



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

7:00 P.M. Monday, October 2, 2017
City Council Chambers
City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Desired Outcome</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Decision
7:03 PM	IV. <u>Public Comment</u> (5-minute time limit per speaker)	
7:05 PM	V. <u>City Manager Report</u>	
	VI. <u>Presentations</u>	
7:15 PM	A. DDA/Main Street Director Conner Wellman – Downtown Report	
	VII. <u>Public Hearing(s)</u> – None	
	VIII. <u>Old Business</u> – None	
	IX. <u>New Business</u>	
7:20 PM	A. First Reading of Ordinance 196A to Amend Chapter 2 of the Code of Ordinances of the City of Portland, Michigan, to Provide for Recovery Costs for Emergency Response Services	
7:23 PM	B. Second Reading & Consideration of Ordinance 150A to Amend Chapter 3 of the Code of Ordinances of the City of Portland, Michigan, to Provide for the Uniform Income Tax Ordinance	Decision
7:25 PM	C. Proposed Resolution 17-83 Approving a Proposal from Fleis & VandenBrink to Provide Professional Services for the Safe Routes to School Program	Decision
7:28 PM	D. Proposed Resolution 17-84 Approving Pay Request No. 1 to CL Trucking, Inc. for Work Done on the James Street Improvement Project	Decision
7:30 PM	E. Proposed Resolution 17-85 Approving a Proposal from Fleis & VandenBrink to Provide Design Engineering for the Roadway Related to the Development of the Cutler Road Property	Decision
7:33 PM	F. Proposed Resolution 17-86 Approving, Authorizing, and Directing the Mayor and City Clerk to Sign a License Agreement to Permit Holding a Haunted House at the Red Mill	Decision
7:35 PM	X. <u>Consent Agenda</u>	Decision
	A. Minutes & Synopsis from the Regular City Council Meeting held on September 18, 2017	

**Estimated
Time**

**Desired
Outcome**

- B.** Payment of Invoices in the Amount of \$135,135.60 and Payroll in the Amount of \$99,582.54 for a Total of \$234,718.14
- C.** Purchase Orders over \$5,000.00
 - 1. Resco in the Amount of \$7,770.00 for a Roll of Kerite Wire

XI. Communications

- A.** DDA Minutes from August 24, 2017
- B.** DDA Treasurer's Report as of September 15, 2017
- C.** Utility Billing Report for August 2017
- D.** Wastewater Treatment Plant Report for August 2017
- E.** Portland Area Municipal Authority Minutes for July 5, 2017
- F.** Ionia County Board of Commissioners Agenda for September 26, 2017

7:40 PM

XII. Other Business - None

7:45 PM

XIII. City Manager Comments

7:50 PM

XIV. Council Comments

7:55 PM

XV. Adjournment

Decision

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

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

ORDINANCE NO. 196A

**AN ORDINANCE TO AMEND CHAPTER 2 OF THE CODE OF ORDINANCES
OF THE CITY OF PORTLAND, MICHIGAN, TO PROVIDE FOR RECOVERY
COSTS FOR EMERGENCY RESPONSE SERVICES**

The City of Portland Ordains:

Section 1. Amendment. Chapter 2, "Administration," Article V, "Finance," Division 3, "Recovery Costs for Certain Public Safety Emergency Responses," of the Code of Ordinances of the City of Portland, Michigan, is amended to read as follows:

Sec. 2-226. Scope and purpose.

This Division is adopted to defray some costs incurred by the Portland Area Fire Authority and/or the City of Portland in providing certain emergency response services. It is not the purpose of this Division to provide complete reimbursement or funding for the Portland Area Fire Authority.

Sec. 2-227. Definitions.

The following words, terms and phrases, when used in this Division, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

(1) *Assessable costs* means the direct and reasonable costs incurred by the Portland Area Fire Authority, the City or by a private person, corporation or other assisting government agency, which is operating at the request or direction of the Portland Area Fire Authority, when making an emergency response, including the costs of providing firefighting, rescue services, emergency medical services, containment, storage, clean-up or abatement of all hazardous materials and conditions at the scene of the incident.

(2) *Emergency response* means the following actions or services provided by the Portland Area Fire Authority or the City, or by a private individual, corporation or other assisting government agency operating at the request or direction of the Portland Area Fire Authority:

(a) The providing, sending and/or utilizing of firefighting, emergency medical or rescue services by the Portland Area Fire Authority or the City for an incident resulting in a hazardous materials release or threatened release or the clean-up or abatement of same.

(b) Any incident requiring a response by the Portland Area Fire Authority or the City that involves any public or private utility property and requires equipment or personnel to remain at the incident to protect the health, safety and welfare of the public until the utility provider responds to the incident and takes corrective measures.

(3) *Explosive* means any material regulated as an explosive by the United States Department of Transportation through regulations found in 40 CFR 171.1 *et seq.*, as amended.

(4) *Flammable liquid* means any material regulated as flammable liquid by the United States Department of Transportation through regulations found in 49 CFR 171.1 *et seq.*, as amended.

(5) *Flammable solid* means any material regulated as a flammable solid by the United States Department of Transportation through regulations found in 49 CFR 171.1 *et seq.*, as amended.

(6) *Hazardous material* means explosive, pyrotechnics, compressed gas, flammable liquid, flammable solid, combustible liquid, oxidizing material, poisonous gas, poisonous liquid, poisonous solid, irritating material, etiological material, radioactive material, corrosive material or liquefied petroleum gas and also including, but not limited to, any of the following:

- (a) Any material, listed in the list of toxic pollutants found in 40 CFR 401.15, as amended, or in any other federal law or regulation;
- (b) Any material regulated as a hazardous material by the United States Department of Transportation through regulations found in 49 CFR 171.1 *et seq.*;
- (c) Any material designated as hazardous material by state or federal law or regulation, or City Ordinance; or,
- (d) Any otherwise nonhazardous material released is a hazardous material for purposes of this ordinance if its presence causes a potential hazard to vehicular or pedestrian traffic.

(7) *Poison* means any liquid or gas that is life threatening when mixed with air in small amounts, and shall also include all those materials regulated as poison class A by the United States Department of Transportation through regulations founding 49 CFR 171.1 *et seq.*, as amended.

(8) *Release* means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing which causes damage or harm to person(s), property, natural resources, the public health or environment.

(9) *Threatened release* means any imminent or pending event potentially causing but not resulting in a release which causes the Portland Area Fire Authority or the City to undertake emergency response.

(10) *User or Responsible party* means the owner, operator and/or person in charge of or person in possession of the premises, structure, property, equipment, facility or vehicle to which an emergency response is directed.

Sec. 2-228. Cost recovery authorization.

The City Council authorizes the imposition of assessable costs upon users of emergency responses provided by or on behalf of the Portland Area Fire Authority within the City's jurisdictional limits. Responsible parties shall be obligated to pay the City all assessable costs incurred by the Portland Area Fire Authority and the City to provide emergency response services. Such costs and expenses shall be the joint and several obligations of all responsible parties.

Sec. 2-229. Billing and collection of assessable costs.

The City's billing clerk shall mail an itemized invoice to all users of emergency responses as specified in section 2-228 above. Such invoice shall be due and payable within 30 days of the date of mailing and any amounts unpaid after such date shall bear a late payment fee equal to 1.0 percent per month or fraction of a month that the amount due remains unpaid. Payments shall first be applied to any late fee and then to the principal amount.

Sec. 2-230. Procedure for appealing assessable costs.

(1) A recipient of any invoice from the City sent pursuant to section 2-229 shall have the right to appeal the invoice by showing the recipient is not a responsible party or by challenging its amount.

(2) The recipient shall have the right to request a meeting with the Portland City Manager, or his/her designee, to review the tabulation of the assessable costs. The recipient shall request in writing such meeting within 14 days of the invoice date. That written request shall state in detail the basis for the appeal and be accompanied by any supporting documents.

(3) If, after meeting with the City Manager, or his/her designee, the recipient does not concur with the decision, the recipient may request an appeal to City Council. That appeal shall be filed in writing within 14 days of the date of the decision of the City Manager, or his/her designee. The City Council's decision shall be final.

Sec. 2-231. Other remedies.

In addition to any other remedy available at law or in equity, the City may initiate a lawsuit in a court of competent jurisdiction to collect the amounts due under this division.

Sec. 2-232. No limitation of liability.

The recovery of assessable costs pursuant hereto does not limit the liability of a user under any other applicable laws, rules, regulations permit or license requirements, orders or directives of any governmental entity, agency or official of competent jurisdiction.

Section 2. Effective Date. This ordinance shall take effect 10 days after its adoption or upon publication, whichever occurs later.

Yeas:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated:

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced: October 2, 2017

Adopted:

Published:

Effective:

CERTIFICATION

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the Portland City Council held on _____, 2017.

Date:

Monique I. Miller, City Clerk

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

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

ORDINANCE NO. 150A

**AN ORDINANCE TO AMEND CHAPTER 3 OF THE CODE OF
ORDINANCES OF THE CITY OF PORTLAND, MICHIGAN, TO
PROVIDE FOR THE UNIFORM CITY INCOME TAX ORDINANCE**

The City of Portland Ordains:

Section 1. Amendment. Chapter 3, “Uniform City Income Tax Ordinance,” Article I, “City of Portland Income Tax Ordinance and Uniform Rules and Regulations,” Section 3.1 through 3.99, are added to the Code of Ordinances of the City of Portland, Michigan, to read as follows:

Article I. City of Portland Income Tax Ordinance and Uniform Rules and Regulations

Sec 3.1. Title.

This ordinance shall be known and may be cited as the “uniform city income tax ordinance.”

Sec. 3.2. Rules of Construction.

For the purpose of this ordinance, the words, terms and phrases set forth in sections 3.3 to 3.9 and their derivations have the meaning given therein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and in the singular number include the plural. “Shall” is always mandatory and not merely directory. “May” is always directory.

Sec. 3.3. Definitions A to D.

(1) “Administrator” means the official designated by the city to administer the provisions of this ordinance.

(2) “Business” means an enterprise, activity, profession or undertaking of any nature conducted or ordinarily conducted for the profit or gain by any person, including the operation of an unrelated business by a charitable, religious or educational organization.

(3) “Capital gains” and “capital losses” mean the same as defined for federal income tax purposes. “Capital gains” shall also mean gains from the sale or exchange of non-capital property where such gains are taxed as capital gains under Sec. 1231 of the federal internal revenue code. “Capital gains” and “capital losses” shall not include any portion of such gains or losses occurring prior to the effective date of the income tax, January 1, 1980. In determining gain or loss on property acquired prior to January 1, 1984, the fair market value as of January 1, 1984, shall be used. The fair market value shall be determined by appraisal or other reliable evidence. In the case of traded securities the fair market value shall be the closing price of such securities on the last business day prior to January 1, 1980. The bid price shall be used if quotations are shown this way. If no fair market value can be determined by the above means, the following method shall be used:

- a. Compute total gain or loss for federal income tax purposes.
- b. Compute the percentage of time held since the effective date of the City income tax (January 1, 1980) to the total time the property was held.
- c. Apply the percentage determined in b. above to the amount in a. above to compute the capital gain or loss taxable by the City.

(4) "Department" means the department of treasury for tax years after the 1996 tax year for which a city has entered into an agreement with the department of treasury for tax years after the 1996 tax year for which a city includes a duly authorized agent or representative of the department.

Sec. 3.4. Definitions C.

(1) "City" means the City of Portland, MI.

(2) "Compensation" means salary, pay or emolument given as compensation or wages for work done or services rendered, in cash or in kind, and includes but is not limited to the following: salaries, wages, bonuses, commissions, fees, tips, incentive payments, severance pay, vacation pay and sick pay.

(3) "Corporation" means a corporation or a joint stock association organized under the laws of the United States, this state, or any other state, territory, or foreign country or dependency.

Sec. 3.5. Definitions D.

"Doing business" means the conduct of any activity with the object of gain or benefit, except that it does not include:

(a) The solicitation of orders by a person or his representative in the city for sales of tangible personal property, which orders are sent outside the city for approval or rejection and, if approved, are filled by shipment or delivery from a point outside the city.

(b) The solicitation of orders by a person or his representative in the city in the name of or for the benefit of a prospective customer of a person, if orders by the customer to such person to enable the customer to fill orders resulting from the solicitation are orders described in paragraph (a).

(c) The mere storage of personal property in the city in a warehouse neither owned nor leased by the taxpayer.

A person shall not be considered to be doing business in the city, in the absence of maintaining an establishment in the city or engaging in other activity in the city, merely by engaging in one or more of the following acts:

- a. maintenance, by a corporation, of a resident agent in the city;
- b. installing, servicing or instructing in the use of equipment or other goods sold when performed by an employee-salesman of such person and where such activities are incidental to the employee-salesman's primary selling activities;
- c. occasional credit investigations or collections by an employee-salesman of such person where such activities are incidental to the employee-salesman's primary selling activities;
- d. exhibiting goods for a short time, in leased space, at a convention, exhibition or trade show;
- e. mere ownership of real or tangible personal property in the city which is not used in or related to business activity in the city and which does not produce gross income in the city.

Sec. 3.6. Definitions E, F.

(1) "Employee" means a person from whom an employer is required to withhold for either federal income or federal social security taxes.

(2) "Employer" means an individual, partnership, association, corporation, non-profit organization, governmental body or unit or agency including the state, or any other entity whether or not taxable under this ordinance, that employs 1 or more persons on a salary, bonus, wage, commission or other basis, whether or not the employer is in a business.

(3) "Federal internal revenue code" means the internal revenue code of the United States in effect on the last day of the taxpayer's tax year.

(4) "Financial institution" means a bank, industrial bank, trust company, building and loan or savings and loan association, credit union, safety and collateral deposit company, regulated investment company as defined in section 851 and the following sections of the federal internal revenue code, under whatever authority organized, and any other association, joint stock company or corporation at least 90% of whose gross income consists of dividends or interest or other charges resulting from the use of money or credit.

Sec. 3.7. Definitions F to N.

(1) "Fiscal year" means an accounting period of 12 months ending on any day other than December 31. Only fiscal years accepted by the internal revenue service for federal income tax purposes may be used for the city tax purposes.

(2) "Net profits" means the net gain from the operation of a business, profession or enterprise, after provision for all costs and expenses incurred in the conduct thereof, determined on either a cash or accrual method, on the same basis as provided for in the federal internal revenue code for federal income tax purposes, excluding items exempted under this ordinance, but without deduction of federal and city taxes based on income and without deduction of net operating loss carry-over or capital loss carry-over sustained prior to the effective date of this tax, except the net operating losses and capital losses sustained after the effective date of this tax may be carried over to the same extent and on the same basis as under the Federal Internal Revenue Code but shall not be carried back to prior years.

“City taxes based on income” as used in Section 3.7. (2) of the ordinance shall mean the City of Portland income tax imposed by this ordinance.

Depreciation shall be computed in the same manner as under the federal internal revenue code and taken to the same extent as taken on the taxpayer’s federal return for the same taxable year. Depreciable assets acquired before the effective date and depreciated on that basis. Provided, however, that a taxpayer may take depreciation on war emergency facilities to the extent still being depreciated on its official books, on which it elected to take special amortization in lieu of depreciation under the authority of Acts of Congress for federal income tax purposes.

Sec. 3.8. Definitions N to P.

- (1) “Nonresident” means an individual domiciled outside the city.
- (2) “Person” means a natural person, partnership, fiduciary, association, corporation or other entity. When used in any provision imposing a criminal penalty, “person” as applied to an association means the parties or members thereof, and as applied to a corporation, the officers thereof.
- (3) “Predominant place of employment” means that city imposing a tax under a uniform city income tax ordinance other than the city of residence, in which the employee estimates he will earn the greatest percentage of compensation from the employer, which percentage is 25% or more.

Sec. 3.9. Definitions R to T.

- (1) “Resident” means an individual domiciled in the city. “Domicile” means a place where a person has his true, fixed and permanent home and principal establishment, to which, whenever absent therefrom, he intends to return, and domicile continues until another permanent establishment is established. If an individual, during the taxable year, being a resident becomes a non-resident or vice versa, taxable income shall be determined separately for income in each status.
- (2) “Taxable year” means the calendar year, or the fiscal year, used as the basis on which net profits and other income subject to tax under this ordinance are to be computed, and in case of a return for a fractional part of a year, the period for which the return is required to be made.
- (3) “Taxpayer” means a person required under this ordinance to file a return or to pay a tax.

Actual residence is not necessarily domicile, for domicile is the fixed place of abode which, in the intention of the individual, is permanent rather than transitory. It is the place in which an individual has voluntarily fixed his habitation, not for a mere special or limited purpose, but with the present intention of making a permanent home, until some unexpected event shall occur to cause him to adopt some other permanent home. Every individual has one and only one domicile. Once established it continues until a new one is established, coupled with the abandonment of the old. Prima facie, a married woman has the same domicile as her husband. Ordinarily, the domicile of a minor follows that of the father.

The Administrator may require of individuals claiming domicile outside the City of Portland, a statement of information with respect to the particular case. Mailing address, place of voting,

statements in license and other applications, establishment of business and social contacts, marital status, and other overt acts are evidence of domicile, but no one such item is controlling.

If an individual is a resident during part of a taxable year and a non-resident during the remainder he shall not file two returns. If he is required to file under this ordinance he shall file a resident return only, Form P-1040, reporting thereon the period of time for each status. Income which is taxable to residents but not to non-residents (e.g. interest and dividends) shall be reported, and be subject to tax, only for the portion of the year during which he was a resident.

Each person shall use the same taxable year for city income tax purposes as such person uses for federal income tax purposes.

Sec. 3.11. Excise Tax on Incomes; Rates.

Subject to the exclusions, adjustments, exemptions and deductions herein provided, an annual tax of 1% on corporations and resident individuals and ½% on non-resident individuals for general revenue purposes is hereby imposed as an excise on income earned and received on and after the effective date of this ordinance.

Sec. 3.11a. Ordinance, Resolution, or Agreement to Dedicate and Transfer Funds; Purposes; Commencement; Amount; Definitions.

(1) For the 1993 tax year and each tax year after 1993, a city that is a qualified local unit of government, as defined by the federal facility development act, may adopt an ordinance or resolution, or may enter into an agreement with a qualified local unit of government other than the city, to dedicate and transfer funds in an amount determined pursuant to subsection (3) solely and to the extent necessary for the purposes authorized for use of the federal facility development fund created by the federal facility development act.

(2) When a city adopts an ordinance or resolution or enters into an agreement pursuant to subsection (1), the use or transfer of any funds dedicated or to be transferred shall commence and continue until any bonds, obligations, or other evidences of indebtedness for which the funds are pledged are fully paid.

(3) The amount dedicated or to be transferred by a city each year pursuant to subsection (1) shall equal the amount of withheld tax remitted by a qualified employer pursuant to section 3.60, as reconciled pursuant to section 3.61, for all qualified employees.

(4) As used in this section:

(a) "Qualified employee" means a person who meets both of the following criteria:

(i) Is employed by a qualified employer.

(ii) His or her principal workplace is a qualified facility.

(a) "Qualified employer" means the federal government.

(b) "Qualified facility" and "qualified local unit of government" mean those terms as defined in the federal facility development act.

Sec. 3.11b. City as Qualified Local Unit of Government; Dedication and Transfer of Funds; Purposes; Use of Federal Data Facility Fund; Amount; Definitions.

(1) A city that is a qualified local unit of government, as defined by the federal data facility act, may adopt an ordinance or resolution, or may enter into an agreement with a qualified local unit of government other than the city, to dedicate and transfer funds in the 1994 through 2003 tax years in an amount determined pursuant to subsection (3) solely and to the extent necessary for the purposes authorized for the use of the federal data facility fund created by the federal data facility act.

(2) If a city adopts an ordinance or resolution or enters into an agreement pursuant to section 3.91, the use or transfer of any funds dedicated or to be transferred shall commence and continue until any bonds, obligations, or other evidences of indebtedness for which the funds are pledged are fully paid or the authorized purpose is otherwise completed but not after the 2003 tax year.

(3) The amount dedicated or to be transferred by a city each year pursuant to subsection (1) shall equal the amount of withheld tax remitted by a qualified employer pursuant to section 3.60, as reconciled pursuant to section 3.61, for all qualified employees.

(4) As used in this section:

(a) "Qualified employee" means a person who meets both of the following criteria:

(i) Is employed by a qualified employer.

(ii) His or her principal workplace is a qualified facility.

(b) "Qualified employer" means the federal government.

(c) "Qualified facility" and "qualified local unit of government" mean those terms as defined in the federal data facility act.

Sec. 3.12. Excise Tax on Incomes; Application to Resident Individuals.

The tax shall apply on the following types of income of a resident individual to the same extent and on the same basis that the income is subject to taxation under the federal internal revenue code:

(a) On a salary, bonus, wage, commission and other compensation.

(b) On a distributive share of the net profits of a resident owner of an unincorporated business, profession, enterprise, undertaking or other activity, as a result of work done, services rendered and other business activities wherever conducted.

(c) On dividends, interest, capital gains less capital losses, income from estates and trusts and net profits from rentals of real and tangible personal property.

(d) On other income of a resident individual.

Sec. 3.13. Types of Nonresident Income to which Tax Applicable; Extent and Basis of Tax.

(1) The tax shall apply on the following types of income of a non-resident individual to the same extent and on the same basis that the income is subject to taxation under the federal internal revenue code:

(a) On a salary, bonus, wage, commission and other compensation for services rendered as an employee for work done or services performed in the city. Vacation pay, holiday pay, sick pay and a bonus paid by the employer are deemed to have the same tax situs as the work

assignment or work location and are taxable on the same ratio as the normal earnings of the employee for work actually done or services actually performed.

- (b) On a distributive share of the net profits of a non-resident owner of an unincorporated business, profession, enterprise, undertaking or other activity, as a result of work done, services rendered and other business activities conducted in the city.
- (c) On capital gains less capital losses from sales of, and on the net profits from rentals of, real and tangible personal property, if such arise from property located in the city.

(2) The amount of taxable compensation of nonresidents working in and out of the city is to be computed by dividing the total number of days worked in the city by the total number of days worked during the year, or the total number hours worked in the city by the total number of hours worked during the year, and applying the resulting percentage to gross annual compensation including vacation, holiday, sickness and bonus pay: except that the amount of taxable compensation of a nonresident compensated on the volume of business secured or other results achieved by him, such as a salesman on a commission basis, shall be the amount received by him for business secured or other results achieved by him attributable to his efforts in the city.

(3) The mere fact that a nonresident employee is subject to call at any time does not permit the allocation of compensation on a seven day per week basis. The mere fact that a nonresident employee is compensated on a seven day per week basis, when he does not in fact perform work or render services seven days per week, does not permit the allocation of compensation on a seven day per week basis. The mere fact that a nonresident employee takes work home with him and performs such work at his home does not permit the allocation of compensation.

(4) A nonresident employee who is paid commissions and renewal commissions for selling insurance, not a general insurance agent who conducts his own independent insurance business, shall allocate such compensation on the following basis: for life, health and accident insurance the locus shall be the location of the purchaser of the insurance; for group insurance the locus shall be the location of the group; for fire and casualty insurance the locus shall be the location of the risk insured, except that on vehicles it shall be the location of the purchaser.

(5) Compensation paid to officers or employees of the State of Michigan is subject to the tax. Such compensation shall be taxable even though the services are performed on the property owned or controlled by the State within the corporate limits of the City of Portland.

(6) Compensation paid to officers or employees of the United States Government, not for service in the armed forces, is subject to the tax. Such compensation shall be taxable even though the services are performed on property owned or controlled by the United States Government within the corporate limits of the City of Portland.

(7) The mere fact that part or all of the work of a nonresident employee working within the City limits may be attributable to branches, governmental units, projects, undertakings, or other activities outside of the corporate limits of the City of Portland does not give rise to an exclusion of the related compensation from taxable income.

Sec. 3.14. Excise Tax on Incomes; Taxable Net Profits of a Corporation, Definition.

(1) The tax shall apply on the taxable net profits of a corporation doing business in the city, being levied on such part of the taxable net profits as is earned by the corporation as a result of work done, services rendered and other business activities conducted in the city, as determined in

accordance with this ordinance. "Taxable net profits of a corporation" means federal taxable income as defined in section 63 of the federal internal revenue code but taking into consideration all exclusions and adjustments provided in this ordinance. No deductions shall be allowed for:

- (a) Net operating losses and net capital losses sustained prior to the effective date of the tax.
- (b) The city income tax imposed by this ordinance.

A corporation may deduct income, war profits an excess profits taxes, imposed by a foreign country or possession of the United States, allocable to income included in taxable net income, any part of which would be allowable as a deduction in determining federal taxable income under the applicable provisions of the federal internal revenue code.

(2) Corporations are not permitted to file as so-called "tax option" corporations. Every corporation subject to the city tax must file a return and pay the tax, regardless of any option available to it under sections 1371-1377 of the federal internal revenue code. The taxable income or net operating loss of a corporation shall not be prorated to the shareholders and reported on their individual returns.

- (3) In determining taxable net profits of a corporation no deduction shall be allowed for:
- a. Net operating losses and net capital losses sustained prior to the effective date of the city income tax, which date was January 1, 1984.
 - b. The city income tax imposed by this ordinance.

Sec. 3.15. Excise Tax on Incomes; Unincorporated Business, Profession; Sole Proprietorship, Partnership.

(1) An unincorporated business, profession or other activity conducted by 1 or more persons subject to the tax as either a sole proprietorship or partnership shall not be taxable as such. The persons carrying on the unincorporated business, profession or other activity are liable for income tax only in their separate and individual capacities and on the following basis:

- (a) A resident proprietor or partner is taxable upon his entire distributive share of the net profits of the activity regardless of where the activity is conducted.
- (b) A nonresident proprietor or partner is taxable only upon his distributive share of the portion of the net profits of the activity which is attributable to the city under the allocation methods provided in this ordinance.
- (c) In the hands of a proprietor or partner of an unincorporated activity, the character of any item of income taxable under this ordinance is determined as if such item were realized by the individual proprietor or partner directly from the source from which it is realized by the unincorporated activity. In computing his taxable income for a taxable year, a person who is required to file a return shall include therein his taxable distributive share of the net profits for any partnership year ending within or with his taxable year.

(2) A nonresident owner or an unincorporated business or profession must include in income subject to tax his distributive share of interest, dividends, and other income from intangibles if such income is directly related to the nature of the business (as, for example, where one of the functions of the business is to lend money at interest).

Sec. 3.16. Unincorporated Business, Profession, or Activity; Return.

An unincorporated business, profession or other activity owned by 2 or more persons shall file an annual information return setting forth:

- (a) The entire net profit for the period covered by the return and the taxable portion of the net profit attributable to the city.
- (b) The names and addresses of the owners of the unincorporated activity and each owner's taxable distributive share of the total net profit and each nonresident owner's share of the taxable net profit attributable to the city.

Sec. 3.17. Unincorporated Business, Profession, or Activity; Election to Pay Tax.

(1) At the election of an unincorporated business, profession or other activity, the entity, on behalf of the owners, may compute and pay the tax due with respect to each owner's share of the net profit of the activity after giving effect to exemptions to which each owner is entitled. This election is available to all unincorporated business entities having 2 or more owners regardless of the residence of the owners. The tax thus paid by the entity shall constitute all tax due with respect to each owner's distributive share of the net profits of the unincorporated business, profession or other activity.

If the unincorporated business, profession or other activity elects under this section to file a return and pay the tax on behalf of its owners, the election and filing are deemed to meet the requirements of this ordinance for the filing of a return for each owner who has no other income subject to the tax. However, a return is required from any such owner having taxable income other than his distributive share of the net profits of the entity. In such case the entire income subject to the tax shall be included in the return and credit taken thereon for the tax paid in his behalf by the unincorporated activity.

(2) If the unincorporated business, profession or other activity elects to pay the tax on behalf of its owners then such unincorporated business, profession or other activity assumes the status of a taxpayer under Sections 3.62, 3.63, and 3.64 of the ordinance and is required to file a declaration of estimated tax and pay the estimated tax shown thereon.

Sec. 3.18. Partial Business Activity in City; Apportionment of Net Profit.

(1) When the entire net profit of a business subject to the tax is not derived from business activities exclusively within the city, the portion of the entire net profit, earned as a result of work done, services rendered or other business activity conducted in the city, shall be determined at the election of the taxpayer under either section 3.19, sections 3.20 to 3.24, or section 3.25.

(2) The fact that a person fills orders by shipment to an out-of-city destination, when such person has no regularly maintained and established out-of-city location and engages in no out-of-city business activity, does not entitle such person to apportion part of his net profit as being earned as a result of work done, services rendered or other business activity conducted out of the city.

(3) The mere solicitation of orders by telephone or catalogs or other mailed matter, from a location within the city for shipment to an out-of-city destination, does not itself constitute out-

of-city activity. The solicitation of orders for or on behalf of a person by an independent contractor does not constitute business activity by the person.

Sec. 3.19. Partial Business Activity in City; Separate Accounting Method.

(1) The taxpayer may petition for and the administrator may grant approval of, or the administrator may require the separate accounting method. If such method is petitioned for, the administrator may require a statement explaining the manner in which apportionment will be made, in sufficient detail to determine whether the net profits attributable to the city will be apportioned with reasonable accuracy.

(2) Approval to use the separate accounting method must be requested of the administrator, in writing, within the first 90 days following the beginning of the taxable year or period for which its use is requested.

Sec. 3.20. Partial Business Activity in City; Business Allocation Percentage Method.

The business allocation percentage method shall be used if such taxpayer is not granted approval to use the separate accounting method of allocation. The entire net profits of such taxpayer earned as a result of work done, services rendered or other business activity conducted in the city shall be ascertained by determining the total “in-city” percentages of property, payroll and sales. “In-city” percentages of property, payrolls and sales, separately computed, shall be determined in accordance with sections 3.21 to 3.24.

Sec. 3.21. Partial Business Activity in City; Percentage of Average Net Book Value; Gross Rental Value of Real Property.

First, the taxpayer shall ascertain the percentage which the average net book value, of the tangible personal property owned and the real property, including leasehold improvements, owned or used by it in the business situated within the city during the taxable period, is of the average net book value if all such property, including leasehold improvements, owned or used by the taxpayer in the business during the same period wherever situated. Real property shall include real property rented or leased by the taxpayer and the value of such property shall be deemed to be 8 times the annual gross rental thereon. “Gross rental of real property” means the actual sum of money or other consideration payable, directly or indirectly, by the taxpayer for the use or possession of real property and includes but is not limited to:

- (a) An amount payable for the use or possession of real property or any part thereof, whether designated as a fixed sum of money or as a percentage of sales, profits or otherwise.
- (b) An amount payable as additional rent or in lieu of rent such as interest, taxes, insurance, repairs or other amount required to be paid by the terms of a lease or other arrangement.

Sec. 3.22. Partial Business Activity in City; Percentage of Compensation Paid Employees.

Second, the taxpayer shall ascertain the percentage which the total compensation paid to employees for work done or services performed within the city is of the total compensation paid to all the taxpayer’s employees within and without the city during the period covered by the return. For allocation purposes, compensation shall be computed on the cash or accrual basis in accordance with the method used in computing the entire net income of the taxpayer.

If an employer performs services within and without the city, the following examples are not all inclusive but may serve as a guide for determining the amount to be treated as compensation for services performed within the city.

- (a) In the case of an employee compensated on a time basis, the proportion of the total amount received by him which is his working time within the city is of his total working time.
- (b) In the case of an employee compensated directly on the volume of business secured by him, such as a salesman on a commission basis, the amount received by him for business attributable to his efforts in the city.
- (c) In the case of an employee compensated on other results achieved, the proportion of the total compensation received which the value of his services within the city bears to the value of all his services.

Sec. 3.23. Partial Business Activity in City; Percentage of Gross Revenue.

Third, the taxpayer shall ascertain the percentage which the gross revenue of the taxpayer derived from sales made and services rendered in the city is of the total gross revenue from sales and services wherever made or rendered during the period covered by the return.

- (1) For the purposes of this section, “sales made in the city” means all sales where the goods, merchandise or property is received in the city by the purchaser, or a person or firm designated by him. In the case of delivery of goods in the city to a common or private carrier or by other means of transportation, the place at which the delivery has been completed is considered as the place at which the goods are received by the purchaser.

The following examples are not all inclusive but may serve as a guide for determining sales made in the city:

- (a) Sales to a customer in the city with shipments to a destination within the city from a location in the city or an out-of-city location are considered sales made in the city.
 - (b) Sales to a customer in the city with shipments to a destination within the city directly from the taxpayer’s in-city supplier or out-of-city supplier are considered sales made in the city.
 - (c) Sales to a customer in the city with shipments directly to the customer at his regularly maintained and established out-of-city location are considered out-of-city sales.
 - (d) Sales to an out-of-city customer with shipments or deliveries to the customer’s location within the city are considered sales made in the city.
 - (e) Sales to an out-of-city customer with shipments to an out-of-city destination are considered out-of-city sales.
- (2) In the case of public utilities, or businesses furnishing transportation, services, “gross revenue” for the purposes of this section may be measured by such means as operating revenues, vehicle miles, revenue miles, passenger miles, ton miles, tonnage or such other method as shall reasonably measure the proportion of gross revenue obtained in the city by such business.
 - (3) In the case the business of the taxpayer involves substantial business activities other than sales of goods and services such other method or methods of allocation shall be employed as shall reasonably measure the proportion of gross revenue obtained in the city by such business.

In determining "sales made in the city" the fact that title may pass to the purchaser on delivery to a common or private carrier or other means of transportation is immaterial. The place at which the goods are ultimately received after all transportation has been completed, shall be considered as the place at which goods are received by the purchaser.

Sec. 3.24. Partial Business Activity in City; Business Allocation Percentage.

Fourth, the taxpayer shall add the percentages determined in accordance with sections 3.21, 3.22 and 3.23 and divide the total by 3 and the result so obtained is the business allocation percentage. In determining this percentage, a factor shall be excluded from the computation only when the factor does not exist anywhere insofar as the taxpayer's business operation is concerned and, in such case, the total of the percentages shall be divided by the number of factors actually used. The business allocation percentage shall be applied to the entire net profits, wherever derived, of the taxpayer subject to the tax to determine the net profits allocable to the city.

Sec. 3.25. Partial Business Activity in City; Substitute Methods.

An alternative method of accounting shall be used if the taxpayer or the administrator demonstrates that the net profits of the taxpayer allocable to the city cannot be justly and equitably determined under the separate accounting method or the business allocation percentage method, or if undue expense to the taxpayer would result from complying therewith because of the taxpayer's manner of operations and methods of accounting. In such case the administrator, upon application of the taxpayer or upon his own initiative, may approve or specify factors or methods of determination as will effect a just, non-discriminatory and reasonable result. Application to the administrator to substitute other factors in the formula or to use a different method to allocate net profits shall be made in writing and state the specific grounds on which the substitution of factors or use of a different method is requested and the relief sought. No specific form need be followed in making the application. Once a taxpayer has filed under a substitute method, he shall continue so to file until given permission by the administrator to change.

Sec. 3.26. Capital Gains and Losses; Determination.

(1) Capital gains and capital losses, other than gains and losses on securities issued by the government of the United States, shall be included in income only to the extent of that portion of the gains or losses which occur after the effective date of this ordinance. In determining the amount of gain or loss, the taxpayer may use net proceeds from the sale or exchange less fair market value as of the effective date of this ordinance. The fair market value of property shall be determined by an appraisal or similar reliable evidence. The fair market value of a security shall be the last quoted price on the last business day prior to the effective date. For a security trader over the counter the last quoted price shall be the last bid price on the last business day prior to the effective date. The taxpayer may determine the gain or loss on a transaction in the same manner as for federal income tax purposes taking into account only that portion thereof which occurs after the effective date. The portion of that gain or loss includible in computing taxable income will be the same proportion of the total gain or loss as the period of time the property was held after the effective date of the ordinance bears to the total time the property was held. In any city adopting this ordinance which had a valid local income tax ordinance in effect on January 1, 1964, capital gains and losses shall be included to the extent of that portion of such gains or losses which occur after the effective date of the original city income tax ordinance.

(2) If capital losses exceed capital gains in a taxable year, the unused portion may be utilized to the same extent and on the same basis as under the federal revenue code.

Sec. 3.27. Estates or Trusts, Deemed Nonresidents; Definitions.

An estate or trust is not subject to tax under this ordinance, except that it shall be treated as a non-resident individual for purposes of section 3.11 of this ordinance to the extent income of the estate or trust described in section 3.13 is not includible in the return of a resident individual as “income from estates and trusts.” A resident individual shall include “income from estates and trusts” in his income subject to tax under this ordinance without regard to the situs of the estate or trust. For this purpose, an “estate” means the estate of a deceased person during the period of administration or settlement and a “trust” means an inter vivos or testamentary trust created by an individual for the benefit of 1 or more persons.

Sec. 3.28. Income from Estates and Trusts.

(1) “Income from estates” and “income” as defined in section 643 (b) of the federal internal revenue code, properly paid, credited or distributed but not in excess of the resident individual’s share of the distributable net income of the estate decreased by the amount of depreciation or depletion allowed the resident individual as a deduction under section 642 of the federal internal revenue code. The exceptions hereinafter set forth with respect to trusts are also applicable to income from estates. “Income from trusts” means the amount of “income” as defined in section 643 (b) of the federal internal revenue code, distributed or required to be distributed under sections 652 9a) or 662 (a) (1) of the federal internal revenue code, decreased by the amount of depreciation or depletion allowed the resident individual as a deduction by section 642 of the federal internal revenue code, with the following exceptions:

- (a) Dividends on stock of state and national banks and trust companies.
- (b) Interest from obligations of the United States, the states or subordinate units of government of the states.

(2) Income received by a resident individual from a fiduciary shall retain the character it held in the hands of the fiduciary. With respect to trusts where the income is taxed to the grantor or some other person under subpart E of subchapter J of the federal internal revenue code, the grantor or other person shall include in his return all items of income and deductions allowed by this ordinance.

(3) An individual shall include “income from estates and trusts” in his return in the same year as provided in the federal internal revenue code with respect to distributions of income from estates and trusts. The amount of income included in the return for the first tax year of a resident individual, with respect to estates and trusts, shall be computed as though the tax year of the estate or trust for federal income tax purposes began on the effective date of this ordinance and ended with the end of the tax year of the estate or trust for federal income tax purposes which ends next following the effective date.

Sec. 3.31. Exemptions.

(1) An individual taxpayer in computing his taxable income is allowed a deduction of \$1000.00 for each personal and dependency exemption under the rules for determining exemptions and

dependents as exemptions, but if the taxpayer and the spouse are both subject to the tax imposed by this ordinance, the number of exemptions claimed by each of them when added together shall not exceed the total number of exemptions allowed under this ordinance.

For a taxpayer, or the taxpayer's spouse, who is 65 years of age or older, who is blind, who is deaf, or who is disabled, four additional exemptions are allowed under this ordinance.

Sec. 3.32. Payments and Benefits not Subject to Tax.

(1) The following payments and benefits received by any person are not subject to the tax:

- (a) Gifts and bequests.
- (b) Proceeds of insurance, annuities, pensions and retirement benefits. Amounts received for personal injuries, sickness or disability are excluded from taxable income only to the extent provided by the federal internal revenue code.
- (c) Welfare relief, unemployment benefits including supplemental unemployment benefits, and workmen's compensation or similar payments from whatever source derived.
- (d) Amounts received by charitable, religious, educational and other similar nonprofit organizations which are exempt from taxation under the federal internal revenue code.
- (e) Amounts received by supplemental unemployment benefit trusts or pension, profit sharing and stock bonus trusts qualified and exempt under the federal internal revenue code.
- (f) Interest from obligations of the United States, the states or subordinate units of government of the states and gains or losses on the sales of obligations of the United States.
- (g) net profits of financial institutions and insurance companies.
- (h) Amounts paid to an employee as reimbursement for expenses necessarily and actually incurred by him in the actual performance of his services and deductible as such by the employer.
- (i) Compensation received for service in the armed forces of the United States.

(2) Service in the armed forces of the United States shall include service in the Army, Navy, Marine Corp., Air Force and Coast Guard. It shall not include employment as a civilian by the armed forces.

(3) Payments made by an employer to an employee with respect to periods during which the employee is serving in the armed forces are not to be considered compensation received for services in the armed forces.

Sec. 3.33. Deductible Expenses Generally.

Ordinary, necessary, reasonable and unreimbursed expenses paid or incurred by an individual in connection with the performance by him of services as an employee may be deducted from gross income in determining income subject to tax to the extent the expenses are applicable to income taxable under this ordinance. The expenses are limited to the following:

- (a) Expenses of travel, meals and lodging while away from home.
- (b) Expenses as an outside salesman, away from his employer's place of business.
- (c) expenses of transportation.

- (d) expense under a reimbursement or other expense allowance arrangement with his employer, where the reimbursement or allowance has been included in total compensation reported.

Sec. 3.34. Deductible Expenses; Alimony, Separate Maintenance Payments and Principal Sums Payable in Installments, Moving Expenses, and Payment to Retirement Plan or Account.

The following expenses paid or incurred by an individual may be deducted from gross income in determining income subject to tax to the extent the expenses are applicable to income taxable under this ordinance:

- (a) An individual may deduct alimony, separate maintenance payments and principal sums payable in installments, to the extent includable in the spouse's adjusted gross income under the federal internal revenue code but only to the extent deductible by the individual under the federal internal revenue code. A nonresident individual may deduct only that proportion of his alimony, separate maintenance or principal sums payable in installments that his income taxable under this ordinance bears to his total federal adjusted gross income.
- (b) An employee or self-employed individual may deduct moving expenses to the extent provided in section 217 of the federal internal revenue code.
- (c) A self-employed individual may deduct payments to a qualified retirement plan to the extent provided in section 404 of the federal internal revenue code.
- (d) An individual may deduct payments to an individual retirement account established pursuant to the employee retirement income security act of 1974, 29 U.S.C. 1001 to 1381, to the extent provided in section 219 of the internal revenue code.

Sec. 3.41. Annual Return; Joint Return.

(1) Every corporation doing business in the city and every other person having income taxable under this ordinance in any year before the 1997 tax year or in any tax year after the 1996 tax year for which the city has not entered into an agreement with the department of treasury pursuant to section 9 of chapter 1, shall make and file with the city an annual return for that year, on a form furnished or approved by the city, on or before the last day of the fourth month for the same calendar year, fiscal year or other accounting period, as has been accepted by the internal revenue service for federal income tax purposes for the taxpayer. For tax years after the 1996 tax year and for which a city has entered into an agreement pursuant to section 9 of chapter 1, the annual return required by this subsection shall be filed with the city of the department as provided by the agreement on or before the fifteenth day of the fourth month for the same calendar year, fiscal year, or other accounting period that has been accepted by the internal revenue service for federal income tax purposes for the taxpayer.

(2) A husband and wife may file a joint return and, in such case, the tax liability is joint and several.

(3) The fact that a taxpayer has paid his entire tax liability on a declaration of estimated tax does not relieve him from requirement of filing an annual return. (See section 3.64. (1) of this ordinance.)

The fact that an individual not subject to withholding has an entire tax liability of \$1.00 or less does not relieve him from the requirement of filing an annual return.

(4) A husband and wife who both have income subject to tax and who elect to file separate returns may each take only those exemptions to which they would be entitled under the federal internal revenue code.

Sec. 3.42. Returns; Contents.

The annual return shall set forth:

- (a) The number of exemptions, place of residence, place of employment and other pertinent information as shall be reasonably be required.
- (b) The aggregate amount of compensation, dividends, interests, net profit from rentals, capital gains less capital losses, net profits from business and other income, subject to the tax.
- (c) The total amount of the tax imposed by this ordinance.
- (d) The amount of the tax previously withheld or paid.
- (e) Credits provided in this ordinance.
- (f) The balance of the tax due or to be refunded.

In filing his annual return an individual shall support his claim for the amount of tax previously withheld by attaching thereto a copy of the information return, Form W-2 or PW-2, required to be furnished him by his employer in Section 3.61.(2) of this ordinance.

Sec. 3.43. Payment of Tax; Refund; Interest; Allocation of Payment; Notice; Nonobligated Spouse; Form; Filing; Release of Liability; Definitions.

(1) Any balance of the tax which is due the city at the time of filing the annual return shall be paid therewith unless the balance is less than \$1.00, in which event payment is not required.

(2) If the annual return reflects an over-payment of the tax, the declaration thereof on the return constitutes a claim for refund and the overpayment shall be applied against any subsequent liability thereunder or, at the election of the taxpayer and when so indicated on the return, the overpayment shall be refunded but refunds for amounts of less than \$1.00 shall not be paid.

(3) If a valid claim for a refund of taxes, except a refund under section 3.61, due for the taxable year 1992 or a taxable year after 1992 is filed, interest at the rate established in section 30(3) of Act No. 122 of the Public Acts of 1941, being section 205.30 of the Michigan Compiled Laws shall be added to the refund beginning 45 days after the claim is filed or 45 days after the date established under this ordinance for the filing of the return, whichever is later. For tax years after the 1996 tax year and for which a city has entered into an agreement pursuant to section 9 of chapter 1, a claim for refund shall be paid from money in the city income tax trust fund.

(4) For tax years after the 1995 tax year and for which a city has entered into an agreement pursuant to section 9 of chapter 1, if a taxpayer pays, when filing his or her annual return, an amount less than the sum of the declared tax liability under this act, and the declared tax liability under the income tax act of 1967, Act No. 281 of the Public Acts of 1967, being sections 206.1 to 206.532 of the Michigan Compiled Laws, and there is no indication of the allocation of payment between the tax liabilities against which the payment should be applied, the amount

paid shall first be applied against the taxpayer's tax liability under this act and any remaining amount of payment shall be applied to the taxpayer's tax liability under Act No. 281 of the Public Acts of 1967. The taxpayer's designation of a payee on a payment is not dispositive determination of the allocation of that payment under this subsection.

(5) If the claim for refund is reflected on a joint return, the administrator shall allocate to each joint taxpayer his or her share of the refund. The amount allocated to each taxpayer shall be applied to his or her respective liabilities under this ordinance.

(6) If the administrator or department determines that all or a portion of a refund claimed on a joint tax return is subject to application to a liability of an obligated spouse, the administrator or the department shall notify the joint taxpayers by first class mail sent to the address shown on the joint return. The notice shall be accompanied by a nonobligated spouse allocation form. The notice shall state all of the following:

- a) That all or a portion of the refund claimed by the joint taxpayers is subject to interception to satisfy a liability or liabilities of 1 or both spouses.
- b) The nature of the liability and the name of the obligated spouse or spouses.
- c) That a nonobligated spouse may claim his or her share of the refund by filing a nonobligated spouse allocation form with the city or the department not more than 30 days after the date of the notice was mailed.
- d) A statement of the penalties.

(7) A nonobligated spouse who wished to claim his or her share of a tax refund shall file with the city or the department a nonobligated spouse allocation form. The nonobligated spouse allocation form shall be in a form specified by the administrator or the department and shall require the spouses to state the amount of income or other tax base and all adjustments to the income or the tax base, including subtractions, additions, deductions, credits, and exemptions, state on the joint tax return that is the basis for the claimed refund, and an allocation of those amounts between the obligated and nonobligated spouse. In allocating these amounts, all of the following apply:

- a) Individual income shall be allocated to the spouse who earned the income. Joint income shall be allocated equally between the spouses.
- b) Each spouse shall be allocated the personal exemptions he or she would be entitled to claim if separate federal returns had been filed, except that the dependency exemptions shall be prorated according to the relative income of the spouses.
- c) Adjustments resulting from a business shall be allocated to the spouse who claimed income from the business.
- d) Ownership of other assets relevant to the allocation shall be disclosed upon request of the administrator or the department.

(8) A nonobligated spouse allocation form shall be signed by both joint taxpayers. However, the form may be submitted without the signature of the obligated spouse if his or her signature cannot be obtained. The nonobligated spouse shall certify that he or she has made a good faith effort to obtain the signature of the obligated spouse and shall state the reason that the signature was not obtained.

(9) A person who knowingly makes a false statement on a nonobligated spouse allocation form is subject to a penalty of \$25.00 or 25% of the excessive claim for his or her share of the refund, whichever is greater, and other penalties as provided in this ordinance.

(10) A nonobligated spouse to whom the administrator or the department has sent a notice under subsection (6), who fails to file a nonobligated spouse allocation form within 30 days after the date the notice was mailed, shall be barred from commencing any action against the city or the department to recover an amount withheld to satisfy a liability of the obligated spouse to which a joint tax refund is applied under this section. The payment by the city of the department of any amount applied to a liability of a taxpayer under this section shall release the department or the city and administrator from all liability to the obligated spouse, the nonobligated spouse, and any other person having or claiming any interest in the amount paid. A payment by the department of treasury under this subsection shall be made from the city income tax trust fund created in section 5 of chapter 1.

(11) As used in this section:

(a) “Nonobligated spouse” means a person who has filed a joint city income tax return and who is not liable for an obligation of his or her spouse described in the ordinance.

(b) “Obligated spouse” means a person who has filed a joint city income tax return and who is liable for an obligation described in this ordinance for which his or her spouse is not liable.

Sec. 3.44. Federal Income tax Return; Eliminations.

Where total income, total deductions, net profits, or other figures are derived from the taxpayer’s federal income tax return, any item of income not subject to the city income tax and unallowable deductions shall be eliminated in determining net income subject to the city tax. The fact that a taxpayer is not required to file a federal income tax return does not relieve him from filing a city tax return.

Sec. 3.45. Net Profits; Consolidated Returns.

For the purpose of determining net profit allocable to the city under this ordinance, a corporate taxpayer may elect to file a consolidated return including subsidiaries whose voting stock is more than 50% owned by the taxpayer, if such return will more properly reflect the net profits and activities of the taxpayer in the city. The city may require a consolidated return if necessary to properly determine net profits of the taxpayer allocable to the city.

Sec. 3.46. Amended Return; Change of Method of Accounting.

An amended return shall be filed, on a form obtainable from the city, where necessary to report additional income and pay an additional tax due, or to claim a refund of tax overpaid, subject to the requirements or limitations contained in this ordinance. Within 90 days from final determination of a federal tax liability which also affects the computation of a taxpayer’s city income tax liability, the taxpayer shall prepare and file an amended city income tax return showing income subject to the city tax based upon the final determination of federal income tax liability, and pay an additional tax shown due thereon or make claim for refund of an overpayment. A taxpayer may not change the method of accounting or apportionment of net profits after the due date for filing the original return, or any extensions thereof.

Sec. 3.51. Withholding of Tax by Employer; Employer as Trustee; Failure or Refusal to Deduct and Withhold Tax; Liability; Discharge.

(1) An employer doing business or maintaining an establishment within the city shall withhold from each payment to his employees on and after the effective date of this ordinance the tax on their compensation subject to the tax, after giving effect to exemptions, as follows:

- (a) Residents.
 - (i) At a rate equal to 1% of all compensation paid to the employee who is a resident of the city, if he is not subject to withholding in any other city levying the tax.
 - (ii) At a rate equal to ½ of 1% of all compensation paid the employee who is a resident of the city from who the employer is require to withhold on such compensation earned in another city.
- (b) Nonresidents. At a rate equal to ½ of 1% of the compensation paid to the employee for work done or services performed in the city designated by the employee as his predominant place of employment. The withholding rate shall be applied to the percentage of the employee's total compensation equal to the employee's estimated percentage of work to be done or services to be performed in the city for such employer, but no withholding shall be required if the estimated percentage of work is less than 25%.

- (2) An employer withholding the tax is deemed to hold such tax as a trustee for the city.
- (3) An employer who is required to withhold and who fails or refuses to deduct and withhold is liable for the payment of the amount required to be withheld. The liability shall be discharged upon payment of the tax by the employee but the employer is not relieved of penalties and interest provided in this ordinance for such failure or refusal.

(4) In determining whether the tax shall be withheld from musicians, entertainers, athletes and other such individuals the definition of employee in Sec. 3.6(1) of the ordinance shall be controlling. ("Employee" means a person from who an employer is required to withhold for either federal income or federal social security taxes.)

(5) An employer, whether or not an individual, and whether or not a resident of the city, who maintains a business establishment or business establishments in the city and a business establishment or business establishments outside the city must withhold the tax from all Portland residents working at such employer's out-of-city establishment or establishments.

(6) Compensation subject to withholding shall include wage and salary advances, and advances on commission.

Sec. 3.52. Tax Withheld; Payments or Persons Excepted.

(1) Employers shall not withhold any tax from the following payments:

- (a) Compensation paid to domestic help.
- (b) Compensation paid to a person who is not an employee, including an independent contractor.
- (c) An amount allowed and paid to an employee as reimbursement for expenses necessarily and actually incurred by him in the actual performance of his services, and deductible by the em

(d) A qualified taxpayer. “Qualified taxpayer” means that term as defined in sect 3.35(12)(c)(i).

(2) An employer who directly makes wage continuation payments for personal injuries, sickness or disability may elect to withhold or not withhold the tax on the exempt portion of such payments. In either case the amount of exempt income shall be included in the total amount of compensation reported on the annual information return required of all employers under Section 3.61(2) of this ordinance, either as part of total wages paid or as a separate figure.

Sec. 3.53. Tax Withheld; Payment by Employee or Employer.

If the tax is not withheld, an employee is not excused from filing a return and paying the tax on his compensation. If the tax is withheld but an employer fails to pay the tax to the city, the employee is not liable for the tax so withheld.

Sec. 3.54. Tax Withheld; Exemptions Claimed; Percentage of Work Done at Predominant Place of Employment.

(1) An employee with compensation subject to tax shall file with his employer a form on which the employee shall state the number of exemptions claimed, the city of residence, the predominant place of employment, and the percentage of work done or services performed in the predominant place of employment. The percentage shall be expressed as “less than 25%”, “40%”, “60%”, “80%” or “100%”. The employer shall retain the form and rely on the information therein for withholding purposes unless directed by the city to withhold on another basis. If information submitted by the employee is not believed to be true, correct and complete, the city shall so be advised.

Sec. 3.55. Tax Withheld; Revised Form; Time for Filing.

An employee shall file with his employer a revised form within 10 days after his number of exemptions decrease or he changes his residence from or to a taxing city. The employee may file a revised form when his number of exemptions increases. An employee shall file a revised form by December 1st of each year, if his predominant place of employment or his estimate of the percentage of work done or services to be rendered in the city will change for the ensuing year. Revised withholding certificates shall not be given retroactive effect.

Sec. 3.56. Refusal by Employee to Furnish Withholding Certificate; Withholding by Employer.

If an employee refuses to furnish a withholding certificate upon the request of his employer, the employer shall withhold 1% of the employee’s total compensation, and report and pay the withholding on the basis of the best information in the possession of the employer.

Sec. 3.57. Tax Withheld; Withholding Tables; First Compensation Taxable.

(1) The city shall provide withholding tables establishing the amounts to be withheld for various tax rates, wage brackets, numbers of exemptions and pay periods. An employer who uses the tables fully discharges his duty to withhold. An employer may elect not to use the tables, in

which case to discharge fully his duty to withhold he shall withhold the applicable per cent of taxable compensation after provision for exemptions.

(2) The first compensation paid an employee on or after the effective date of the tax levy is subject to withholding on either of the following bases at the option of the employer:

- (a) On the full amount of compensation paid.
- (b) On the proportion of compensation paid for work done or services performed on or after the effective date of the levy.

Sec. 3.58. Tax Withheld; Overwithheld Tax, Refund.

If an employer withholds more than the apparent tax liability of an employee due to an increase in the number of exemptions claimed during the year, or due to the actual percentage of work performed in the city by a non-resident being less than the estimated percentage, or due to a change of residence during the year to or from a taxing city, or due to any reason other than the employer's error, the employer shall neither refund the excess to the employee nor offset the excess by under-withholding in a subsequent period. The employee shall claim his refund from the city on his annual return.

Sec. 3.59. Tax Withheld; Correction of Error, Refund.

Correction of an over or an under-withholding as a result of an employer's error shall be made as follows:

- (a) If the error is discovered in the same quarter in which it is made, the employer shall make the necessary adjustment on a subsequent pay and include only the corrected amount on the quarterly return.
- (b) If the error is discovered in a subsequent quarter of the same calendar year, the employer shall make the necessary adjustment on a subsequent pay and report it as an adjustment on the quarterly return.
- (c) If the error is discovered in the following calendar year, or if the employer-employee relationship has terminated, the procedure shall be as follows:
 - (i) The employee or former employee shall apply to the city for a refund in case of an over-withholding. Upon proper verification the city shall refund to him the amount of the over-withholding.
 - (ii) If a deficiency is discovered, the employer shall notify the city and the employee or former employee, who shall pay the city the additional tax due in his annual return.

Sec. 3.60. Tax Withheld; Payment by Employer; Return; Electronic Funds Transfer.

(1) Except as provided in subsection (2) An employer shall file a return, furnished by or obtainable on request from the city, and pay to the city the full amount of the tax withheld on or before the last day of the month following the closed of each calendar quarter except that if during any calendar month other than the last month of a calendar quarter the amount exceeds \$100.00, the employer shall deposit the amount withheld with the city treasurer before the end of the next calendar month.

(2) For tax years after the 1996 tax year and for which a city has entered into an agreement pursuant to section 9 of chapter 1, and employer shall file a return and pay the tax withheld for

each calendar month on or before the fifteen day of the month following the close of each calendar month to the department by means of an electronic funds transfer method approved by the state commissioner of revenue.

Sec. 3.61. Tax Withheld; Employer's Reconciliation of Quarterly Returns; Deficiency; Refund; Information Return; Cessation of Business.

(1) An employer shall file a reconciliation of his quarterly returns on or before the last day of February following each calendar year in which he has withheld from an employee's compensation. A deficiency is due when the reconciliation is filed. If the employer made monthly or quarterly or both payments in excess of the amount withheld from an employee's compensation, the city upon proper verification shall refund the excess to the employer.

(2) In addition to the reconciliation the employer shall file an information return for each employee from whom the city income tax has been withheld and each employee subject to withholding under this ordinance, setting forth his name, address and social security number, the total amount of compensation paid him during the year, and the amount of city income tax withheld from him. The information return shall be on a copy of the federal W-2 form or on a form furnished or approved by the City. A copy of the information return shall be furnished to the employee.

(3) If an employer goes out of business or otherwise ceases to be an employer, reconciliation form and the information return forms shall be filed by the date the final withholding return and payment are due.

(4) For tax years after the 1996 tax year and for which a city has entered into an agreement pursuant to section 9 of chapter 1, if an employer goes out of business or otherwise ceases to be an employer reconciliation forms and the information return forms shall be filed with the department within 30 days after the employer goes out of business or ceases to be an employer.

Sec. 3.62. Declaration of Estimated Tax; Filing; Form; Time; Exceptions.

(1) A person, who anticipates taxable income from which the city income tax will not be withheld, shall file a declaration of estimated tax on a form furnished by or obtainable on request from the city. A calendar year taxpayer shall file a declaration on or before each April 30th or for tax years after the 1996 tax year and for which a city has entered into an agreement with the department of treasury pursuant to section 9 of chapter 1, on or before each April 15. A taxpayer on a fiscal year basis or other accounting period shall file a declaration within 4 months after the beginning of each fiscal year or other accounting period.

(2) If a taxpayer has not previously been required to file, the declaration shall be filed on or before the first date for making a quarterly payment which occurs after he becomes subject to the requirement to file a declaration. A taxpayer shall file a declaration for the same calendar year, fiscal year or other accounting period that has been accepted by the federal internal revenue service for federal income tax purposes. A declaration by an individual or unincorporated entity is not required if the total estimated tax, less any credits applicable thereto, does not exceed \$100.00. A declaration by a corporation is not required if the total estimated tax, less any credits applicable thereto does not exceed \$250.00. A declaration by or on behalf of an estate or trust is not required.

Sec. 3.63. Declaration of Estimated Tax Not Withheld; Computation; Payment; Installments.

(1) A taxpayer's annual return for the preceding year may be used as the basis for computing his declaration of estimated tax for the current year, or he may use the same figures used for estimating his federal income tax adjusted to exclude any income or deductions not taxable or permissible under this ordinance.

(2) The estimated tax may be paid in full with the declaration or in 4 equal installments on or before the last day of the fourth, sixth, ninth and thirteenth months after the beginning of the taxable year.

(3) An amended declaration may be filed when making a quarterly payment, and the unpaid balance shown due thereon shall be paid in equal installments over the remaining payment dates.

Sec. 3.64. Annual Return; Filing; Extension of Time; Failure to File; Penalty.

(1) The filing of a declaration of estimated tax does not excuse the taxpayer from filing an annual return even though there is no change in the declared tax liability. An annual return shall be filed by the end of the fourth month or for tax years after the 1996 tax year and for which a city has entered into an agreement pursuant to section 9 of chapter 1, filed with the department on or before the fifteenth day of the fourth month of the year following that for which the declaration was filed. Upon written request of a taxpayer the administrator may extend the time for filing the annual return for not to exceed 6 months. The administrator or the department may require a tentative return and payment of the estimated tax.

(2) A penalty or interest shall not be assessed if the return is filed and the final tax paid within the extended time and all other filing and payment requirements of this ordinance are satisfied, and the estimated tax paid equals 70% or more of the tax shown due on the final return or 70% or more of the tax shown due on the taxpayer's return for the preceding taxable year.

(3) A written request for extension of time for filing an annual return must be made by the date such annual return was first due under this ordinance. Provided, however, that where the federal internal revenue code grants an automatic extension to person outside the United States the administrator shall grant a like automatic extension to the same date.

(4) Nothing in this ordinance or rules and regulations shall be construed to give the administrator authority to extend the time for making quarterly returns and payments of tax withheld, or for filing and making payments on declaration of estimated tax.

Sec. 3.64a. Sale of Business or Stock of Goods or Quitting Business; Liability for Tax; Escrow by Purchaser; Release to Purchaser of Known Tax Liability; Failure to Comply with Escrow Requirements; Liability of Corporation Officers.

(1) If a person liable for the tax imposed under this ordinance sells a business or the stock of goods of a business or quits a business, the person shall make a final return to the city or the department within 15 days after the date the business or stock of goods is sold or the person quits the business. The purchaser or succeeding purchasers, if any, who purchase a going or closed business or stock of goods of a going or closed business shall escrow sufficient money to cover the amount of taxes, interest, and penalties that may be due and unpaid until the former owner

produces a receipt from the administrator that shows that the taxes due have been paid, or a certificate that states that taxes are not due. If the owner provides a written waiver of confidentiality, the administrator may release to a purchaser a business's known tax liability for the purposes of establishing an escrow account for the payment of taxes. If the purchaser of succeeding purchasers of a business or stock of goods of a business fail to comply with the escrow requirements of this subsection, the purchaser is personally liable for the payment of the taxes, interest, and penalties accrued and unpaid by the business of the former owner. The purchaser's or succeeding purchaser's personal liability is limited to the fair market value of the business less the amount of any proceeds applied to balances due on secured interests that are superior to any lien provided for in this ordinance.

(2) If a corporation that is liable for the tax imposed under this ordinance fails for any reason to file the required returns or to pay the tax due, any officers of the corporation that have control or supervision of, or who are charged with the responsibility for, making the returns or payments are personally liable for the failure to file or pay. The signature of any corporate officer on a return or negotiable instrument submitted in payment of a tax is prima facie evidence of the officer's responsibility for making the returns and payments. The dissolution of a corporation does not discharge an officer's liability for a prior failure of the corporation to make a return or remit a tax due. The sum due for a liability may be assessed and collected under this ordinance.

Sec. 3.65. Credit for City Income Tax Paid Another City.

An individual who is a resident of the city and received net profits from a business, profession or rental of real or tangible personal property, gains from the sale or exchange of real or tangible personal property, or salaries, wages, commissions or other compensation for work done or services performed or rendered, in each case outside the city, and is subject to and has paid an income tax on this income to another municipality, shall be allowed a credit against the city income tax for the amount paid to the other municipality. The credit shall not exceed the amount of taxed which would be assessed under this ordinance on the same amount of income of a non-resident.

Sec. 3.66. Fractional Part of a Cent or Dollar.

In withholding or in paying the tax due under this ordinance, a fractional part of a cent shall be disregarded unless it amounts to ½ cent or more, in which case it shall be increased to 1 cent. For tax years after the 1996 tax year in paying the tax due under this ordinance if any amount other than a whole dollar amount is used the administrator, or department shall disregard the fractional part of the dollar unless the fractional part amounts to ½ dollar or more, in which case the amount shall be increased to \$1.00.

Sec. 3.71. Rules and Regulations; Adoption; Enforcement; Forms; Collection of Tax.

(1) The administrator may adopt, amend and repeal rules and regulations relating to the administration and enforcement of this ordinance, but not in conflict with the ordinance, subject to the approval of the city governing body. The rules and regulations, amendments and repeals, after approval by the city governing body, shall become effective upon being published in the official newspaper of the city.

(2) The administrator shall enforce this ordinance and the rules and regulations. The administrator shall prepare, adopt and make available to taxpayers, employers and other persons all forms necessary for compliance with this ordinance.

(3) For tax years before the 1997 tax year and for tax years after the 1996 tax year and for which a city has not entered into an agreement pursuant to section 9 of chapter 1, the city treasurer shall collect all taxes and payments due under this ordinance and deposit them in a designated city depository. For years after the 1996 tax year and for which a city has entered into an agreement pursuant to section 9 of chapter 1, the department shall collect taxes and payments due under this ordinance and deposit them in the city income tax trust fund established in section 5 of chapter 1.

Sec. 3.72. Special Ruling; Appeal to Income Tax Board of Review.

A taxpayer or employer desiring a special ruling on a matter pertaining to this ordinance or rules and regulations shall submit in writing to the administrator all the facts involved and the ruling sought. A taxpayer or employer aggrieved by a special ruling may appeal the special ruling in writing to the income tax board of review within 30 days.

Sec. 3.73. Examination of Books and Records; Witnesses; Additional Provisions Relating to Dispute Resolution; Protest to Notice of Intent to Assess Tax.

(1) If a taxpayer or employer fails or refuses to make a return or payment as required, in whole or in part or if the administrator or the department has reason to believe that a return made does not supply sufficient information for an accurate determination of the amount of tax due, the administrator or the department may obtain information on which to base an assessment of the tax. The administrator personally, or his duly authorized agent or a duly authorized city employee, may examine the books, papers and records of any person, employer, taxpayer or his agent or representative, for the purpose of verifying the accuracy and completeness of a return filed, or, if no return was filed, to ascertain the tax, withholding, penalties or interest due under this ordinance.

(2) The administrator or his duly authorized agent may examine any person, under oath, concerning income which was or should have been reported for taxation under this ordinance, and for this purpose may compel the production of books, papers and records and the attendance of all parties before him, whether as parties or witnesses, if he believes such persons have knowledge of such income. In addition, for tax years after the 1996 tax year and for which a city has entered into an agreement with the department of treasury pursuant to section 9 of chapter 1, all of the following apply to implement this section:

(a) The department of treasury shall send to the taxpayer or employer a letter of inquiry stating, in a courteous and unthreatening manner, the department's opinion that the taxpayer or employer needs to furnish further information or owes taxes to the city, and the reason for that opinion. A letter of inquiry shall also explain the procedure by which the taxpayer or employer may initiate communication with the department to resolve any dispute. A letter of inquiry may be served on the taxpayer in any manner determined appropriate by the department of treasury. This subdivision does not apply in any manner determined appropriate by the department of treasury. This subdivision does not apply in any of the following circumstances:

(i) The taxpayer or employer files a return that shows a tax due and fails to pay that tax.

- (ii) The deficiency resulted from an audit of the taxpayer's or employer's books and records by the city or the department.
 - (iii) The taxpayer or employer otherwise affirmatively admits that a tax is due and owing.
 - (b) If the dispute is not resolved within 30 days after the department of treasury sends the taxpayer or employer a letter of inquiry of if a letter of inquiry is not required under subdivision (a), the department, after determining the amount of tax due from a taxpayer or employer, shall give notice to the taxpayer or employer of the department of treasury's notice of intend to assess the tax. The notice shall include all of the following:
 - (i) The amount of the tax the department of treasury claims the taxpayer of employer owes.
 - (ii) The reason for the deficiency.
 - (iv) A statement advising the taxpayer or employer of his or her right to file a protest and to a hearing with the department of treasury.
- (2) A taxpayer or employer has 30 days after receipt of a notice of intent to assess within which to file a written protest with the department of treasury. If a written protest is received, the department of treasury shall give the taxpayer or employer or duly authorized representative of the taxpayer or employer an opportunity to be heard and present evidence and arguments in his or her behalf.
 - (3) If a protest to the notice of intent to assess the tax under subsection (2) is determined by the department of treasury to be a frivolous protest or a desire by the taxpayer of employer to delay or impede the administration of the tax under this ordinance, a penalty of \$25.00 or 25% of the amount of tax under protest, whichever is greater, shall be added to the tax.

Sec. 3.74. Information Confidential; Divulgence, Penalty, Discharge from Employment.

- (1) Information gained by the administrator, city treasurer or any other city official, agent or employee as a result of a return, investigation, hearing or verification required or authorized by this ordinance is confidential, except for official purposes in connection with the administration of the ordinance and except in accordance with a proper judicial order.
- (2) Any person who divulges this confidential information, except for official purposes, is guilty of a misdemeanor and subject to a fine not exceeding \$500.00 or imprisonment for a period not exceeding 90 days, or both, for each offense. In addition, an employee of the city who divulges this confidential information is subject to discharge for misconduct.

Sec. 3.82. Payment of Tax; Interest; "Adjusted Prime Rate" Defined; Penalty for Delay; Waiver of Penalty for Reasonable Cause.

- (1) All taxes imposed upon taxpayers and moneys withheld by employers under this ordinance and remaining unpaid after they are due bear interest from such due date at the rate of ½ of 1% per month until paid.

For the 1994 taxable year and each subsequent taxable year before 1997 ,all taxes imposed on a taxpayer and money withheld by an employer under this ordinance and remaining unpaid after taxes or money withheld are due bear interest from the due date at the current monthly rate of 1 percentage point above the adjusted prime rate per annum per month until the tax or the money is paid. For taxable years after the 1996 taxable year, if the amount of a tax paid is less than the amount that should have been paid or an excessive claim for credit has been made, the deficiency and interest on the deficiency at the current monthly interest rate of 1 percentage point above the adjusted prime rate per annum from the time the tax was due, and until paid, are due and payable after a final assessment as provided in section 3.85. A deficiency in an estimated payment

required by this ordinance shall be treated in the same manner as a tax due and is subject to the same current monthly interest rate of 1 percentage point above the adjusted prime rate per annum from the time the payment was due, until paid. The term "adjusted prime rate" means the average predominant rate quoted by not less than 3 commercial banks to large businesses, as determined by the department of treasury. For tax years before the 1997 tax year, the adjusted prime rate is to be based on the average prime rate charged by not less than 3 commercial banks during the 12 month period ending on September 30. One percentage point shall be added to the adjusted prime rate, and the resulting sum shall be divided by 12 to establish the current monthly interest rate based on the 12 month period ending September 30 will become effective on January 1 of the following year. For tax years after the 1996 tax year, "adjusted prime rate" means that term as defined in and determined under section 23(2) of Act. No. 122 of the Public Acts of 1941, being section 205.23 of the Michigan Compiled Laws.

(2) A person failing to file a return, or to pay the tax, or to remit withholding when due, is liable, in addition to the interest, to a penalty of 1% of the amount of the unpaid tax for each month or fraction thereof, not to exceed a total penalty of 25% of the unpaid tax. The administrator may abate the penalty or a part thereof for just cause. If the total interest or interest and penalty to be assessed is less than \$2.00, the administrator, in lieu thereof, shall assess a penalty in the amount of \$2.00.

(3) Except as provided in subsection (4), if any part of the deficiency or an excessive claim for credit is due to negligence, but without intent to defraud, a penalty for \$10.00 or 10% of the total amount of the deficiency in the tax, whichever is greater, plus interest as provided in subsection (1), shall be added. The penalty becomes due and payable after a final assessment is issued as provided in section 3.85. If a taxpayer subject to a penalty under this subsection demonstrates to the satisfaction of the administrator or the department that the deficiency or excess claim for credit was due to reasonable cause, the administrator or the department shall waive the penalty.

(4) If any part of the deficiency or an excessive claim for credit is due to intentional disregard of this ordinance, but without intent to defraud, a penalty of \$25.00 or 25% of the total amount of the deficiency in the tax, whichever is greater, plus interest as provided in subsection (1), shall be added. The penalty becomes due and payable after a final assessment is issued as provided in section 3.85. If a penalty is imposed under this subsection and the taxpayer subject to the penalty successfully disputes the penalty, the administrator or the department shall not impose a penalty prescribed by subsection (3) to the tax otherwise due.

(5) If any part of the deficiency or an excessive claim for credit is due to fraudulent intent to evade the tax imposed under this ordinance, or to obtain a refund for a fraudulent claim, a penalty of 100% of the deficiency, plus interest as provided in subsection (1), shall be added. The penalty becomes due and payable after a final assessment is issued as provided in section 3.85.

Sec. 3.83. Additional Tax Assessment; When Interest and Penalty not Imposed.

(1) Interest or a penalty shall not be imposed on an additional tax assessment if, within 90 days from final determination of a federal tax liability which also affects the computation of the taxpayer's city income tax liability, the taxpayer prepares and files an amended city income tax return showing income subject to the city tax based upon the final determination of federal income tax liability, and pays the additional tax shown due thereon or makes claim for refund of

an overpayment. Interest shall not be allowed on a refund of the city income tax resulting from a final determination of federal tax liability.

(2) Interest and a penalty shall not be imposed for underestimating the tax if the total amount of tax withheld and paid by declaration, equals at least 70% or more of the tax shown due on the final return or 70% or more of the tax shown on the taxpayer's return for the preceding taxable year.

(3) An employee shall not be penalized because of the failure of his employer to report or pay tax withheld from the employee when the employer has in fact withheld the proper amount of tax.

Sec. 3.84. Due and Unpaid Assessment; Determination; Procedure.

(1) For tax years before 1997 tax year and for tax years after the 1996 tax year and for which a city has not entered into an agreement pursuant to section 9 of chapter 1, if the administrator determines that a taxpayer or an employer subject to the provisions of this ordinance has failed to pay the full amount of the tax due or tax withheld, he shall issue a proposed assessment showing the amount due and unpaid, together with interest and penalties that may have accrued thereon. The proposed assessment shall be served upon the taxpayer or employer in person, or by mailing by registered or certified mail to the last known address of the taxpayer or employer. Proof of mailing the proposed assessment is prima facie evidence of a receipt thereof by the addressee.

(2) A taxpayer or employer has 30 days after receipt of a proposed assessment within which to file a written protest with the administrator or 30 days after receipt of a notice of intent to assess from the department of treasury to file a written protest with the department of treasury, who shall then give the taxpayer or employer or his duly authorized representative an opportunity to be heard and present evidence and arguments in his behalf.

Sec. 3.85. Final Assessment; Protest.

(1) After the hearing, as provided in section 3.84, the administrator or the department shall issue a final assessment setting forth the total amount found due in the proposed assessment or notice of intent to assess and any adjustment he or she may have made as a result of the protest. The final assessment shall be served in the same manner as a proposed assessment or notice of intent to assess. Proof of mailing of the final assessment is prima facie evidence of a receipt thereof by the addressee.

(2) If a protest under section 3.73(3) or 3.84(2) is not filed in respect to a proposed assessment or notice of intent to assess, a taxpayer or employer is deemed to have received a final assessment 30 days after receipt of the proposed.

Sec. 3.86. Failure to Pay Tax; Demand; Recovery; Prosecution.

If an employer or taxpayer files a return showing the amount of tax or withholding due the city, but fails to pay the amount to the city treasurer, the administrator is not required to issue a proposed assessment, notice of intent to assess, or a final assessment. The administrator shall issue a 10-day demand for payment and if no payment or satisfactory evidence of payment is made in the 10 days he may thereafter recover the tax with interest and penalties thereon in the

name of the city in any court of competent jurisdiction as other debts are recoverable, or prosecute for violation of this ordinance under section 3.99, or both.

Sec. 3.87. Jeopardy Assessment; Procedure.

(1) If the administrator or the department believes that collection of the tax withheld from an employee's compensation as imposed under this ordinance will be jeopardized by delay, the administrator, whether or not the time otherwise prescribed by the ordinance for making the return and paying the tax has expired, shall immediately assess the tax and interest and additions provided by the ordinance. The tax, interest and additions shall thereupon become immediately due and payable, and the administrator shall make an immediate notice and demand for payment, notwithstanding the fact that the withheld tax is not due under the ordinance until the last day of the month following the end of the calendar quarter.

(2) If the administrator or the department finds that a person liable for the tax administered under this ordinance intends quickly to depart from the city or to remove property from this city, to conceal the person or the person's property in the city, or to do any other act tending to render wholly or partly ineffectual proceedings to collect the tax unless proceedings are brought without delay, the administrator or the department of treasury shall give notice of the findings to the person, together with a demand for an immediate return and immediate payment of the tax. A warrant or warrant-notice of levy may issue immediately upon issuance of a jeopardy assessment. When the warrant or warrant-notice is issued, the tax shall become immediately due and payable. If the person is not in default in making a return or paying a tax prescribed by this ordinance, and furnishes evidence satisfactory to the administrator or the department that the return will be filled and the tax to which the finding relates will be paid, then the tax shall not be payable before the time otherwise fixed for payment.

Sec. 3.88. Statute of Limitations; Waiver; Payment of Tax.

(1) Except in case of fraud, failure to file a return, failure to comply with the withholding provisions of this ordinance, or omission of substantial portions of income subject to the tax, an additional assessment shall not be made after 4 years from the date the return was due, including extensions thereof, or the tax was paid, whichever is later. An omission of more than 25% of gross income is considered a substantial omission of income. Under this section a declaration of estimated tax is not considered a return.

(2) If the federal internal revenue service and a taxpayer execute a waiver of the federal statute of limitations, as to a taxable year, the expiration of the period within which an additional assessment may be made by the administrator or a claim for refund filed by the taxpayer for such taxable year for city income tax purposes shall be 6 months from the date of expiration of the waiver.

Sec. 3.89. Statute of Limitations; Refund.

(1) Except as otherwise provided in this ordinance, a tax erroneously paid shall not be refunded unless a claim for refund is made within 4 years from the date the payment made or the final return was due, including extensions thereof, whichever is later, unless the administrator and the taxpayer mutually agree to extend the time for assessment or refund. Under this section a declaration of estimated tax is not considered a return. Upon denial of a refund a taxpayer may follow the same procedure for appeal as provided in the case of a deficiency assessment.

(2) A tax deficiency as finally determined and interest and penalties thereon shall be paid within 30 days after receipt of a final assessment where no appeal is made.

Sec. 3.91. Income Tax Board of Review; Appointment of City Residents; Selection of Officers; Adoption, Filing, Inspection, and Copies of Rules of Procedure; Quorum; Conflict of Interests; Record of Transactions and Proceedings; Availability of Record and other Writings to Public; Conducting Business at Public Hearing; Notice of Hearing.

(1) The governing body of the city shall appoint an income tax board of review consisting of 3 residents of the city who are not city officials or employees.

(2) The board shall select its chairman, secretary and such other officers as it deems necessary and shall adopt rules governing the procedure for hearings before it and its other procedures. The rules shall be filed in the office of the city clerk and shall be available for inspection by any interested person, a copy of the rules shall be furnished on request to any interested person.

(3) A majority of the board members shall constitute a quorum for any action by or hearing before the board, or for any other purpose. A member of the board shall not act on a matter in which he has a financial interest other than the common public interest. A record shall be kept of all the board's transactions and proceedings. The record and any other writing prepared, owned, used, in the possession of, or retained by the board of review in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

(4) The business which the board may perform shall be conducted at a public hearing of the commission held in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notices of the time, date, and place of the hearing shall be given in manner required by Act No. 267 of the Public Acts of 1976.

Sec. 3.92. Income Tax Board of Review; Notice of Appeal; Transcript; Hearing; Confidential Tax Data; Payment of Deficiency or Refund.

(1) A taxpayer or employer may file a written notice of appeal with the secretary of the income tax board of review within 30 days after receipt of a final assessment, denial in whole or in part of a claim for refund, or special ruling of the administrator or department. Upon receipt of the notice of appeal, the board of review shall notify the administrator or the department, who shall forward within 15 days to the income tax board of review a certified transcript of all actions and findings taken by administrator relating to the matter under appeal. The appellant or his duly authorized representative may inspect the transcript.

(2) The board of review shall grant the appellant a hearing at which the appellant or his duly authorized representative and the administrator and his authorized agent have an opportunity to present evidence relating to the matter under appeal. After conclusion of the hearing the board acting by a majority of its 3 members shall affirm, reverse or modify the matter under appeal and furnish a copy of its decision to the appellant and to the administrator or the department.

(3) The provisions of this ordinance as to the confidential character of tax data are applicable to proceedings pending before or submitted to the board.

(4) A tax deficiency or refund and any interest or penalties thereon shall be paid within 30 days after receipt of notice of determination by the board if no further appeal is made.

Sec. 3.93. Appeal to State Tax Commissioner or Tax Tribunal; Procedure.

A taxpayer, employer or other person aggrieved by a rule or regulation adopted by the administrator or by a determination of the board of review on a final assessment, denial in whole or in part of a claim for refund, or a special ruling, may file a timely appeal there from to the state commissioner of revenue in such form and manner as the commissioner shall prescribe. Within 35 days after a final order of the commissioner upon the appeal, the taxpayer shall pay the city the taxes, interest and penalty found due from the taxpayer to the city, and the city shall refund to the taxpayer any amount found to have been overpaid by the taxpayer.

Sec. 3.94. Appeal to Court of Appeals or Supreme Court; Procedure.

(1) If a taxpayer, employer, person or city or the department is aggrieved by a decision of the tax tribunal, the aggrieved party may take an appeal by right from a decision of the tax tribunal to the court of appeals. The appeal shall be taken on the record made before the tax tribunal. The taxpayer, employer, other person, city, or department may take further appeal to the Supreme Court in accordance with the court rules provided for appeals to the Supreme Court.

(2) An assessment is final, conclusive, and not subject to further challenge after 90 days after the issuance of the final assessment, decision, or order of the administrator or the department, and a person is not entitled to a refund of any tax, interest, or penalty paid pursuant to an assessment unless the aggrieved person has appealed the assessment in the manner provided by this ordinance.

Sec. 3.95. Payment to Taxpayer from City General Fund or City Income Tax Trust Fund.

If a taxpayer is found entitled by a decision on an appeal to recover any sum paid, and no further appeal has been taken within the time limited, the sum shall be paid from the general fund of the city.

Sec. 3.99. Violations; Misdemeanor; Penalties.

Each of the following violations of this ordinance is a misdemeanor and is punishable, in addition to the interest and penalties provided under the ordinance, by a fine not exceeding \$500.00, or imprisonment for a period not exceeding 90 days or both:

- (a) Willful failure, neglect or refusal to file a return required by this ordinance.
- (b) Willful failure, neglect or refusal to pay the tax, penalty or interest imposed by this ordinance.
- (c) Willful failure of an employer to withhold or pay to the city a tax as required by the ordinance.
- (d) Refusal to permit the city or an agent or employee appointed by the administrator in writing to examine the books, records and papers of a person subject to the ordinance.
- (e) Knowingly filing an incomplete, false or fraudulent return.
- (f) Attempting to do or doing anything whatever in order to avoid full disclosure of the amount of income or to avoid the payment of any or all of the tax.

Section 2. Amendment. “Uniform City Income Tax Ordinance as set forth in Chapter 2 of Act 284 of the Public Acts of 1964, as amended” (Ord. No 150, November 15, 1983), Sections 1.01 through 6.01, are repealed as follows:

Sec. 1.01. Adoption by Reference.

Sec. 2.01. Availability of Copies.

Sec. 3.01. Effective Date.

Sec. 4.01. Notice to be Published.

Sec. 5.01. Severability.

Sec. 6.01. Publication.

Section 3. Effective Date. This ordinance shall take effect 10 days after its adoption or upon publication, whichever occurs later.

Yeas:

Nays:

Absent:

Abstain:

ORDINANCE DECLARED ADOPTED.

Dated:

James E. Barnes, Mayor

Monique I. Miller, City Clerk

Introduced:

Adopted:

Published:

Effective:

CERTIFICATION

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the Portland City Council held on _____, 2017.

Date:

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. 17-83

**A RESOLUTION APPROVING A PROPOSAL FROM FLEIS & VANDENBRINK
TO PROVIDE PROFESSIONAL SERVICES FOR THE SAFE ROUTES TO
SCHOOL PROGRAM**

WHEREAS, the City has been working with representatives from St. Patrick’s School and Portland Public Schools regarding the Safe Routes to School program (SRTS) and the potential for collectively applying for a project; and

WHEREAS, The SRTS program is a mix of state and federal funds administered by the Michigan Department of Transportation (MDOT) for projects that improve safety for students as they travel to and from school and encourage more non-motorized transportation; and

WHEREAS, Fleis & VandenBrink has submitted a proposal to assist the City and Schools with the application and administration of the SRTS program for the amount of \$7,500.00, a copy of the proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the proposal from Fleis & VandenBrink to assist the City and Schools with the application and administration of the SRTS program for the amount of \$7,500.00, a copy of the proposal is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: October 2, 2017

Monique I. Miller, City Clerk



September 26, 2017

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

RE: Safe Routes to School Project Planning Assistance

Dear Tutt:

As you are aware, the City has begun coordination with St. Patrick School and Portland Public Schools on a Safe Routes to School (SRTS) project. The SRTS program is a mix of state and federal funds administered by the Michigan Department of Transportation (MDOT) for projects that improve safety for students as they travel to and from school and encourage more non-motorized transportation. To this end, the program funds both infrastructure improvements and programmatic projects. The program is 100% grant, however, the local agency is responsible for engineering and administrative costs. We understand that the City plans to utilize services from Michigan State University and school staff for much of the early "legwork" for the project. However, an overall project coordinator is required from the City to coordinate their efforts and see that the resulting project is fundable by MDOT and meets the City's infrastructure needs/standards. We propose the following to assist you:

WORK PLAN

- Coordinate with the Operations Coordinator from the Michigan Fitness Foundation (MFF), MDOT's partner for the SRTS program, MSU and school leaders as required throughout the early planning process.
- Assist Portland Public Schools with registering for the SRTS program, if necessary (St. Pat's is already registered).
- Once it has been identified, enter the Project Team in MDOT's online system.
- Provide administrative support to MSU and school staff as they conduct student tallies (taken in the classrooms by teachers to poll how students arrive at school three consecutive days), student surveys (conducted online during school) and parent surveys (conducted online with a target response rate of at least 20%). We have assumed that MSU, school staff and/or volunteers will handle all of the logistics for this process.
- Once mapping has been prepared by school staff, MSU and/or MFF, schedule and attend a walking audit of the routes used by students. Assist the team with identifying barriers, safety needs and other potential infrastructure improvements for the project.
- Meet with the Project Team to compile and prioritize improvements. Develop cost estimates for the priority infrastructure improvements.
- Compile the Action Plan and assist the City with applying for funding for the priority infrastructure improvements.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

Please note that our Work Plan does not include design or construction engineering for any of the infrastructure improvements, as the scope of work will be heavily dependent on the specific improvements that are identified/included. We will provide a Work Plan and Engineering Budget for that phase of the project once the scope and schedule have been defined.

We propose to complete the above work at our standard hourly rates plus reimbursable expenses with a budget of \$7,500. Approval to proceed with the work under our existing Professional Services Agreement for General Consultation can be given by returning a copy of this proposal signed where indicated. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.
Project Manager



Paul R. Galdes, P.E.
President

**AUTHORIZATION TO PROCEED WITH
SAFE ROUTES TO SCHOOL PROJECT PLANNING
ASSISTANCE**

By: _____

Title: _____

Date: _____

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-84

**A RESOLUTION APPROVING PAY REQUEST NO. 1 TO CL TRUCKING, INC.
FOR WORK DONE ON THE JAMES STREET IMPROVEMENT PROJECT**

WHEREAS, the City awarded a contract in the amount of \$1,081,163.26 to CL Trucking, Inc. to make certain improvements to James Street; and

WHEREAS, CL Trucking, Inc. has submitted Pay Request No. 1 requesting a progress payment for work completed through September 22, 2017, a copy of Pay Request No. 1 is attached as Exhibit A; and

WHEREAS, the City Engineer on this Project has reviewed Pay Request No. 1 and is recommending that the City Council approve payment in the amount of \$245,054.02.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the Engineer's recommendation to approve Pay Request No. 1 and authorizes payment in the amount of \$245,054.02 to CL Trucking, Inc. for work completed through September 22, 2017.
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: October 2, 2017

Monique I. Miller, City Clerk



September 26, 2017

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

RE: James Street Improvements – Pay Application #1

Dear Mr. Gorman:

Attached is a pay request from CL Trucking & Excavating on the James Street project. The breakdown for this payment is as follows:

Road/General	\$57,371.13
Water	177,241.50
Sanitary	10,441.39
Electric	0.00

We are in agreement with the quantities and amounts submitted. We recommend payment in the amount of \$245,054.02. Please feel free to contact me with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read "Jonathan W. Moxey".

Jonathan W. Moxey, P.E.
Project Manager

APPLICATION FOR PAYMENT NO. 1

To: City of Portland (OWNER)
From: CL Trucking & Excavating, LLC (CONTRACTOR)
Contract: James Street Improvements
Project: James Street Improvements
OWNER's Contract No. N/A ENGINEER's Project No. 830080
For Work accomplished through the date of: 9/22/17

1. ORIGINAL CONTRACT PRICE:	\$	<u>1,081,163.26</u>
2. Net change by Change Orders:	\$	<u>0.00</u>
3. Current Contract Price (1 plus 2):	\$	<u>1,081,163.26</u>
4. TOTAL COMPLETED AND STORED TO DATE:	\$	<u>272,282.24</u>
5. RETAINAGE:		
<u>10</u> % of completed Work:	\$	<u>27,228.22</u>
_____ % of Contract Price:	\$	_____
_____ % of stored material:	\$	_____
Total Retainage:	\$	<u>27,228.22</u>
6. Total completed and stored to date less retainage (4 minus 5):	\$	<u>245,054.02</u>
7. LESS PREVIOUS PAYMENTS:	\$	<u>0.00</u>
8. AMOUNT DUE THIS APPLICATION (6 MINUS 7):	\$	<u>245,054.02</u>

Accompanying Documentation: See breakdown attached.

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies, to the best of its knowledge, the following: (1) All previous progress payments received from OWNER on account of Work done under the Contract have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to OWNER at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest, or encumbrances); and (3) All Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

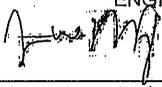
Dated: 9/26/17

CL Trucking & Excavating, LLC
CONTRACTOR
Digitally signed by Chad Listerman
By: Chad Listerman
Date: 2017.09.26 13:24:21 -04'00'
Authorized Signature
Chad Listerman (Member/Manager)
Printed or Typed Name

ENGINEER's Recommendation:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated 9/26/17

Fleis & VandenBrink Engineering, Inc.
ENGINEER
By: 
Jonathan W. Moxey
Sep 26 2017 1:33 PM
Authorized Signature
Jonathan W. Moxey, PE
Printed or Typed Name

City of Portland - James Street Improvements
Pay Application Breakdown

Pay Application 1

Item No.	Description	Unit	Plan Quantity	Contract Unit Price	Original Contract Amount	Quantity Complete to Date	Amount Complete to Date	Quantity	Amount
1	General Conditions, Bonds & Insurances (Max 5%)	LSUM	1	\$ 52,750.00	\$ 52,750.00	0.50	\$26,375.00	0.50	\$ 26,375.00
2	Above Ground Video Survey	LSUM	1	\$ 1,250.00	\$ 1,250.00	1.00	\$1,250.00	1.00	\$ 1,250.00
3	Roadway Grading	Sta	18	\$ 2,765.00	\$ 48,387.50	0.00	\$0.00	0.00	\$ -
4	Subgrade Undercutting, Type II	Cyd	100	\$ 10.00	\$ 1,000.00	0.00	\$0.00	0.00	\$ -
5	Trench Undercut and Backfill	Cyd	100	\$ 10.00	\$ 1,000.00	0.00	\$0.00	0.00	\$ -
6	Maintenance Gravel, LM	Cyd	100	\$ 5.00	\$ 500.00	0.00	\$0.00	0.00	\$ -
7	Exploratory Digging	Hr	50	\$ 1.00	\$ 50.00	13.50	\$13.50	13.50	\$ 13.50
8	Flowable Fill	Cyd	100	\$ 1.00	\$ 100.00	0.00	\$0.00	0.00	\$ -
9	Tree, Rem, 19 inch to 36 inch	Ea	5	\$ 500.00	\$ 2,500.00	0.00	\$0.00	0.00	\$ -
10	Tree, Rem, 6 inch to 18 inch	Ea	2	\$ 150.00	\$ 300.00	0.00	\$0.00	0.00	\$ -
11	Stump, Rem	Ea	1	\$ 100.00	\$ 100.00	1.00	\$100.00	1.00	\$ 100.00
12	Tree, Relocate	Ea	1	\$ 100.00	\$ 100.00	0.00	\$0.00	0.00	\$ -
13	Flag and Landscape, Relocate	Ea	1	\$ 150.00	\$ 150.00	0.00	\$0.00	0.00	\$ -
14	Sign, Type III, Rem	Ea	8	\$ 15.00	\$ 120.00	0.00	\$0.00	0.00	\$ -
15	Cold Milling HMA Surface	Syd	6,700	\$ 1.15	\$ 7,705.00	6,659.03	\$7,657.88	6,659.03	\$ 7,657.88
16	Pavt, Rem	Syd	1,114	\$ 4.00	\$ 4,456.00	671.51	\$2,686.04	671.51	\$ 2,686.04
17	Sidewalk, Rem	Syd	980	\$ 4.00	\$ 3,920.00	22.73	\$90.92	22.73	\$ 90.92
18	Curb and Gutter, Rem	Ft	3,770	\$ 3.90	\$ 14,703.00	3,703.56	\$14,443.88	3,703.56	\$ 14,443.88
19	Timber Wall, Rem	Syd	30	\$ 10.00	\$ 300.00	0.00	\$0.00	0.00	\$ -
20	San Sewer, Rem, Less than 24 inch	Ft	200	\$ 7.50	\$ 1,500.00	0.00	\$0.00	0.00	\$ -
21	Storm Sewer, Rem, Less than 24 inch	Ft	300	\$ 5.00	\$ 1,500.00	107.00	\$535.00	107.00	\$ 535.00
22	Dr Structure, Rem	Ea	18	\$ 300.00	\$ 5,400.00	4.00	\$1,200.00	4.00	\$ 1,200.00
23	San Manhole, Rem	Ea	8	\$ 300.00	\$ 2,400.00	1.00	\$300.00	1.00	\$ 300.00
24	Valve Box, Rem	Ea	10	\$ 125.00	\$ 1,250.00	2.00	\$250.00	2.00	\$ 250.00
25	Hydrant, Rem	Ea	4	\$ 500.00	\$ 2,000.00	0.00	\$0.00	0.00	\$ -
26	Structure Cover, Adj, Case 2	Ea	8	\$ 300.00	\$ 2,400.00	0.00	\$0.00	0.00	\$ -
27	Erosion Control, Inlet Protection, Fabric Drop	Ea	22	\$ 100.00	\$ 2,200.00	21.00	\$2,100.00	21.00	\$ 2,100.00
28	Erosion Control, Silt Fence	Ft	650	\$ 0.01	\$ 6.50	0.00	\$0.00	0.00	\$ -
29	Mulch Blanket	Syd	200	\$ 1.00	\$ 200.00	0.00	\$0.00	0.00	\$ -
30	Slope Restoration	Syd	5,000	\$ 4.00	\$ 20,000.00	0.00	\$0.00	0.00	\$ -
31	Barricade, Type III, High Intensity, Double Sided, Light	Ea	19	\$ 48.00	\$ 912.00	19.00	\$912.00	19.00	\$ 912.00
32	Barricade, Type III, High Intensity, Double Sided, Light	Ea	19	\$ 2.00	\$ 38.00	19.00	\$38.00	19.00	\$ 38.00
33	Minor Traf Devices	LSUM	1	\$ 9,870.00	\$ 9,870.00	0.50	\$4,935.00	0.50	\$ 4,935.00
34	Plastic Drum, High Intensity, Furn	Ea	20	\$ 9.75	\$ 195.00	20.00	\$195.00	20.00	\$ 195.00
35	Plastic Drum, High Intensity, Oper	Ea	20	\$ 0.25	\$ 5.00	20.00	\$5.00	20.00	\$ 5.00
36	Sign, Type B, Temp, Prismatic, Furn	Sft	337	\$ 2.75	\$ 926.75	323.50	\$889.63	323.50	\$ 889.63
37	Sign, Type B, Temp, Prismatic, Oper	Sft	337	\$ 0.10	\$ 33.70	323.50	\$32.35	323.50	\$ 32.35
38	Traf Regulator Control	LSUM	1	\$ 0.01	\$ 0.01	0.00	\$0.00	0.00	\$ -
39	Subbase, CIP	Cyd	2,550	\$ 7.00	\$ 17,850.00	0.00	\$0.00	0.00	\$ -
40	Aggregate Base, 8 inch	Syd	6,600	\$ 5.00	\$ 33,000.00	0.00	\$0.00	0.00	\$ -
41	Hand Patching	Ton	75	\$ 30.00	\$ 2,250.00	0.00	\$0.00	0.00	\$ -

City of Portland - James Street Improvements
Pay Application Breakdown

Pay Application 1

Item No.	Description	Unit	Plan Quantity	Contract Unit Price	Original Contract Amount	Quantity Complete to Date	Amount Complete to Date	Quantity	Amount
42	HMA, 13A (Surface)	Ton	575	\$ 71.00	\$ 40,825.00	0.00	\$0.00	0.00	\$ -
43	HMA, 13A (Leveling)	Ton	575	\$ 71.00	\$ 40,825.00	0.00	\$0.00	0.00	\$ -
44	Place and Compact HMA Millings	Syd	235	\$ 4.00	\$ 940.00	0.00	\$0.00	0.00	\$ -
45	Driveway, Nonreinf Conc, 6 inch	Syd	1,180	\$ 29.50	\$ 34,810.00	0.00	\$0.00	0.00	\$ -
46	Curb and Gutter, Conc, Det F4	Ft	4,820	\$ 12.00	\$ 57,840.00	0.00	\$0.00	0.00	\$ -
47	Underdrain, Pipe, 6 inch	Ft	4,820	\$ 2.50	\$ 12,050.00	0.00	\$0.00	0.00	\$ -
48	Detectable Warning Surface	Ft	170	\$ 72.00	\$ 12,240.00	0.00	\$0.00	0.00	\$ -
49	Sidewalk Ramp, Conc, 6 inch	Sft	740	\$ 5.00	\$ 3,700.00	0.00	\$0.00	0.00	\$ -
50	Sidewalk, Conc, 4 inch	Sft	14,100	\$ 3.00	\$ 42,300.00	0.00	\$0.00	0.00	\$ -
51	Connect to Existing Sanitary Manhole	Ea	2	\$ 1,000.00	\$ 2,000.00	0.00	\$0.00	0.00	\$ -
52	Connect to Existing Sanitary Sewer	Ea	5	\$ 850.00	\$ 4,250.00	1.00	\$850.00	1.00	\$ 850.00
53	San Lateral, 6 inch	Ft	980	\$ 26.00	\$ 25,480.00	158.54	\$4,122.04	158.54	\$ 4,122.04
54	San Wye, 8 inch x 6 inch	Ea	11	\$ 100.00	\$ 1,100.00	0.00	\$0.00	0.00	\$ -
55	San Lateral, Reconnect	Ea	19	\$ 150.00	\$ 2,850.00	3.00	\$450.00	3.00	\$ 450.00
56	San Sewer, 8 inch	Ft	1,454	\$ 62.00	\$ 90,148.00	43.00	\$2,666.00	43.00	\$ 2,666.00
57	San Manhole, 48 inch dia	Ea	6	\$ 3,500.00	\$ 21,000.00	1.00	\$3,500.00	1.00	\$ 3,500.00
58	Corporation Stop, 2 inch	Ea	1	\$ 425.00	\$ 425.00	0.00	\$0.00	0.00	\$ -
59	Corporation Stop, 1 inch	Ea	28	\$ 100.00	\$ 2,800.00	1.00	\$100.00	1.00	\$ 100.00
60	Curb Stop and Box, 2 inch	Ea	1	\$ 650.00	\$ 650.00	0.00	\$0.00	0.00	\$ -
61	Curb Stop and Box, 1 inch	Ea	28	\$ 200.00	\$ 5,600.00	1.00	\$200.00	1.00	\$ 200.00
62	Water Service, Reconnect	Ea	28	\$ 75.00	\$ 2,100.00	3.00	\$225.00	3.00	\$ 225.00
63	Water Service, 2 inch	Ft	15	\$ 45.00	\$ 675.00	1.00	\$45.00	1.00	\$ 45.00
64	Water Service, 1 inch	Ft	650	\$ 35.00	\$ 22,750.00	34.00	\$1,190.00	34.00	\$ 1,190.00
65	Gate Valve and Box, 8 inch	Ea	18	\$ 1,750.00	\$ 31,500.00	20.00	\$35,000.00	20.00	\$ 35,000.00
66	Water Main, 8 inch, Cut and Plug	Ea	4	\$ 200.00	\$ 800.00	0.00	\$0.00	0.00	\$ -
67	Water Main, 6 inch, Cut and Plug	Ea	5	\$ 200.00	\$ 1,000.00	0.00	\$0.00	0.00	\$ -
68	Water Main, DI, 8 inch	Ft	2,167	\$ 62.00	\$ 134,354.00	2,135.00	\$132,370.00	2,135.00	\$ 132,370.00
69	Bend, 45 DEG, 8 inch	Ea	18	\$ 225.00	\$ 4,050.00	4.00	\$900.00	4.00	\$ 900.00
70	Bend, 45 DEG, 6 inch	Ea	8	\$ 175.00	\$ 1,400.00	0.00	\$0.00	0.00	\$ -
71	Bend, 22.5 DEG, 6 inch	Ea	8	\$ 175.00	\$ 1,400.00	0.00	\$0.00	0.00	\$ -
72	Bend, 22.5 DEG, 8 inch	Ea	8	\$ 225.00	\$ 1,800.00	0.00	\$0.00	0.00	\$ -
73	Bend, 90 DEG, 6 inch	Ea	1	\$ 175.00	\$ 175.00	0.00	\$0.00	0.00	\$ -
74	Tee, 8 inch x 8 inch x 8 inch	Ea	8	\$ 350.00	\$ 2,800.00	8.00	\$2,800.00	8.00	\$ 2,800.00
75	Tee, 8 inch x 8 inch x 6 inch	Ea	6	\$ 350.00	\$ 2,100.00	5.00	\$1,750.00	5.00	\$ 1,750.00
76	Reducer, 8 inch x 6 inch	Ea	5	\$ 250.00	\$ 1,250.00	0.00	\$0.00	0.00	\$ -
77	Water Main, Connect, 8 inch	Ea	4	\$ 1,500.00	\$ 6,000.00	0.00	\$0.00	0.00	\$ -
78	Water Main, Connect, 6 inch	Ea	5	\$ 1,500.00	\$ 7,500.00	0.00	\$0.00	0.00	\$ -
79	Cap, DI, 8 inch	Ea	1	\$ 150.00	\$ 150.00	1.00	\$150.00	1.00	\$ 150.00
80	Water Main, DI, 6 inch	Ft	90	\$ 50.00	\$ 4,500.00	64.10	\$3,205.00	64.10	\$ 3,205.00
81	Gate Valve and Box, 6 inch	Ea	6	\$ 1,250.00	\$ 7,500.00	5.00	\$6,250.00	5.00	\$ 6,250.00
82	Fire Hydrant	Ea	6	\$ 2,500.00	\$ 15,000.00	5.00	\$12,500.00	5.00	\$ 12,500.00

City of Portland - James Street Improvements
Pay Application Breakdown

Pay Application 1

Item No.	Description	Unit	Plan Quantity	Contract Unit Price	Original Contract Amount	Quantity Complete to Date	Amount Complete to Date	Quantity	Amount
83	Storm Sewer, 12 inch	Ft	1,158	\$ 40.00	\$ 46,320.00	0.00	\$0.00	0.00	\$ -
84	Storm Sewer, 15 inch	Ft	47	\$ 42.00	\$ 1,974.00	0.00	\$0.00	0.00	\$ -
85	Storm Sewer, 18 inch,	Ft	110	\$ 55.00	\$ 6,050.00	0.00	\$0.00	0.00	\$ -
86	Storm Sewer, 24 inch	Ft	76	\$ 65.00	\$ 4,940.00	0.00	\$0.00	0.00	\$ -
87	Storm Sewer Tap, 10 inch	Ea	1	\$ 200.00	\$ 200.00	0.00	\$0.00	0.00	\$ -
88	Storm Sewer Tap, 12 inch	Ea	1	\$ 200.00	\$ 200.00	0.00	\$0.00	0.00	\$ -
89	Storm Sewer Tap, 15 inch	Ea	1	\$ 300.00	\$ 300.00	0.00	\$0.00	0.00	\$ -
90	Storm Sewer Tap, 18 inch	Ea	1	\$ 350.00	\$ 350.00	0.00	\$0.00	0.00	\$ -
91	Storm Sewer Tap, 24 inch	Ea	2	\$ 400.00	\$ 800.00	0.00	\$0.00	0.00	\$ -
92	Video Taping Sewer and Culv Pipe	Ft	1,391	\$ 1.00	\$ 1,391.00	0.00	\$0.00	0.00	\$ -
93	Dr Structure Cover, Type B	Ea	3	\$ 1,000.00	\$ 3,000.00	0.00	\$0.00	0.00	\$ -
94	Dr Structure Cover, Type K	Ea	19	\$ 650.00	\$ 12,350.00	0.00	\$0.00	0.00	\$ -
95	Dr Structure Cover, Type Q	Ea	7	\$ 1,000.00	\$ 7,000.00	0.00	\$0.00	0.00	\$ -
96	Dr Structure, 60 inch dia	Ea	1	\$ 3,000.00	\$ 3,000.00	0.00	\$0.00	0.00	\$ -
97	Dr Structure, 48 inch dia	Ea	22	\$ 1,250.00	\$ 27,500.00	0.00	\$0.00	0.00	\$ -
98	Dr Structure, Tap, 6 inch	Ea	40	\$ 0.01	\$ 0.40	0.00	\$0.00	0.00	\$ -
99	Dr Structure, Tap, 12 inch	Ea	1	\$ 150.00	\$ 150.00	0.00	\$0.00	0.00	\$ -
100	Modular Block Retaining Wall A	Sft	100	\$ 30.00	\$ 3,000.00	0.00	\$0.00	0.00	\$ -
101	Modular Block Retaining Wall B	Sft	225	\$ 45.00	\$ 10,125.00	0.00	\$0.00	0.00	\$ -
102	Modular Block Retaining Wall C	Sft	375	\$ 32.00	\$ 12,000.00	0.00	\$0.00	0.00	\$ -
103	Decorative Fence	Ft	130	\$ 80.00	\$ 10,400.00	0.00	\$0.00	0.00	\$ -
104	Conduit, Schedule 80, 8 inch	Ft	70	\$ 12.50	\$ 875.00	0.00	\$0.00	0.00	\$ -
105	Sign, Type IIIB	Sft	93	\$ 15.00	\$ 1,395.00	0.00	\$0.00	0.00	\$ -
106	Installing City supplied street name sign	Ea	12	\$ 20.00	\$ 240.00	0.00	\$0.00	0.00	\$ -
107	Pavt Mrkg, Waterborne, 6 inch, White	Ft	701	\$ 1.40	\$ 981.40	0.00	\$0.00	0.00	\$ -
108	Pavt Mrkg, Ovly Cold Plastic, 12 inch, White	Ft	192	\$ 5.25	\$ 1,008.00	0.00	\$0.00	0.00	\$ -
109	Pavt Mrkg, Ovly Cold Plastic, 24 inch, White	Ft	136	\$ 10.50	\$ 1,428.00	0.00	\$0.00	0.00	\$ -
110	Post, Steel, 3 lb	Ft	140	\$ 5.00	\$ 700.00	0.00	\$0.00	0.00	\$ -
111	Acer rebrum, 4 inch to 6 inch	Ea	4	\$ 500.00	\$ 2,000.00	0.00	\$0.00	0.00	\$ -
112	Acer x freemanii 'Jeffersred', 4 inch to 6 inch	Ea	4	\$ 500.00	\$ 2,000.00	0.00	\$0.00	0.00	\$ -
113	Acer platanoides, 4 inch to 6 inch	Ea	3	\$ 500.00	\$ 1,500.00	0.00	\$0.00	0.00	\$ -
114	Acer saccharum, 4 inch to 6 inch	Ea	3	\$ 500.00	\$ 1,500.00	0.00	\$0.00	0.00	\$ -
115	Pyrus calleryana 'Redspire', 4 inch to 6 inch	Ea	3	\$ 500.00	\$ 1,500.00	0.00	\$0.00	0.00	\$ -
A1	Cold Milling HMA Surface (Alt 1)	Syd	2,300	\$ 2.50	\$ 5,750.00	0.00	\$0.00	0.00	\$ -
A2	HMA 13A (Alt 1)	Ton	200	\$ 76.35	\$ 15,270.00	0.00	\$0.00	0.00	\$ -

Original Contract Total: \$ 1,081,163.26 Total to Date: \$272,282.24 \$ 272,282.24

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-85

**A RESOLUTION APPROVING A PROPOSAL FROM FLEIS & VANDENBRINK
TO PROVIDE DESIGN ENGINEERING FOR THE ROADWAY RELATED TO
THE DEVELOPMENT OF THE CUTLER ROAD PROPERTY**

WHEREAS, Sparrow Hospital previously executed a purchase agreement to acquire approximately 5 acres of City owned property for future development at Cutler Road and Grand River Avenue; and

WHEREAS, as a condition of the purchase, the City is to construct approximately 500 feet of roadway with sidewalks, storm sewer/detention, water main and sanitary sewer for the development; and

WHEREAS, Fleis & VandenBrink has submitted a proposal for design engineering related to the development in the amount of \$51,300.00, a copy of the proposal is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves the proposal from Fleis & VandenBrink for design engineering related to the development of the Cutler Road Property in the amount of \$51,300.00, a copy of the proposal is attached as Exhibit A.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: October 2, 2017

Monique I. Miller, City Clerk



September 26, 2017

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

**RE: Sparrow Health Site Improvements
Design Engineering and Bidding Services**

Dear Tutt:

We understand that negotiations with Sparrow Health are progressing, and that a condition of the purchase requires that the City construct approximately 500 feet of City roadway with sidewalks, storm sewer/detention (for roadway), water main and sanitary sewer for the development.

As requested, we have prepared a Work Plan and Engineering Budget for design engineering and bidding for this project. We understand that the timeframe for the improvements will depend on timing of the sale and Sparrow's timeframe for development of the parcel. We are ready to begin design upon authorization.

As you are aware, topographic survey information for this project was already obtained to facilitate planning and conceptual layout of the project. As requested, we utilized airborne technology to survey the City's entire parcel, and supplemented with traditional survey to correlate. This provided savings on the overall survey costs for development of the site. We have also included an ALTA/NSPS Land Title Survey in our scope of work. Topographic survey costs have not yet been invoiced and are therefore included in our Engineering Budget to help the City adequately budget for the project.

Our proposed Work Plan and Engineering Budget are attached for your review. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read "Jonathan W. Moxey".

Jonathan W. Moxey, P. E.
Project Manager

A handwritten signature in blue ink, appearing to read "Paul R. Galdes".

Paul R. Galdes, P.E.
Vice President

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

WORK PLAN

Project Scope: Roadway construction for the Sparrow Health Development, approximately 500 feet of road, sidewalk, storm sewer, water main and sanitary sewer construction.

A. DESIGN ENGINEERING SERVICES

Preliminary Design Phase

1. Meet with City staff to review project requirements, work scope and overall schedule.
2. Obtain utility information for electric, gas, telephone and cable TV.
3. Perform field survey for design and preparation of construction drawings. Utilize airborne technology to collection topographic information for the City's entire parcel, supplemented with traditional data collection in the roadway area to correlate.
4. Provide an ALTA/NSPS Land Title Survey of the site, including items 1-5, 6(a), 7(a), 8, 9, 11, 13, 16 and 17 from Table A of the 2016 ALTA/NSPS standards.
5. Obtain soil borings needed for design. Our budget anticipates 3 borings with a depth of approximately 20 feet.
6. Draft survey information on plan and profile sheets. Plot location of existing utilities.
7. Complete preliminary design of the proposed street and sidewalk improvements, geometrics, pavement section, roadway storm water drainage, water main and sanitary sewer.
8. Meet with City staff to review the preliminary design and alternatives considered, if any.
9. Incorporate City comments and draft preliminary design and details on construction drawings.
10. Prepare preliminary specifications, list of bid items, quantities and estimate of construction costs.
11. Send plans to private utility companies for their information.

Final Design Phase

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

Bidding Phase

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

ENGINEERING BUDGET

Project Scope: Roadway construction for the Sparrow Health Development, approximately 500 feet of road, sidewalk, storm sewer, water main and sanitary sewer construction.

A. PROPOSED DESIGN ENGINEERING BUDGET

Task	Budget
Topographic Survey & Mapping	\$11,000
Preliminary Design	15,100
Soil Borings	1,500
Final Design	18,200
Permitting	1,800
Bidding Assistance	3,700
Total Design Engineering Budget	\$51,300

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 17-86

A RESOLUTION APPROVING, AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO SIGN A LICENSE AGREEMENT TO PERMIT HOLDING A HAUNTED HOUSE AT THE RED MILL

WHEREAS, The Friends of the Red Mill approached the Parks & Recreation Board about conducting a haunted house at the Red Mill building located on Water Street for purposes of raising funds for the Red Mill Pavilion Project; and

WHEREAS, at its regularly scheduled meeting on September 19, 2017, the Parks & Recreation Board recommended that City Council approve the request by Friends of the Red Mill to hold a haunted house at the Red Mill building, a copy of a memo from the Director of Parks & Recreation Department, Neil Brown and minutes from the Board meeting is attached as Exhibit A; and

WHEREAS, the Friends of the Red Mill will be the sponsor of the Haunted House and provide liability insurance to protect the City; and

WHEREAS, the City Manager has prepared a license agreement between the City and the Friends of the Red Mill to allow the use of the Red Mill Property as a haunted house and to protect the City from any claims associated with the event, a copy of the proposed license agreement is attached as Exhibit B.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves, authorizes and directs the Mayor and City Clerk to sign the License Agreement to permit holding a haunted house at the Red Mill building, a copy of which is attached as Exhibit B.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: October 2, 2017

Monique I. Miller, City Clerk



September 19, 2017

To: City Council

From: Portland Parks & Recreation Board

Re: Recommendation for use of the Red Mill

City Council,

The Parks & Recreation Board held their monthly meeting on Monday, September 18, 2017 at 5:30pm in the Executive Conference Room at City Hall.

In attendance was Noreen Logel, representing the Friends of the Red Mill, requesting use of the Red Mill to host a haunted house. The haunted house would operate October 20, 21, 28, and 29 and would be a fundraiser for the Red Mill Pavilion. After a discussion, a motion was made by Greg Foote to recommend to City Council to approve the use of the Red Mill for a haunted house contingent on the Friends of the Red Mill naming the City of Portland on their liability insurance. The motion was supported by Chad Williams, voted on, and carried.

Attached are the Parks & Recreation Board minutes from September 19, 2017.

If you have any questions please feel free to contact me.

Respectfully,

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

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

Minutes from the Parks and Recreation Board meeting, September 18, 2017, 5:30pm

City Hall – Executive Conference Room

Members Present: Walt Cross, Greg Foote, Chad Williams, Pat Weller, Denny Cunningham

Members Absent: None

Others Present: Neil Brown, Noreen Logel

- I. Call to Order – 5:30pm
- II. Additions to the Agenda – Parks & Rec Director, Neil Brown, added to new business a discussion about a proposed GaGa pit installation at Alton Park by St. Pat's
- III. Approval of March minutes
 - a. Motion by Cross, supported by Cunningham to accept August minutes as submitted
- IV. Old Business
 - a. Friends of the Red Mill – Updates from Noreen Logel
 1. Wildflower update-Michigan Wildflower Farms continue their maintenance schedule
 2. Community Day celebration-The event was highly successful. Would like to coordinate again with the Touched by Adoption organization and their 5K event
 3. Haunted Mill-The Friends of the Red Mill are seeking support to use the Red Mill for a haunted house to be held on Friday, Oct. 20, 21, 28, and 29. After discussion a motion was made by Foote, supported by Williams to recommend to City Council to approve the use of the Red Mill by the Friends of the Red Mill for a haunted house to be held on the requested dates. Motion voted on and carried.
 4. Other info-Second barn door to be installed this fall. Friends of the Red Mill continue to explore ideas and fundraising for temporary closures on the sides.
 - b. Two Rivers Park Acquisition-Brown stated that Fleis and Vandenbrink is nearing the completion of the Response Activity Plan for property. Upon completion the plan will be sent to DEQ and DNR.
 - c. Parks & Rec 5 Year Master Plan-A workshop date will be set for various stakeholders to attend and begin the process of establishing the plan.
 - d. Rec Coordinator Position – Of the 18 applicants, 6 have been chosen for interviews which will be held on September 20.

V. New Business

- a. Recreation Update – Registration has opened for gymnastics and Basketball University
- b. St. Pat's Addition to Alton Park-St. Pat's recently received a health and wellness grant. They would like to erect a GaGa ball pit at Alton Park for public use and for the school's use during their recreation period. An example was presented. The board is not opposed to the addition, but would like to see a more seamless design that would seemingly allow for a safer structure. This info will be passed on to St. Pat's.
- c. Adjournment – 6:17
- d. Next Meeting – October 16, 2017

LICENSE AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 2015, between the City of Portland, a Michigan municipal corporation, the address of which is 259 Kent Street, Portland, Michigan 48875, Attn: City Manager (the "City") and the Friends of the Red Mill, (the "Licensee").

RECITALS

- A. The City owns certain real property commonly as known as the Red Mill located at 450 Water Street, Portland, Michigan (the "Red Mill").
- B. The Licensee desires to use the Red Mill to hold a haunted house on the outside porch and a portion of the inside and to temporarily store construction materials for the haunted house inside the Red Mill prior to the event. The haunted house event would take place on the 20th, 21st, 28th and 29th of October 2017.
- C. The City has agreed to grant a license to the Licensee to use the Red Mill for the purposes stated in paragraph B above subject to the terms of this Agreement.

NOW, THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

1. License. The City grants the Licensee, and the Licensee accepts from the City, a revocable, non-transferable license to use the Red Mill to hold a haunted house on the outside porch and a portion of the inside and to temporarily store construction materials for the haunted house inside the Mill prior to the event. This is a license and the Licensee understands and agrees that it is only permission to temporarily use the Mill and does not constitute any legal or possessory interest in the site.
2. Use. The Licensee is permitted to use the Red Mill to hold a haunted house on the 20th, 21st, 28th and 29th of October 2017 and to temporarily store construction materials for the haunted house inside the Red Mill prior to the event subject to the following conditions:
 - i. Licensee shall not put any nails, screws or other fasteners into the wood porch or Red Mill building; and
 - ii. Licensee is responsible for clean-up and restoration of the property and shall leave the Red Mill in as good a condition as before the Licensee's use.
3. Insurance. Licensee shall furnish a certificate of insurance showing that the Licensee has liability insurance in the minimum amount of \$1,000,000 per occurrence for bodily injury (including death).

4. Indemnification. The Licensee shall hold the City harmless from, indemnify it for and defend it against any and all liabilities, claims, damages, causes of action, losses, costs and expenses, including actual attorneys and other legal fees, for all injuries or death of any person, or damage to any property, occurring directly or indirectly from the Licensee's use of the Red Mill for the purposes stated in paragraph 2 above. It is the intention of both parties that the City shall not be liable or in any way responsible for any damage, loss or injury due to accident or mishap relating in any way to the use the Red Mill to hold a haunted house or to temporarily store construction materials for the haunted house inside the Red Mill prior to the event.
5. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to its subject matter and supersedes and replaces all other prior agreements as to its subject matter and it superseded and replaces all prior or contemporaneous agreements
6. Amendment. This Agreement may not be modified or amended except in writing signed by the parties.
7. Governing Law. This Agreement shall be construed and enforced under the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have caused this License to be signed as of the date and year first written above.

WITNESSES:

CITY OF PORTLAND

Monique I. Miller

James E. Barnes, Mayor

LICENSEE:

FRIENDS OF THE RED MILL

BY: _____
Noreen Logel

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, September 18, 2017

In Council Chambers at City Hall

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

Guests: Jon Moxey of Fleis & VandenBrink; Kathy Parsons

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

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

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Under City Manager Report, City Manager Gorman stated that the Parks and Recreation Board met earlier this evening and took action to begin the process of updating the Parks and Recreation 5-Year Master Plan. A public workshop will be held soon.

McDonald's will hold their grand opening on Thursday, September 28, 2017. City Manager Gorman presented photos of progress at the restaurant and noted that the monument sign was erected today along Grand River Ave.

The James Street Improvement Project has been underway for one week and is moving along well.

Consumers Energy has executed the release of easement for the property along Cutler Rd. and Grand River Ave. The documents will now be recorded. Discussions will begin soon regarding construction of the road on the property.

Several applications have been received for the Chief of Police position. The position posting expired today at 5:00 P.M.

The Redevelopment Ready Community process is nearly complete. When complete the City of Portland will be "formally engaged" and will then be able to meet the requirements to qualify for the benefits of the program.

City staff and engineers will meet with the administrators of both St. Patricks and Portland Public Schools to discuss improving the crosswalks near the local schools through a program offered by the Department of Transportation.

City Manager Gorman further noted that he is working with the Police Department to address code enforcement issues in an effort to protect property values.

Under New Business, the First Reading of Ordinance 150A to amend Chapter 3 of the Code of Ordinances of the City of Portland, Michigan, to provide for the Uniform City Income Tax Ordinance.

Mayor Barnes noted that this is “housekeeping” matter to codify this ordinance.

City Manager Gorman stated that Ordinance 150A has been in place since 1984 and follows the State Act. Codifying this as part of the City Ordinances will it more easily available to residents for viewing.

The Council considered Resolution 17-79 to approve Hydro Designs proposal to provide a Cross Connection Control Program for the City of Portland at 3-year cost of \$17,964.00. Hyrdo Designs has administered the City’s Cross Connection Control Program for several years. The City Manager has reviewed the proposed work plan and budget and recommends its approval.

Motion by Baldyga, supported by Johnston, to approve Resolution 17-79 approving Hydro Designs proposal to provide a Cross Connection Control Program for the City of Portland.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 17-80 to approve Fleis & VandenBrink’s proposal to provide construction engineering services for the James Street Improvement Project in the amount of \$137,900.00. The Budget for Fiscal Year 2017-2018 includes sufficient funds to cover the proposal.

Jon Moxey of Fleis & VandenBrink addressed the Council and noted that he is pleased with the progress on the James Street Improvement Project. The construction schedule is aggressive but is moving along well. Installation of the watermain is nearly complete.

Mr. Moxey stated that the design engineering service costs are lower than anticipated. Fleis & VandenBrink will provide the same design work as has been provided on previous street projects.

Mr. Moxey also stated that the Safe Routes program administered by MDOT is actual Federal funds. MDOT adds some additional funding. The program is geared towards schools.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 17-80 approving Fleis & VandenBrink’s proposal to provide construction engineering services for the James Street Improvement Project.

Yeas: Fitzsimmons, VanSlambrouck, Baldyga, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 17-81 to approve the issuance of a Transient Trader Permit for a BBQ food trailer in the vacant lot at the corner of Grand River Ave. and Divine Hwy. owned by the ADM Company. The hours of operation will be 4:00 P.M. through 9:00 P.M. through November 16, 2017.

Motion by Fitzsimmons, supported by Baldyga, to approve Resolution 17-81 approving issuance of a Transient Trader Permit for a BBQ food trailer.

Yeas: Fitzsimmons, Baldyga, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

The Council considered Resolution 17-82 to confirm the Mayor's appointment of Jim Sandborn to the Portland Area Municipal Authority.

Motion by Baldyga, supported by Johnston, to approve Resolution 17-82 to confirm the Mayor's appointment to City Boards and Commissions.

Yeas: Baldyga, Johnston, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on September 5, 2017, payment of invoices in the amount of \$55,829.58 and payroll in the amount of \$121,960.97 for a total of \$177,790.55. There were no purchase orders over \$5,000.00.

Yeas: VanSlambrouck, Fitzsimmons, Baldyga, Johnston, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted that the street light poles in the area around McDonalds will be coming down as soon as possible.

The Portland Area Municipal Authority will meet on October 4, 2017. City Manager Gorman stated that he plans to attend the meeting to offer his assistance.

City Manager Gorman reminded residents that hydrant flushing began September 18, 2017 and will continue through September 29, 2017.

Under Council Comments, Council Member Baldyga stated that he attended the MML Conference in Holland. He found it to be a very interesting conference and Holland to be a great community. He was especially impressed by their energy park.

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

Yeas: Baldyga, Fitzsimmons, VanSlambrouck, Johnston, Barnes

Nays: None

Adopted

Meeting adjourned at 7:29 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the September 18, 2017 City Council Meeting

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

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

First Reading of Ordinance 150A to amend Chapter 3 of the Code of Ordinances of the City of Portland, Michigan, to provide for the Uniform City Income Tax Ordinance.

Approval of Resolution 17-79 approving Hydro Designs proposal to provide a Cross Connection Control Program for the City of Portland.

All in favor. Adopted.

Approval of Resolution 17-80 approving Fleis & VandenBrink’s proposal to provide construction engineering services for the James Street Improvement Project.

All in favor. Adopted.

Approval of Resolution 17-81 approving issuance of a Transient Trader Permit for a BBQ food trailer.

All in favor. Adopted.

Approval of Resolution 17-82 to confirm the Mayor’s appointment to City Boards and Commissions.

All in favor. Adopted.

Approval of the Consent Agenda.

All in favor. Adopted.

Adjournment at 7:29 P.M.

All in favor. Adopted.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
AT&T	00686	PHONE SERVICE - WASTE WTR	67.53
AT&T	00686	PHONE SERVICE - WASTE WTR	139.99
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	1,963.35
HUNTINGTON NATIONAL BANK	00193	VACTOR TRUCK LEASE PAYMENT - MTR POOL RES.	18,412.19
FLEIS & VANDENBRINK	00153	ENGINEERING SERVICES - GENERAL	361.65
I.T. RIGHT	02440	POLICE STATION NEW COMPUTER-POLICE	879.00
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	385.00
ROBERT BALDYGA	01636	MILEAGE AND MEALS FOR CONFERENCE - COUNCIL	128.38
BOBCAT OF LANSING	02439	OIL FILTER, HYDRO FILTER, AIR FILTER - MTR POO	212.78
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	318.96
BOUND TREE MEDICAL LLC.	01543	EMS SUPPLIES - AMBULANCE	462.32
BRICK WOOD PRODUCTS	MISC	PLAYGROUND MULCH COMMUNITY LAKE PARK - PARKS	418.00
CLARK HILL PLC	01422	LEGAL SERVICES - CODE, LOC STS, INCOME TAX	3,744.00
CONSUMERS CONCRETE CORPORATION	00094	CONCRETE - ELECTRIC	356.00
CONSUMERS ENERGY	00095	GAS SERVICE- ELECTRIC	51.83
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	17.30
CONSUMERS ENERGY	00095	GAS SERVICE - CITY HALL	153.62
CONSUMERS ENERGY	00095	GAS SERVICE - WATER	18.24
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	14.60
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WTR	215.06
CONSUMERS ENERGY	00095	GAS SERVICE - WASTE WTR	16.07
CONSUMERS ENERGY	00095	GAS SERVICE - PARKS	15.16
CONSUMERS ENERGY	00095	GAS SERVICE - MTR POOL	14.60
LAW OFFIC CRYSTAL MORGAN PLLC	MISC	TAX APPEAL - ASSESSOR	332.20
CULLIGAN	02130	WATER - CITY HALL	7.00
DORNBOS, SIGN & SAFETY, INC.	00067	SIGNS - COMM PROMO, MAJ STS	475.05
DORNBOS, SIGN & SAFETY, INC.	00067	POSTS - MAJ STS	85.28
ECPH	02383	ASSEMBLY WING KNOB - WASTE WTR	206.39
ELHORN ENGINEERING	00139	EL-CHLOR 5/GAL CARBOY - WATER	514.50

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
FAMILY FARM & HOME	01972	ROPE, HOSE, ANCHOR STAKES- PARKS, CEM	75.89
FIRST ADVANTAGE LNS OCC. HEATH SOL	01915	CLINIC COLLECTION - CEMETERY, MTR POOL	47.35
FAMILY FARM & HOME	01972	FENCE POSTS - CEMETERY	140.31
FLEIS & VANDENBRINK	00153	JAMES ST DESIGN ENG - LOC STS, WW, WTR RES N	8,102.07
FOSTER BLUE WATER OIL, LLC	02301	DIESEL FUEL - MTR POOL	345.77
FP MAILING SOLUTIONS	01758	ULTIMAIL RENTAL FEE - GENERAL	84.76
S. TUTT GORMAN	02311	MILEAGE & MEAL REIMB - CITY MANAGER	94.79
GRAINGER, INC.	00172	THERMOSTAT COVERS - PARKS	89.46
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	3,724.15
HASSELBRING-CLARK	02073	CITY HALL COPY MACHINE MAINT- GENERAL	93.62
INDEPENDENT BANK	00197	BOND & REDEMPTION FUND - ELECTRIC	9,300.00
GRP ENGINEERING INC.	01994	ENG SERVICE - ELECTRIC	421.74
JOHN DEERE FINANCIAL	01818	PARTS - MTR POOL	319.20
KATHY'S CLEANING	01684	CLEANING SERVICE - CITY HALL	900.00
KEUSCH SUPER SERVICE	00228	SUPPLIES - MTR POOL	276.02
KEUSCH SUPER SERVICE	00228	TIRES - MTR POOL	199.98
LANSING UNIFORM COMPANY	00962	UNIFORMS - POLICE	119.90
LITE'S PLUS	00243	TRAFFIC LIGHT BULBS - COMM PROMO	299.40
LITE'S PLUS	00243	LAMPS - ELECTRIC	330.00
MENARDS	00260	CEMENT, SHINGLES - CEMETERY, PARKS	91.22
MENARDS	00260	PRIMER, FOAM SEAL - WASTE WTR	132.39
MHR BILLING	01780	AUG BILLING - AMBULANCE	1,008.00
MICHIGAN COMPANY, INC.	00273	PAPER TOWEL - CITY HALL	75.94
MICHIGAN PAVEMENT MARKINGS	00885	SCHOOL SYMBOLS - MAJ STS	120.00
MICHIGAN AGRIBUSINESS SOLUTIONS	02475	BIOSOLID LIQUID LAND APPLICATION - WASTE WTR	7,020.00
MICHIGAN ASSESSOR ASSOCIATION	00263	20 HRS CONTINUING EDUCATION - ASSESSOR	150.00
MICHIGAN MUNICIPAL ELECTRIC AS	00283	2 REGISTRATIONS FOR MMEA - ELECTRIC	500.00
FAMILY FARM & HOME	01972	SUPPLIES - CEMETERY	57.95
MICHIGAN MUNICIPAL LEAGUE	00285	WEBSITE CLASSIFIEDS POLICE CHIEF - POLICE	113.40

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
MODEL FIRST AID SAFETY/TRAINING	00313	RESTOCK 1ST AID KIT - CEM, PARKS	22.85
MOYER CONSTRUCTION	00316	CURB CUT - COMM PROMO	250.00
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	91.53
MUNICIPAL SUPPLY CO.	00324	BATTERIES, METER COUPLING - WATER	80.44
MUNICIPAL SUPPLY CO.	00324	HORNET SPRAY, EARPLUGS - CEMETERY, PARKS	121.50
TNEMEC COMPANY INC.	02282	HB EPOXOLINE BARBADOS - WASTE WTR	347.00
POWER LINE SUPPLY COMPANY	00389	6 ROLLS OF SWEETBRIAR HI-SCORE - ELECTRIC	7,257.60
RESCO	00392	ELBOW JACKET SEAL - ELECTRIC	1,329.30
RESCO	00392	ELBOWS - ELECTRIC	534.00
SLICK SHIRTS SCREEN PRINTING	02003	SOCCER SHIRTS - REC	826.50
SPEEDWAY LLC	02395	FUEL - POLICE, AMB,ELEC, MP	3,152.65
SLICK SHIRTS SCREEN PRINTING	02003	FLAG FOOTBALL SHIRTS - RECREATION	405.00
SPRINT	00859	PHONE SVC - POLICE	113.97
STATE OF MICHIGAN	00428	TOKEN FEE - POLICE	66.00
STEVENS, KIRINOVIC, & TUCKER PC	02476	PROGRESS BILLNG FOR AUDIT FIELDWORK FOR 6/30/1	11,300.00
STEVE'S METER SERVICE	00442	METER FOR WESTSIDE PARTY STORE - ELECTRIC	300.00
TOP QUALITY GLOVES	02227	GLOVES FOR EMS - AMBULANCE	54.50
USA BLUEBOOK	01850	REPLACEMENT QUILL, PUMP TUBE - WATER	511.35
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	304.19
USA BLUEBOOK	01850	SUPPLIES - WASTE WTR	497.28
USA BLUEBOOK	01850	FLOOR PAINT - WASTE WTR	237.67
UTILITIES INSTRUMENTATION SERVICE	02339	SCADA SERVICES - WATER	3,795.00
VERIZON WIRELESS	00470	TELEPHONE SVC-ELEC,WW,WTR,M POOL	184.80
WOW! INTERNET-CABLE PHONE	02132	PHONE & INTERNET - COMM PROMO, POLICE, AMBULAN	572.68
BUSINESS CARD	02075	PURCHASES - VARIOUS DEPTS	3,978.42
GREAT LAKES COATINGS	00178	CRACK SEALER - MAJ STS, LOC STS	1,209.60
JEAN GALEY	MISC	DEED TO BURIAL RIGHTS - GENERAL	20.00
MODEL FIRST AID SAFETY/TRAINING	00313	FIRST AID SUPPLIES - MTR POOL	117.13
OLD DOMINION BRUSH	00341	GUTTER BROOMS - MTR POOL	477.28

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
THR	MISC	DOOR REPAIRS AT CITY HALL - CITY HALL	3,880.00
UTILITIES INSTRUMENTATION SERVICE	02339	SCADA UPGRADES - WASTE WATER RES. NO 17-45	27,725.00
JOE LEDU	MISC	ENERGY SMART - ELECTRIC	240.00
CLYDE BEVER	MISC	ENERGY SMART - ELECTRIC	50.00
GERMAINE MAY	MISC	ENERGY SMART - ELECTRIC	50.00
RANDY MCCLUNG	MISC	ENERGY SMART - ELECTRIC	50.00
JENNIFER PUNG	MISC	ENERGY SMART - ELECTRIC	50.00
MATTHEW KNOOP	MISC	ENERGY SMART - ELECTRIC	50.00
ED FILTER	00540	UMPIRES - REC	192.00
BRIAN RUSSELL	00593	UMPIRES - REC	240.00
OWEN RUSSELL	02249	SCOREKEEPERS - REC	91.00
KATELYN RUSSELL	02457	SCOREKEEPERS - REC	35.00
BRANDON SCHEURER	02394	OFFICIALS - REC	30.00
PEYTON GALEY	02389	OFFICIALS - REC	15.00
GRAHAM WOHLSCHEID	02423	OFFICIALS - REC	30.00
NATHANIEL LEAHY	02424	OFFICIALS - REC	15.00
RYAN LAY	02477	OFFICIALS - REC	15.00
Total:			\$135,135.60

**BI-WEEKLY
WAGE REPORT
September 25, 2017**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	TOTAL CURRENT PAYROLL	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	10,107.49	67,928.65	2,137.96	18,951.36	12,245.45	86,880.01
ASSESSOR	1,200.14	6,904.80	91.81	979.22	1,291.95	7,884.02
CEMETERY	3,336.19	28,899.25	305.12	7,114.10	3,641.31	36,013.35
POLICE	13,094.28	111,918.38	3,291.17	31,561.67	16,385.45	143,480.05
CODE ENFORCEMENT	628.22	5,951.22	48.06	1,221.81	676.28	7,173.03
PARKS	2,053.03	19,113.95	207.13	2,873.34	2,260.16	21,987.29
INCOME TAX	1,907.95	13,184.66	545.48	5,034.58	2,453.43	18,219.24
MAJOR STREETS	2,120.89	18,418.55	568.68	10,062.27	2,689.57	28,480.82
LOCAL STREETS	2,109.21	20,213.44	560.96	9,978.56	2,670.17	30,192.00
RECREATION	823.24	5,760.58	114.03	1,866.11	937.27	7,626.69
AMBULANCE	11,436.25	84,136.81	1,609.08	17,939.23	13,045.33	102,076.04
DDA	2,977.62	15,669.90	501.75	2,272.86	3,479.37	17,942.76
ELECTRIC	14,307.18	122,274.47	2,810.29	39,028.84	17,117.47	161,303.31
WASTEWATER	8,909.02	62,781.49	2,787.81	24,138.20	11,696.83	86,919.69
WATER	5,009.71	33,467.27	1,408.76	14,265.69	6,418.47	47,732.96
MOTOR POOL	2,095.06	16,045.61	478.97	9,835.14	2,574.03	25,880.75
TOTALS:	82,115.48	632,669.03	17,467.06	197,122.98	99,582.54	829,792.01



PURCHASE ORDER

City of Portland

P.O. # 1078

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

VENDOR Resco

DATE: 9-26-17

582-539-775

DESCRIPTION	GL NUMBER	SPLIT	LINE TOTAL
<i>1 - NOBL OF KENTLE WIFE L/O</i>		<i>EXT.</i>	<i>\$7770.-</i>
DEPARTMENT HEAD (UP TO \$500) _____		TOTAL	

Treasurer Initials

Authorized by City Manager

(For Purchases over \$500 and less than \$5,000)

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

Held on Thursday, August 24, 2017
In Council Chambers at City Hall

Members Present: Barnes, Gorman, Antaya, Grimminck, Frewen, Pung, Blastic, Briggs, VanSlambrouck, Urie

Members Absent: Hodge

Staff: DDA/Main Street Director Conner Wellman, City Clerk Miller

Guests: Mike Judd

Chair Grimminck called the meeting to order at 3:00 P.M.

Motion by Frewen, supported by Barnes, to approve the agenda moving XI (Team Reports) before VIII (Old Business).

All in favor. Adopted.

There was no public comment.

Motion by Barnes, supported by Blastic, to approve the minutes of the July 20, 2017 regular meeting and the August 3, 2017 Special Meeting as presented.

All in favor. Adopted.

Mayor Barnes noted that he has all documentation for the Treasurer's Report if any members want to look at it.

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

All in favor. Adopted.

Under Team Reports, Member Briggs gave a report on the Design Committee. She noted that the committee is working on the development of policies and procedures for the Façade Grant processes and will have a draft for review at the next DDA meeting.

Member Pung stated that she would be glad to take a look at the draft as well.

Mayor Barnes noted that the current process and questions were presented at the last DDA meeting.

There was discussion.

Member Briggs further reported that the Design Committee is working with the City on Phase I of the renovation of Scout Park which will begin with its cleanup after Labor Day.

City Manager Gorman further explained that Phase I will include cleaning the area so that it is manageable. There is no real design or plan in place at this time it just a general maintenance issue that needs currently needs to be addressed.

Member Briggs excused herself at 3:17 P.M.

Mayor Barnes provided a report for the Organization & Finance Committee. Beerfest on the Bridge was held on Saturday, August 12, 2017 and was a very successful event. The final numbers are still coming in but it was the most successful event to date.

Chair Grimminck provided a report for the Economic Revitalization Committee. She noted that Member Blastic has stepped down as Vice Chair of the committee and thanked him for his service. She reported that a postcard will be sent to all businesses requesting email addresses. A property survey will then be distributed. All businesses that do not respond will be visited.

Member VanSlambrouck provided a report on the Promotions & Marketing Committee. She stated they are working on the distribution of the new Chamber Guide.

Under Old Business, Director Conner Wellman presented the amended DDA By-Laws for consideration.

Member VanSlambrouck noted her concern with Article III, Section 1, which seems to be more restrictive regarding who can serve on the board than the State requirements. In particular, the phrase “located within the authority’s downtown district”.

Member Urie arrived at 3:25 P.M.

There was discussion of the proposed amendments to the DDA By-Laws. Specifically, that the membership requirements should be defined by Act.

Motion by Barnes, supported by Gorman, to recommend the adoption of the proposed by-laws with the deletion of the phrase under Article III, Section 1, after “...requirements of the Act...”. All in favor. Adopted.

Motion by Pung, supported by Urie, to revoke the Main Street Program By-Laws. All in favor. Adopted.

City Manager Gorman commented that the City is still in the process of becoming a Redevelopment Ready Community. The process continues to move forward.

City Manager Gorman encouraged everyone to attend the Red Mill Community Day on Saturday, August 26, 2017.

City Manager Gorman left the meeting at 3:34 P.M.

Director Conner Wellman proved an update on Special Meeting held on August 3, 2017. It was decided that current process that has been followed regarding Façade and Sign Grants will be followed until a new procedure is approved.

There was discussion.

As a point of clarification, Director Conner Wellman explained that the DDA did not need to approve the Façade Grant Application last month as that is not what was done as past practice. The Design Committee is in the process of developing a new approval process.

Under New Business, Director Conner Wellman welcomed new board member Lisa Pung.

Member Pung provided her background and stated she is happy serve on the DDA board.

Director Conner Wellman stated that the Michigan Main Street Quarterly Training will be held in Howell on September 18-19, 2017 and will focus on “Cultivating Place”.

Under the Director’s Report, Director Conner Wellman reported the Timothy Fuller, the developer of the properties on Kent St., has created two new companies; Opera Block Properties Inc. and Portland Hospitality Group. Both of these new businesses operate from 136 Kent St. He expects to enroll 18 full-time employees. He has applied for a Façade Grant for the back of building #4 which has been approved. A meeting has been facilitated with SHPO and MMS as he may be interested in some of the Federal Tax Credits available.

Dale Anderson of the Small Business Development Center has been connected with the owners of the old China Buffet property at Grand River Ave. and the Café Bakery & Coffee that has expressed interest in expanding to Portland.

Beerfest on the Bridge was a very successful event, it sold out at 5:30 P.M. Early numbers show a projected net of over \$13,000 on a budget of \$5,000. Director Conner Wellman expressed her thanks to all of those involved in making the event successful.

Director Conner Wellman provided information on new volunteers to the DDA teams.

Per the DDA By-Laws Member Frewen noted his financial interest in the listing for the New China Buffet property.

There were no Board Member Comments.

Motion by Blastic, supported by VanSlambrouck, to adjourn the meeting at 4:11 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary



Date: September 21, 2017

REPORT OF FUNDS IN DDA AS OF: September 15, 2017

PRINCIPAL & INTEREST ACCOUNT

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>8/16/2017</u>	\$ 501.77
NEW BALANCE:	<u>9/15/2017</u>	<u>\$ 501.77</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>8/16/2017</u>	\$ 114,871.72
INTEREST EARNED:		\$ 4.81
DEPOSITS:		
Beerfest Keg Deposit Refund		\$ 750.00
Beerfest Credit		\$ 210.00
Beerfest Food Vendor & Tent		\$ 105.00

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
1729	CITY OF PORTLAND - On the Street, Postage, and Electric for Beerfest	\$ 89.80
1730	PRINTING ESSENTIALS - Operating Supplies	\$ 140.50
1731	ERIC PROCTOR - Beerfest Expense Reimbursement	\$ 480.45
1732	SAMANTHA SWARTOUT - TV for Promotions and Events	\$ 125.00
1733	SENTINEL-STANDARD, INC. - Beerfest	\$ 379.00
1734	STATE OF MICHIGAN - Sales Tax for Beerfest	\$ 770.00
1735	TINA CONNER-WELLMAN - August Cell Phone Reimbursement	<u>\$ 60.00</u>
	TOTAL CHECKS	\$ (2,044.75)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 8/28/17 - 9/11/17	<u>\$ (4,919.75)</u>
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TOTAL EXPENSES:	<u>\$ (6,964.50)</u>
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NEW BALANCE:	<u>9/15/2017</u>	<u>\$ 108,977.03</u>
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“The City of Portland is an equal opportunity provider and employer.”

CITY OF PORTLAND

REPORT DATE
PERIOD COVERED

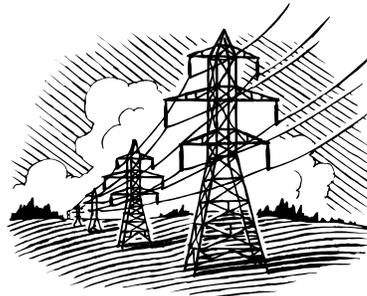
September 1, 2017
August 1-31, 2017

HYDRO GENERATION	107,905		
DIESEL PRODUCTION	0		
Kwh Purchased	3,229,686	Amount Paid	\$ 219,741.76
Total Kwh Purchased	3,337,591	Total Dollars Paid	\$ 219,741.76

Kwh Billed		Dollars Billed	
Residential	1,654,177	PCA Billed	\$ 9,518.45
Commercial	740,543	Residential	\$ 171,926.29
Large General	735,920	Residential EO Charge	\$ 3,025.20
City St. Lites Metered	23,909	Geothermal Discount	\$ (8.25)
St. Lites Unmetered		Commercial	\$ 78,292.58
Rental Lights		Commercial/LG EO Charge	\$ 2,450.31
Demand	2,532	Large General	\$ 51,738.62
		Large EO Charge	\$ 18.40
		City St. Lights Metered	\$ 2,020.93
		St. Lights Unmetered	\$ 1,543.05
Total Kwh Billed	3,157,081	Rental Lights	\$ 253.24
		Demand	\$ 14,841.33
Arrears after billing	\$ 10,609.66	Tax	\$ 12,704.56
Penalties Added	\$ 2,039.72		
Arrears end of month	\$ 35,309.04	Total Dollars Billed	\$ 348,324.71
Fuel Cost Billed	\$ 18,012.42		
Amount Collected	\$ 351,502.66	Power Cost Adj.	.00304
Total Adjustments	\$ 4,646.19		

Residential Customers	2,207
Commercial Customers	328
Large General	17
Total Customers	2,552

09/05/17



CITY OF PORTLAND
September-17

WATER DEPARTMENT REPORT

MONTH	Aug-17	PERIOD COVERED	August 1-31, 2017
Customers Billed		Penalties Added	\$ 413.38
City	1,875	Dollars Collected	\$ 55,918.56
Rural	24	Arrears at end of Month	\$ 6,256.16
Total Customers	1,899	Adjustments	\$ 538.52
		Gallons Pumped	14,455,500
		Hydrant Flusing/Rental (unmetered)	8,000 (hydrant flushing)
Gallons Billed		Dollars Billed	
City	11,205,712		\$ 55,567.82
Rural	272,928		\$ 2,266.15
Total	<u>11,478,640</u>		<u>\$ 57,833.97</u>

SEWER DEPARTMENT REPORT

Customers Billed	1,822	Dollars Billed	\$68,052.63
		Sewer Credit	\$ -
		Total Sewer Billed	\$ 68,052.63
Penalties Added	\$ 568.26		
Dollars Collected	\$ 68,191.63		
Arrears at end of Month	\$ 8,175.20		
Adjustments	\$ 741.67		
Gallons Treated per Million	9.60		



PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR AUGUST 2017

NPDES COMPLIANCE

The City WWTP was not in compliance with the NPDES permit limitations for the month of August 2017. The 5-Day CBOBs were fine right up until the sample for August 30 was set up on 8/31/17 and was run off five days later. The results for the three final samples were invalid for not meeting the residual dissolved oxygen (DO) requirement. This also means that we did not meet our Percent Removal requirement. This constitutes two permit violations. This was reported to the MDEQ as required by our permit. Our newest employee, who was thoroughly trained when he started in the wastewater department, was the lab technician responsible for setting up the test. With no residual in three dilutions, this could be a result of a dirty membrane on the probe, lack of nitrification inhibitor in each sample, or a higher than normal suspended solids. At the time that the violation occurred, we were at the end of adding a side stream of supernatant from the digester sludge just prior to Bio Solids hauling. This is very concentrated in CBOD, suspended solids phosphorus and ammonia. This could have tainted the samples. The violation was reviewed with the lab technician. Since dilution adjustment is not often required, it is easy to forget to do even by an experienced lab technician. He was retrained on how to recognize when adjustment is needed. A meeting was arranged with the City human Resource person, WWTP manager and the lab technician to discuss this incident to assure the operators training and confidence in performing the lab tests required for permit compliance.

OPERATIONS

The WWTP treated **9.6 million gallons** and discharged **7.2 million gallons** for the month of August. The CBOD was 5 ppm, the Total Suspended Solids was 14 ppm, the phosphorus was 0.9 ppm, and the fecal coliform was 146 counts/100ml.

Each summer the final clarifiers are taken out of service one at a time for cleaning and inspection. This was completed in August. During the inspection, the flapper gate valves were found to have been installed improperly originally and had suffered considerable wear. This caused an excessive amount of water to return to the raw sewage wet well to be recycled to the WWTP. This was also included in the daily plant flow. The flapper gate valves were both replaced and installed according to the manufacturer's instructions. They both work perfectly now. This has caused a decrease in flow of thirty to fifty thousand gallons per day. This will benefit the WWTP capacity.

Pleunes Service performed the annual CSD-1 boiler inspection. The state boiler inspector came by the WWTP shortly after their visit and applied the state approval inspection sticker.

During a pavement project in Parkview Estates a buried manhole was discovered in one of their streets. The park manager notified the WWTP and upon inspection it was found to be a missing manhole in the city collection system. A manhole ring and cover was found at the DPW. The WWTP workers with the help of the DPW installed the ring and cover prior to the completion of the paving. This now allows us access for maintenance to this sewer main.

A load of Ferrous Chloride (FeCl₂) was ordered and received to replenish our storage tanks. Fe Cl₂ is used to precipitate phosphorus from the treated sewage.

We are pleased to announce that Tony has successfully completed and obtained his CDL driver license.

The WWTP workers while performing routine maintenance on the Aerzen aeration blowers discovered that a seal was leaking oil on the #2 blower. It was immediately shut down and locked out. Upon checking with the manufacturer and distributor, these seals are due to be replaced at 20,000 hours of run time. All of the blowers have reached this number of hours recently. A quote was obtained for the factory technician to come to our site to change the seals on all of our blowers and to instruct our workers on how they are changed. We will note any special tools required so that we will be able to do this ourselves in the future.

The WWTP workers began repainting the ceilings and walls in the Service Building. They will soon be completing the ground level room with the blowers in it.

Michigan Agri Business was here on August 31 to haul and land-apply the Bio Solids.

Maintenance & Capitol Expenses for August 1, 2017 to August 31, 2017

ITEM	COST
Tom's Do It Center – Distilled water, misc. painting supplies	\$ 57.62
North Central Labs – Laboratory supplies	\$ 482.93
Bader & Sons – Tiller Rental to rejuvenate drying beds	\$ 40.00
Grainger – Painting supplies	\$ 148.10
Pleunes – Annual CSD-1 boiler inspection	\$ 400.00
North Group – Tnemec industrial paint	\$ 790.95
Menards – Cement floor leveler and 2' x 4' light lenses	\$ 132.39
Star Safety – CDL training course and CDL reimburse	\$ 850.00
<hr/>	
Total Monthly Expenses	\$ 2901.99
Total Spent YTD	\$ 10513.03

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned 0 ft.

Routine cleaning	0 ft.
Sewer call outs due to building services	0
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services Televised	0
Building Services Inspected	0
City Main Televised	0

SEWER CALLOUTS

None to report

Respectively Submitted,

Doug Sherman
WWTP Superintendent

Portland Area Municipal Authority

GOVERNMENTAL UNITS

City of Portland

Portland Township

Danby Township

MINUTES

July 5, 2017

P.A.M.A. BOARD MEMBERS PRESENT: K. Cook, R. Foote, D. Logel, G. Krausz

VISITORS: None

Meeting was called to order at 7:30 p.m.

AGENDA

- Presented by D. Logel
- Motion to approve agenda by R. Foote supported by G. Krausz

SECRETARY'S REPORT:

- Motion to approve secretary's report as submitted by G. Krausz supported by R. Foote

TREASURER'S REPORT:

- Presented R. Foote
- No changes at this time
- Audit is finished
- Motion to approve treasurer's report as submitted by K. Cook supported by D. Logel

OLD BUSINESS:

- Improvement projects are on hold at this time

NEW BUSINESS:

- Motion to approve payment to ESI and Elite in amount of \$645.00 for repairs needed by K. Cook supported by G. Krausz

Motion made by G. Krausz supported by R. Foote to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Keith Cook, Secretary

NEXT MEETING: October 4, 2017 @ 7:30 p.m.

IONIA COUNTY BOARD OF COMMISSIONERS

**September 26, 2017 - 7:00 p.m.
Conference Room – Central Dispatch Building**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Did You Know?**
- VII. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
 - B. Approve per diem and mileage
 - C. Approve payment of General Fund payroll and accounts payable for the month of August 2017 - \$914,712.59
 - D. Approve payment of Health Fund bills - \$95,045.20
 - E.
- VIII. Unfinished Business**
 - A. Action on PA 116 – Hoeksma Farms
 - B. Appointments
 - 1. Commission on Aging – Two three-year appointments
 - 2. Economic Development Corporation/Brownfield Redevelopment Authority – Appoint to fill remainder of three-year term
 - 3.
- IX. New Business**
 - A. Health Department Agreements with Upper Peninsula Health Care Solutions
 - 1. Business Associate Agreement
 - 2. Participation and Data Sharing Agreement
 - B. Health Department Budget Amendment
 - C. Request for approval of MDOT Contract for Automated Weather Observation Service
 - D. Request for approval of MDOT Grant Agreement for Airport Snow Removal Equipment

- E. Community Corrections FY18 Contract
- F. OUIL 3rd Substance Abuse Assessments Agreement
- G. Amendment to Cognitive Behavior Class Facilitation Agreement
- H. Addendum to Agreement with Clint Slusser for Cognitive Behavior Class Facilitation
- I. Cognitive Behavior Class Facilitation Agreement FY18 – Intrinsic Change Consulting
- J.

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. County Administrator

XI. Reports of Special or Ad Hoc Committees

XII. Public Comment (3 minute time limit per speaker)

XIII. Closed Session

- 1. Union Negotiations – Deputy Unit

XIV. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2018.
- Community Corrections Advisory Board – One term with no set expiration date – This position serves as a Media Representative.
- Construction Board of Appeals – Two two-year terms, expiring October 2017. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term, expiring April 2018.
- West Michigan Regional Planning Commission – Two one-year terms, expiring December 2017.

Appointments for consideration in the month of October 2017:

- *Board of Canvassers* – Two four-year appointments.
- *Construction Board of Appeals*- Six two-year appointments; one of which is an Alternate Member.
- *Department of Human Services* – One three-year appointment.

Appointments for consideration in the month of November 2017: None