



# CITY OF PORTLAND

## 2015 ANNUAL REPORT







March 7, 2016

Dear Portland City Council:

Please find within this document a copy of the Annual Report from each department of the City of Portland. The Annual Report is an outline of the services provided by the City of Portland and its employees. The purpose of this report is to focus on the major activities of 2015.

As always, we strive to provide the best service possible to the people of our community!

Sincerely,

Nikki Miller  
City Clerk



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MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

The following is a discussion and analysis of City of Portland's (the City's) financial performance and position, providing an overview of the activities for the year ended June 30, 2015. This analysis should be read in conjunction with the *Independent Auditor's Report* and with the City's financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

**Government-wide:**

- Total net position was \$24,342,489 (excluding component units).
- Governmental activities net position was \$10,955,576.
- Business-type activity net position was \$13,386,913.
- Component Unit net position was \$1,179,777.

**Fund Level:**

- At the close of the fiscal year, the City's governmental funds reported a combined ending fund balance of \$2,551,124 with \$1,801,283 being nonspendable, restricted, committed or assigned for specific purposes and \$749,841 being unassigned.
- The General Fund realized \$21,104 less in revenues than anticipated for the fiscal year. The General Fund operations also expended \$185,484 less than appropriated.
- Overall, the General Fund balance increased by \$194,688.

**Capital and Long-term Debt Activities:**

- The total additions to the capital asset schedule for the primary government were \$1,439,888, excluding reclassifications. Significant capital purchases during the year included Cutler Road, Cutler Road sewer and water main improvements; purchase of a new tractor; purchase of a new pickup truck, purchase of wastewater pumps, and electric transformer.
- The total long-term debt for the primary government was \$6,752,159, a decrease of \$633,317 from the prior year. This decrease was largely due to scheduled payments on outstanding bonds, while no new debt was issued during the year.
- The City remains well below its authorized legal debt limit. The City debt limit, as defined by statute, is ten percent (10%) of the state equalized property values, which currently equals \$9,224,501.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the City's annual financial report. The annual financial report of the City consists of the following components: 1) *Independent Auditor's Report*; 2) *Management's Discussion and Analysis* and 3) the *Basic Financial Statements* (government-wide financial statements, fund financial statements, notes to the financial statements), 4) *Required Supplementary Information* such as budget to actual comparisons for the General Fund and major Special Revenue Funds, and 5) *Other Supplementary Information* including combining financial statements for all nonmajor governmental funds and other funds and other financial data.

**Government-wide Financial Statements (Reporting the City as a Whole)**

The set of government-wide financial statements are made up of the Statement of Net Position and the Statement of Activities, which report information about the City as a whole, and about its activities. Their purpose is to assist in answering the question, is the City, in its entirety, better or worse off as a result of this fiscal year's activities? These statements, which include all nonfiduciary assets and liabilities, are reported on the *accrual basis of accounting*, similar to a private business. This means revenues are accounted for when they are *earned* and expenses are accounted for when *incurred*, regardless of when the actual cash is received or disbursed.

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

The Statement of Net Position (page 1) presents all of the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, recording the difference between them as "net position". Over time, increases or decreases in net position measure whether the City's financial position is improving or deteriorating.

The Statement of Activities (page 2) presents information showing how the City's net position changed during 2014/2015. All changes in net position are reported based on the period for which the underlying events giving rise to the change occurs, regardless of the timing of related cash flows. Therefore, revenue and expenses are reported in these statements for some items that will only result in cash flows in future financial periods, such as uncollected taxes and earned but unused employee vacation leave.

Both statements report the following activities:

- **Governmental Activities** - Most of the City's basic services are reported under this category. Taxes, charges for services and intergovernmental revenue primarily fund these services. Most of the City's general government departments, public safety, public works, health and welfare (ambulance), economic development, city improvements, street improvements, recreation activities, and other City wide elected official operations are reported under these activities.
- **Business-type Activities** - These activities operate like private businesses. The City charges fees to recover the cost of the services provided. The Electric Light and Power System, the Sewage Disposal System and Water System Fund and are examples of these activities.
- **Discretely Presented Component Units** - Discretely Presented Component units are legally separate organizations for which the City Council and Administration appoints a majority of the organization's policy board and there is a degree of financial accountability to the City. One organization is included as a discretely presented component unit: the Downtown Development Authority.

As stated previously, the government-wide statements report on an *accrual* basis of accounting. However, the governmental funds report on a *modified accrual* basis. Under modified accrual accounting, revenues are recognized when they are measurable and available to pay obligations of the fiscal period; expenditures are recognized when they are due to be paid from available resources.

Because of the different basis of accounting between the fund statements (described below) and the government-wide statements, pages 5 and 8 present reconciliations between the two statement types. The following summarizes the impact of transitioning from modified accrual to full accrual accounting:

- Capital assets used in governmental activities (depreciation) are not reported on the fund financial statements of the governmental fund. Capital assets and depreciation expense are reported on the government-wide statements.
- Capital outlay spending results in capital assets on the government-wide statements, but is reported as expenditures on the fund financial statements of the governmental funds.
- Internal service funds are reported as governmental activities on the government-wide statements, but are reported as proprietary funds on the fund financial statements.
- Long-term liabilities, such as amounts accrued for sick and annual leave (compensated absences), etc. appear as liabilities on the government-wide statements; however, they will not appear on the fund financial statements unless current resources are used to pay a specific obligation.
- Long-term debt proceeds are reported as liabilities on the government-wide statements, but are recorded as other financing sources on the fund financial statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

**Fund Financial Statements (Reporting the City's Major Funds)**

The fund financial statements, which begin on page 3, provide information on the City's significant (major) funds, and aggregated nonmajor funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts that the City uses to keep track of specific sources of funding and spending for a particular purpose. Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The *basic financial statements* report major funds as defined by the Government Accounting Standards Board (GASB) in separate columns. Statement 34 defines a "major fund" as the General Fund, and any governmental or enterprise fund which has either total assets and deferred outflows of resources, total liabilities and deferred inflows of resources, total revenues or total expenditures/expenses that equal at least ten (10) percent of those categories for either the governmental funds or the enterprise funds *and* where the individual fund total also exceeds five (5) percent of those categories for governmental and enterprise funds combined. The major funds for City of Portland include the General Fund, the City Income Tax Fund, the Local Street Fund, the Ambulance Fund, the Electric Light and Power System Fund, the Sewage Disposal System Fund and the Water System Fund. All other funds are classified as nonmajor funds and are reported in aggregate by the applicable fund type.

The City's funds are divided into three categories - governmental, proprietary, and fiduciary - and use different accounting approaches:

- **Governmental Funds** - Most of the City's basic services are reported in the governmental funds. The focus of these funds is how cash and other financial assets that can be readily converted to cash, flow in and out during the course of the fiscal year and how the balances left at year-end are available for spending on future services. Consequently, the governmental fund financial statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that may be expended in the near future to finance the City's programs. Governmental funds include the *General Fund*, as well as *Special Revenue Funds* (use of fund balance is restricted, e.g., income tax, major street, local street, ambulance and recreation funds), *Capital Projects Funds* (used to report major capital acquisitions and construction, e.g., the Capital Improvement Fund - Street Projects), and *Debt Service Funds* (accounts for resources used to pay long-term debt principal and interest, e.g. the special assessments fund).
- **Proprietary Funds** - Services for which the City charges customers (whether outside the City structure or a City department) a fee are generally reported in proprietary funds. Proprietary funds use the same *accrual* basis of accounting used in the government-wide statements and by private business. There are two types of proprietary funds. *Enterprise funds* report activities that provide supplies and/or services to the general public. An example is the Sewer Disposal System Fund. *Internal Service funds* report activities that provide supplies or service to the City's other operations, such as the Motor Pool Fund. Internal Service funds are reported as governmental activities on the government-wide statements.

**Notes to the Financial Statements**

The Notes to the Financial Statements provide additional information that is essential to a full understanding of the detail provided in the government-wide and fund financial statements. The Notes can be found beginning on page 18 of this report.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

**Required Supplementary Information**

Following the Basic Financial Statements is additional Required Supplementary Information (RSI), which further explains and supports the information in the financial statements. RSI includes budgetary comparison schedules for the General Fund and the major special revenue funds.

**Other Supplementary Information**

Other Supplementary Information includes combining financial statements for nonmajor governmental funds. These funds are added together by fund type and are presented in aggregate single columns in the appropriate single columns in the appropriate basic financial statements.

**FINANCIAL ANALYSIS OF THE CITY AS A WHOLE**

As previously stated, City of Portland's combined net position was \$24,342,489 at the end of this fiscal year's operations. The net position of the governmental activities was \$10,955,576; the business-type activities were \$13,386,913.

This table has been restated from last year to reflect the recording of the pension liability and corresponding deferred inflows and outflows of resources that are required to be recorded as a result of a change in accounting principles. The City also reports its investment in capital assets (e.g. land, buildings, equipment, etc.) The City uses these capital assets to provide services to students and residents of the community; consequently, these assets are not available for future spending. Also, a certain amount of net position was restricted for specific purposes such as major streets, perpetual care, ambulance services, and debt service.

**Net Position as of June 30, 2014 and 2015**

	Governmental Activities		Business-type Activities		Total Primary Government	
	<u>2014</u>	<u>2015</u>	<u>2014</u>	<u>2015</u>	<u>2014</u>	<u>2015</u>
Current and Other Assets	\$ 3,990,091	\$ 3,032,454	\$ 3,745,850	\$ 3,385,761	\$ 7,735,941	\$ 6,418,215
Capital Assets	14,021,068	14,318,936	18,215,763	17,809,551	32,236,831	32,128,487
<b>Total Assets</b>	<b>\$ 18,011,159</b>	<b>\$ 17,351,390</b>	<b>\$ 21,961,613</b>	<b>\$ 21,195,312</b>	<b>\$ 39,972,772</b>	<b>\$ 38,546,702</b>
Deferred outflows of resources	\$ 135,136	\$ 208,484	\$ 73,826	\$ 113,897	\$ 208,962	\$ 322,381
Current Liabilities	\$ 976,281	\$ 1,144,363	\$ 550,919	\$ 609,826	\$ 1,527,200	\$ 1,754,189
Noncurrent Liabilities	5,982,700	5,459,935	7,402,469	7,312,470	13,385,169	12,772,405
<b>Total Liabilities</b>	<b>\$ 6,958,981</b>	<b>\$ 6,604,298</b>	<b>\$ 7,953,388</b>	<b>\$ 7,922,296</b>	<b>\$ 14,912,369</b>	<b>\$ 14,526,594</b>
Net Investment in Capital Assets	\$ 12,551,298	\$ 13,326,044	\$ 12,412,891	\$ 12,175,679	\$ 24,964,189	\$ 25,501,723
Restricted	1,411,548	494,381	744,508	537,450	2,156,056	1,031,831
Unrestricted	(2,775,532)	(2,864,849)	924,652	673,784	(1,850,880)	(2,191,065)
<b>Total Net Position</b>	<b>\$ 11,187,314</b>	<b>\$ 10,955,576</b>	<b>\$ 14,082,051</b>	<b>\$ 13,386,913</b>	<b>\$ 25,269,365</b>	<b>\$ 24,342,489</b>

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

**Changes in Net Position for the Fiscal Year Ending June 30, 2015 and 2014**

The results of this year's operations for the City as a whole are reported in the condensed statement of activities, which shows the changes in net position for the fiscal years 2013/2014 and 2014/2015. (Note: The 2014 column is prior to the implementation of GASB No. 68 which was effective for fiscal years beginning after June 15, 2014.)

	Governmental Activities		Business-type Activities		Total	
	2014	2015	2014	2015	2014	2015
<b>Revenues</b>						
Program Revenues						
Charges for						
Services	\$ 1,100,558	\$ 1,058,598	\$ 5,183,301	\$ 5,115,461	\$ 6,283,859	\$ 6,174,059
Grants and Contributions	382,695	583,356	-	-	382,695	583,356
General Revenues						
Property Taxes	1,062,322	1,057,094	-	-	1,062,322	1,057,094
State Shared Revenue	391,871	402,593	-	-	391,871	402,593
City Income Taxes	769,845	784,191	-	-	769,845	784,191
Investment Earnings	1,754	4,499	2,669	3,551	4,423	8,050
Miscellaneous	32,200	42,065	32,420	50,784	64,620	92,849
Transfers	15,320	2,045	(15,320)	(2,045)	-0-	-0-
<b>Total Revenues</b>	<b>3,756,565</b>	<b>3,934,441</b>	<b>5,203,070</b>	<b>5,167,751</b>	<b>8,959,635</b>	<b>9,102,192</b>
<b>Expenses</b>						
General Government	1,009,384	1,056,940	-	-	1,009,384	1,056,940
Public Safety	749,701	831,414	-	-	749,701	831,414
Public Works	1,144,183	1,375,347	-	-	1,144,183	1,375,347
Health and Welfare	549,403	601,040	-	-	549,403	601,040
Community and Economic Develop.	9,072	10,191	-	-	9,072	10,191
Recreation and Culture	259,500	263,684	-	-	259,500	263,684
Other	32,975	14,769	5,812,384	5,816,050	5,845,359	5,830,819
<b>Total Expenses</b>	<b>3,754,218</b>	<b>4,153,385</b>	<b>5,812,384</b>	<b>5,816,050</b>	<b>9,566,602</b>	<b>9,969,435</b>
<b>Extraordinary Items</b>						
Tornado revenues	-	198,020	-	33,819	-	231,839
Tornado related expenses	-	(210,814)	-	(80,658)	-	(291,472)
<b>Total Extraordinary Items</b>	<b>-0-</b>	<b>(12,794)</b>	<b>-0-</b>	<b>(46,839)</b>	<b>-0-</b>	<b>(59,633)</b>
Increase (decrease) in Net Position	<b>2,347</b>	<b>(231,738)</b>	<b>(609,314)</b>	<b>(695,138)</b>	<b>(606,967)</b>	<b>(926,876)</b>
Restated Net Position - Beginning	14,254,108	11,187,314	19,088,281	14,082,051	33,342,389	\$ 25,269,365
<b>Net Position - Ending</b>	<b>\$ 14,256,455</b>	<b>\$ 10,955,576</b>	<b>\$ 18,478,967</b>	<b>\$ 13,386,913</b>	<b>\$ 32,735,422</b>	<b>\$ 24,342,489</b>

**Governmental Activities:**

The result of 2014/2015 governmental activity was a decrease of \$231,738 in net position to \$10,955,576. Of the total governmental activities' net position, \$13,326,044 is invested in capital assets less related debt, \$494,381 is reported as restricted, meaning these assets are legally committed for a specific purpose through statute, or by another authority outside the City government. The balance of (\$2,864,849) is listed as unrestricted, having no legal commitment.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

**Revenues:**

The three largest revenue categories were charges for services at 26.9%, property taxes at 26.8%, and city income taxes at 19.9%. The City levied a property tax millage for the year ended June 30, 2015, for general government operations at 13.6574 mills, which includes 1.0000 mills for local streets. Charges for services, which reimburse the City for specific activities, examples include items such as ambulance fees, township fire fees, recreation fees and contributions, administrative charges, permits and motor pool equipment rental. The City income tax is set at 1% for residents and ½% for nonresidents that work in the City. It provided the third largest source of governmental activity revenue.

**Expenses:**

Public works is the largest governmental activity, expending approximately 33.1% of the governmental activities total. General government is the second largest area, expending approximately 25.4% of the governmental activities total and general government includes departments (e.g., council, community promotions, city manager, elections, general administration, assessor, city hall maintenance, and cemetery operations). Public safety is the third largest governmental activity, expended 20% of the governmental activities total on law enforcement, fire protection and code enforcement.

**Business-type Activities:**

Net position in business-type activities was decreased by \$695,138 during fiscal year 2014/2015. Of the business-type activities' net position, \$12,175,679 is invested in capital assets net of related debt, \$537,450 is reported as restricted, meaning the net position is legally committed for a specific purpose through statute, or by another authority outside the City government. The balance of \$673,784 is listed as unrestricted, having no legal commitment.

**FINANCIAL ANALYSIS OF THE CITY'S MAJOR AND NONMAJOR FUNDS**

As the City completed 2014/2015, its governmental funds reported *combined* fund balances of \$2,551,124. This is a net decrease of \$595,205. The net changes are summarized in the following chart:

	<b>General Fund</b>	<b>City Income Tax</b>	<b>Local Street Fund</b>	<b>Ambulance</b>	<b>Nonmajor Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Fund Balance 6/30/2014</b>	\$ 608,031	\$ 941,499	\$ 80,207	\$ 177,231	\$ 1,339,361	\$ 3,146,329
<b>Fund Balance 6/30/2015</b>	\$ 802,719	\$ 1,054,419	\$ 92,017	\$ 186,138	\$ 415,831	\$ 2,551,124
<b>Net Change</b>	\$ 194,688	\$ 112,920	\$ 11,810	\$ 8,907	\$ (923,530)	\$ (595,205)

**General Fund:**

The General Fund is the chief operating fund of the City. Unless otherwise required by statute, contractual agreement or Board policy, all City revenues and expenditures are recorded in the General Fund. As of June 30, 2015, the General Fund reported a fund balance of \$802,719. This amount is a net increase of \$194,688 from the fund balance of \$608,031 reported as of June 30, 2014. The 2014/2015 original budget had called for a \$20,945 decrease to fund balance.

The General Fund 2014/2015 revenues exceeded 2014/2015 expenditures by \$138,427 largely due to reduced spending.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

**General Fund Budgetary Highlights:**

The City of Portland's budget is a dynamic document. Although adopted in May (prior to the start of the year), the budget is routinely amended during the course of the year to reflect changing operational demands.

Actual General Fund revenue and other financing sources totaled \$1,995,128, \$21,104 below the final amended budget.

The City's original General Fund expenditures and other financing uses budget was increased by \$44,805 during 2014/2015. The increase can be attributed to an increase in the amount paid to the fire authority.

Actual City expenditures and other financing uses for 2014/2015 were \$189,832 below the amended budget. The additions to the original budget were offset by reduced spending because of financial uncertainty associated with State cuts to revenue sharing.

**City Income Tax Fund**

As of June 30, 2015, the City Income Tax Fund reported a fund balance of \$1,054,419, an increase of \$112,920 from the prior year. The total fund balance is committed for street improvements. The City has used the income tax funds exclusively for the improvement of streets, sidewalks, curb, gutter, street lighting, parking areas, associated utilities and their appurtenances. To address these capital needs, accelerate projects, and reduce inconvenience to residents the City issued \$1,400,000 in Capital Improvements Bonds on September 4, 2013. The Capital Improvement Bond debt issued will be serviced with income tax revenues and be paid in full on September 1, 2016.

**Local Street Fund**

As of June 30, 2015, the Local Street Fund reported a fund balance of \$92,017, which is an increase of \$11,810 from the prior year.

**Ambulance Fund**

As of June 30, 2015, the Ambulance Fund reported a fund balance of \$186,138, which is an increase of \$8,907 from the prior year. The entire balance of \$186,138 is committed to ambulance operations.

**Enterprise Funds**

As the City completed 2014/2015, its enterprise funds reported *combined* net position of \$13,386,913. This is a net decrease of \$695,138 resulting from current year operations. The net changes are summarized in the following chart.

	<b>Electric Light and Power System Fund</b>	<b>Sewage Disposal System Fund</b>	<b>Water System Fund</b>	<b>Nonmajor Enterprise Fund</b>	<b>Totals</b>
<b>Restated Net Position 6/30/2014</b>	\$ 7,868,993	\$ 1,985,524	\$ 4,202,812	\$ 24,722	\$ 14,082,051
<b>Net Position 6/30/2015</b>	\$ 7,378,091	\$ 1,935,828	\$ 4,050,661	\$ 22,333	\$ 13,386,913
<b>Net Change</b>	\$ (490,902)	\$ (49,696)	\$ (152,151)	\$ (2,389)	\$ (695,138)

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

**Electric Light and Power System Fund:**

As of June 30, 2015, the Electric Light and Power System Fund reported a net position of \$7,378,091, a decrease of \$490,902 from the prior year. Of the entire net position amount, \$6,523,442 is invested in capital assets, net of related debt and \$454,649 is unrestricted.

**Sewage Disposal System Fund:**

As of June 30, 2015, the Sewer Fund reported a net position of \$1,935,828 a decrease of \$49,696 from the prior year. Of the entire net position, \$2,201,813 is invested in capital assets, net of related debt, \$137,450 is restricted, and (\$403,435) is unrestricted.

**Water System Fund:**

As of June 30, 2015, the Water System Fund reported a net position of \$4,050,661, a net decrease of \$152,150 from the prior year. Of the entire net position, \$3,450,424 is invested in capital assets, net of related debt and \$600,237 is unrestricted.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

Capital Assets - At the end of Fiscal Year 2014/2015 the City had invested \$32,128,487, and \$1,601,552 for the component units, net of accumulated depreciation, in a broad range of capital assets (see table below). Additional information related to capital assets is detailed in Note G of the Financial Statements. Net Book value of capital assets at June 30, 2015, was as follows:

	<b>Governmental Activities</b>	<b>Business- type Activities</b>	<b>Totals</b>
Land	\$ 2,231,039	\$ -	\$ 2,231,039
Construction in Progress	579,816	-	579,816
Land Improvements, net	62,118	-	62,118
Buildings, net	196,408	-	196,408
Equipment and Furniture, net	698,838	-	698,838
Electric System, net	-	7,878,442	7,878,442
Sewer System, net	-	5,725,813	5,725,813
Water System, net	-	4,205,296	4,205,296
Infrastructure			
Streets and Bridges, net	10,550,717	-	10,550,717
<b>Capital Assets, net</b>	<b>\$ 14,318,936</b>	<b>\$ 17,809,551</b>	<b>\$ 32,128,487</b>

Long-term Debt - As of June 30, 2015, the City had \$6,752,159 in long-term debt outstanding for the primary government. This level of net obligation is \$633,317 less than the obligation recorded as of June 30, 2014.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

**Outstanding Debt as of June 30, 2015:**

A more detailed discussion of the City's long-term debt obligations is presented in Note H to the financial statements.

	<u>Balance</u> <u>July 1, 2014</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2015</u>
<b>Primary Government</b>				
Governmental activities				
2012 Vactor Truck Lease-Purchase Agreement (\$85,500)	\$ 69,770	\$ -	\$ 16,878	\$ 52,892
2013 G.O. Limited Tax Bonds	1,400,000	-	460,000	940,000
Accumulated compensated absences	70,753	95,004	91,967	73,790
Business-type activities				
2008 Capital Improvement Bonds (\$1,690,000)	1,405,000	-	50,000	1,355,000
2004 Water System Bonds (\$1,344,872)	819,872	-	65,000	754,872
2010 Sanitary Sewer System (\$2,900,000) (Build America Bonds)	2,774,000	-	42,000	2,732,000
2011 Sanitary Sewer System (\$840,000)	804,000	-	12,000	792,000
Accumulated compensated absences	42,081	62,583	53,059	51,605
<b>Total Primary Government</b>	<b><u>\$ 7,385,476</u></b>	<b><u>\$ 157,587</u></b>	<b><u>\$ 790,904</u></b>	<b><u>\$ 6,752,159</u></b>
Component Unit				
2012 Refunding Bonds	\$ 640,000	\$ -	\$ 200,000	\$ 440,000
Accumulated compensated absences	1,189	2,707	3,896	-0-
<b>Total Component Unit</b>	<b><u>641,189</u></b>	<b><u>2,707</u></b>	<b><u>203,896</u></b>	<b><u>440,000</u></b>
<b>Total Reporting Entity</b>	<b><u>\$ 8,026,665</u></b>	<b><u>\$ 160,294</u></b>	<b><u>\$ 994,800</u></b>	<b><u>\$ 7,192,159</u></b>

**CITY OF PORTLAND GOVERNMENT ECONOMIC OUTLOOK:**

- \* State revenue sharing is expected to increase 3.13% for the City's fiscal year 2014-2015, based on State of Michigan revenue sharing estimates.
- \* While health and dental insurance premiums continue to rise much faster than the rate of inflation, the City has decreased its premium exposure by increasing the premium percentage paid by employees from 10% to 11% in FY 2012-13; from 11% to 14% in FY 2013-14; from 14% to 17% in FY 2014-15; and from 17% to 20% in FY 2015-16.
- \* The City has limited its MERS B4 plan to current employees only in an effort to contain future pension costs. All new hires will be enrolled in a MERS Hybrid pension plan in which the City's contribution is capped at 7% and employees must contribute 3%. Actual pension costs increased from \$417,924 to \$436,536 which reflects a 4.29% increase for the non-union division, a 0.82% decrease for the GELC division, and an 89.7% increase in the POLC Division, which has no active retirees.
- \* Investment earnings on City deposits are expected to remain flat as market interest rates are not expected to increase.
- \* The City's income tax revenues increased from \$704,016 in 2012 to \$750,535 in 2013 (an increase of 6.61%). In 2014 City income tax revenues decreased 0.35% dropping from \$750,535 in 2013 to \$747,889 in 2014. In 2015 City income tax revenues increased 3.09% rising from \$747,889 in 2014 to \$770,969 in 2015.
- \* The City's SEV decreased from \$102,983,300 in 2011 to \$100,070,000 in 2012 (a decrease of 2.83%), then to \$94,892,800 in 2013 (a decrease of 5.17%), then to \$96,221,700 in 2014 (an increase of 1.40%). From 2014 to 2015 the SEV rose to \$96,263,900 (an increase of 0.04%), then from 2015 to 2016 the SEV decreased to \$95,490,800 (a decrease of 0.80%). The outlook for the 2016 SEV is expected to remain flat.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2015

The City has paid off higher interest debt and taken advantage of low interest rates to finance necessary improvements and place it in a better long term position. The City expects modest increases in income tax and income tax revenues. The City's ability to continue to provide a full range of high quality municipal services coupled with its location along I-96 between two larger metropolitan markets supports a positive outlook for stability.

**CONTACTING THE CITY**

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If there are questions about this report, or a need for additional information, contact the City of Portland's Treasurer's Office at (517) 647-2933.

# City of Portland

Portland, Michigan

## 2015 Annual Report Of the City Council

The following information is a synopsis of the important decisions made by the City Council during the 2015 calendar year.

Council Members: Mayor James E. Barnes, Mayor Pro-Tem Joel VanSlambrouck, Patrick Fitzsimmons, Robert Baldyga, and Amanda Johnston

### January

- The Council approved a proposal from the John E. Green Company to replace two of the three pumps with higher capacity pumps for the Wastewater Treatment Plant.
- The Council approved the Mayor's appointment of Carol Stahl to the Zoning Board of Appeals.
- The Council approved the Planning Commission's recommendation to approve the 2015 Mater Plan.
- The Council approved the mileage charge for ambulance service at the allowable Blue Cross Blue Shield mileage rate.
- The Council held their annual goal session.

### February

- Portland District Librarian Grimminck presented the 2013-2014 Annual Report for the Portland District Library.
- The Council approved the Board of Light & Power's recommendation to approve a capacity purchase through the Michigan Public Power Agency.
- The Council approved a contractual rate increase with Granger Container Service for residential trash pick-up.
- The Council appointed Julie Clement as Council Member to fill the Council seat vacated by Stacy Smith.
- The Council approved the revision of the designated authorized signatories for the City bank accounts.
- The Council approved a proposal from the John E. Green Company to replace two of the three pumps with higher capacity pumps for the Wastewater Treatment Plant.
- The Council approved the First Amended Joint Fire- and Emergency-Services Agreement with Portland and Danby Townships.
- The Council approved the establishment of a policy under which the public may request copies of assessing records.
- The Council approved revisions to City Policy 95-2 concerning poverty exemption guidelines contingent on correction of the non-substantial grammatical errors.

- The Council approved a bid from Mid-Michigan Recycling for wood waste processing and removal of the brush piles at the DPW that accumulated due to inclement weather and a severe ice storm during the 2013-2014 winter season along with the normal collection of yard waste and brush the DPW is charged with.

## **March**

- The Council approved the Ambulance Care Membership Agreement form and the Ambulance Services Agreement with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township.
- The Council approved an update of the authorized contract for the City credit card account.
- The Council approved Fleis & VandenBrink's proposal to apply for funding through the Local Bridge Program administered by the Michigan Department of Transportation.
- The Council approved the submittal of an application for Local Bridge Program funds for replacement of the Divine Highway Bridge over the Looking Glass River.
- The Council approved the submittal of an application for Local Bridge Program funds for preventative maintenance of the Grand River Avenue Bridge over the Grand River.
- The Council approved a resolution of support for the redevelopment of Old School Manor.
- The Council approved the City Manager's proposed appointment of Kristina Kinde as the Finance Officer/Treasurer and revising the designated authorized signatories for the City bank accounts.
- The Council approved a grant application to acquire additional park property across from the band shell subject to the approval of the Park and Recreation Board and Public Hearing.
- The Council recognized the Friends of the Red Mill as a nonprofit organization operating in the community for the purpose of obtaining Charitable Gaming Licenses.
- The Council approved a budget for Fiscal Year 2015-2016 for the Portland Area Fire Authority.
- The Council designated the City Manager S. Tutt Gorman as the City's Zoning Administrator and approving, authorizing, and directing the Mayor and Clerk to sign a Zoning Consultant Agreement.
- The Council approved participation in the State Bid process for Winter Road Salt for 2015-2016.
- The Council confirmed the Mayor's appointment of Timothy Bassett to the Board of Review.
- The Council approved Property Tax Exemption Ordinance 195C to provide for a service charge in lieu of property taxes for a proposed multiple family dwelling project for persons of low and moderate income to be financed or assisted pursuant to the provisions of the State Housing Development Authority Act of 1966, as emended. The Woda Group submitted an application for funding to the Michigan State Housing Development Authority (MSHDA) on April 1, 2015 for redevelopment of Old School Manor at 306 Brush St.

## **April**

- The Council approved a Redevelopment Liquor License Application for Olivera's LLC for the property located at 1417 E. Grand River Ave.
- The Council approved M&M Pavement Marking, Inc. and Advanced Paving Marking's bid for 2015 street painting.
- The Council approved a Resolution of Intent to vacate the public alley located south of Brush St. and east of Vessey St.
- The Council approved the revised MERS Hybrid Plan adoption agreements (Benefit Program HA/HB).
- The Council held a Public Hearing for and approved the vacation of the public alley running south of Brush St. and east of Vessey St.
- The Council scheduled a Special Meeting for a Budget Workshop on April 23, 2015.
- The Council approved the Site Plan for the Friends of the Red Mill Pavilion Project.

## **May**

- The Council held a Public Hearing for and adopted the annual budget for Fiscal Year 2015-2016.
- The Council approved the license agreement to farm the 52.9 acres at Grand River Ave. and Cutler Rd.
- The Council approved the permit for a fireworks display at Portland High School for 4<sup>th</sup> of July festivities.
- The Council approved Pay Request No. 2 to the Michigan Department of Transportation in the amount of \$78,641.30 for work performed on the Cutler Road Improvement Project.
- The Council approved the Michigan Public Power Agency's recommendation for the City's Board of Light and Power to join the Peaking Capacity Service Committee.
- The Council approved the Park and Recreation Board's recommendation to accept the donation of playground equipment for Community Lake Park.
- The Council authorized the City Treasurer to sell shares of common stock owned by the City of Portland.

## **June**

- The Council approved Pay Request No. 3 to MDOT in the amount of \$63,116.79 for work performed on the Cutler Road Improvement Project.
- The Council approved the Board of Light and Power's recommendation to purchase four rolls of Brenau Hi-Score Wire and four rolls of Sweetbriar Hi-Score Wire from Power Line Supply.
- The Council adopted a new Freedom of Information Act (FOIA) Policy to incorporate legislation approved by the Michigan Legislature effective July 1, 2015.
- The Council amended the Fiscal Year 2014-2015 Budget.
- The Council approved the purchase of Automatic Meter Reading technology.
- The Council approved the Board of Light and Power's recommendation to opt out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013.

- The Council confirmed the Mayor's appointments to various Boards and Commissions.

## **July**

- The Council appointed Robert Baldyga to fill the vacant Council seat vacated by Kyle Butler.
- The Council imposed a moratorium on the enforcement of Section 42-306(c)(2) of the City of Portland Zoning Ordinance to accommodate reconstruction in the City after the devastating tornado that hit the community on June 22, 2015 at 2:15 P.M.
- The Council approved Pay Request No. 4 to MDOT in the amount of \$121,651.16 for work performed on the Cutler Road Improvement Project.
- The Council authorized the City Manager to sign a Biosolids Management Services Agreement with Synagro Central, LLC.
- The Council approved the Michigan Public Power Agency's recommendation for the City's Board of Light and Power to join the Landfill Service Committee.
- The Council approved the purchase of a new police vehicle.
- The Council approved a bid from GL Concrete for sidewalk and curb replacement that were heavily damaged as a result of the tornado on June 22, 2015.
- The Council confirmed the Mayor's appointment of Doug Abel to the Economic Development Corporation.

## **August**

- The Council approved Pay Request No. 5 to MDOT in the amount of \$52,313.90 for work performed on the Cutler Road Improvement Project.
- The Council approved a proposal from Utilities Instrumentation Service to upgrade the SCADA system for the City's Water Department.
- The Council approved the Michigan Public Power Agency's recommendation for the City's Board of Light and Power to join the GridLiance Service Committee.
- The Council approved the Board of Light and Power's recommendation to have GRP Engineering, Inc. complete a System Coordination Study.
- The Council approved the Board of Light and Power's recommendation to purchase electrical conduit at an estimated cost of \$11,400.00 from Municipal Supply Co. for residential service and undergrounding work to be performed.
- The Council approved the Board of Light and Power's recommendation to approve an energy purchase through the Michigan Public Power Agency.
- The Council confirmed the Mayor's appointment to City Boards and Commissions.
- The Council approved a Traffic Control Order establishing a new speed limit for Cutler Rd.
- The Council ratified the purchase of a tractor for the Parks and Cemetery Departments.
- The Council approved the purchase of electrical poles for the Electric Department from Resco.
- The Council confirmed the Mayor's appointment of Doug Logel Sr. to the Tree Management Commission.
- The Council designated City Treasurer, Kristina Kinde, as the authorized contact for the administration of the State Disaster Contingency Fund.

## **September**

- The Council approved the purchase of a standby generator for Well House #4 at a cost of \$53,131.72.
- The Council appointed City Treasurer, Kristina Kinde as the City's Officer Delegate to the 2015 MERS Conference.
- The Council denied a permit application submitted under the Metro Act to use the City's public rights-of-way for the installation of fiber optic cable and six 40' wooden poles to facilitate its telecommunications network infrastructure.
- The Council confirmed the Mayor's appointment of Kathy Parsons to the Zoning Board of Appeals.
- The Council extended the moratorium on the enforcement of Section 42-306 (c) (2) of the City of Portland Zoning Ordinance to accommodate reconstruction in the City as a result of the tornado on June 22, 2015.
- The Council approved the purchase of a generator for the Wastewater Treatment Plant to be used for the Riverside Lift Station.
- The Council authorized the Mayor and City Clerk to sign a License Agreement to permit holding a Haunted House at the Red Mill.

## **October**

- The Council approved Ordinance 175II to amend Section 42-186 (c) of the Portland City Code of Ordinances for Parking Requirements without a drive through facility.
- The Council authorized the Mayor and Clerk to sign the Second Amendment for the First Amended Joint Fire and Emergency-Services Agreement.
- The Council approved a bid from Cook Brothers Excavating, Inc. for demolition of City property located at 628 Canal St.
- The Council approved the purchase of a new ambulance at a cost of \$109,915.00.
- The Council approved Fleis & VandenBrink's proposal for engineering services associated with the remediation of the fuel spill at the Diesel Generation Plant.
- The Council approved Pay Request No. 7 to MDOT in the amount of \$13,489.79 for work performed on the Cutler Road Project.
- The Council authorized the Mayor to sign the Joint Funding Agreement for the operation of the Streamgaging Station required by the City's FERC license for operation of the hydroelectric plant on the Grand River.
- The Council authorized the Mayor and Clerk to sign a Wastewater Discharge Permit for THK Rhythm Automotive; formerly TRW.

## **November**

- The Council accepted the Fiscal Year 2014/2015 as presented by the auditing firm of Abraham & Gaffney, P.C.
- The Council approved amendments to the Budget for Fiscal Year 2015/2016.

- The Council approved a Resolution of Intent to vacate the portion of Elm Street lying between Lots 9 and 16 and between Hill and Brush Streets and the portion of a public alley lying between Hill and Brush Streets and Lots 16 and 23.
- Jim Barnes was re-elected Mayor and Joel VanSlambrouck was re-elected Mayor Pro-Tem.
- The Council held a Public Hearing on and approved the vacation of the portion of Elm Street lying between Lots 9 and 16 and between Hill and Brush Streets and the portion of a public alley lying between Hill and Brush Streets and Lots 16 and 23.
- The Council authorized the City Manager and City Clerk to sign an Interim Chief of Police Agreement with Robert A. Bauer after Police Chief James Knobelsdorf resigned his position as of November 30, 2015.
- The Council approved an energy purchase through the Michigan Public Power Agency contingent on approval by the Board of Light and Power.
- The Council confirmed the Mayor's appointment of Chris Tyler to the DDA.

## **December**

- The Council authorized the Mayor and Clerk to sign MDOT Contract No. 15-5478 to provide \$375,000 in Federal Surface Transportation Funds for the Kent Street Improvement Project, between Academy Street and the South limits of the City. The total cost of the project is estimated to be \$1.2 million.
- The Council approved the Board of Light and Power's recommendation to authorize the Michigan Public Power Agency to facilitate a contract with Consumer's Energy for the City of Portland.
- The Council approved 2016 City Council meeting dates.
- The Council appointed Amada L. Johnston to the Council Seat that was left vacant after the November 3, 2015 City Council election. There were only three candidates that were on the ballot for four vacant Council seats.
- The Council approved a bid from Hammond Farms Inc. for waste processing and removal of debris accumulated as a result of the June 22, 2015 tornado.
- The Council approved the extension of the moratorium on the enforcement of Section 42-306 (c) (2) of the City of Portland Zoning Ordinance to accommodate reconstruction in the City as a result of the June 22, 2015 tornado.
- The Council approved Fleis & VandenBrink's proposal to assist the City with preparation of a Street Capital Improvement Plan.
- The Council approved an additional payment to the Municipal Employees Retirement System to reduce the City's Unfunded Actuarial Accrued Liability.

Respectfully submitted,

Monique I. Miller, City Clerk

Special Election  
 State of Michigan  
 Proposal 15-1  
 Road Funding  
 May 5, 2015

	Precinct #1	Precinct #2	Total	% of vote
<b>Yes</b>	75	99	174	25.82%
<b>No</b>	197	303	<b>500</b>	74.18%
<b>Voters</b>	102	402		
	674 Voters	2621 Registered Voters		
	<b>25.72%</b>	<b>Voter Turnout</b>		



City Council Election  
November 3, 2015

	Precinct #1	Precinct #2	Total	% of vote	Term
<b>Barnes, James E.</b>	63	94	<b>157</b>	5.96%	<b>4-year Term</b>
<b>VanSlambrouck, Joel</b>	68	85	<b>153</b>	5.81%	<b>4-year Term</b>
<b>Baldyga, Robert J.</b>	58	80	<b>138</b>	5.24%	<b>2-year Term</b>
	184 Voters	2616 Registered Voters		<b><u>10.7% Voter Turnout</u></b>	



January 2016

TO: City Council

FROM: Income Tax Administrator

RE: City Income Tax Annual Report

Revenues Received 12 months ending 12/31/2015:	773,773
Less Refunds	(66,113)
Net Revenues	707,660
Less Administration Costs:	(115,892)
Spendable Income for	
2015	591,768
2014	598,360
2013	604,213
2012	558,346
2011	558,066
2010	530,510
2009	589,203
2008	616,547
2007	620,251
2006	591,099
2005	598,745
2004	542,520
2003	594,578
2002	521,875
2001	532,208
2000	542,313
1999	514,491
1998	504,192
1997	446,575
1996	448,442
1995	420,818
1994	401,490
1993	406,709
1992	369,787
1991	351,528
1990	383,990
1989	320,516
1988	322,489
1987	281,534
1986	261,388
1985	229,409
1984	213,037
<b>SPENDABLE INCOME FOR YEAR 1984-2015</b>	<b>15,066,998</b>

Revenues for the year 2015 includes income from prior years, as follows:

2004-2011	4,689
2012	9,087
2013	3,855
<b>TOTAL:</b>	<b>17,630</b>

Net income tax collections for the year are down \$660.00 compared to the 2014 tax year. Administration costs were up \$5,932.00, resulting in a final decrease in net revenues of \$6,592.00.

Respectfully submitted,

Mindy Tolan  
Income Tax Administrator

**2015 ANNUAL REPORT OF TAXES LEVIED IN THE CITY OF PORTLAND FOR THE PAST FIVE YEARS:**

	2011	2012	2013	2014	2015
<b>TTV - REAL</b>	89,480,293	85,288,824	86,542,795	86,929,939.00	87,243,904.00
<b>- PERSONAL</b>	6,263,100	6,639,000	6,481,850	5,899,100.00	6,208,200.00
	95,743,393	91,927,824	93,024,645	92,829,039.00	93,452,104.00
<b>*PARCEL COUNT</b>	1876	1872	1844	1810	*1799
<b>MILLS LEVIED-SUMMER TAX</b>					
CITY OF PORTLAND	13.6574	13.6574	13.6574	13.6574	13.6574
PORTLAND PUBLIC SCHOOLS-OPERATING	18.0000	18.0000	18.0000	18.0000	18.0000
STATE EDUCATION TAX	6.0000	6.0000	6.0000	6.0000	6.0000
INTERMEDIATE SCHOOL DISTRICT	4.4728	4.4728	4.4728	4.4728	4.4728
I.S.D. TECH	1.0000	1.0000	1.0000	1.0000	1.0000
IONIA COUNTY OPERATING	4.6434	4.6434	4.6434	4.6434	4.6434
<b>MILLS LEVIED-WINTER TAX</b>					
PORTLAND PUBLIC SCHOOLS-DEBT SERV	7.3500	7.3500	7.3500	7.3500	7.3500
LIBRARY	0.9339	0.9339	0.9339	0.9339	0.9339
LIBRARY DEBT	0.8900	0.8500	0.8300	0.7600	0.7800
SENIOR CITIZENS	0.3750	0.3750	0.3750	0.5000	0.5000
<b>TOTAL:</b>	57.3225	57.2825	57.2625	57.3175	57.3375
<b>DOLLARS LEVIED-SUMMER TAX</b>					
CITY OF PORTLAND	1,300,682	1,249,231	1,264,668	1,256,928	1,266,248
PORTLAND PUBLIC SCHOOLS-OPERATING	1,172,729	1,120,346	1,130,682	598,788	593,934
STATE EDUCATION TAX				531,869	534,598
INTERMEDIATE SCHOOL DISTRICT	521,203	500,588	506,774	503,669	507,408
IONIA COUNTY OPERATING ^	442,216	424,723	429,972	427,337	430,509
<b>DOLLARS LEVIED-WINTER TAX</b>					
PORTLAND PUBLIC SCHOOLS-DEBT SERV	699,988	672,299	680,606	676,434	681,457
LIBRARY ^	88,934	85,416	86,471	85,942	86,580
LIBRARY DEBT	84,753	77,745	76,851	69,938	72,312
SENIOR CITIZENS ^	35,707	34,295	34,718	46,012	46,355
<b>TOTAL TAX LEVIED:</b>	4,346,213	4,164,641	4,210,741	4,196,917	4,219,401
<b>TOTAL ADMINISTRATIVE FEE LEVIED:</b>	43,490	41,689	42,166	42,275	42,455
<b>TAX DOLLARS SPLIT</b>					
CITY OF PORTLAND	29.93%	30.00%	30.03%	29.95%	30.01%
PORTLAND PUBLIC SCHOOLS	43.09%	43.04%	43.02%	30.38%	30.23%
STATE EDUCATION TAX				12.67%	12.67%
INTERMEDIATE SCHOOL DISTRICT	11.99%	12.02%	12.04%	12.00%	12.03%
IONIA COUNTY ^	13.04%	13.07%	13.09%	13.33%	13.35%
PORTLAND PUBLIC LIBRARY	1.95%	1.87%	1.82%	1.67%	1.71%

RESPECTFULLY SUBMITTED,

KRISTINA KINDE  
CITY TREASURER

**2016 ANNUAL REPORT TO COUNCIL**  
**Assessing Department**

**2015 AD VALOREM ROLL**

	2014 AV	ASSESSED VALUE	2014 TV	TAXABLE VALUE	PARCEL COUNT	LOSSES	ADDITIONS	% CHANGE A.V.	% CHANGE T.V.*
<b>REAL PROPERTY</b>									
Agricultural	\$ 90,600	\$ 264,100	\$ 75,075	\$ 138,203	6	\$ -	\$ -	191.50%	84.09%
Commercial	\$ 22,972,700	\$ 21,825,300	\$ 21,591,203	\$ 21,450,455	147	\$ 190,000	\$ 64,300	-4.99%	-0.65%
Industrial	\$ 1,210,500	\$ 1,225,700	\$ 1,210,351	\$ 1,225,692	7	\$ -	\$ 8,100	1.26%	1.27%
Residential	\$ 65,761,200	\$ 65,647,300	\$ 63,822,677	\$ 64,328,254	1329	\$ 324,208	\$ 641,100	-0.17%	0.79%
Exempt	\$ -	\$ -	\$ -	\$ -	137	\$ -	\$ -	0.00%	0.00%
<b>PERSONAL PROPERTY</b>									
Commercial	\$ 1,275,700	\$ 1,275,700	\$ 1,328,700	\$ 1,328,700	165	\$ 137,100	\$ 290,400	0.00%	0.00%
Industrial	\$ 3,387,300	\$ 3,387,300	\$ 3,387,300	\$ 3,387,300	3	\$ 296,000	\$ 663,900	0.00%	0.00%
Utility	\$ 769,600	\$ 769,600	\$ 769,600	\$ 769,600	2	\$ 6,300	\$ 121,900	0.00%	0.00%

**2015 IFT ROLL**

	2014 AV	ASSESSED VALUE	2014 TV	TAXABLE VALUE	PARCEL COUNT	LOSSES	ADDITIONS
REAL	\$ 328,300	\$ 314,700	\$ 328,300	\$ 314,700	1	\$ -	\$ -
PERSONAL	\$ 468,000	\$ 421,500	\$ 468,000	\$ 421,500	2	\$ 46,500	\$ -

**2015 DDA VALUE CAPTURE**

	2014 CAPTURE	2015 CAPTURED VALUE	% CHANGE
AD VALOREM	\$ 14,253,648	\$ 14,485,523	1.63%
IFT	\$ 796,300	\$ 736,200	-7.55%

\* The inflation rate (CPI), as determined by the change in the general price level during 2014, was +1.6%. Therefore, any change greater or less than that percentage represents a combination of demolitions, new construction, uncappings and trends in mark

<b>TOP TEN TAXPAYERS</b>	<b>TAXABLE VALUE</b>
Ellen's Properties (Tom's)	\$ 3,083,175
TRW Automotive	\$ 2,582,000
Portland Products	\$ 2,230,400
Portland Partners (Parkers Landing)	\$ 2,086,800
LAWCO (Portland Apartments)	\$ 956,600
Consumers Energy	\$ 844,800
Rindlehaven Land Co. LLC	\$ 757,100
ADM Alliance Nutrition	\$ 756,736
HEB Development II LLC (Family Farm & Home)	\$ 650,100
American Heritage Hospitality	\$ 639,254

Respectfully submitted,

Erik L. Litts, MAAO  
City Assessor

## 2015 COMMUNITY CLEAN-UP SUMMARY

City of Portland, Portland Township, and Danby Township

26 – 30 yd. Dumpsters Filled  
 16,000 lbs. of Scrap Metal  
 15,928 lbs. of Electronics

Waste Hauling and Disposal Charges from Granger	\$ 9,490.00
Wages	\$ 1,802.37
Equipment Costs	\$ 592.19
Vintage Tech Recyclers	\$ 2,300.00
<u>Portland Iron &amp; Metal</u>	<u>(\$ 728.62)</u>
<b>Total Clean Up Costs</b>	<b>\$ 13,455.94</b>

	City of Portland	Portland Township	Danby Township	Total
<u>Loads Received 4/18</u>	<u>216</u>	<u>103</u>	<u>74</u>	<u>393</u>
<b>TOTAL</b>	<b>216</b>	<b>103</b>	<b>74</b>	<b>393</b>
Percentage of Total	55%	26%	19%	100%
Allocated Cost	\$7,400.77	\$3,498.54	\$2,556.63	

<u>HISTORICAL COMPARISON OF CLEAN-UPS</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Loads Received	703	865	510	484	426	393
Dumpsters Filled	33	35	27	28	25	26
Loads of Brush	12	10	0	3	-	-
Automobile Batteries	26	5	4	0	-	-
Gallons of used oil	175	200	25	36	-	-
Waste Hauling and Disposal Cost	\$12,045	\$12,775.00	\$9,855.00	\$10,975.00	\$10,190.00	\$ 9,490.00
Wages	\$2,749	\$2,728.78	\$2,093.99	\$ 3,188.40	\$ 1,910.41	\$ 1,802.37
Equipment Costs	\$674	\$293.81	\$ 336.36	\$ 455.38	\$ 599.76	\$ 592.19
Vintage Tech Recyclers		(\$794.67)	(\$ 284.42)	(\$ 258.24)	(\$ 283.04)	\$ 2,300.00
<u>Portland Iron &amp; Metal</u>		<u>(\$962.50)</u>	<u>(\$1,750.00)</u>	<u>(\$ 1,379.45)</u>	<u>(\$ 1,221.44)</u>	<u>(\$ 728.62)</u>
<b>Total Clean Up Costs</b>	<b>\$15,468</b>	<b>\$14,040.42</b>	<b>\$10,250.93</b>	<b>\$12,981.09</b>	<b>\$11,195.69</b>	<b>\$13,455.94</b>

Municipal Inspection Services, Inc.  
P O Box 146  
Grand Ledge, MI 48837

2015 Annual Report  
Permits

PORTLAND

Electrical Permits	84			\$14,260.00
Mechanical Permits	63			\$10,631.00
Plumbing Permits	37			\$6,846.00
Investigation Fee	2			\$150.00
Registration Fees	46			\$690.00
Building Permits				
Residential - New construction	7		\$15,944.00	
Residential - Other	78		\$19,680.00	
Demo	15		\$1,853.00	
Non-Residential - New construction	1		\$1,679.00	
Non-Residential - Other	23		\$79,359.00	
<b>Total-Building</b>	<b>124</b>			<b>\$118,515.00</b>
TOTAL - ALL PERMITS ISSUED 2015	308			\$151,092.00

# 2015 Annual Sewer Report

	2013	2014	2015
<b>Customers Billed</b>	1571	1570	1574
<b>Total Dollars Billed</b>	\$ 778,085.42	\$ 787,266.48	\$ 818,528.60
<b>Penalties Added</b>	\$ 7,227.97	\$ 7,042.27	\$ 6,958.04
<b>Total Sewer Credit Given</b>	<i>Info unavailable</i>	<i>Info unavailable</i>	<i>Info unavailable</i>
<b>Total Dollars Collected</b>	\$ 779,802.92	\$ 734,384.90	\$ 815,480.50
<b>Amount Outstanding</b>	\$ 9,889.74 12/31/2013	\$ 11,884.98 12/31/2014	\$ 10,309.54 12/31/2015



# PORTLAND WWTP ANNUAL REPORT

2015



(Rindlehaven Lift Station)

## Protecting the Public and the Environment

**Douglas C. Sherman:      Plant Superintendent**

**Class B, C, D Operator**

**Mike Owen:**

**Class C, D Operator**

**Tim Krizov:**

**Class C, D Operator**

## General Information

The purpose of the Portland Wastewater Treatment Plant (WWTP) is to protect the public and the environment from the harmful effects of raw sewage generated by those living and working in the City of Portland. The City of Portland WWTP employees are committed to the safe and fiscally responsible treatment and recycling of our wastewater.

The WWTP operates with a crew of three full time City personnel, the Plant Superintendent and two operators. The operators are responsible for all of the operation and maintenance activities of the treatment facilities, three lift stations, and routine maintenance of approximately 24 miles of sewer mains.

The wastewater treatment facility is operated under the authority of the National Pollution Discharge Elimination System (NPDES) administered by the Michigan Department of Environmental Quality (MDEQ). The WWTP received the Certificate of coverage (COC) from the MDEQ which is valid from April 1, 2010 to April 1, 2015. With the introduction of MiWaters by the MDEQ, we are currently operating under an extension of our COC while the MDEQ processes our new permit with MiWaters.

TRW was sold to THK Rhythm Automotive Michigan Corp (THK) during the past year. THK is currently the only permitted Significant Industrial Discharger (SIU) to the City WWTP. Their permit was renewed October 1, 2015, with the name change, and is valid for a term of three years. The current permit is valid through September 30, 2018.

Biosolid disposal is a very necessary part of the WWTP operation. The WWTP is currently under contract with Synagro Central, LLC through June 30<sup>th</sup> 2016 and the contract may be extended on a yearly basis as mutually agreed by both parties.

### GOALS AND ACCOMPLISHMENTS

- 1. Goal:** To continually improve the safety culture and practice at the WWTP. The target goal is for Zero OSHA Recordable and Zero Lost Work-time Accidents.

#### **Accomplishments:**

- The WWTP had zero recordable & lost work-time accidents in 2015. The employees continue to exhibit good safety attitudes, consistently demonstrated through their awareness and good safety practices.
- All of the WWTP employees received CPR recertification.
- All of the WWTP employees underwent respirator fit testing.
- All employees were checked for Hepatitis immunity and received boosters if needed.
- All employees had TB test with fit testing.
- All employees completed the sexual harassment training
- All employees received First Aid training
- Safety hazards are noted daily on the plant check sheet for the immediate attention for correction.

- All WWTP employees took part in the 52 week tailgate series for ongoing safety awareness.
- Continued self-administrated safety inspections of facility.
- Installed new stair railings to the drying beds that meet OSHA and ADA standards.

**2. Goal:** Zero NPDES Permit violations

**Accomplishments:**

- The WWTP had one permit violation on 3/19/15 when the Total Suspended Solids 7-Day Average exceeded the NPDES permit limit of 45 mg/L by 1.0 mg/L.
- TRW (THK) had no permit violations in 2015 and continues to meet their permit requirements. Since discontinuing the use of Phosphoric acid, Phosphorus has almost been completely eliminated from their discharge.
- 1 Sanitary Sewer Overflow (SSO)

**3. Goal:** Provide high standards of Operation and Maintenance of the Portland WWTP through:

- On-going skills and management training
- Weekly WWTP staff meeting to improve communications and morale.
- *Encourage team work*
- Continue a good working relationship with governmental agencies
- Good plant and collection system maintenance program
- Professional conduct and practice
- Taking pride in the appearance of the facility

**Accomplishments:**

- Mike and Tim continue to receive in house training on the maintenance and repair of the WWTP equipment.
- Monthly Discharge Monitoring Reports were submitted to the MDEQ on time.
- The annual Biosolids Report was submitted to the MDEQ in October.
- All Sewer calls were handled in a friendly, compassionate professional matter with the homeowners to assure their trust and confidence in the City and the WWTP personnel.
- Conducted Monday morning meetings with all WWTP personnel to review the weeks work schedule and to allow for every ones input. Also held round table discussions for planning special projects.
- Replaced two undersized Raw Sewage pumps which were on the WWTP urgent needs list.
- Made preparations to have a standby generator at the Riverside lift station. We are waiting for the Part 41 DEQ permit.
- Finished painting the interior of the Digester building.

- Had Fleis & Vanden Brink prepare recommendations for improving the heat in the Grit and Thickening buildings.

4. **Goal:** To promote public awareness and appreciation of the City's wastewater facility

**Accomplishments:**

- The old sign on the side of the Service Building facing the River Trail was replaced

5. **Collection System Goals**

- Zero sewer backups caused by problems in the sanitary sewer main lines.
- To provide the City with current information on the condition of the collection system and its ability to accommodate existing and future demands
- To clean 1/4 of the entire collection system each year
- To monitor and clean known sewer main trouble spots on a routine basis.
- To monitor and regulate the impact of industrial and commercial wastewater on the treatment system.
- To have all WWTP personnel Pipeline Assessment (PACP), Lateral Assessment (LACP, and Manhole Assessment (MACP) certified

**Accomplishments:**

- Three backups occurred in the City Mains this year. None of the lines were on the trouble spot list and no damages were noted due to the quick response of the WWTP workers.
- The WWTP personnel cleaned 7.8 miles of sewer main this year which is equal to 3/10 of the total collection system.
- Televised the Storm Drain between Academy St. and South Virginia St. to determine if it needs to be rehabilitated.
- Improved coverage of the Miss Digs.
- Tested CBOD and TSS on THK effluent discharge to the city collection system and renewed the THK discharge permit.
- Mike and Tim received their PACP, LACP, & MACP certification. All of the WWTP personnel are now certified.

## WWTP OPERATIONS

The primary goal of Portland WWTP is to successfully protect the public health and the environment. This can only be accomplished if the facility is properly operated and maintained through skilled operators and adequate funding.

The WWTP is staffed with MDEQ certified operators. Doug Sherman, the Class B, C, & D operator, is the WWTP superintendent and has worked for the WWTP for the past twenty-three years. He has worked at the Portland WWTP for the entire twenty-three years. A great deal of knowledge and experience regarding the Portland WWTP and the Collection system has been acquired during this time.



switched us to a different formulation. This helped but did not completely resolve the loss of thickening efficiency. The Grit building was so cold that we once again had ice formations on the floor, walls and the doors. The overhead door seal froze to the floor and the safety switch in the bottom seal was damaged when attempting to open the door to change the grit dumpster. This required the replacement of the safety switch when warm weather returned. We have consulted with Rich Grant at Fleis & Vanden Brink (F&V) as to what can be done to correct this problem. They had provided their recommendations and we were ready to proceed until the discovery of the need for a standby generator at the Riverside lift station. As soon as the generator project is completed we will then be giving F&V the green light to proceed with improving the heat in the Grit and Thickener buildings.

Fleis & VandenBrink evaluated the Raw Sewage pumping problems and made their recommendations. John E. Green Company provided the best bid for the replacement of two of the Raw Sewage pumps. The pumps were replaced with the larger pumps in April of 2015. One of the smaller pumps was left in place for low flow use every day. A program was added to the Program Logic Controller (PLC) to turn the smaller pump on when the flow is low and to alternate the lead and lag pump operation between the two larger pumps each day. The two smaller pumps that were replaced have been retained as replacements should the smaller pump left on line fails.

The section of Cutler Rd. was completed this past spring and summer. The Sanitary Sewer main was extended from Grand River Ave. and ends just prior to the church. This will benefit anyone desiring to establish a business on the current City property. A short extension of the main was also brought onto Cutler Rd from Charlotte Hwy.

Paint for the sludge piping and the floors were purchased to finish the painting work in the three rooms of the digester building. The digester building is done. We plan to begin prepping and painting the service building next summer.

The WWTP has historically always received the hand-me-down vehicles from the Police or DPW Departments. This past summer the car developed a severe oil leak and became inoperable. Fortunately the Police Department had just replaced one of their cars. This was prepped and is now in use at the WWTP.

With the change to the new Global Harmonized System of identifying hazardous chemicals for employee safety, the entire city was required to switch from the old Material Safety Data Sheet (MSDS) to the Safety Data Sheet (SDS) format. This required each department to replace all of their MSDS sheets and assemble new binders for easy access in each department. The WWTP has completed this change to the SDS format. While completing the new SDS's for the WWTP, Several old hazardous chemicals and old paints were found at the plant. Melissa Eldridge at the Ionia County Household Hazardous waste was contacted to see if she could offer any assistance in the safe disposal of these items. She informed me that they can now accept small quantities of these items from commercial establishments. I immediately loaded them into the car and transported them to her collection site. This information was shared with the other city departments. With these items gone, the WWTP is a much safer place for the workers and we have a better sense of our inventory of these items.

With the need for polymer for the sludge thickening process, we were accumulating a large quantity of 55 gallon plastic drums. The WWTP was able to find free recycling of the drums labeled Cardinal through Cardinal Container. When we accumulate 12 drums, they will pick them up and remove them from our site for free. Any drums that are not labeled can be recycled in St. Johns only after they are thoroughly rinsed. These will have to be hauled there by the WWTP workers. Mike and Tim also installed a lift eyelet in the ceiling of the thickener room for hoisting the full drums onto the scales. This makes for a much safer way of handling 475 lb. drums and avoiding the possibility of employee injury.

During the fall of 2014, the city insurance man recommended that we install handrails on stairs to the drying beds to avoid any MIOSHA citation should they do an inspection. Railings were located and have been installed. These railings are aluminum, requiring no maintenance and meet all of the OSHA and ADA requirements.

The old wood sign on the South side of the Service Building was in very bad shape. A new sign layout was prepared and Dornbos Sign made a new sign which is now displayed on the side of the building.

The TRW Industrial permit expired this past September. During the renewal process we found out that TRW had been sold to THK. We acquired the information of the name change and incorporated it into the new permit. They also informed me that they had switched from phosphoric acid to sulfuric acid on the paint line. We performed split sample testing with them to verify what is being discharged to the collection system. Recommendations for the new permit was made and approved by the City Council. The new permit was issued and is good for a three year term.

A question was raised by the DPW concerning a section of storm sewer on Kent St. The WWTP workers were asked to televise the line in question and report the findings to (F&V). This was done and several problems were found in this storm sewer. The video and report was forwarded to F&V. While performing the work, we experienced a failure with the Cues Inspector General mainline camera system. The problem was found and the repairs were able to be done in house by the WWTP workers. The camera is currently in working condition; however, it is now twenty years old and will need extensive upgrading to comply with PACP sewer pipe standards. This was taken into consideration when applying for the SAW grant several years ago. At the present time we have not received any SAW Grant money and will not see any this year as they have already determined the recipients for this year. At the earliest we may receive the Saw Grant next year if money is still available. We can expect more maintenance expense on this equipment as it continues to age.

With the issuance of the new NPDES permits and the receipt of a SAW Grant, WWTP will be required to submit an ASSET Management Plan (AMP) for approval as part of the permit requirements. Currently this applies to major dischargers (1.0 MGD or more) with their permit renewals. We can expect this to also include the minor dischargers on the next renewal cycle. Should we receive the SAW Grant, the AMP would be required immediately upon receipt of the grant.

During a sewer call to the restrooms located at the flats, access was needed at a manhole between the DPW salt barn and the restrooms. This manhole was buried in the lawn several inches below the surface. The workers located and exposed the manhole. The blockage was then cleared by the Vac truck. The WWTP workers then raised the manhole ring and cover to the surface. This will allow for future ongoing preventative maintenance sewer cleaning of this line.

The WWTP has for many years been using the electronic DMR reporting system to submit the monthly report required by our permit. This past summer the DEQ introduced a new system required by the EPA for the electronic reporting requirements mandated through the Code of Federal Regulations (CFR). Their system went live online on August 17, 2015. Doug Sherman attended the DEQ MiWaters training on the day it went live. Needless to say with all of the database files that the DEQ had to transfer, this has not been the smoothest transition. Fortunately for the Portland WWTP, we have encountered minimal problems. I can't say the same for others. The DEQ keeps adding additional features as time goes on and they get the bugs worked out. All permits through the DEQ now have to be submitted with the MiWaters system. Our monthly and annual reports can now be viewed immediately by the EPA as soon as we submit them. Any permit violations are also made viewable to us. Certain features of MiWaters allow the general public the capability of viewing our data. However, not all data is available to the general public. Anyone can establish an account for viewing purposes by going to the MiWater site. As time goes on the features of MiWaters should work more smoothly and simplify some of the things we are required to do.

Of course none of us will forget the tornado of 2015 that hit Portland this past summer. We are happy to report that the WWTP did not sustain any damage from this terrible event. Several workers were made available to assist the DPW with the cleanup efforts.

## **TRENDS**

Data collection is a very important aspect for the WWTP. The data collected is very useful in identifying operational trends. Some of the data and their respective trends become very useful in trouble shooting any process problems. While other data and trends provided a picture of how economically the treatment process is being run. All of the data is very helpful in determining when the WWTP has reached its capacity and needs expansion. Table 1 below is a five year comparison of Flow, Plant loading, and the major operating cost for the WWTP. Chart 1 shows us the changing flows over the last fifteen years. The varying flows could be a result of wet years vs dry years, residents vacationing, changing water usage in homes, changing population, collection system improvements, etc. Chart 2 indicates the rainfall totals over the last ten years. The first chart indicates the flows have trended downwards over the past fifteen years. 2010 and 2012 were relatively dry years. The sewer main on Bridge St., Charlotte Hwy., East Grand River Ave., Maple St., Grape St., Knox Ave. and Barley St. have all been replaced with new PVC sewer main during the past ten years which has helped reduce infiltration into the collection system.

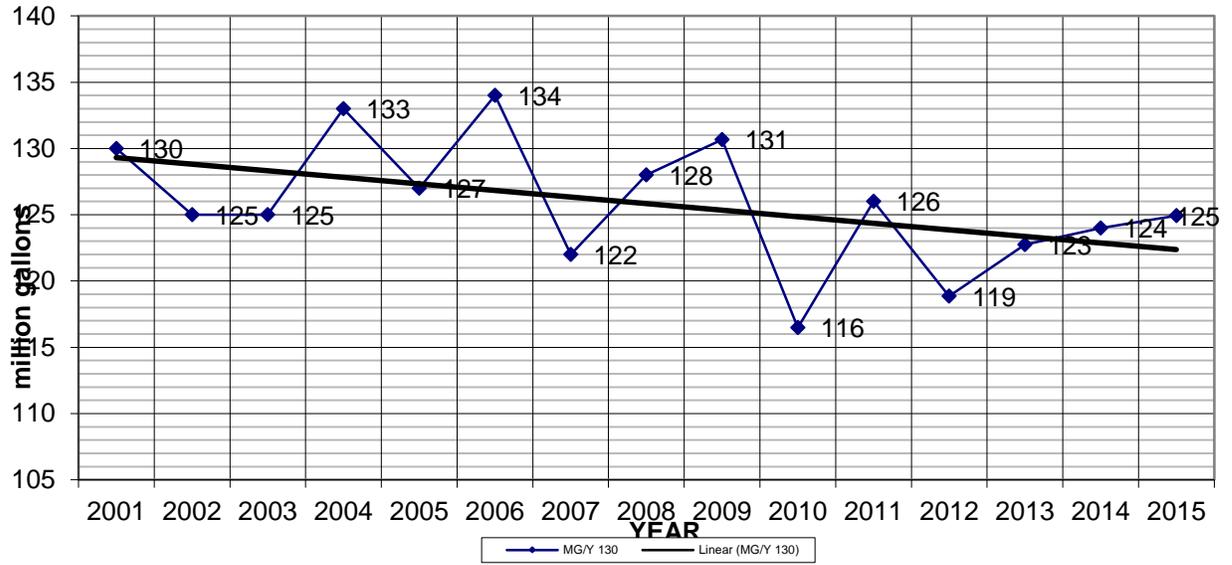
The trend line in chart 2 indicates that the rainfall average over the past nine years. It appears to be trending downward very slowly. The average is 36.32 inches per year.

The use of the various utilities and the associated cost are continuously monitored and recorded. The charts following Chart 2 show us visually how we have been performing since the WWTP upgrade in 2011 - 2012 and are indicated by the trend lines.

**TABLE 1**

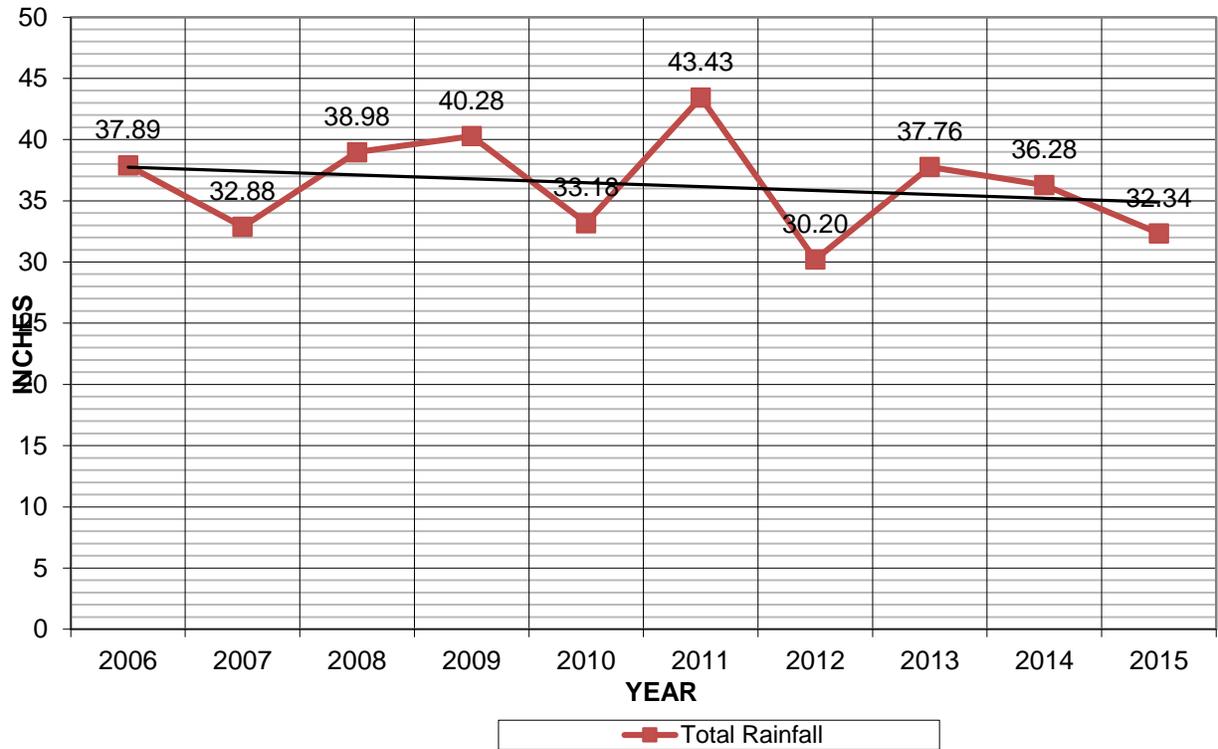
<i>Parameters</i>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Total Flow (MG)	125	124	123	119	126
Avg. Daily Flow mgd	0.347	0.340	0.337	0.325	0.345
Plant Loading					
Total Lbs. of CBOD	391,998	338,096	253,182	285,607	355,406
Avg. Lbs. of CBOD/day	32,667	28,175	21,099	23,801	29,617
Electricity (kw)	528,605	497,597	500,450	465,999	576,055
Annual Cost:	\$45,339.82	\$43,096.04	\$43,123.03	\$40,822.42	\$49,745.77
Natural Gas (CCF)	446,400	428,300	268,500	465,200	49,900
Annual Cost	\$2702.22	\$3,802.17	\$2,096.59	\$2,724.97	216.54
Ferrous Chloride (lbs)	6373	6833	6659	9356	8323
Annual Cost	\$1733.73	\$2104.78	\$1545.47	\$3,049.21	\$3,731.72
Chlorine (lbs.)	0	0	0	0	3685
Annual Cost	Replaced With UV	Replaced With UV	Replaced With UV	Replaced With UV	\$3505
Sodium Bisulfite (lbs.)	0	0	0	0	8133
Annual Cost	No Longer Used	No Longer Used	No Longer Used	No Longer Used	\$1431
Biosolids (gal)	244,500	392,000	424,000	336,000	475,500
Annual Hauling Costs	\$13410.00	\$17,686.51	\$21,486.16	\$18,578.09	\$15,049.77
Sludge Thickener Polymer (lbs)	6144	5176	5624	4210	0
Annual Cost	\$5,224.50	\$6,966.00	\$10,543.50	\$10,075.50	
Final Clarification Polymer (lbs.)	35	61	44	67	127

**CHART 1**  
**TOTAL ANNUAL FLOW**



## CHART 2

### 9 YEAR ANNUAL RAINFALL

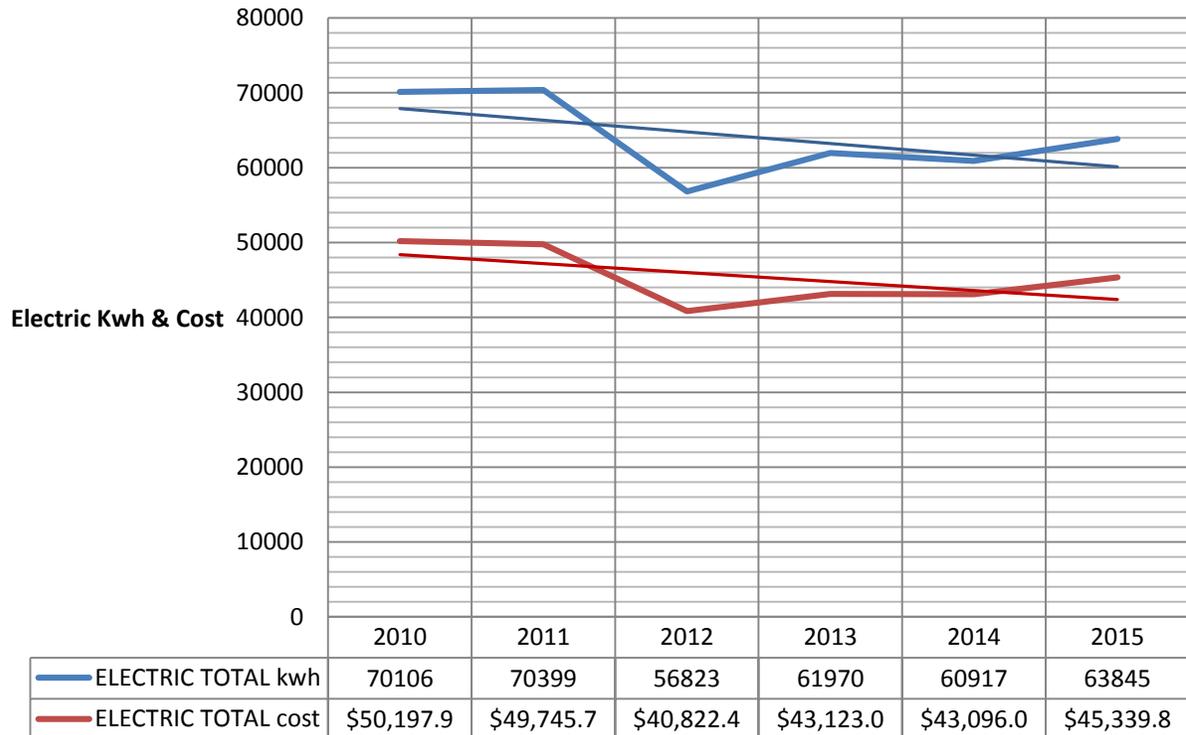


Naturally the utility and chemical use is affected by varying flows from year to year. This can have an impact on operating cost as well as the condition of our economy and what we pay for utilities and chemicals for treatment.

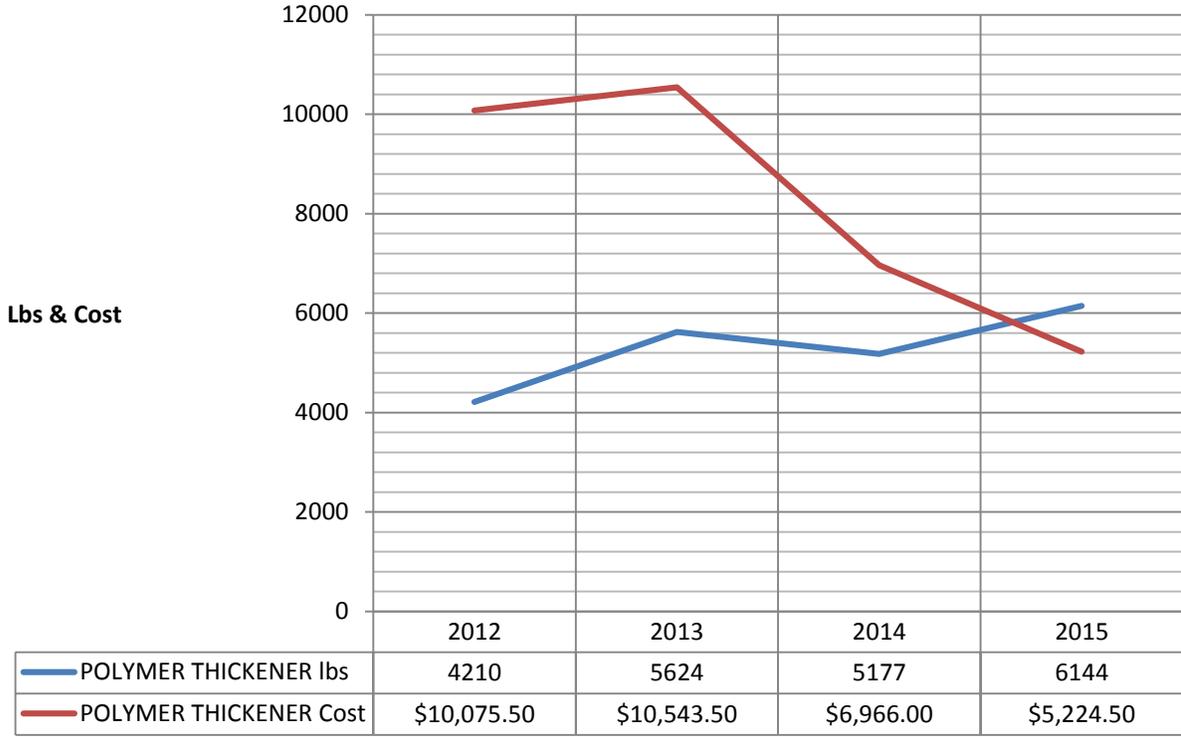
### Annual Natural Gas cf vs Cost



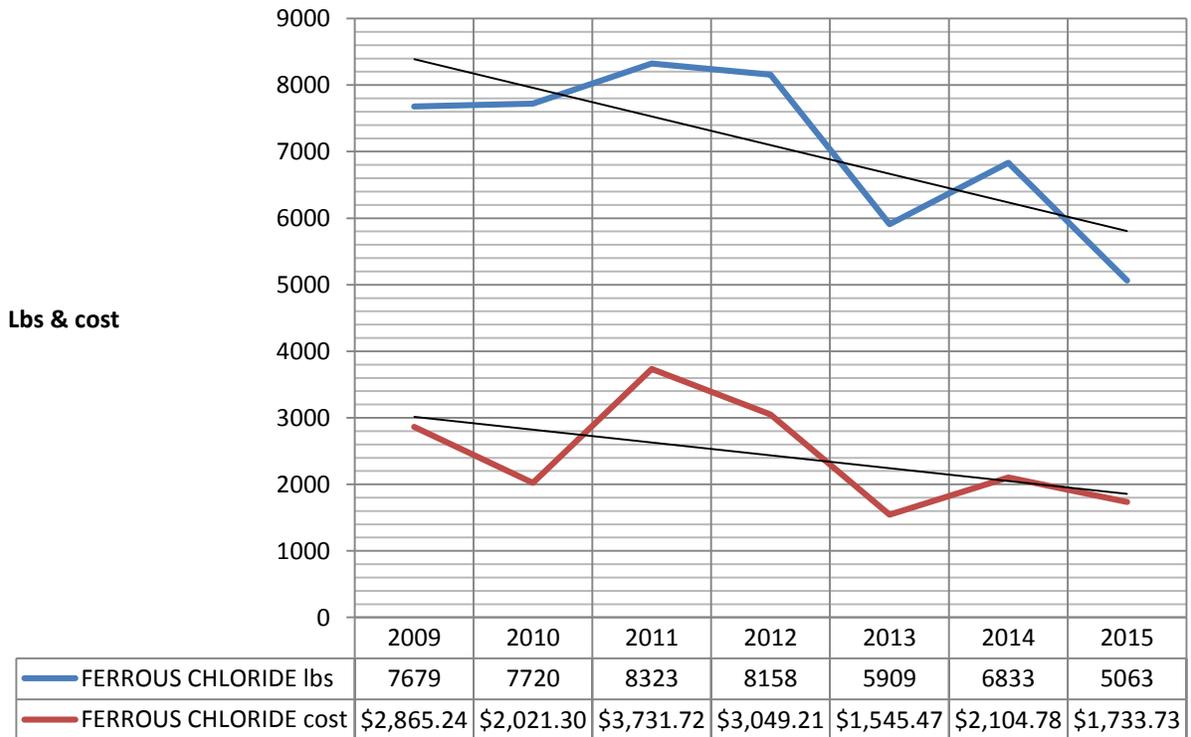
### Annual Electric Usage vs. Cost



### Annual Thickener Polymer Lbs. vs Cost



### Annual Ferrous Chloride Lbs. vs. Cost



Electrical use went up slightly for 2015. Another cold winter and slightly higher flows could be considered as the main contributors to this increase. Seasonal nitrification changes affect the Dissolved Oxygen requirements in the activated sludge process. That in turn requires an additional blower to operate more which consumes more electricity.

- Ferrous Chloride prices remained the same at \$0.35 / lb. through 12/31/2015. Two truckloads of Ferrous Chloride were delivered in 2015. One in February and the second in December. The low consumption of the product is attributed to the biological phosphorus removal in the anoxic zone of the treatment process and TRW discontinuing using phosphoric acid in their paint line process.
- Prior to 2012 the old boiler was incapable of blending natural gas with methane and was operated on methane only. The chart indicates an upward trend which is due to zero use prior to 2012.
- The thickener polymer cost decreased dramatically in 2014 when we were able to purchase directly from the polymer manufacturer instead of a distributor. Polymer use was up during the winter months due to the thickener room and the polymer being too cold. This was somewhat offset by less polymer use during the summer.

## COLLECTION SYSTEM

Collection System maintenance is a requirement of the NPDES. The Portland WWTP has an established collection system maintenance program. We experienced one Sanitary Sewer Overflow (SSO) just prior to the Christmas holiday. This took place at the I-96 Rest Area when what appeared to be vandals flushing materials that would not break up into the sewer main and thus blocked the main causing sewage to back up into a manhole and seep out onto the ground. Follow up will continue in 2016 to take measures to prevent this from occurring again.

We are always looking for ways to improve upon how we administer the collection system maintenance program. The combination of the collection system trouble spot and preventative cleaning schedules into one worked quite well. Even with the Vac truck not being available while out for major repairs, the workers are still able to complete the entire scheduled sewer cleaning. Several sewer main sections in Portland have known root problems. Root cutting is scheduled every year in March as it seems that the most root growth takes place during the winter months. This has been practiced for several years and seems to be very effective in preventing any blockages from roots. Occasionally new root problems are discovered and are added to the list for annual preventative maintenance. As street projects take place, these areas are already identified and are being permanently corrected. The WWTP will continue to use this format going forward. The workers can also make better use of their time by allowing them to balance the maintenance needs for the collection system and the WWTP.

With the planning of the Kent ST. improvement project, the WWTP televised and supplied information on the condition of the sewer main. A well-known section of main located on the south end of Kent ST. had a history of severe problems. Televising the main confirmed this. New main along with new manholes will be installed from just south of Barley St. to the city limits. Also two river rock manhole structures are to be replaced at the intersections of Academy St. and Kent and Brush ST and Kent. This will provide the City with good sewer main the length of Kent St.

During a planned power outage this past fall, we discovered that the portable generator that we have used in the past to run the Riverside lift station pumps is inadequate. During the WWTP upgrade these pumps were replaced. This was the first time that the portable generator was connected to see if it would run the pumps. The new pumps require a higher amperage draw when starting which the generator could not provide. A portable generator was rented for the power outage event. The generator needs have been determined with the assistance of F&V. We are now just waiting for the Part 41 construction permit from the DEQ in order to proceed.

### **Totals For 2015**

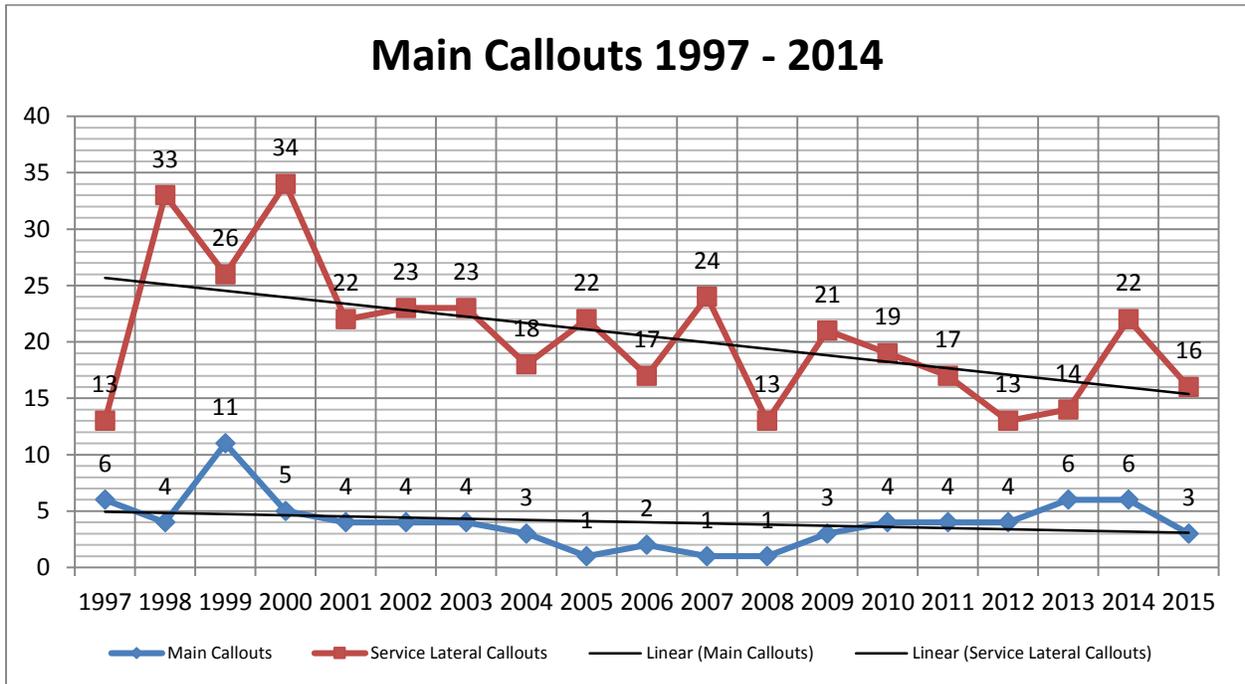
Feet of sewer cleaned:	40956 feet
Total callouts	19
Callouts due to problem in the City Main	3
Callouts due to problem in homeowners line	16
House Services inspected with See Snake push sewer camera:	16
New sewer connections:	6

- Sewer callouts were down this year by 9. Three sewer main callouts was down from the number of sewer main callouts recorded for 2014. Service lateral callouts decreased by 6 over the previous year.

The WWTP has been tracking sewer callouts since 1997. This provides us with a tool to evaluate the condition of the City sewer main and our performance with maintaining the collection system. With the replacement of problem sewer mains and an aggressive collection system cleaning program, the number of sewer main callouts seems to have leveled off. This would indicate that the aging collection system is developing new problem areas. The goal is to reduce the number of callouts. Close attention will have to be given to permanently eliminating known problems. The new flushable products used by homeowners have also contributed to sewer main blockage problems. Portland is not an isolated case where flushable products are involved. This has become a problem across the nation and is being addressed by numerous Wastewater organizations.

The following Chart 3 graphically represents both the sewer main callouts and callouts due to house service laterals. The Push Camera has proven invaluable in locating service lateral problems that require attention by the homeowner to eliminate their problems. This is obvious when we look at the callout trend since the City first obtained the camera. The City Main callouts show a slight downward trend since the chart was first started. However, for the most part the number of callouts each year has remained close to the same.

### CHART 3



Respectfully submitted,

Douglas C. Sherman  
WWTP Superintendent

## Appendix A

# PORTLAND WWTP SAFETY GOALS AND CORE VALUES

### GOALS

Provide a safe environment and promote safe work practices for all WWTP employees so as to accomplish the only meaningful goal of ZERO occupational injuries and illnesses, environmental releases and property damage incidents.

### CORE VALUES

- Safety, Health & Environmental compliance at the WWTP is the responsibility of Doug Sherman, Mike Owen, Tim Krizov and anyone else working at the facility.
- Doug, Mike, Tim and anyone else working at the WWTP will only undertake activities that can be done without injuring themselves, other people, damaging property or harming the environment.
- All WWTP personnel are expected to report in a timely manner all occupational injuries, illnesses, environmental releases, near-misses, and property damage events to the Plant Superintendent. This information can be used to increase our ability to prevent future incidents.
- The Plant Superintendent will be involved in the Safety program at all levels within the City of Portland.
- All WWTP personnel are encouraged and expected to be involved in the implementation of the Safety Program and to provide feedback on its effectiveness.
- The City of Portland will provide ongoing training for WWTP employees on each component of the Safety Program.
- All WWTP personnel will help analyze the facility and our activities to identify, evaluate and control hazards.
- The Plant Superintendent will assess the Safety programs of contractors, suppliers and vendors to safely perform work at the WWTP.

The Plant Superintendent will once a year assess all the components of our Safety Program to insure they are up-to-date and being used.

# 2015 Annual Water Report

	2013	2014	2015
<b>Customers Billed</b>			
City	1608	1609	1615
Rural	26	26	24
	<u>1634</u>	<u>1635</u>	<u>1639</u>
<b>Total Gallons Billed</b>			
City	106,713,131	101,756,996	103,075,925
Rural	2,181,696	2,062,166	2,067,586
	<u>108,894,827</u>	<u>103,819,162</u>	<u>105,143,511</u>
<b>Total Dollars Billed</b>			
City	\$ 549,367.74	\$ 533,078.46	\$ 544,491.82
Rural	\$ 20,504.84	\$ 19,736.16	\$ 19,617.70
	<u>\$ 569,872.58</u>	<u>\$ 552,814.62</u>	<u>\$ 564,109.52</u>
<b>Penalties Added</b>	\$ 5,011.28	\$ 4,635.83	\$ 4,639.81
<b>Total Dollars Collected</b>	\$ 567,973.20	\$ 554,006.77	\$ 557,684.43
<b>Total Gallons Pumped</b>	117,017,300	120,926,100	118,066,300
<b>Hydrant Flushing</b>	1,577,000	3,239,500	2,150,000
<b>Unaccounted Gallons</b>	6,545,473	13,867,438	10,772,789
<b>Percent of Total</b>	5.59%	11.47%	9.12%



**CITY OF PORTLAND WATER DEPARTMENT**  
**2015 ANNUAL REPORT**

Recap of work completed in 2015

1. 467 trips were made for turn off, turn on, or final reads.
2. 123 work orders were received and completed
3. 123 of those meters were replaced with Badger Orion automatic read registers and 114 new brass bodies.
4. Miss dig tickets were completed as they were received.
5. All calls to various homes and businesses were handled
6. Annual spring and fall hydrant flushing
7. Addition of some new water main and another hydrant was installed on Cutler Rd.
8. One water main and two water services were repaired.
9. Hydro Corp is active in maintaining a Cross Connection Control program as required by the Michigan Department of Environmental Quality.
10. Hill St. water tower received a chemical washout and South Tower was inspected as part of our regular scheduled annual maintenance program.
11. A stand-by generator was purchased and installed at the Well #4 location to supply Well #4 and Well #6 with power in the event of a power failure.
12. Water Operators continue to attend classes to maintain Education Credits.
13. The annual CCR report was published.
14. Multiple water samples were taken to ensure the quality and safety of the water supply system.
15. SCADA was replaced with a brand new system for monitoring water system function.

## 2016 WATER DEPARTMENT GOALS

### Short term

1. Continue with the water meter change out program, for upgrading the meter reading system to the Automatic Meter Reading (AMR) system.
2. Continue asset management program for both, the Hill St. and Charlotte Hwy water towers.
3. Water main valve turning program of approximately 100 valves per year.
4. Acquisition of a lap top or tablet to allow for remote access to SCADA, as well as improved record keeping. Such as GPS mapping and maintenance for mains, valves, hydrants, curb stops and service lines.
5. Insulate and replace heat tape on the Bridge St. water main under the Bridge.
6. Continue with fire hydrant restoration.
7. Purchase a replacement for the current 2004 model year, Water Department truck.
8. Replace 2" galvanized water main on E. Grand River, west of town with 12" Ductile Iron water main. Approximately 1200'.
9. Connect Well #6, to the backup generator located at Well #4.

### Long term

1. Replace some of the older hydrants and add additional hydrants to areas in need of better fire flows. i.e. East St., Hill St., Grant St. and Smith St.
2. Start looking into a location on the east side of the City for a new well.
3. Continue to upgrade water main, service lines, valves and hydrants to eliminate lead joints, galvanized water main and service lines.
4. Replace all 4" sand cast water main, hydrants and valves to no less than 8" Ductile Iron.
5. Upgrade the control panel in Well #5.
6. Cleaning/rehab maintenance for Well #6

Respectfully Submitted,

Rod Smith  
Water Technician

**COMPARISON OF GALLONS PUMPED BETWEEN  
2014 AND 2015**

<b>Month</b>	<b>2014</b>	<b>2015</b>	<b>Difference</b>
January	10,293,000	9,906,400	-386,600
February	7,654,000	9,025,000	+1,371,000
March	8,287,000	9,447,000	+1,160,000
April	8,323,500	10,159,500	+1,836,000
May	11,745,300	10,037,000	-1,708,300
June	10,448,400	9,748,000	-700,400
July	11,217,000	11,816,000	+599,000
August	12,031,000	10,442,000	-1,589,000
September	9,445,500	11,125,000	+1,679,500
October	12,132,000	9,261,400	-2,870,600
November	8,106,000	8,117,000	+11,000
December	11,243,400	8,982,000	-2,261,400
<b>TOTALS</b>	<b>120,926,100</b>	<b>118,066,300</b>	<b>-2,859,800</b>

**Volume per well**

<b>Year</b>	<b>Well#4</b>	<b>Well#5</b>	<b>Well#6</b>	<b>Well#7</b>
2013	64,626,000	130,300	52,221,000	40,000
2014	73,380,000	115,100	47,352,000	79,000
2015	50,093,000	249,300	67,642,000	81,000

# City of Portland

## Department of Public Works

### 2015 Annual Report

#### FLUIDS USED

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Cylinder Oil (gal)	110	110	110	165
Transmission Fluid (gal)	55	55	0	55
Hydraulic Oil (gal)	55	110	150	55
Antifreeze (gal)	25	25	24	24
Car Wash Soap (gal)	0	0	30	30

#### FUEL USEAGE AND COST

<b>Year</b>	<b>Gas (gal)</b>	<b>Gas (cost)</b>	<b>Diesel (gal)</b>	<b>Diesel (cost)</b>
2012	7,540	\$27,289	7,315	\$28,199
2013	7,027	\$26,319	7,888	\$31,743
2014	8,569	\$29,863	10,118	\$40,370
2015	8,130	\$20,363	8,856	\$25,480

#### MAJOR AND LOCAL STREETS

<b>Material</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Hot Black Top (ton)	49	47	36	32
Winter Black Top (ton)	9	7	15	9
Crack Filler (ton)	2	2	5	2
Road Gravel (yds)	24	25	30	20
Sand (yds)	24	60	40	40

#### DUST CONTROL/BRINING

2012: 16,359 gallons used at a cost of \$2,453  
 2013: 7,444 gallons used at a cost of \$1,116  
 2014: 2,000 gallons used at a cost of \$300  
 2015: 0 gallons; minimal dust control, used water

## **SIDEWALKS AND WALKWAYS**

New sidewalks along Cutler Rd in conjunction with the street project.

Replaced several sections of walk due to safety concerns.

Replaced several areas of walk due to tornado damage of up rooted trees.

## **STREET PAINTING**

2012: Cost \$8,256.08

2013: Cost \$8,406.00

2014: Cost \$9,986.99

2015: Cost \$11,402.57

## **WINTER STREET SALT**

2012	396 tons	Total cost: \$22,039.08
------	----------	-------------------------

2013	298 tons	Total cost: \$18,261.74
------	----------	-------------------------

2014	400 tons	Total cost: \$32,172.00
------	----------	-------------------------

2015	350 tons	Total cost: \$21,098.00
------	----------	-------------------------

From January 1, 2015 to December 31, 2015, thirty miles of major intersections and hills were salted 19 times.

All City streets, cemetery, hydro plant and alleys were plowed and salted a total of 14 times.

The downtown area was cleaned of snow 11 times.

## **LEAF PICK UP**

2014: Approximately 2,760 yards of leaves were picked up.

2015: Approximately 2,000 yards were picked up.

## **MISCELLANEOUS**

- Mid Michigan Recycling ground up and hauled away brush from the ice storm of 13/14.
- We hauled/received approximately 10,000 yards of brush from the tornado
- Approved Hammond Farms to grind brush from tornado and clean up compost area in 2016.

## CITY WIDE CLEAN-UP

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Loads Received	510	484	426	393
Dumpsters Filled	27	28	25	26
Loads of Brush Received	0	3	6	10
Auto Batteries Received	4	0	4	0
Used Oil Received (gal)	25	36	40	30
Electronics	70yds	34yds	30yds	15,928 lbs
 <u>Costs:</u>				
Dumpsters	\$9,855.00	\$10,220.00	\$9,825.00	\$9,490.00
Wages	\$2,093.99	\$2,002.67	\$1,910.33	\$1,802.37
Equipment	\$336.36	\$454.30	\$599.76	\$592.19
<b>Total Cost to City:</b>	<b>\$7,178.82</b>	<b>\$7,149.41</b>	<b>\$6,948.81</b>	<b>\$6,536.51</b>
<b>Total Cost to Danby Township</b>	<b>\$3,059.43</b>	<b>\$1,885.68</b>	<b>\$2,261.44</b>	<b>\$3,089.99</b>
<b>Total Cost to Portland Township</b>	<b>\$2,047.90</b>	<b>\$3,642.41</b>	<b>\$3,124.90</b>	<b>\$2,258.07</b>
<b>Total Cost of Cleanup</b>	<b>\$12,285.36</b>	<b>\$12,677.05</b>	<b>\$12,335.17</b>	<b>\$11,884.56</b>

## MILES PUT ON CITY VEHICLES

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
9-05 GMC Truck			989	5,095
9-11 Vactor Truck		371	593	556
9-14 Sweeper	211		763	914
9-29 Ford Truck	6,063	5,604	6,806	4,552
9-31 Brine Truck	1,724	939	257	4
9-50 International Truck	1,645	2,624	2,618	1,256
9-51 Freightliner Truck	679	2,174	4,587	2,386
9-52 International Truck	2,236	3,827	3,872	2,447
9-54 Dodge 1 Ton	3,643	3,108	3,482	3,795
5-01 Ford- Water Dept.	5,425	5,075	4,910	5,846
<b>Total miles:</b>	<b>27,014</b>	<b>23,722</b>	<b>28,877</b>	<b>26,851</b>

## RECYCLING

- Collected 250 gallons of anti-freeze.
- Collected 750 gallons of used oil from residents and nonresidents.
- Plastic container was serviced 48 times.
- Cardboard container was serviced 54 times.
- Tin and glass container was serviced 17 times.
- The cardboard and plastic containers were placed on auto service every Friday.

## **EQUIPMENT**

No new equipment was purchased in 2015.  
Caterpillar loader received new tires.  
Vac Con truck had numerous repairs made.  
New snow plow truck is anticipated in 2016.

Respectfully Submitted,

Ken Gensterblum  
Public Works Foreman

# Project Report for the City of Portland

## Billing for 2015

Fleis & VandenBrink Engineering - All Accounts

\*Engineering\*

		<b>Billing Work</b>
<b>Project Numbe</b>	<b>Project Description</b>	<b>l/2015-12/2015</b>
1110	General Consultation	\$ 14,036.03
28771	Portland-Bridge Inspection	\$ 3,200.00
802050	Board of Light & Power	\$ 6,254.89
804360	Cutler Road Reconstruction	\$ 117,539.44
821680	Kent St - Academy St to City Limits	\$ 57,534.63
	<b>Total</b>	<b>\$ 198,564.99</b>

# Portland, Michigan 2015 Annual Electric Report

## Kilowatts Purchased

	2013	2014	2015
Constellaion	0	0	0
MPPA	34,928,438	36,424,475	36,637,409
MPPA (Belle River)	0	0	0
MPPA (Campbell)	0	0	0
Integrys	0	0	0
ESP	0	0	0
Hydro Generation	1,830,000	2,035,260	2,079,969
Diesel Generation	0	9,815	0
<b>Total</b>	<b>36,758,438</b>	<b>38,469,550</b>	<b>38,717,378</b>

## Electric Purchase Costs

	2013	2014	2015
MPPA	\$ 2,354,882.46	\$ 2,418,312.81	\$ 2,357,555.97
MPPA (Belle River)	\$ -	\$ -	\$ -
MPPA (Campbell)	\$ -	\$ -	\$ -
Integrys	\$ -	\$ -	\$ -
ESP	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 2,354,882.46</b>	<b>\$ 2,418,312.81</b>	<b>\$ 2,357,555.97</b>

## Kilowatts Used

Residential	17,307,319	16,136,443	16,251,144
Commercial	7,855,496	7,590,546	7,680,997
Lg. Demand/General	9,710,545	9,581,788	9,954,399
Street Lights	346,992	342,845	367,650
Diesel Plant	134,600	153,920	108,840
Hydro-Not Billed	30,407	20,586	21,556
<b>Total</b>	<b>35,385,359</b>	<b>33,826,128</b>	<b>34,384,586</b>

**Unaccounted For (Loss to System)**      **1,373,079**      **4,643,422**      **4,332,792**

**Line Loss %**      **3.74%**      **12.07%**      **11.19%**

## Average Cost Per KWH Purchased

**\$ 0.06    \$ 0.06    \$ 0.06**

## Electric Billed to Customers

PCA Billed-Residential	\$ 70,598.44	\$ 69,725.97	\$ 39,817.45
PCA Billed-Commercial	\$ 31,585.49	\$ 33,424.15	\$ 18,354.24
PCA Billed-Lg. General Residential	\$ 38,766.99	\$ 41,958.04	\$ 24,229.45
Residential EO Charge	\$ 1,813,254.11	\$ 1,704,460.29	\$ 1,715,008.50
Geothermal Discount	\$ 29,849.23	\$ 28,899.65	\$ 29,337.37
Commercial	\$ (1,125.16)	\$ (1,195.58)	\$ (1,162.06)
Commercial/LG EO Chg	\$ 867,709.72	\$ 811,802.87	\$ 821,457.97
Lg. General/Demand	\$ 30,399.99	\$ 30,069.50	\$ 29,557.76
Lg. EO Charge	\$ 850,709.33	\$ 839,069.82	\$ 855,482.66
Street Lights	\$ 220.80	\$ 220.80	\$ 220.80
Tax	\$ 47,712.02	\$ 47,406.44	\$ 49,495.07
Rental Lights	\$ 142,570.38	\$ 135,233.44	\$ 133,572.51
<b>Total</b>	<b>\$ 3,123.89</b>	<b>\$ 3,108.81</b>	<b>\$ 3,077.06</b>
	<b>\$ 3,925,375.23</b>	<b>\$ 3,744,184.20</b>	<b>\$ 3,718,448.78</b>

Residential Customers	2132	2156	2180
Commercial Customers	309	313	312
Lg. General/Demand	17	17	16
<b>Total</b>	<b>2458</b>	<b>2486</b>	<b>2508</b>



Hydro Production Report for 2015

Monthly Production

January	236,661 KW
February	120,685 KW
March	167,505 KW
April	219,720 KW
May	115,800 KW
June	164,462 KW
July	216,014 KW
August	223,281 KW
September	151,732 KW
October	83,400 KW
November	92,079 KW
December	288,630 KW

Total 2,079,969 KW for 2015

Total 2,035,260 KW for 2014

Total 1,830,000 KW for 2013

Total 1,855,800 kW for 2012

Total 2,346,000 KW for 2011

Total 1,400,000 KW for 2010

Total 1,100,500 KW for 2009

Total 1,726,100 KW for 2008

Total 1,941,700 KW for 2007

Total 1,870,000 KW for 2006

Total 871,600 KW for 2005

Total 1,186,000 KW for 2004

Total 843,000 KW for 2003

Total 1,001,480 KW for 2002

Total 1,528,700 KW for 2001

Total 1,835,500 KW for 2000

Total 1,323,400 KW for 1999

Total 1,445,100 KW for 1998

Total 1,351,700 KW for 1997

Total 1,056,500 KW for 1996

Total 1,168,800 KW for 1995

Total 1,601,800 KW for 1994

Total 1,552,400 KW for 1993

Electricity for Hydro est.\$ 1,940.22

Electricity for Park Lights est.\$ 1,138.79

Insurance (Hydro Plant) est.\$ 1,854.00

Insurance Garage est.\$ 29.00

Insurance, Pump House, Dwellings,

Fencing and Transformer est \$ 203.00

Combined expenses \$ 37,780.99

Weekend labor est.\$ 15,000.00

Total Expenses for 2015 \$ 57,946.00

Total Expenses for 2014	\$ 40,673.10
Total Expenses for 2013	\$ 63,425.00
Total Expenses for 2012	\$322,581.47
Total Expenses for 2011	\$ 57,867.05
Total Expenses for 2010	\$ 50,819.82
Total Expenses for 2009	\$ 67,189.38
Total Expenses for 2008	\$ 31,614.13
Total Expenses for 2007	\$ 38,386.49
Total Expenses for 2006	\$ 76,675.72
Total Expenses for 2005	\$335,799.43
Total Expenses for 2004	\$ 88,106.35
Total Expenses for 2003	\$119,329.73
Total Expenses for 2002	\$ 33,897.00
Total Expenses for 2001	\$ 34,554.08
Total Expenses for 2000	\$ 25,595.23
Total Expenses for 1999	\$ 32,629.65
Total Expenses for 1998	\$ 34,288.17
Total Expenses for 1997	\$ 58,055.95
Total Expenses for 1996	\$ 22,101.29
Total Expenses for 1995	\$ 14,954.02
Total Expenses for 1994	\$ 84,291.44
Total Expenses for 1993	\$162,879.32

Price for KWH for 2015 .028 cents

Price for KWH for 2014	.02 cents
Price for KWH for 2013	.034 cents
Price for KWH for 2012	.17 cents
Price for KWH for 2011	.025 cents
Price for KWH for 2010	.036 cents
Price for KWH for 2009	.061 cents
Price for KWH for 2008	.02 cents
Price for KWH for 2007	.019 cents
Price for KWH for 2006	.041 cents
Price for KWH for 2005	.39 cents
Price for KWH for 2004	.0742cents
Price for KWH for 2003	.14 cents
Price for KWH for 2002	.0338cents
Price for KWH for 2001	.0222cents
Price for KWH for 2000	.0140cents
Price for KWH for 1999	.0247cents
Price for KWH for 1998	.024 cents
Price for KWH for 1997	.043 cents
Price for KWH for 1996	.02 cents
Price for KWH for 1995	.01 cents
Price for KWH for 1994	.05 cents
Price per KWH for 1993	.10 cents

23 year averaged price KWH (Hydro) .061

Averaged price for purchased KWH om 2015 .066  
(MPPA)

Averaged price for purchased KWH in 2014 .065 (MPPA)  
 Averaged price for purchased KWH in 2013 .0674 (MPPA)  
 Averaged price for purchased KWH in 2011 .066 (CE)  
 Averaged price for purchased KWH in 2010 .061 (CE)  
 Averaged price for purchased KWH in 2009 .048 (CE)  
 Averaged price for purchased KWH in 2008 .065 (CE)  
 Averaged price for purchased KWH in 2007 .047 (CE)  
 Averaged price for purchased KWH in 2006 .05177 (CE)  
 Averaged price for purchased KWH om 2004 .044 (CE)  
 Averaged price for purchased KWH in 2003 .04 (CP)  
 Averaged price for purchased KWH in 2002 .045 (CP)  
 Averaged price for purchases KWH in 2001 .051 (CP)  
 Averaged price for purchased KWH in 2000 .039 (CP)  
 Averaged price for purchased KWH in 1999 .039 (CP)  
 Averaged price for purchased KWH in 1998 .040 (CP)  
 Averaged price for purchased KWH in 1997 .0359 (CP)  
 Averaged price for purchased KWH in 1996 .045 (CP)  
 Averaged price for purchased KWH in 1995 .047 (CP)  
 Averaged price for purchased KWH in 1994 .045 (CP)  
 Averaged price for purchased KWH in 1993-.0457 (CP)

Summary of Hydro

Savings on KWH for 2015 \$ 79,038.00  
 Savings on KW demand for 2015 (avg.) \$ 19,344.00  
 Total savings for 2015 \$ 98,382.00

Compared to market green power(.09)\$ 128,958.00  
 (savings on KWH)

The price for KWH is pretty good this year. I show all work/expenses for a single year. These should be spread over the life of the FERC license. This would bring the cost down.

In the fall of 2008, the State Legislature passed PA 295. This requires us to provide/purchase escalating amounts of "Green Power", which our hydro qualifies for. Green Power on the market is going for .090 cents, plus transmission charges, depending on where it may come from. The hydro will be more valuable to us and our customers, to offset some of this higher price green power.

Beginning in January of 2012 we started retiring our Renewable Energy Credits the hydro as accumulated for us over the past 3 years.

These savings are estimates. They are based on CP's demand charge for firm service @ \$6.50. During the summer energy is being quoted quite

high. Megawatt hours have been sold for several thousand dollars in the past. During this time the hydro can save us about \$1.50 per kilowatt hour.

Respectfully submitted,

Jon Hyland

City of Portland Board of Light & Power

City of Portland  
Board of Light and Power  
723 E. Gd. River Ave.  
Portland, Mich. 48875

#### Miscellaneous Items Reported for Year 2015

Total vehicle expenses for calendar year 2015 were \$7683.77  
2014 were \$28847.73 2013 were \$15,424.58. 2012's were  
\$12,176.10 \$14,242.89, 2010's were \$9,636.34 2009's were  
\$28,205.87 2008's were \$ 15874.40 2007's were \$13,696.75

The FERC license for the hydro plant that was obtained in  
calendar year 2001, continues to require us to complete  
various studies/monitoring for the year 2015 and 2016.

We are still contending with a fuel oil line break,  
due to construction at the diesel plant. This will  
probably go on for years to come.

During the summer months, conduits were installed  
on Doreen Dr, Debra Dr., and Diane Dr. into a  
sub-division known as Spohn's Sub-division. Wire  
was installed and the homes were switched over from  
overhead to underground. This completed an area  
giving reliability to the area that was giving us  
outages and trouble. It also allowed to increase  
the voltage from 4160 volts to 12470 volts thus  
enabling us to loop West Gd. River Ave. to Ionia Rd  
and Gibbs Rd. along Friend Rd. Gibbs road was looped  
to Lyons Rd. when this was completed. It gave us  
dual electrical feeds for these areas

In June of 2015 a tornado came through Portland. A  
lot of electrical damage occurred. The loop lines on  
the west side allowed us to switch over customers  
to other lines giving them electrical service in a  
short time. All customers were turned back on that  
had houses left standing.

The boards were repaired on the dam.

Again this year, we spent a fair amount of time and  
effort dealing with PA 295's implementation of  
Energy Optimization Programs as well as Renewable  
Energy Programs

Some new homes were hooked up to our system during  
2015, mostly in the Rindlehaven sub-division.

A co-ordination study was started in 2015. The purpose is to allow placing fault interruption equipment around various locations to improve reliability.

We finished modeling our system in of 2015 with GRP Engineering.

We replaced 5 wood poles on Lyons Rd. with heavier class poles to prevent snapping, that occurred during the Tornado.

Respectfully submitted,

Jon Hyland

City of Portland, Board of Light & Power

City of Portland  
Board of Light and Power  
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Long range goals and goals for 2016:

Would like to complete substation studies esp. with some new construction anticipated. (Did not complete).

Replace transformer bank feeding main street. (Not complete).

Replace fuel oil tank. (Not completed)

Analyze industrial bank of transformer due to some growth. (Not completed)

Replace two pickup trucks. (Not completed)

Upgrade Buckner property for use. (Not completed)

Stay ahead of proposed expansion project at the West City Limits (Schrauben property). Tri County Electric is trying to obtain this away from the City. This needs to be continued.

Continue the current process of upgrading lines and burying them.

Purchase and install various 3 phase fault interrupters throughout our system. This is the next step in our underground program. These will cost around \$7-\$10,000 each with 30 or 40 needed. This has been started with a co-ordination study.

Would like to look at another generator(s) installed. (Not completed)

Update mapping of system as needed. This will be continuous, as we have been upgrading our system.

Develop a five year upgrade plan for our system. (Not completed)

The older roofs on the Diesel Plant and Hydro plant are leaking. Roof work needs to be completed this summer. (Not Completed)

The hydro governors are giving us some trouble, we

are in the process of looking at replacing these.  
The present units are antique with no parts  
available. I intend to look at some governors at  
Hart's and Lansing's utility. (Not completed)

The Light & Power Board needs to start thinking  
about replacing me when retirement comes.

Respectfully submitted,

Jon Hyland

City of Portland, Board of Light & Power

City of Portland  
Board of Light & Power

Demand for the City of Portland for 2015 (KW)

2015 MPPA and hydro combined

January 6051

February 5597

March 5354

April 4597

May 6030

June 6401

July 7987

August 7652

September 8071

October 4614

November 5422

December 5722

KWHS for 2015 MPPA and hydro combined

January 3,322,217

February 3,074,212

March 3,007,072

April 2,608,500

May 2,847,966

June 2,996,913

July 3,450,836

August 3,309,117

September 3,122,929

October 2,756,412

November 2,791,551

December 3,110,072

Outage Report for 2015 by Circuits:

2014 2015

Westside Residential Circuit:

Primary Outages on overhead distribution-----1-----0  
Primary Outages on underground distribution-----0-----0  
Major primary outages on overhead distribution-----1-----1  
Major primary outages on underground distribution----0-----1  
Primary outages on underground caused by dig-ins-----0-----0  
Secondary outages caused by dig-ins-----2-----0  
Secondary trouble calls on overhead distribution-----0-----1  
Secondary trouble calls on underground distribution--0-----0

Industrial Circuit:

Primary Outages on overhead distribution-----0-----0  
Primary Outages on underground distribution-----0-----0  
Major primary outages on overhead distribution-----0-----0  
Major primary outages on underground distribution----0-----0  
Primary outages caused by dig-ins-----0-----0  
Secondary outages caused by dig-ins-----0-----0  
Secondary trouble calls on overhead distribution-----0-----0  
Secondary trouble calls on underground distribution--0-----0

North Circuit:

Primary outages on overhead distribution-----0-----0  
Primary outages on underground distribution-----0-----0  
Major primary outages on overhead distribution-----0-----0  
Major primary outages on underground distribution----0-----0  
Primary outages caused by dig-ins-----0-----0  
Secondary outages caused by dig-ins-----0-----1  
Secondary trouble calls on overhead distribution-----0-----0  
Secondary trouble calls on underground distribution--0-----0

South Circuit:

Primary outages on overhead distribution-----0-----0  
Primary outages on underground distribution-----0-----0  
Major primary outages on overhead distribution-----0-----0  
Major primary outages on underground distribution----0-----0  
Primary outages caused by dig-ins-----0-----0

Secondary outages caused by dig-ins-----1-----0  
Secondary trouble calls on overhead distribution-----0-----1  
Secondary trouble calls on underground distribution--1-----1

Downtown Circuit:

Primary outages on overhead distribution-----0-----0  
Primary outages on underground distribution-----0-----0  
Major primary outages on overhead distribution-----0-----0  
Major primary outages on underground distribution---0-----0  
Primary outages caused by dig-ins-----0-----0  
Secondary outages caused by dig-ins-----0-----0  
Secondary trouble calls on overhead distribution-----1-----0  
Secondary trouble calls on underground distribution--0-----0

East Circuit:

Primary outages on overhead distribution-----0-----0  
Primary outages on underground distribution-----0-----0  
Major primary outages on overhead distribution-----0-----1  
Major primary outages on underground distribution---0-----1  
Primary outages caused by dig-ins-----0-----1  
Secondary outages caused by dig-ins-----0-----1  
Secondary trouble calls on overhead distribution-----0-----0  
Secondary trouble calls on underground distribution--0-----0

City of Portland  
Board of Light and Power  
723 E. Gd. River Ave.  
Portland, Mich. 48875

The following is a list of trees that this dept.  
removed in the past year. This list has a cost  
associated with it. This cost shows what our customers  
would have paid if we charged for this service.

Total for 2015-----	\$ 1000.00
Total for 2014-----	\$ 1500.00
Total for 2013-----	\$ 1000.00
Total for 2012-----	\$ 767.20
Total for 2011-----	\$ 986.40
Total for 2010-----	\$ 780.00
Total for 2009-----	\$ 767.20
Total for 2008-----	\$ 986.40
Total for 2007-----	\$ 0
Total for 2006-----	\$ 383.80
Total for 2005-----	\$ 0
Total for 2004-----	\$ 0
Total for 2003-----	\$ 0
Total for 2002-----	\$ 6258.85
Total for 2001-----	\$ 8354.80
Total for 2000-----	\$ 19454.20
Total for 1999-----	\$ 7829.40
Total for 1998-----	\$ 5613.80
Total for 1997-----	\$ 8166.40
Total for 1996-----	\$ 17481.30
Total for 1995-----	\$ 0
Total for 1994-----	\$ 10590.80
Total for 1993-----	\$11654.12
Total for 1992-----	\$13457.91
Total for 1991-----	\$9617.13
Total for 1990-----	\$7768.90
Total for 1989-----	\$20978.55

Grand Total for past 26 years--\$155,395.76

This list does not include trees the Parks  
Department/DPW has removed.

Meeting and Attendance Record of Light & Power Board for 2015

January---Present:Torp-Smith, Habegger, Lakin

February---Present-Torp-Smith, Habegger,Lakin

March---Present:Torp-Smith, Habegger,Lakin

April---Present: Torp-Smith, Habegger, Lakin

May ---Present: Torp-Smith, Habegger, Lakin

June---Present:Torp-Smith, Habegger, Lakin

July---Present:(Torp-Smith excused), Habegger,Lakin

August-Present:Torp-Smith, Habegger, Lakin

September-Present: Habegger, Lakin

October-Present:Torp-Smith, Habegger, Lakin

November-Present:Torp-Smith, Habegger, (Lakin excused)

December-No meeting



# **Parks, Recreation & Cemetery Annual Report**

## **2015**

**Submitted By:  
Mary Ellen Scheurer  
Parks, Recreation & Cemetery Director  
City of Portland**

**To: Portland City Council / City Manager**

**From: Parks, Recreation & Cemetery Director**

**Re: 2015 Annual Report for the Parks, Recreation & Cemetery Departments**

**You will find attached the Annual report for the Parks, Recreation & Cemetery Department. The report for each Department includes yearly totals, goals and projects we were able to complete in 2015 as well as goals for 2016.**

**The Recreation portion includes the report which is compiled annually for the Portland Parks and Recreation Board, City Council, Portland Township Board, Danby Township Board and the Portland Community Fund.**

**I. CEMETERY DEPARTMENT**

A.	2015	CHARGE	2015
	GRAVE OPENINGS		<u>TOTAL REV</u>
	12	Burial of Res. @ \$ 225.00	\$ 2,700.00
	2	* Burial of Res. @ \$ 375.00	\$ 750.00
	13	Burial of Nonres @ \$ 350.00	\$ 4,550.00
	4	* Burial of Nonres @ \$ 500.00	\$ 2,000.00
	3	Cremation of Res @ \$ 75.00	\$ 225.00
	10	Cremation of Nonres @\$ 125.00	\$ 1,250.00
	1	Burial of Nonres Baby @ \$ 100.00	\$ 100.00
	0	* Burial of Resident Baby @ \$305.00	\$ -0-
	1	* Cremation on Res @ \$225.00	\$ 225.00
	3	* Cremation of NonRes @ \$ 275.00	\$ 825.00
	0	Disinterment of Res Baby	\$ -0-
	0	Disinterment of Res over 4 foot	\$ -0-
	<b>49</b>	<b>TOTALS</b>	<b>\$ 12,625.00</b>

B. BURIAL TOTALS OVER LAST SIX YEARS

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Burial of Resident	8	8	8	4	7	12
Burial of Nonresident	11	8	12	4	6	13
*Burial of Resident	1	0	1	16	1	2
* Burial of Nonresident	1	4	3	8	3	4
Cremation of Resident	8	4	2	1	1	3
*Cremation of Resident	1	1	1	6	1	1
Cremation of Non-Resident	11	6	7	1	13	10
* Cremation of Non-Resident	1	3	3	6	3	3
Disinterment	0	0	0	1	0	0
* Burial of Resident Baby	0	0	0	1	0	0
Burial of Nonresident Baby	0	0	0	1	1	1
* Burial of Nonresident Baby	0	0	0	0	0	0
	<b>42</b>	<b>34</b>	<b>37</b>	<b>49</b>	<b>36</b>	<b>49</b>

\* INDICATES AFTER HOURS OR SATURDAY FUNERALS WITH OVER TIME CHARGES.

C. LOT SALES FOR 2015

<u>NUMBER OF GRAVES SOLD</u>	<u>CHARGE FOR GRAVE</u>	<u>2014 TOTAL REVENUE</u>
12	Grave sold to Resident @ \$ 250.00	\$ 3,000.00
11	Graves sold to Nonresident @ \$425.00	\$ 4,675.00
	Resident Baby land @ \$ 50.00	\$ -0-
	Nonresident Babyland @ \$ 100.00	\$ -0-
8	Cremation Graves @ 125.00	\$ 1,000.00
2	Cremation Grave @ 212.50	\$ 250.00
<b>33</b>	<b>TOTAL NUMBER OF GRAVES SOLD</b>	<b>\$ 8,925.00</b>
TOTAL REVENUE FROM GRAVES SOLD 2015		<b>\$ 8,925.00</b>
PERPETUAL CARE CHARGE		<b>\$ 3,550.00</b>
TOTAL REVENUE MINUS PREP CARE		<b>\$ 5,375.00</b>

\*\* NOTICE some of the Revenue may not be collected as some people make arrangements to pay for their lots on time with the City Clerk.

D. FOUNDATION CHARGES FOR 2015

23	Foundations of various sizes	\$ 5,867.60
4	Foundation repairs and caps	\$ 375.00
2	Bronze veterans markers installed	\$ -0-
<b>29</b>	<b>TOTALS</b>	<b>\$ 6,242.60</b>

E. CEMETERY TOTALS FOR LAST FIVE YEARS

TOTALS	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
# Burials	34	37	49	36	49
# Graves sold	28	29	28	23	33
# Foundations	33	32	23	29	29
Revenue openings	\$ 8,500	\$ 9,700.00	\$15,510.00	\$ 8,205.00	\$ 12,625.00
Rev grave sales	\$ 4,550	\$ 4,525.00	\$ 5,862.50	\$ 4,400.00	\$5,375.00
Rev Foundations	\$ 5,566	\$ 5,605.00	\$ 5,459.80	\$ 4,841.20	\$6,242.60
TOTAL REVENUE	\$18,616.	\$ 19,830.00	\$ 26,832.30	\$ 17,446.20	\$ 24,242.00

F. CEMETERY EQUIPMENT PURCHASES AND MAJOR IMPROVEMENTS WHICH WERE COMPLETED IN 2015.

1. Purchased additional gravel for the roads around section "H-2". Finished some grading, seeding and plantings in section H-2.
2. Added millings from the street project on Storz and Barley avenue to the Cemetery Roads. The millings were pretty rough so we had the area rolled and plan to add fine millings in the spring of 2016 from Kent Street.
3. Purchased one new John Deere 920A Ztrak Mid-mount mowers with 54" deck and mulching kits. This unit replaced one of the existing Z-Trak's purchased in June of 2013. The new mower was purchased by the Parks and Cemetery Department. The Equipment was purchased on the bi- annual replacement program utilizing the State of Michigan purchasing program through Bader's. This is the second year we went to switching out the Ztrak mowers every two years instead of annually so next year we will replace the other mower purchased in June of 2014.
4. Planted a few of new trees in the Cemetery both in the Sections where trees have been removed as well as around the Cemetery Borders.
5. Purchased a new John Deere 3039R to replace the John Deere 4300 which pulls our 12 foot Woods mower. The JD 4300 was purchased in 1999 and had over 5,000 hours on the tractor and really needed to be replaced for safety as well as

economically. The tractor was purchased by both the Parks and Cemetery Department through the State of Michigan purchasing plan.

6. Removed a couple of large old trees and numerous shrubs in various sections at the Cemetery due to decline or safety issues.
7. The Director once again coordinated with the VFW and the Boy Scouts for the Memorial Day festivities and placement of the flags for the Memorial Day Holiday.

#### G. 2016 CEMETERY EQUIPMENT NEEDS & IMPROVEMENT PROJECTS

1. Purchase one new John Deere Ztrak 920A mid-mount mowers on the bi-annual replacement program utilizing the State of Michigan purchasing program thru Bader's. This June we will be replacing the Parks ZTrak 54" mulching mower.
2. I will continue to work with the organizations that organize the Memorial Day program and coordinate with the Boy Scouts and the VFW.
3. The Department will continue to remove the dead and diseased trees and shrubs and replace them as deemed necessary to maintain the existing appearance of the Cemetery.
4. Purchase new Software from BS & A which will allow us to map the Cemetery section if funding is available next year.
5. The small parcel on the north east side of the Cemetery which we acquired from the Narhi's is currently covered in trees and as time permits we are slowly clearing the area. The area is large enough to create a small cremation section in the future if we can find a way to enter the area.
6. Plan to get the fine millings from the 2016 Kent street projects to put on Cemetery roads where the not so fine millings were placed last summer. This will smooth out the roads and improve them a great deal and help correct the problems from last year's millings.
7. Purchase Safety supplies to ensure a safe working environment for all of our full and part-time employees.
8. Purchase and install signs at major intersections identifying the Cemetery roads and sections at least along the main road.
9. Install a gate into the Cemetery from the trail system if I can get authorization from MDOT to install the gate. I have been working to get this gate since the trail project was completed along the I-96 corridor. The process was started again in 2015 and we should hear back from MDOT by the spring of 2016. I already have the gate to install in the fence line.
10. Start looking into a Columbarium niche system to handle future cremations.
11. Purchase software to do mapping at the Cemetery.
12. Replace the John Deere HPX 4x4 Gator or replace the engine in this gator as the engine is in bad condition and last summer we had to put a lot of money into the Gator to keep it running. This Gator acts as our second vehicle in the Parks

Department and is much more efficient to run than a pick-up for hauling a mower and working around town in the parks. This also gives us two vehicles in the Parks to get two crews around town.

## II. PARKS DEPARTMENT

### A. STUMP REMOVALS

<u>LOCATION</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Right of Way	25	24	30	28	32	37	13	78
City Property	3	2	5	5	6	6	2	14
Private Property	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>28</b>	<b>26</b>	<b>35</b>	<b>33</b>	<b>38</b>	<b>43</b>	<b>15</b>	<b>92</b>

\*\* All Stump removals since 1999 are contracted out on a yearly basis with the award going to the low bidder. The City work crews then do the restoration and cleanup of the area and replanting where necessary.

### B. TREE PLANTING

<u>LOCATION</u>	<u>SP13</u>	<u>FALL 13</u>	<u>SP 14</u>	<u>FALL 14</u>	<u>SP15</u>	<u>FALL15</u>
Curb Lawn	1	0	1	0	4	0
Cemetery	0	10	2	0	0	0
Parks	2	0	9	0	0	1
Downtown Area	0	0	1	0	1	6
<b>TOTALS</b>	<b>2</b>	<b>10</b>	<b>13</b>	<b>0</b>	<b>5</b>	<b>7</b>

- This is the total number of trees we have planted in the City over the last three years that were purchased from a tree nursery.
- The Goal is to continue to plant as many trees as possible on a yearly basis at least the number of trees we remove on an annual basis if funding is available. The last couple of years we have not been able to plant as many trees as we have removed due to budget constraints. In 2016 we need to plant a lot of trees due to natural decline as well as due

the tornado of 2015. The Tree Management Budget has been expended thru June of 2016.

- Every year 250 white pine seedlings are presented to all second graders in both Portland St. Pats and Portland Public Schools with planting instructions. This program has been going for over 30 years.

C. TREE REMOVALS IN THE CURB LAWN AND IN THE PARKS:

<u>LOCATION</u>	<u># of Trees 12</u>	<u># of Trees 13</u>	<u># of Trees 14</u>	<u># of Trees 15</u>
Curb Lawn	30	37	23	78
City Property	8	6	12	14
<b>TOTALS</b>	<b>38</b>	<b>43</b>	<b>35</b>	<b>92</b>

D. PARK EQUIPMENT PURCHASES & MAJOR IMPROVEMENTS WHICH WERE COMPLETED IN 2015

1. The Tree Management Commission held our 31st annual white pine seedling give away in April to all second grade students in the Portland School District. The Parks Department has been providing the white pine seedlings to all second grade students during Arbor week since 1984. The Director purchases the seedlings from the Ionia County Soil Conservation District. The seedlings are then packaged by the Director and members of the Tree Management Commission and presented to all second grade students in the School District. A tree Management Board member presented the seedlings to the second grade student in 2015. The students were also given planting instructions and information regarding the White Pine which is the State Tree.
2. The City Employees planted new trees in the curb lawn and in the Parks and Cemetery replacing removed trees as deemed necessary by the Director. Due to the tornado we removed 56 trees in the fall of 2015 which resulted in removing 92 trees this year on City property and the curb lawn area. After the stumps were removed we exhausted our 2015/2016 Tree Management Budget. As a result the only trees we planted on the right of way in the fall of 2015 were the trees covered by insurance around City Hall.
3. An Arbor Day Tree was planted at Community Lake Park in celebration of Arbor Day on 4/24/15.
4. Purchased one new John Deere Ztrak's 920A in the Parks & Cemetery Department on our bi- annual replacement program with Bader's utilizing the State of Michigan Purchasing Program. In 2015 we replaced the ZTrak from the Cemetery Department.
5. The City became a Tree City USA Community again in 2014 and has been every year since 2002 and the Director has made application for 2015.

6. Added additional information on the web site regarding our Parks, this will be an on going process. The site includes photos of facilities as well as rental information on the Park Facilities.
7. Purchased and install Park signs that needed to be replaced due to weather damage or vandalism. Purchased signs to put up on our bridges along the trail letting residents know that the decking is slippery when wet.
8. Purchased a new Aero Glider for Community Lake Park with funds donated to the City from a volunteer group. The equipment will be installed in the spring of 2016 and will be stored at the Cemetery buildings this winter.
9. Purchase a new John Deere 3039R tractor to replace our John Deere 4300 which was purchased in 1999. This tractor pulls our 12 foot woods mower which mows all the large areas in the Parks and Cemetery. The tractor was purchased by the Parks and Cemetery Department and was purchased thru the State of Michigan purchasing program.
10. Yellow tile was installed on the fence rails at a couple of the fields at the Flats in the spring of 2015 and I have some left that will be installed along the fence line at the big field at the flats.
11. Applied for a Natural Resource Trust Fund Acquisition Grant in April of 2015 to purchase 1.65 acres at Two Rivers Park from the Condo Developers. On December 2, 2015 we found out the Trust Fund Board recommended funding of our Grant Application. We are now waiting for appropriations of these grant funds to be completed by the Legislators.

#### D. PARK EQUIPMENT NEEDS & IMPROVEMENT PROJECTS FOR 2016.

1. The Parks and Recreation Board will continue to discuss how best to complete the hiking/biking trail loop around the City.
2. The Director will continue to work with the schools to try and establish a “safe routes to school program”.
3. Continue to work on acquiring the property with the Acquisition Grant we received from the Natural Resource Trust Fund in 2015. The property expansion at Two Rivers Park could really enhance the Band Shell area and create a Portland Central Park. This should be a priority for Park expansion and development. An appraisal must be completed by an Appraiser approved by the DNR prior to closing on the acquisition.
4. The Tree Planting program we started in 1999 has been going very well however in the last few years we have been planting fewer trees due to budget cuts over the years. The Budget needs to be increased to get back to planting 30 to 60 trees on an annual basis or/and include tree planting in the street projects which would leave additional funds to replace tree removals.
5. The Parks and Recreation Board will continue to discuss the future of the Bogue Flats recreation area and how best to develop that area.

6. If we have time available with the maintenance crew we will work on clearing a few additional areas along the Looking glass River for Picnic sites at Community Lake.
7. The Director will continue to update our web page information utilizing the digital camera and include facilities available at each park as well as which parks are available for rental. This will be an ongoing project.
8. The Director will continue to work on updating the fencing of the ball fields at the Flats as funds are available. I have some yellow tile left that will be installed this spring on the big softball field at the flats.
9. The Director will continue to monitor and repair the asphalt where deemed necessary on the existing trail. The plan is to annually replace areas on the trail that have the most root damage which ends up being a safety concern. The road crossings and gates will also be repainted along the trail during the summer of 2016 where necessary. The Board is also looking at other ways to make our trail crossings safer for pedestrian travel.
10. The Director will be looking into the Michigan Transportation Alternatives Program (TAP) to see if funds would be available to maintain and repair our existing asphalt trail.
11. Purchase a few new picnic table frames and construct new picnic tables to replace a few that are in need of repair as funds are available.
12. Purchase one new John Deere Ztrak 920A in the Cemetery and Parks budget on the annual replacement program utilizing the State of Michigan purchasing program. The Parks mower will be replaced this spring as the Cemetery mower was replaced last spring.
13. The Director will continue to purchase safety supplies to make a safe work environment of all employees.
14. The Director will continue to monitor Park and Cemetery facilities to ensure a safe environment for all residents of the community.
15. The Director will continue to work with outside organizations and seek sponsorships to raise additional funds to improve the existing playground equipment in the parks.
16. Apply for additional grant funds for playground equipment in the Parks if funds are available for a local match.
17. Apply for a Recreation Passport grant to resurface and install new Boards on the Roller Hockey rink

E. VEHICLE AND FUEL TOTALS FOR 2015

1. BREAKDOWN OF TOTALS

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
TOTALS					
Gas	\$ 2,342.37	\$ 1,596.30	\$ 2,033.67	\$ 1,758.50	\$1,555.78
Diesel	\$ 1,621.22	\$ 1,776.76	\$ 1,824.42	\$ 2,131.28	\$ 1,880.41
Oil	\$ 182.67	\$ 256.34	\$ 333.42	\$ 224.86	\$ 234.68

Filters	\$ 167.78	\$ 138.26	\$ 393.05	\$ 346.34	\$ 298.05
Parts	\$ 2,857.07	\$ 1,973.01	\$ 3,488.56	\$ 4,254.27	\$ 4,202.12
Misc	\$ 658.45	\$ 315.99	\$ 182.94	\$ 353.51	\$ 205.96

**GRAND TOTALS \$ 7,829.29 \$ 6,056.26 \$ 8,316.06 \$ 9,068.76 \$ 8,377.59**

## 2. VEHICLE HOURS OVER LAST SEVEN YEARS

VEHICLE #	2008	2009	2010	2011	2012	2013	2014	2015
JD 4005 705		73	172	78	74	107	67	66
Ztrak 920 AC					New purchase 6/15			157
Ztrak 920Ac			122	126	86	83	259	*93
JD 770 717	98	109	127	149	88	127	103	89
Ztrak 920Acp	190	192	84	92	96	104	98	
Ztrak 920Ap			133	137	80	87	95	** 231
JD 770 7 18	182	206	207	242	149	133	122	102
JD 4300 743	283	352	293	319	258	243	325	109
JD 3039 739	New tractor replaced 4300 on 7/1/15							166
JD Gator 6X4	83	96	100	87	97	128	91	76
JD Gator 4x4	85	141	141	119	119	118	99	71

## 3. TOTAL COST PER VEHICLE OVER LAST FIVE YEARS

VEHICLE #	2011	2012	2013	2014	2015
705	\$ 165.99	\$ 221.34	\$ 377.55	\$ 307.77	\$ 221.60
MIS	\$ 1,191.17	\$ 608.14	\$ 678.70	\$ 933.57	\$ 851.71
717	\$ 728.99	\$ 549.40	\$ 753.47	\$ 601.85	\$ 457.20
920ac/920ac	\$ 1,230.22	\$ 849.84	\$1,035.37	\$ 973.65	\$ 702.78
920ap/920ap	\$ 1,063.22	\$ 828.69	\$ 839.42	\$ 996.03	\$ 902.27
718	\$ 706.95	\$1,285.08	\$2,216.51	\$1,244.96	\$ 357.26
743	\$ 1,653.68	\$ 793.64	\$1,051.31	\$ 1,894.53	\$ 917.54
JD3039	new purchase replaced JD4300 7/1/15				\$ 677.51
Woods mower	\$ 876.15	\$ 105.70	\$ 758.83	\$ 557.42	\$ 430.34
6' mower	\$ -0-	\$ -0-	\$ 172.40	\$ 47.12	-0-
JDGator 6X4	\$ 101.38	\$ 115.05	\$ 157.87	\$ 266.12	\$ 178.80
JD Gator 4X4	\$ 182.12	\$ 176.46	\$ 215.83	\$ 2,039.40	\$ 1,916.51
JD Broom	\$ -0-	\$ -0-	-0-	-0-	-0- traded off 7/15
JD Snow blower	-0-	\$ -0-	-0-	-0-	-0-

\*\*\*NOTE: All the engine oil is purchased under miscellaneous in a 55 gallon drum which we normally purchase every other year. The tractor costs also include all tractor parts, fuel and mower blades and costs have gone up per vehicle primarily due to

increased fuel costs. The cost for # 7-18 the compact 770 John Deere Diesel which is used for snow removal in the winter has required more maintenance than the older 770 (#717) due to salt damage. The John Deere 4300 was replaced this year with the purchase of the new JD 3039R on July 1, 2015 only cost for that tractor this year was diesel. There was an increase cost for the HPX Gator which needs to be replaced next year or a new engine installed.

**E. RECREATION YEARLY REPORT**

1. The Recreation Yearly Report is attached to this report and includes all participation and financial totals from August 16<sup>th</sup>, 2014 to August 15<sup>th</sup>, 2015.

**F. BOARDS AND COMMISSION ATTENDANCE RECORDS**

1. The Parks and Recreation Board attendance record from January 1<sup>st</sup>, 2015 thru December 2015. The Board normally does not meet during the months of July and December due to scheduling conflicts. The Board meets on the third Thursday of month at the Portland City Hall at 5:30 PM.

**NUMBER OF MEETINGS**

BOARD MEMBER	MEETINGS	ATTENDANCE	ABSENCE
CUNNINGHAM	10	8	2
WELLER	10	9	1
FOOTE	10	8	2
CROSS	10	8	2
WILLIAMS	10	6	4

2. The Tree Management Commission attendance record from January 1<sup>st</sup>, 2015 thru December 31, 2015 during that time the Tree Management Commission only met twice. The first meeting was to bag the White Pine seedlings on April 20, 2015. The seedlings are presented to all 2<sup>nd</sup> graders in the School District in conjunction with Arbor Week. The second meeting was for the Annual Arbor Day tree planting which took place on April 24, 2015 at Community Lake Park.

**Number of meetings**

BOARD MEMBER	# OF MEETINGS	ATTENDANCE	ABSENCE
--------------	---------------	------------	---------

Weller 11/15 Parks Board	0		0
Abel 7/15	1	1	0
Logel 7/15	1	1	0
Freed 7/15	1	1	0
Carr	2	1	1

\*\*\* The Director applied to become a TREE CITY USA and we were awarded TREE CITY USA status for the following years; 2002, 2003, & 2004, 2005, 2006, 2007, and 2008, 2009, 2010, 2011, 2012 & 2013, 2014.\*\*\*\* The Director has made application for 2015!!!



## DIRECTORS REPORT

I would like to take this opportunity to thank all full and part-time Parks, Recreation & Cemetery Employees for another great year. The employees were definitely instrumental in making 2015 another very successful Year for the Parks, Recreation & Cemetery Department and for the City of Portland.

In the Cemetery Department a number of internments have taken place in Section H-2 which was opened in November of 2013. That currently is the only section available to purchase

multiple graves and does include a number of cremation lots. A number of shrubs and trees were planted in various locations in the Cemetery and in the new section.

The last two years we have only purchased one new John Deere Ztrak 920 per year on the bi-annual replacement program from Bader's and Sons utilizing the State of Michigan Purchasing Program. The one replacement unit we purchased in 2015 is a 54" Mid-mount John Deere Ztrak's with a mulching kit. For record keeping purposes we have labeled one C for Cemetery and one P for Parks and in 2015 we replaced the Cemetery machine and in June/July of 2016 we will replace the Parks unit.

In the Parks and Cemetery Department we removed a number of dead, diseased and tornado damaged trees and shrubs. In the fall of 2015 we replanted only trees that were damaged at City Hall in the tornado as they were covered by insurance. Due to budget constraints we plant a few trees in the spring of 2015 and then due to the number of stumps that had to be removed around the city from the tornado that hit in June of 2015 we did not plant any trees in the curb lawn in the fall of 2015. A few home owners did plant and purchase a tree's in the curb lawn with approval from the Director on spacing, species and location. An Arbor Day tree was planted on Arbor Day to comply with the Tree City USA requirements so we could make application for Tree City USA in 2015. All the trees planted by the City were purchased from a tree nursery through the bid process and planted by City staff. We will need to find funds to plant trees in the spring due to expending the Tree Management Budget for 15/16 with stump removal in 2015.

The Department once again offered our Labor Day Bridge Walk on Labor Day the walk covered approximately 4.1 miles and crossed all six bridges in the Community. It was our 10<sup>th</sup> Annual Labor Day Bridge walk with 89 walkers taking part many of them have attended all ten Labor Day Bridge Walks. The Department also continued with our Banner Program where we are selling Sponsorship Banners to be placed on our ball field fences as a fund raiser for the Department and advertising for the local businesses.

The Parks Department had a donation of over \$ 18,000.00 for the purchase of playground equipment from Ben Durrant and his organization called Emma's Avengers which has been raising funds for Reyes Syndrome. The equipment purchased was an Aero-Glider which is a large accessible piece of equipment which will hold able body children and wheel chairs at the same time. This equipment is currently stored at the Cemetery and will be installed next spring with Ben's group providing the installation materials and helping with the installation.

The attached Recreation report includes participation and financial totals for all of our Youth and Adult Recreation programs offered from August 16, 2014 through August 15, 2015. The Recreation Department is continuing to offer new programming for all residents of the Community utilizing the City's facilities and trails in our parks. Our goal is to provide a safe environment in our Parks and Cemetery for the Residents of the Community so they can enjoy an active a healthy life style.



CONCERT ON THE GRAND AT TWO RIVERS PARK



LABOR DAY BRIDGE WALK



LABOR DAY BRIDGE WALK



I-96 Box Culvert on Trail

The Portland Parks, Recreation & Cemetery Department will continue to provide the best possible service to the residents of this Community. Our ultimate Goal is to provide a safe environment and well maintained facilities for our participants and the residents of the Community.

**To create Community through People, Parks and Programs.**

RESPECTFULLY SUBMITTED,

MARY ELLEN SCHEURER  
PARKS, RECREATION & CEMETERY DIRECTOR  
CITY OF PORTLAND

Annual Report to the  
Portland City Council,  
Portland Township Board,  
Danby Township Board,  
& Portland Community Fund



Department of Parks and Recreation  
City of Portland

AUGUST 11, 2014 - AUGUST 10, 2015

## ***INTRODUCTION***

This report was created to keep the Portland City Council, Portland Township Board, Danby Township Board, Portland Community Fund, and the general public informed about the recreational programs offered by the Portland Parks and Recreation Department

Included are the youth and adult programs that are offered throughout the school's calendar year beginning in August of 2014 and running through the summer recreation programming in August of 2015. The participation total during that timeframe was 2,539 participants of which 2,539 were youth participants and 816 were adults. If you have any questions or comments please feel free to contact the City of Portland Recreation office at (517) 647-7985.

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**Participation Data**  
**Community Recreation Programs**

**I. Youth Activities:**  
**A. Fall Recreation Activities**

**1. Soccer**

Program Participation		
Residency	#	%
City of Portland	44	33%
Portland Township	33	24%
Danby Township	31	23%
Eagle Township	11	8%
Orange Township	4	3%
Lyons Township	6	4%
Sebewa	1	1%
Other	5	4%
<b>Total</b>	<b>135</b>	<b>100%</b>

**2. Flag Football**

Program Participation		
Residency	#	%
City of Portland	17	32%
Portland Township	14	26%
Danby Township	10	19%
Eagle Township	3	6%
Orange Township	2	4%
Lyons Township	1	2%
Sebewa	0	0%
Other	6	11%
<b>Total</b>	<b>53</b>	<b>100%</b>

### 3. Basketball University

Program Participation		
Residency	#	%
City of Portland	11	21%
Portland Township	12	23%
Danby Township	14	26%
Eagle Township	3	6%
Orange Township	4	8%
Lyons Township	3	6%
Sebewa	1	2%
Other	5	9%
<b>Total</b>	<b>53</b>	<b>100%</b>

### 4. Punt, Pass & Kick

Program Participation		
Residency	#	%
City of Portland	7	26%
Portland Township	8	30%
Danby Township	4	15%
Eagle Township	2	7%
Orange Township	0	0%
Lyons Township	1	4%
Sebewa	0	0%
Other	5	19%
<b>Total</b>	<b>27</b>	<b>100%</b>

### 5. Gymnastics

Program Participation		
Residency	#	%
City of Portland	22	32%
Portland Township	16	23%
Danby Township	15	22%
Eagle Township	8	12%
Orange Township	2	3%
Lyons Township	2	3%
Sebewa	1	1%
Other	3	4%
<b>Total</b>	<b>69</b>	<b>100%</b>

**B. Winter Recreation Activities**

**1. Mother Son Activity Night**

Program Participation		
Residency	#	%
City of Portland	19	26%
Portland Township	25	35%
Danby Township	14	19%
Orange Township	2	3%
Eagle Township	0	0%
Sebewa	2	3%
Lyons	2	3%
Other	8	11%
<b>Total</b>	<b>72</b>	<b>100%</b>

**2. Daddy Daughter Dance**

Program Participation		
Residency	#	%
City of Portland	151	30%
Portland Township	117	23%
Danby Township	100	20%
Orange Township	31	6%
Eagle Township	25	5%
Lyons Township	24	5%
Sebewa	20	4%
Other	33	7%
<b>Total (207 Men, 247 Girls)</b>	<b>501</b>	<b>100%</b>

**3. 1<sup>st</sup> – 4<sup>th</sup> Grade Basketball**

Program Participation		
Residency	#	%
City of Portland	47	27%
Portland Township	40	23%
Danby Township	37	22%
Eagle Township	7	4%
Orange Township	9	5%
Lyons Township	5	3%
Sebewa	5	3%
Other	21	12%
<b>Total</b>	<b>171</b>	<b>100%</b>

**C. Spring Recreation Activities****1. Gymnastics**

Program Participation		
Residency	#	%
City of Portland	16	37%
Portland Township	7	16%
Danby Township	13	30%
Eagle Township	2	5%
Orange Township	2	5%
Lyons Township	2	5%
Sebewa	0	0%
Other	1	2%
<b>Total</b>	<b>43</b>	<b>100%</b>

**2. Volleyball Camp**

Program Participation		
Residency	#	%
City of Portland	21	29%
Portland Township	23	32%
Danby Township	12	17%
Eagle Township	5	7%
Orange Township	4	6%
Lyons Township	1	1%
Sebewa	2	3%
Other	4	6%
<b>Total</b>	<b>72</b>	<b>100%</b>

**D. Summer Recreation Activities****1. 4-5 Year Old Tball**

Program Participation		
Residency	#	%
City of Portland	43	36%
Portland Township	27	23%
Danby Township	21	18%
Eagle Township	5	4%
Orange Township	4	3%
Lyons Township	2	2%
Sebewa	9	8%
Other	7	6%
<b>Total</b>	<b>118</b>	<b>100%</b>

## 2. Kindergarten Coach Pitch

Program Participation		
Residency	#	%
City of Portland	26	30%
Portland Township	24	27%
Danby Township	21	24%
Eagle Township	7	8%
Orange Township	5	6%
Lyons Township	0	0%
Sebewa	3	3%
Other	2	2%
<b>Total</b>	<b>88</b>	<b>100%</b>

## 3. Girls 1<sup>st</sup>-4<sup>th</sup> Grade Softball

Program Participation		
Residency	#	%
City of Portland	37	28%
Portland Township	41	31%
Danby Township	24	18%
Eagle Township	6	5%
Orange Township	8	6%
Lyons Township	5	4%
Sebewa	7	5%
Other	3	2%
<b>Total</b>	<b>131</b>	<b>100%</b>

## 4. Golf Instruction at Willow Wood Golf Course

Program Participation		
Residency	#	%
City of Portland	1	8%
Portland Township	5	38%
Danby Township	5	38%
Eagle Township	1	8%
Orange Township	1	8%
Lyons Township	0	0%
Sebewa	0	0%
Other	0	0%
<b>Total</b>	<b>13</b>	<b>100%</b>

**5. Tot Soccer**

Program Participation		
Residency	#	%
City of Portland	11	38%
Portland Township	8	28%
Danby Township	6	21%
Orange Township	1	3%
Eagle Township	0	0%
Lyons Township	1	3%
Sebewa	1	3%
Other	1	3%
<b>Total</b>	<b>29</b>	<b>100%</b>

**6. Tennis Camp**

Program Participation		
Residency	#	%
City of Portland	40	27%
Portland Township	49	33%
Danby Township	31	21%
Eagle Township	10	7%
Orange Township	5	3%
Lyons Township	7	5%
Sebewa	2	1%
Other	4	3%
<b>Total</b>	<b>148</b>	<b>100%</b>

**E. Total Youth Activities Statistics**

Residency	#	%
City	513	30%
Portland Twp.	449	26%
Danby Twp.	358	21%
Eagle Twp.	104	6%
Orange Twp.	75	4%
Lyons Twp.	62	4%
Sebewa Twp.	54	3%
Other	108	6%
<b>Totals:</b>	<b>1723</b>	<b>100%</b>

**II. Adult Activities:**

**A. Fall Recreation Activities**

**1. Softball**

Program Participation		
Residency	#	%
City of Portland	47	37%
Portland Township	36	28%
Danby Township	19	15%
Orange Township	7	5%
Eagle Township	6	5%
Lyons Township	0	0%
Sebewa	0	0%
Other	13	10%
<b>Total</b>	<b>128</b>	<b>100%</b>

**2. Labor Day Bridge Walk**

Program Participation		
Residency	#	%
City of Portland	18	29%
Portland Township	21	34%
Danby Township	2	3%
Orange Township	4	6%
Eagle Township	3	5%
Lyons Township	0	0%
Sebewa	2	3%
Other	12	20%
<b>Total</b>	<b>62</b>	<b>100%</b>

**B. Winter Recreation Activities**

**1. Basketball**

Program Participation		
Residency	#	%
City of Portland	64	27%
Portland Township	51	22%
Danby Township	25	11%
Eagle Township	7	3%
Orange Township	4	2%
Lyons Township	2	1%
Sebewa	0	0%
Other	83	35%

Total	236	100%
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**2. Volleyball**

Program Participation		
Residency	#	%
City of Portland	28	39%
Portland Township	18	25%
Danby Township	9	13%
Orange Township	2	3%
Eagle Township	3	4%
Lyons Township	3	4%
Sebewa	1	1%
Other	8	11%
<b>Total</b>	<b>72</b>	<b>100%</b>

**C. Summer Recreation Activities**

**1. Softball**

Program Participation		
Residency	#	%
City of Portland	96	35%
Portland Township	85	31%
Danby Township	33	12%
Orange Township	10	4%
Eagle Township	11	4%
Lyons Township	8	3%
Sebewa	4	1%
Other	31	11%
<b>Total</b>	<b>278</b>	<b>100%</b>

**2. Roller Hockey**

Program Participation		
Residency	#	%
City of Portland	18	45%
Portland Township	7	18%
Danby Township	4	10%
Orange Township	1	3%
Eagle Township	3	8%
Lyons Township	0	0%
Sebewa	0	0%
Other	7	18%
<b>Total</b>	<b>40</b>	<b>100%</b>

**D. Total Adult Activities Statistics**

Residency	#	%
City	271	33%
Portland Twp.	218	27%
Danby Twp.	92	11%
Eagle Twp.	29	4%
Orange Twp.	32	4%
Lyons Twp.	13	1%
Sebewa Twp.	7	1%
Other	154	19%
<b>Totals:</b>	<b>816</b>	<b>100%</b>

**Participation Summary**

**Combined participation of youth and adult in Portland Parks and Recreation programs**

Residency	#	%
City	784	31%
Portland Twp.	667	26%
Danby Twp.	450	18%
Eagle Twp.	133	6%
Orange Twp.	133	4%
Lyons Twp.	107	3%
Sebewa Twp.	75	2%
Other	262	10%
<b>Totals:</b>	<b>2539</b>	<b>100%</b>

**I. Youth Activities:**

**A. Fall Recreation Activities**

**1. Soccer**

Revenue

Registration Fees \$4,415.00

**Total:** \$4,415.00

Expenditures

Administrative Fee \$1,350.00

Maintenance Fee \$1,080.00

Flyers \$50.00

Shirts \$857.00

Field Paint \$429.75

**Total:** \$3,766.75

Total Revenue	\$4,415.00
Total Expenditures	<u>\$3,766.75</u>
Total Balance	\$648.25

## 2. Flag Football

Revenue		
	Registration Fees:	\$1,720.00
	<b>Total:</b>	<u>\$1,720.00</u>
Expenditures		
	Administration Fee:	\$371.00
	Maintenance Fee:	\$318.00
	T-Shirts:	\$329.00
	Field Paint	\$253.29
	Officials:	\$168.00
	Flyers:	\$25.00
	<b>Total:</b>	<u>\$1,464.29</u>
Total Revenue		\$1,720.00
Total Expenditures		<u>\$1,464.29</u>
Total Balance		\$255.71

## 3. Basketball University

Revenue		
	Registration Fees:	\$1,590.00
	<b>Total:</b>	<u>\$1,590.00</u>
Expenditures		
	Administrative Fee	\$212.00
	Maintenance Fee	\$159.00
	Instructor Fee	\$960.00
	Flyers	\$50.00
	<b>Total:</b>	<u>\$1,381.00</u>
Total Revenue		\$1,590.00
Total Expenditures		<u>\$1,381.00</u>
Total Balance		\$209.00

#### 4. Punt, Pass & Kick

Revenue	Registration Fees	\$0.00
	<b>Total:</b>	<u>\$0.00</u>
Expenditures	MRPA Fee	\$40.00
	Flyers	\$20.00
	<b>Total:</b>	<u>\$60.00</u>
Total Revenue		\$0.00
Total Expenditures		<u>\$60.00</u>
Total Balance		<u>-\$60.00</u>

#### 5. Fall Gymnastics

Revenue	Registration Fees:	\$2,495.00
	<b>Total:</b>	<u>\$2,495.00</u>
Expenditures	Administrative Fee	\$276.00
	Maintenance Fee	\$138.00
	Instructor Fee	\$1,819.00
	Refunds	\$110.00
	Flyers	\$25.00
	<b>Total:</b>	<u>\$2,368.00</u>
Total Revenue		\$2,495.00
Total Expenditures		<u>\$2,368.00</u>
Total Balance		<u>\$127.00</u>

#### B. Winter Recreation Activities

##### 1. Mother/Son Activity Night

Revenue	Registration Fees	\$510.00
	<b>Total:</b>	<u>\$510.00</u>
Expenditures	Administrative Fee	\$216.00
	Refreshments	\$18.45
	Nazarene Rental	\$50.00
	<b>Total:</b>	<u>\$284.45</u>

Total Revenue	\$510.00
Total Expenditures	\$284.45
Total Balance	<u>\$225.55</u>

## 2. Daddy/Daughter Dance

Revenue		
	Registration Fees	\$5,194.00
	<b>Total:</b>	<u>\$5,194.00</u>
Expenditures		
	Administrative Fee	\$1,503.00
	Maintenance Fee	\$2,004.00
	Gift (Oriental Trading)	\$333.04
	Flyers	\$50.00
	Food & Supplies	\$38.30
	Entertainment	\$200.00
	Photographer	\$603.00
	<b>Total:</b>	<u>\$4,731.34</u>
Total Revenue		\$5,194.00
Total Expenditures		<u>\$4,731.34</u>
Total Balance		\$462.66

## 3. 1<sup>st</sup>-4<sup>th</sup> Grade Basketball

Revenue		
	Registration Fees	\$7,075.00
	<b>Total:</b>	<u>\$7,075.00</u>
Expenditures		
	Administrative Fee	\$1,026.00
	Maintenance Fee	\$1,710.00
	Flyers	\$50.00
	Refunds	\$85.00
	Shirts	\$1,288.85
	Officials & Scorekeepers	\$1,776.00
	<b>Total:</b>	<u>\$5,935.85</u>
Total Revenue		\$7,075.00
Total Expenditures		<u>\$5,935.85</u>
Total Balance		\$1,139.15

#### 4. Spring Gymnastics

Revenue	Registration Fees:	\$1,540.00
	<b>Total:</b>	<u>\$1,540.00</u>
Expenditures	Administrative Fee	\$86.00
	Maintenance Fee	\$129.00
	Instructor Fee	\$1,159.00
	Flyers	\$25.00
	<b>Total:</b>	<u>\$1,399.00</u>
Total Revenue		\$1,540.00
Total Expenditures		<u>\$1,399.00</u>
Total Balance		\$141.00

#### 5. Volleyball Camp

Revenue	Registration Fees:	\$1,880.00
	<b>Total:</b>	<u>\$1,880.00</u>
Expenditures	Administrative Fee	\$144.00
	Maintenance Fee	\$216.00
	Instructor Fee	\$1,313.00
	Flyers	\$25.00
	<b>Total:</b>	<u>\$1,698.00</u>
Total Revenue		\$1,880.00
Total		
Expenditures		<u>\$1,698.00</u>
Total Balance		\$182.00

## C. Summer Recreation Activities

### 1. 4-5 Year Old T-Ball League

Revenue		
	Registration Fee	\$3,120.00
	<b>Total:</b>	<u>\$3,120.00</u>
Expenditures		
	Administrative Fee	\$708.00
	Maintenance Fee	\$944.00
	Flyers	\$50.00
	Shirts	\$649.50
	Equipment (Balls)	\$108.00
	Stonedust	\$112.00
	<b>Total:</b>	<u>\$2,571.50</u>
Total Revenue		\$3,120.00
Total Expenditures		<u>\$2,571.50</u>
Total Balance		\$548.50

### 2. Kindergarten Coach Pitch

Revenue		
	Registration Fee	\$2,295.00
	<b>Total:</b>	<u>\$2,295.00</u>
Expenditures		
	Administrative Fee	\$528.00
	Maintenance Fee	\$704.00
	Flyers	\$50.00
	Shirts	\$407.98
	Equipment (Balls)	\$72.00
	Stonedust	\$112.00
	<b>Total:</b>	<u>\$1,873.98</u>
Total Revenue		\$2,295.00
Total Expenditures		<u>\$1,873.98</u>
Total Balance		\$421.02

### 3. Girls 1<sup>st</sup>-4<sup>th</sup> Grade Softball

Revenue		
	Registration Fee	<u>\$3,435.00</u>
	<b>Total:</b>	\$3,435.00
Expenditures		
	Administrative Fee	\$786.00
	Maintenance Fee	\$917.00
	Flyers	\$25.00
	Shirts	\$573.43
	Pitching Rubber	\$54.16
	Stonedust	\$143.76
	<b>Total:</b>	\$2,499.35
Total Revenue		\$3,435.00
Total Expenditures		<u>\$2,499.35</u>
Total Balance		\$935.65

### 4. Golf Instruction at Willow Wood Golf Course

Revenue		
	Registration Fees:	<u>\$720.00</u>
	<b>Total:</b>	\$720.00
Expenditures		
	Instructor Fees	\$468.00
	Maintenance Fee	<u>\$39.00</u>
	<b>Total:</b>	\$468.00
Total Revenue		\$720.00
Total Expenditures		<u>\$468.00</u>
Total Balance		\$252.00

**5. Tot Soccer**

Revenue

Registration Fees	<u>\$770.00</u>
<b>Total:</b>	\$770.00

Expenditures

Administrative Fee	\$52.00
Instruction Fee	\$427.50
Soccer Balls	\$190.00
Flyers	<u>\$25.00</u>
<b>Total:</b>	\$694.50

Total Revenue	\$770.00
Total Expenditures	<u>\$694.50</u>
Total Balance	\$75.50

**6. Tennis Camp**

Revenue

Registration Fees	<u>\$8,866.00</u>
<b>Total:</b>	\$8,866.00

Expenditures

Administrative Fee	\$740.00
Instruction Fee	\$3,596.73
PATA Fee	\$2,987.52
Shirts	<u>\$801.75</u>
<b>Total:</b>	\$8,126.00

Total Revenue	\$8,866.00
Total Expenditures	<u>\$8,126.00</u>
Total Balance	\$740.00

**II. Adult Activities:**

**A. Fall Recreation Activities**

**1. Softball**

Revenue

Team Entry Fees	\$2,400.00
Player Fees	<u>\$2,270.00</u>
<b>Total:</b>	\$4,670.00

Expenditures

Umpire/Scorekeepers:	\$1,180.00
Administrative Fee	\$640.00
Maintenance Fee	\$896.00
Softballs	\$320.00
Shirts	\$180.00
Trophy	\$60.00
ASA Registration	\$360.00
Spray & Fertilizer	\$265.26
Electricity	\$183.79
<b>Total:</b>	<u>\$4,085.05</u>

Total Revenue	\$4,670.00
Total Expenditures	<u>\$4,085.05</u>
Total Balance	\$584.95

**B. Winter Adult Recreation Activities**

**1. Basketball**

Revenue

Team Entry Fees	\$8,505.00
Individual Fees	\$6,095.00
<b>Total:</b>	<u>\$14,600.00</u>

Expenditures

Officials	\$6,210.00
Scorekeepers	\$945.00
T-Shirts	\$240.00
Trophies	\$120.00
Supplies	\$145.00
Custodial Fee	\$1,764.00
Maintenance Fee	\$2,360.00
Administration Fee	\$1,416.00
<b>Total:</b>	<u>\$13,200.00</u>

Total Revenue	\$14,600.00
Total Expenditures	<u>\$13,200.00</u>
Total Balance	\$1,400.00

**2. Volleyball**

Revenue

Registration Fees	\$1,350.00
Individual Fees	\$1,410.00
<b>Total:</b>	<u>\$2,760.00</u>

Expenditures

Administrative Fee	\$432.00
Maintenance Fee	\$576.00
Shirts	\$84.00
Officials	\$900.00
Custodial Fee	\$324.00
<b>Total:</b>	<u>\$2,316.00</u>

Total Revenue	\$2,760.00
Total Expenditures	\$2,316.00
Total Balance	<u>\$444.00</u>

**C. Summer Adult Recreation Activities**

**1. Softball**

Revenue

Team Entry Fees	\$6,250.00
Player Fees	\$6,355.00
<b>Total:</b>	<u>\$12,605.00</u>

Expenditures

Umpire/Scorekeepers:	\$4,012.00
Administrative Fee	\$1,668.00
Maintenance Fee	\$2,224.00
Softballs	\$784.00
Shirts	\$288.00
Trophy	\$90.00
ASA Registration	\$735.00
ASA Liability Insurance	\$300.00
Spray & Fertilizer	\$655.79
Electricity	\$632.16
Lime, Stonedust, Field Marker	\$696.45
<b>Total:</b>	<u>\$12,085.40</u>

Total Revenue	\$12,605.00
Total Expenditures	<u>\$12,085.40</u>
Total Balance	\$519.60

**2. Roller Hockey**

Revenue		
	Registration Fees	<u>\$1,500.00</u>
	<b>Total:</b>	\$1,500.00

Expenditures		
	Administrative Fee	\$264.00
	Maintenance Fee	\$352.00
	Shirts	\$60.00
	Trophy/Plaque	\$12.00
	Officials & Scorekeepers	<u>\$598.50</u>
	<b>Total:</b>	\$1,286.50

Total Revenue	\$1,500.00
Total Expenditures	<u>\$1,286.50</u>
Total Balance	\$213.50

**III. Summary for Revenue & Expenditures for Youth and Adult Programming**

A. Revenue	\$81,760.00	
B. Expenditures		
	Program Expenditures	\$72,294.96
	Program Supervision	\$10,000.00
	City Hall Clerical Fee	\$12,724.00
C. Balance	-\$13,258.96	

**Respectfully Submitted,**

**Neil Brown**  
**Director of Parks, Recreation, & Cemetery**  
**City of Portland**

## PORTLAND POLICE DEPARTMENT'S ANNUAL REPORT 2015

This officer began employment, as the Interim Police Chief, on December 1, 2015. This report is a compilation of statistics from Monthly Reports and review of Department documents. Currently, the Department has an Interim Chief, a Sergeant, four full-time patrol officers, and three part-time officers. The budget remained relatively stable and the Sheriff's Department was used far less than in the previous few years.

The Department responded to 1,099 calls for service this year. This is up slightly from the 1,023 service calls officers' responded to in 2014. There were 175 patrol originated complaints from officers while on patrol. These would include arrests officers made and assists to EMS and outside departments. As a result, officers wrote a total of 1,198 police reports.

The Department conducted 738 traffic stops this year resulting in 297 traffic citations issued, and 653 verbal warnings. There were 126 parking violations issued. Officers made 124 misdemeanor arrests, 11 felony arrests, and detained 23 juveniles.

The Department did accomplish several goals in 2015. Vehicle #304, an aging six year old vehicle, was replaced with a new Ford Explorer SUV. Another part-time officer was hired allowing Officer Fandel to become a full-time officer. The Tasers were replaced with newer, updated versions and two officers' bullet proof vests were replaced.

### COMPLAINTS FOR THE PAST TEN YEARS:

2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
1,138	1,223	1,658	1,592	1,491	1,497	1,404	1,304	1,213	1,198

This officer would note that reported crime, as shown below increased during 2015. The majority of that increase was in larcenies which were up from 22 in 2014 to 64 in 2015. That increase was due primarily to a rash of larceny from autos, approximately 35 that were committed by three different groups of individuals throughout early 2015. Members of those groups were charged with various crimes for most of these incidents with a large amount of property recovered. Another area that showed a considerable increase was ordinance violations (solicitors, ORV, abandoned auto, etc.), with 6 in 2014 and 39 in 2015. The largest increase in this area was abandoned autos. Other areas that showed an increase were domestic assault with 8 in 2014 and 20 in 2015, and MDOP with 11 in 2014 and 21 in 2015. Some of the MDOP incidents can be attributed to the individuals charged in the larcenies listed above.

INCIDENT BREAKDOWN:

	2011	2012	2013	2014	2015
Sexual Assault	3	3	2	1	3
Robbery	1	0	1	0	0
Assault/Aggravated	12	11	10	24	13
Domestic Assault	15	12	13	8	20
Larceny	77	63	30	22	64
Fraud/Forgery	34	30	21	16	23
MDOP	26	48	23	11	21
Retail Fraud	5	3	4	3	2
VCSA	22	19	37	22	22
Liquor/Not OWI	10	5	6	8	5
Weapons Offense	3	3	2	1	2
Ordinance Viols.	14	14	11	6	39
Stolen Autos	3	1	0	7	2
Burglaries	8	9	7	11	8

GOALS FOR 2016

The Department is in need of an additional full-time police officer. Through attrition, and the failure to rehire for those officers that left, the Department has six full-time police officers. In 2002-2003, the Department had eight full-time police officers which allowed for more flexibility in scheduling. The Department is now totally dependent on a part-time officer to work Sunday dayshift, and the Chief is scheduled to work alone every Monday from 7:00 a.m. to noon. An additional officer would allow Sundays and Mondays to be fully staffed and allow for more overlap on other days in the event one officer becomes involved in a case that takes him out of the city. For example, if one officer is working and makes an OWI arrest, by the time he conducts his initial investigation, transports the subject to the jail, conducts the Datamaster breath test, and completes his paperwork, he may be unavailable to respond to complaints for over two hours leaving the city dependent on the County or State Police for police coverage during this time. A second officer on duty would alleviate this problem and make for a safer work environment for both officers.

Purchase two ballistic vests for officers. The officers' current vests will reach their five year life expectancy.

Purchase a new AED (defib), the unit we are currently using is an older model from Ionia Public Safety.

Purchase a new in-car camera for Vehicle#303. The current camera in that vehicle is over seven years old and showing its age.

Begin to replace the Department's portable radios. The current radios were purchased in 2005 and Motorola will stop supporting them shortly.

Several policies need to be updated to stay current with Department practices.

If you have questions or need further information, please contact me.

Respectfully submitted,

Interim Police Chief,

Bob Bauer

2015



Annual Report

TO: Tutt Gorman, City Manager

We are now in our 2<sup>nd</sup> year of the lower per capita of \$5.75/person. Following last year I had advised in my last report we would evaluate that rate and see how we are doing. Currently we are doing well, we have had an increase in run volume again this year keeping us financially stable.

This past year we saw an increase of 12.5% for a total run volume of 935 calls. This is a significant increase over last year. In 2014 we attributed some of that increase to some additional transfers out of Sparrow Ionia Hospital but in 2015 we did about the same amount.

In March we made the paid on call staff all part time personnel. Some of them have been trained to assist the full time staff with some of their duties. Also in March we acquired a portable ventilator from Sparrow Ionia Hospital. They received 2 new ventilators from a grant from District 1 and donated their old ones to us and Life EMS in Ionia. These are an item that I would never purchase due to the cost however it is something that having one is a huge asset to our department.

This past year the Education Division completed the 2<sup>nd</sup> Instructor/Coordinator class. The first group had a 100% pass rate while the 2<sup>nd</sup> is readying for their state exam. EMT-Basic and EMT-Advanced classes were held last year. We were able to pick up a couple EMT's out of the Basic class and we have two of our personnel in the Advanced class. We picked up the Initial and Refresher Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) classes for Hayes Green Beach Hospital in Charlotte. We are running 2-4 classes a month for their staff, both in-hospital and EMS personnel. We are hoping to expand this to other facilities this year. This past year we had three additional staff either become licensed or are in the process of becoming licensed as Instructors. This year I would like to start getting our full time paramedic's certified as Critical Care Paramedics. This is a very intense class packed with a significant amount of both classroom and clinical lab time.

Staffing has been staying pretty steady. We lost a couple personnel and added a couple. We have been maintaining a part time roster of 16-18 for the year. This number is pretty good number to be at. It allows a few extra shifts for the handful that like some extra shifts.

The AED program had 1 addition this last year. We have been in contact with our businesses that initially signed up since we are in year two and we are providing them with their first recertification as part of the program price when we offered it. We also had 1 business inquire about adding AED's and providing training to their additional 6 operations. Although they are not in our coverage area, it is indeed encouraging knowing that they are willing to invest in their clients potential needs should the unfortunate situation arise.

The Community Paramedic Program has been a bit frustrating trying to get the healthcare facilities on board with it. We have held several meetings with Sparrow Administration in trying to put together an alliance with them. This would be great for residents in our area since over 75% of our patients are transported to a Sparrow facility. While everything appears to be moving in a positive direction, it is a slow one. On a positive note we did have two of our

personnel start and complete training for Community Paramedicine. This was completed through Hennepin Technical College in Minnesota.

I began working on a grant through FEMA in December and submitted it the 2<sup>nd</sup> week of January. With this grant we are hoping to acquire three (3) new Physio-Control LifePak 15 heart monitors along with various cables for monitoring end-tidal CO<sub>2</sub> and carbon monoxide. It will obtain 12 lead EKG's, wirelessly transmit them to the hospital, monitor carbon monoxide, monitor vital signs, etc. It will be a significant upgrade from our current monitors. If we are fortunate enough to be chosen for this grant, it would be a savings to the city of approximately \$145,000.

On December 23<sup>rd</sup> we received Ambulance 43 back from its remount. This process got us basically a new ambulance for a significant savings compared to a totally new truck. We used the module, or box as it's commonly called, and placed it on a 2015 Chevy G4500 chassis. With this chassis we have the ever dependable Duramax diesel engine and Allison transmission. This truck should serve us well for several years. While we used the old module, it did receive a new interior, paint job and all LED lighting throughout it. While some of the original parts were used, only those that would not go bad, break or cause us any problems fall into this category. The cab, drivetrain, suspension, etc. is all brand new. By the time you read this it will be sporting an all-new design on it. We are going with blue and silver graphics on a white truck. Also on this truck is our new patch specifically designed and created for our department. It incorporates the newer city seal in the center of it. We will have Ambulance 44 covered in the new graphics as well so we are not running around in different trucks. I am currently working on some options with our fleet as our 2008 Ford has been quite an experience for the last year. We've had numerous issues with it being in the shop quite a bit last year. This partially explains the switch to Chevy chassis' for the future.

### **Goals completed in 2015**

- ❖ Replaced 1 ambulance with a 2015 Chevy chassis.
- ❖ Although not completed in 2015, we are in the process of upgrading a cot and 2 stair chairs. This process started in December. This cot will finally make all 3 the same model which will reduce any chance of an incident since staff will not have to think about which cot they are operating. The stair chairs are a significant upgrade from what we have previously been using. Much safer alternative to the originals we have had for years.
- ❖ Updated our Pediatric jump kits.
- ❖ While nothing major, it was nice to finally start using fleet cards for fueling. Twice last year we had long distance transports and each time the medic on duty or I had to pull out our debit card to fuel the truck otherwise it would have had to come out of service as it was about empty.
- ❖ We are now scanning patient documents into our patient reports and everything is being kept on secure servers. We are no longer going to be printing reports as they are accessible online. This will create a huge savings on copy paper. Most reports

are 4 pages, multiply that by 935 calls for service. This is almost 8 cases of paper annually.

**Unit of Government breakdowns**

<b>Resident vs. Non-Resident</b>			
<b>Unit</b>	<b>Call volume</b>	<b>Resident</b>	<b>Non-Resident</b>
City of Portland	296	260	36
Danby Township	148	128	20
Lyons Township	67	56	12
Orange Township	30	17	13
Pewamo Village	34	31	3
Portland Township	140	125	15
Sebewa Township	55	50	5
Westphalia Township	36	32	4
Westphalia Village	39	37	2

We received Mutual Aid 7 times this year. 3 X's due to lack of staff, 4 X's due to lack of an ambulance. We handled 928 of our 935 calls ourselves, so we handled 99.3% of our calls. **Pretty good!**

<b>Mutual Aid given this year</b>	<b>Delta Township</b>	<b>Eaton Area EMS</b>	<b>Grand Ledge</b>	<b>Life EMS</b>
30	6	0	1	23 *

\* MA to Life EMS to the following locales: Ionia 4 times, Lake Odessa 9 times, Muir Vill 2 times, Clarksville 6 times, and 1 each to Berlin and Orange Twps

**Ten Year History of Calls**

<b>Year</b>	<b>Total Calls</b>	<b>Billable Calls</b>
2005	797	631
2006	726	617
2007	671	530
2008	675	532
2009	721	581
2010	741	581
2011	791	619
2012	762	688
2013	815	690
2014	831	629
<b>2015</b>	<b>935</b>	<b>739</b>

## 2015 Statistics

Hospitals transported to	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Sparrow Main *	34	29	31	39	33	28	34	23	38	34	24	25	372
McLaren Gr Lans (Ingham)	6	8	7	9	3	2	5	9	6	2	7	8	72
Sparrow St. Lawrence *	1	1	1	1	1	0	2	1	5	0	1	0	14
Sparrow Ionia *	4	11	5	6	13	18	18	16	23	17	19	19	169
Sparrow Clinton Mem *	0	1	0	0	2	0	1	1	1	0	1	1	8
Sparrow Carson City *	1	1	2	0	2	1	2	5	1	1	3	0	19
Butterworth GR incl DVCH	4	2	3	0	4	1	0	1	2	4	2	2	25
Blodgett GR	0	0	0	0	0	1	1	1	0	0	0	0	3
Metro GR	0	2	0	1	0	0	0	0	0	1	1	0	5
St. Mary's GR	1	0	1	0	1	2	0	0	0	0	0	0	5
Pennock Hastings	0	1	1	2	1	0	1	2	0	1	0	0	9
McLaren Ortho (Lans Gen)							1						1
Pine Rest Psyche Hosp				1									1
Owosso Memorial	1												1
University of Michigan				1									1
Providence- Novi										1			1
Allegiance Jackson												1	1
Harbor Oaks New Balt												1	1
Heartland Health Care				1						1			2
Residences								1		1			2

\* 62% of our transports went to a Sparrow facility

Types of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2nd/3rd out calls	8	11	4/1	7	8	11	7	9	14	9	7	9	105
Amb Subscription Uses	4	3	3	3	2	4	3	4	4	3	7	4	44
Chest pain	9	9	8	7	10	5	5	7	7	6	7	12	92
Difficulty breathing	3	11	4	10	10	7	6	6	11	6	8	11	93
CVA/Strokes	1	1	2	3	3	2	2	3	3	1	1	2	24
Diabetic	2	2	2	2	3	4	2	1	2	1	1	2	24
Others (Medical type)	28	28	27	27	23	25	32	26	36	33	31	23	341
Motor Vehicle Accidents	11	5	6	10	14	11	15	7	12	11	6	12	120
Falls	10	11	15	17	9	8	13	13	7	16	8	6	133
Sports related	0	0	0	0	1	2	0	2	2	1	0	0	10
Assaults	0	1	1	0	0	1	0	0	0	1	1	1	6
Industrial	0	0	0	0	0	0	0	0	1	0	0	0	1
Other (Traumatic type)	2	4	5	3	3	6	0	3	6	2	2	1	37
Psyche calls	3	3	2	2	2	0	2	2	3	2	3	2	26
Cardiac Arrest	1	2	1	1	1	1	2	0	0	0	2	0	11
DOA (Dead on Arrival)	6	2	1	0	2	2	0	0	1	2	0	1	17
Transfers*	8	2	3	6	6	2	10	3	4	10	2	3	59
Mutual Aid *Incl transfers	7	3	4	10	8	2	11	8	6	20	4	6	89

Times of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
00:00-08:00	16	15	16	18	7	13	7	12	15	22	9	6	152
08:00-16:00	32	33	37	37	37	35	34	39	43	35	32	26	427
16:00-00:00	29	31	22	27	31	25	35	20	32	28	29	41	356

## **WORK ORDER RECAP 2015**

### **ELECTRIC DEPARTMENT**

- 3** CHECKED SERVICE
- 44** METER REPLACED
- 10** BULB & EYE CHANGED
- 3** NEW SEAL ON METERS
- 7** NEW SERVICE/TORNADO
- 5** ELECTRIC OFF/ON EVENT
- 9** MISCELLANEOUS

### **DPW**

- 18** TREES REMOVED
- 9** TREES TRIMMED
- 9** TREES DROPPED
- 3** SIDEWALK REPAIRED
- 4** MISCELLANEOUS

### **WATER DEPARTMENT**

- 2** CHECKED USAGE-OK
- 3** METER REPLACED
- 123** ORION METERS INSTALLED
- 1** SERVICE ON ALL PARKS
- 1** SERVICE OFF ALL PARKS
- 4** MISCELLANEOUS

# CITY OF PORTLAND ZONING BOARD OF APPEALS

## ANNUAL REPORT 2015

The Zoning Board of Appeals (ZBA) is a quasi-judicial body, which consists of a five (5)-member board appointed by the City Council. Members are appointed to three-year terms, which are staggered to ensure continuity.

The ZBA serves as the first level or step for an individual to appeal a decision, seek a variance from an ordinance standard as applied to his or her property or to request an interpretation of the Zoning Map. When a point of controversy cannot be resolved at this level, the next step is Circuit Court. No local body, including the City Council, can override a decision of the ZBA as long as it concerns an action within their authority.

The ZBA has the power to authorize variances for height, area, size of structure, size of yard, open spaces, off-street parking and loading requirements or other dimensional requirements. Local ordinance prohibits the granting of “use” variances. Variances should only be granted when all of the following criteria are met:

1. That there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district. Exceptional or extraordinary circumstances or conditions may include:
  - a) Exceptional narrowness, shallowness or shape of a specific property on the effective date of this Chapter or amendment.
  - b) By reason of exceptional topographic or environmental conditions or other extraordinary situation on the land, building or structure.
  - c) By reason of the use or development of the property immediately adjoining the property in question.
2. That the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same Zoning District and in the vicinity. The possibility that compliance with this Ordinance may prove to be more expensive or otherwise inconvenient shall not be part of the consideration of the Board.
3. The variance will not be detrimental to adjacent property and the surrounding neighborhood.
4. The variance will not materially impair the intent and purpose of this Ordinance or the provision from which the variance is requested.
5. That the immediate practical difficulty causing the need for the variance request was not created by the applicant.

The ZBA has directed staff to have applicants obtain any required Planning Commission approval before appearing in front of the ZBA.

<b>Meetings Held</b>	<b>Length of Meeting</b>	<b>No. of Members Present</b>
January – No Meeting		
February – No Meeting		
March – No Meeting		
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August 10, 2015	27 minutes	4
September 14, 2015	44 minutes	4
October 12, 2015	28 minutes	4
November 9, 2015	19 minutes	4
December – No Meeting		

## **SUMMARY OF MEETINGS**

### **August 10, 2015**

- The Board held a Public Hearing on and approved a variance request from the minimum side setback in the C-3 District [Section 42-186 (b)] for the building located at 1417 E. Grand River Ave.

### **September 14, 2015**

- The Board held the Election of Officers.
- The Board held a Public Hearing on and approved a variance request of 26 parking spaces from the off-street parking requirements for the C-3 District [Section 42-186 (c)] for the building located at 1417 E. Grand River Ave.
- The Board held a Public Hearing on and approved a variance request from the off-street/front yard parking requirement for the C-3 District [Section 42-408 (b)] for the building located at 1432 E. Grand River Ave. as requested.

### **October 12, 2015**

- The Board held a Public Hearing on and approved a variance request from the off-street/front yard parking requirements for the C-2 District [Section 42-408 (a)(1)] for the properties located at 1320 & 1240 E. Grand River Avenue contingent on approval of the site plan by the Planning Commission.

### **November 9, 2015**

- The Board held a Public Hearing on approved a variance request of 8' from the minimum setback for the C-3 District [Section 42-186 (b)] for the building located at 1417 E. Grand River Ave. as requested.

## 2015 STATISTICAL SUMMARY

- 4 Meetings Held
- Average Meeting Length –29 minutes
- Average of 4 Members Present
- 0 Variances Denied
- 5 Variances Approved

**CITY OF PORTLAND  
PLANNING COMMISSION**

**ANNUAL REPORT  
2015**

The Planning Commission is a seven (7)-member board appointed by the Mayor and confirmed by the Council. They have the responsibility to oversee and enforce the City of Portland’s Zoning Ordinance adopted March 6, 1989 and revised September 7, 2004 in accordance with the provisions of Act 207 of the Public Acts of Michigan for 1921. Their purpose is to promote the health, safety and general welfare of the community; to promote and to determine the highest and best use of the property and to prevent as much as possible the adverse impacts resulting from competing land uses. Their decisions have a serious effect on the use and value of land in the City and surrounding area and they consider the long-term interest of the community and its growth. Their job includes site plan review and issuing conditional use permits for property additions and new business. They act as mediator, interpreter and visionary without being hampered by the political considerations that influence the elected officials. The Planning Commission recommends to the Council adoption and amendments to the City’s Master Plan and amendments to the Zoning Ordinance.

<b>Meetings Held</b>	<b>Length of Meeting</b>	<b>No. of Members Present</b>
January 14, 2015	25 minutes	5
February – No Meeting		
March 11, 2015	16 minutes	7
April 22, 2015	17 minutes	5
May – No Meeting		
June – No Meeting		
July – No Meeting		
August 12, 2015	34 minutes	5
September 9, 2015	46 minutes	7
October 14, 2015	37 minutes	5
November – No Meeting		
December – No Meeting		

## **SUMMARY OF MEETINGS**

### **January 14, 2015**

- A Public Hearing was on the proposed 2015 Master Plan.
- The Commission recommended the 2015 Master Plan be approved by the City Council.

### **March 11, 2015**

- A Public Hearing was held on the request for a Special Land Use Permit for the property at 110 Church St. to permit a place of religious worship accessory use for St. Patrick's Church.
- The Commission approved the request for a Special Land Use Permit for the property at 100 Church St. to permit a place of religious worship accessory use.

### **April 22, 2015**

- The Commission approved the site plan for the purpose of adding a storage area to the property at 118 East Grand River Ave. as presented.

### **August 12, 2015**

- The Election of Officers was held.
- A Public Hearing was held for a Special Land Use request for the property at 175 Kent St. to permit the operation of a daycare center pursuant to Section 42-341(m).
- The Commission approved the Special Land Use Permit for the property at 175 Kent St. to permit the operation of a daycare center pursuant to Section 42-341(m).
- City Manager Gorman provided an update on rebuilding efforts after the tornado that struck on June 22, 2015.

### **September 9, 2015**

- The Commission approved the site plan proposed by McDonald's USA, LLC for the reconstruction of a new building contingent on the approval of the variances requested from the Zoning Board of Appeals on Monday, September 14, 2015.
- The Commission recommended the "Final Proposed" language to amend Section 142-186 (c) for Parking Requirements without a drive through facility to the Council for approval.

### **October 14, 2015**

- The Commission approved the site plan for the Goodwill building at 1320 E. Grand River Ave. and the Frewen building at 1240 E. Grand River Ave.
- The Commission approved the site plan for Olivera's located at 1417 E. Grand River Ave.

## **2015 STATISTICAL SUMMARY**

- 6 Meetings Held
- Average Meeting Length – 29 minutes
- Average of 6 Members Present
- 4 Site Plans Approved
- 4 Special Land Use Approvals
- 0 Lot Splits Approved

**CITY OF PORTLAND  
DOWNTOWN DEVELOPMENT AUTHORITY**

**ANNUAL REPORT  
2015**

The DDA is an (11)-eleven member board that was developed under Act 197 of 1975 for Downtown beautification and renovation. The Act was developed to assist units of Government in their encouragement of historic preservation; in the correction, elimination and prevention of blight deterioration in the business districts; to encourage and promote economic development growth and revitalization; to make provision for the acquisition and disposition of personal and real property; to authorize the creation of an authority; to authorize the levy and collection of taxes; to authorize the issuance of bonds and the use of tax increment financing; to provide for a development plan that sets forth specific Downtown Development Objectives, as described in a locally adopted development plan for older or traditional central business districts of Michigan municipalities. The DDA was established by the City of Portland in 1987 to promote the Downtown Development District. The Authority collects TIFA taxes that result from the growth of the district to do district projects in accordance with a Finance and Development plan approved by the City Council. The DDA’s primary project for 15 years was to finance the New City Hall building. On June 2, 2014 the City Council approved the updated DDA TIF and Development Plan to extend the life of the DDA through 2038 which includes a capital intensive development plan that will be undertaken when the City Hall debt is paid.

<b>Meetings Held</b>	<b>Length of Meeting</b>	<b>No. of Members Present</b>
January 15, 2015	33 minutes	9
February 19, 2015	19 minutes	10
March 19, 2015	14 minutes	10
April 16, 2015	18 minutes	10
April 23, 2015 – Spl. Mtg.	13 minutes	9
May 14, 2015	19 minutes	7
June 18, 2015	39 minutes	7
July 9, 2015	18 minutes	7
August 13, 2015	25 minutes	7
September 17, 2015	52 minutes	8
October 15, 2015	43 minutes	9
November 19, 2015	27 minutes	9
December 17, 2015	46 minutes	7

## SUMMARY OF MEETINGS

### January 15, 2015

- Consideration of approval of a quote from Hometown Decoration and Display for a 5-year contract for holiday decorations was tabled in order to pursue other quotes and if a 3-year contract would be possible.
- The DDA approved the submittal of the application for a Charitable Gaming License for the 2015 Block Party.

### February 19, 2015

- The DDA approved a 3-year contract with Hometown Decoration & Display for incandescent holiday lighting.
- The DDA approved the submittal of the application for a Special Event Liquor License for the 2015 Downtown Block Party.
- The DDA approved the submittal of the application for a Charitable Gaming License for the 2015 Portland Pay Day.
- The DDA approved changes to the DDA Façade Grant Application opened the DDA Façade Incentive Grant Application Round as requested.

### March 19, 2015

- The DDA approved its Fiscal Year 2015-2016 Budget.

### April 16, 2015

- The DDA approved changing the date of its next meeting to Thursday, May 14, 2015.
- Director Reagan announced his resignation effective Friday, May 15, 2015.

### April 23, 2015 – Special Meeting

- The DDA approved a DDA Interim Main Street Manager Agreement with Shelley Perry.

### May 14, 2015

- The DDA approved the recommendation of the Design Committee to approve the Façade Grant Application submitted by Fabiano's River House Grill for painting of the outside of the "The Point" and installation of a new roof on the 2<sup>nd</sup> story of the main building.

### June 18, 2015

- The DDA approved the Design Committee's recommendation to amend the previously approved Façade Grant for Fabiano's River House Grill to install a metal roof rather than asphalt shingles.
- The DDA approved changing the time of their meetings from 4:00 p.m. to 3:30 p.m. on the third Thursday of each month.

### **July 9, 2015**

- The Election of Officers was held. The officers remained the same with the addition of Barnes as Treasurer.
- The DDA approved the request to submit Special Event Liquor License applications for the August 1, 2015 “Beerfest on the Bridge” and the August 15, 2015 “Wine the Walk”.
- The DDA approved the request for approval of beer expenses for “Beerfest on the Bridge”, up to \$4,000.00.

### **August 13, 2015**

- *There were no major actions taken by the Board.*

### **September 17, 2015**

- Joe Borgstrom of the Michigan State Housing and Development Authority attended the meeting to see how everything is going through the transition process.
- The DDA approved changing the status of Director Perry’s position from interim to full-time effective October 1, 2015.

### **October 15, 2015**

- The DDA approved moving the unused funds budgets for pension expenses to contractual services and adding the remaining funds to the fund equity in the 2015-2016 Fiscal Year budget.
- The DDA approved the Façade Grant Application submitted by Terry Piggott for his property at 226 Kent St. contingent on the recommendation to the DDA for approval by the Design Committee.
- The DDA approved using the funds left in the budget for Christmas decorations to purchase more lights compatible with what was done last year in Scout Park.

### **November 19, 2015**

- *There were no major actions taken by the Board.*

### **December 17, 2015**

- The DDA approved the contract renewal with The Verdin Company for downtown clock maintenance.
- The DDA tabled discussion of the Ionia County Library Association “1,000 Books before Kindergarten” advertising decision to get input from Member Grimminck.

## **2015 STATISTICAL SUMMARY**

- 13 Meetings Held
- Average Meeting Length – 28 minutes
- Average of 8 Members Present

**CITY OF PORTLAND  
ECONOMIC DEVELOPMENT CORPORATION**

**ANNUAL REPORT  
2015**

The EDC is a (9)-nine member board that was developed under Act 338 of the Public Acts of Michigan of 1974, as amended, and is not organized for pecuniary profit. The Act was developed to provide for the creation of public economic development corporations; to prescribe their powers and duties; to provide for their dissolution; to provide for the issuance of notes and other evidence of indebtedness; to provide for the issuance of bonds; to validate bonds, notes, and other evidence of indebtedness; to provide for condemnation of property; to provide for the undertaking of projects relative to the economic development of municipalities; to provide for loans, grants, transfers, and conveyances of funds and property by municipalities, and disbursement of certain funds to public economic development corporations; to provide for the creation of subsidiary neighborhood development corporations by certain economic development corporations; to provide for the receipt by public economic development corporations of funds and property; to provide for industrial and commercial enterprises and for enterprises involved in housing or neighborhood improvement, and furnishings, equipment, and machinery for the industrial and commercial enterprises and housing; to validate the incorporation of de facto economic development corporations and all actions of the de facto corporations; and to provide savings provisions. The EDC was established by the City of Portland in 2008 and was charged with the development of the 58 acres at Cutler Rd. and Grand River Ave. purchased by the City.

<b>Meetings Held</b>	<b>Length of Meeting</b>	<b>No. of Members Present</b>
January 26, 2015	1 hour, 7 minutes	7
February	No Meeting	
March	No Meeting	
April 27, 2015	37 minutes	6
May	No Meeting	
June	No Meeting	
July	No Meeting	
August	No Meeting – No Quorum	
September 28, 2015	37 minutes	7
October	No Meeting	
November	No Meeting	
December	No Meeting	

## SUMMARY OF MEETINGS

### January 26, 2015

- City Manager Gorman gave an update on the Old School Manor property and its potential development by The Woda Group.
- There was discussion in regard to the listing of the property at Grand River Ave. and Cutler Rd. with Coldwell Banker Frewen Realty that expired in December. The Board gave a consensus that realtors should be brought in to present their ideas or plans for marketing the property in order to consider a new listing agreement.
- There was discussion about getting more involved with the Ionia County Economic Alliance.
- The Board made a recommendation to the City Council that the Grand River Access Management Plan be reopened for evaluation and possible revision.

### April 27, 2015

- Nominations were taken for Vice Chair vacated by Eric Frederick after his resignation due to his families move from the City of Portland. Lakin was nominated and voted to be Vice Chair.
- The Board made a recommendation to the City Council that they enter into a new Farmland License Agreement for the development property at Grand River Ave. and Cutler Rd. with the current licensee.
- City Manager Gorman reported that The Woda Group submitted a grant application on April 1, 2015 to MSHDA for funding of the redevelopment of Old School Manor. Approval indicators should be available in August.
- The Board agreed to aggressively pursue listing the property at Grand River Ave. and Cutler Rd. when the improvements to Cutler Rd. are complete.

### August 5, 2015 – No Quorum

### September 28, 2015

- Michael Garrett of Pinnacle Construction Group presented information on his business and explained his involvement with medical developments and partnering with those that use the buildings hi constructs. He suggested approaching Sparrow and other medical corporations to assess development opportunities for the property at Cutler Rd. and Grand River Ave.
- The Board concurred their support for Mr. Garrett to meet with potential developers in the community.
- City Manager Gorman noted that he received the final site plan from Williams & Works for the Goodwill project. They will work with Terry Frewen on a shared site plan for reconstruction of the Goodwill and Frewen Realty destroyed by the tornado on June 22, 2015.
- City Manager Gorman stated the environmental studies have been completed on Old School Manor for its development by The Woda Group. The anticipated start date is November 1, 2015.

## 2015 STATISTICAL SUMMARY

- 3 Meetings Held
- Average Meeting Length – 47 minutes
- Average of 7 Members Present