, and appropriately leading by example.

A. Adaptability: Flexibility, responding effectively to changes or various situations.

T. Teamwork: Work together toward a collective goal with good communication, patience, and dedication.

C. Caring: Feeling or showing concern for or kindness to others.

H. Honesty: Uprightness, fairness, truthfulness, sincerity, or frankness in communications and deeds.

E. Empathy: Connecting with someone, sensing people's emotions or feelings.

R. Respectful: Being appreciative, considerate, polite and gracious to all those we serve and serve with.

Ionia County Central Dispatch

545 Apple Tree Drive, Ionia MI 48846

EMERGENCY: 911

NON-EMERGENCY: (616) 527-0400 (Press 4)

ADMINISTRATION: (616) 522-0911

Director: Lance Langdon, ENP, CMCP
(616) 527-5611 llangdon@ioniacounty.org

Office Manager: Cathi Brodbeck
(616) 522-0911 cbrodbeck@ioniacounty.org

Supervisor: Kevin Booth (Day Shift)
(616) 527-5613 kbooth@ioniacounty.org

Supervisor: Natalie Hearld, CMCP (Day Shift)
(616) 527-5612 nhearld@ioniacounty.org

Supervisor: Jeremiah Wittenbach (Night Shift)
(616) 527-5617 jwittenbach@ioniacounty.org

Supervisor: Roy McCarver (Night Shift)
(616) 527-5616 rmccarver@ioniacounty.org

FOIA Requests - 911 Records Only-No Police Repts.
Form available at: <http://ioniacounty.org/foia>
Send or Email to: CentralDispatch@ioniacounty.org

Belding Fire—83

Berlin-Orange Fire— 50

Clarksville Fire— 22

Hubbardston Fire— 7

Ionia Department Public Safety Fire— 90

Lake Odessa Fire— 41

Lyons-Muir Fire— 16

Orleans Fire—26

Pewamo Fire— 6

Portland Fire— 17

Ronald Fire— 10

Roxand Fire— 2

Saranac Fire— 44

Sunfield Fire— 10

Life EMS— 507

Portland EMS— 118

Animal Control— 61

Belding Police— 323

Department of Natural Resources Law— 0

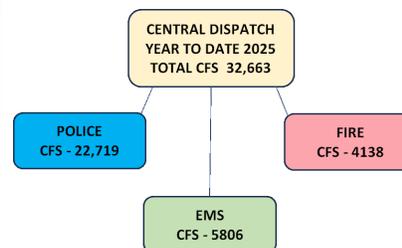
Ionia County Sheriff's Office— 1055

Ionia Department Public Safety Law— 442

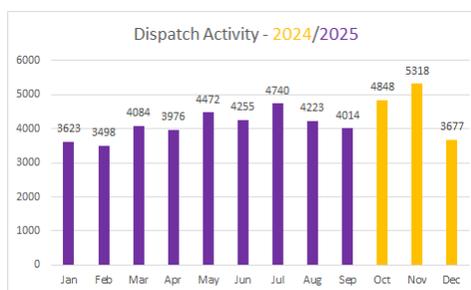
Lake Odessa Police— 72

Michigan State Police— 581

Portland Police— 154



Central Dispatch Activity



**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING**

OCTOBER 28, 2025 – 3:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
 - B. Approve per diem and mileage
 - C. Approve payments of Common Cash and General Fund Payroll for the month of September 2025- \$ 1,781,625.39
 - D. Approve payments of Health Department payroll and accounts payable for the month of September 2025-\$ 223,949.52
 - E. Approve payments of Road Department payroll and accounts payable for the month of September 2025- \$ 1,808,463.41
 - F. Approval of payments from Trust and Agency for the month of September 2025- \$ 3,008,271.69
- VII. Unfinished Business**
- VIII. New Business**
 - A. Request Approval of 2025 Apportionment Report- Anthony Meynard
 - B. Resolution Adopting 2025 Apportionment – Anthony Meynard
 - C. Approval of PA116 Farmland Agreement-Kuperus Family Farms LLC Application 25-003- Greg Geiger
 - D. Approval of PA 116 Farmland Agreement-Kuperus Family Farms LLC Application 25-004- Greg Geiger
 - E. Approval of PA 116 Farmland Agreement-Kuperus Family Farms LLC Application 25-005 Greg Geiger

- F. Approval of PA 116 Farmland Agreement- Stowell Application 25-006- Greg Geiger
 - G. Request to Renew Contract with Michigan Department of Environment, Great Lakes, and Energy-Haleigh Leslie/Chad Shaw
 - H. Request Approval of Department of Licensing and Regulatory Affairs Grant Agreement- Haleigh Leslie/Chad Shaw
 - I. Request Approval of Amendment #2 with the Michigan Department of Health and Human Services for an increase in funding- Haleigh Leslie/Chad Shaw
 - J. MSU Extension Budget Request- William Hendrian
 - K. Request Approval to renew Dust Control Contract 25-11- Linda Pigue
 - L. Resolution To Exempt Ionia County Taxes from capture by a Tax Increment Financing Plan #1- Chad Shaw
 - M. Resolution To Exempt Ionia County Taxes from capture by a Tax Increment Financing Plan #2- Chad Shaw
- IX. Department Reports**
- A. Sheriff Department-Written Only
- X. Reports of Officers, Boards, and Standing Committees**
- A. Chairperson
 - B. Board of Commissioners
 - C. County Administrator
- XI. Reports of Special or Ad Hoc Committees**
- XII. Public Comment (3-minute time limit per speaker)**
- XIII. Closed Session**
- A. None
- XIV. Adjournment**

<p>Board and/or Commission Vacancies</p> <ul style="list-style-type: none"> • Community Corrections Advisory Board- Ionia Community Mental Health Representative • Land Bank Authority • Mid-West Michigan Trail Authority- Ionia County Representative <p>Appointments for consideration in the month of October 2025:</p> <ul style="list-style-type: none"> • Construction Board of Appeals • Department of Human Services Board <p>Appointments for consideration in the month of November 2025:</p> <ul style="list-style-type: none"> • NONE

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-21873**

- Consumers Energy Company requests Michigan Public Service Commission for approval to implement a power supply cost recovery plan for the twelve months ending December 31, 2026.
- 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, 800-477-5050, for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission's website at: <https://mi-psc.my.site.com/s/>.
- A pre-hearing will be held:

DATE/TIME: **Wednesday, November 19, 2025 at 10:00 AM**

BEFORE: **Administrative Law Judge Katherine E. Talbot**

LOCATION: Video/Teleconference

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate or who are seeking access to the video/teleconference should contact the Administrative Law Judge's secretary at (517) 284-8130 or by email at LARA-MOHR-PSC@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) September 30, 2025 application requesting the Commission to: 1) approval of a Power Supply Cost Recovery (PSCR) Plan and monthly PSCR factors for the 12-month period January through December 2026; 2) approve, for 2026, a maximum monthly PSCR factor consisting of the sum of two parts: (i) a base ceiling factor of not less than \$0.01456 per kWh for all classes of customers plus (ii) additional amounts contingent on future events, determined using the PSCR Factor Ceiling Price Adjustment (Contingency) Mechanism, as proposed by Consumers Energy; and 3) grant Consumers Energy any further relief that may be lawful and appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: <https://mi-psc.my.site.com/s/>. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in 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 November 12, 2025. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's attorney, Spencer A. Sattler, 1 Energy Plaza Dr., Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process for participating in the hearing.

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 their wish to make a statement of position. Mich Admin Code, R 792.10413 (Rule 413).

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21873**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

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. For more information on how to participate in a case, you may contact the Executive Secretary at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, and R 792.10401 through R 792.10448.