



CITY OF PORTLAND

2017 ANNUAL REPORT





February 26, 2018

Dear Portland City Council:

Please find within this document a copy of the Annual Report from each department of the City of Portland; the format is the same as previous years. This 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 2017.

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

Sincerely,

Nikki Miller
City Clerk

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

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MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2017

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, 2017. 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 \$24,540,978 (excluding component units).
- Governmental activities net position was \$12,098,734.
- Business-type activity net position was \$12,442,244.
- Component Unit net position was \$1,231,095.

Fund Level:

- At the close of the fiscal year, the City's governmental funds reported a combined ending fund balance of \$5,703,787 with \$5,033,604 being nonspendable, restricted, committed or assigned for specific purposes and \$670,183 being unassigned.
- The General Fund realized \$347,867 more in revenues than anticipated for the fiscal year. The General Fund operations also expended \$206,050 less than appropriated.
- Overall, the General Fund balance increased by \$562,163.

Capital and Long-term Debt Activities:

- The total additions to the capital asset schedule for the primary government were \$1,462,463, excluding reclassifications. Significant capital purchases during the year included Kent Street and James Street improvements, the purchase of heart monitors and river trail maintenance.
- The total long-term debt for the primary government was \$7,707,503, a net increase of \$1,623,635 from the prior year. This increase was largely due to the new debt that 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 \$9,147,638.

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, 2017

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 2016/2017. 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, 2017

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 Major 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 17 of this report.

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.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2017

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 \$24,540,978 at the end of this fiscal year's operations. The net position of the governmental activities was \$12,098,734; the business-type activities were \$12,442,244.

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, 2016 and 2017

	Governmental Activities		Business-type Activities		Total Primary Government	
	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>
Current and Other Assets	\$ 3,808,327	\$ 5,913,783	\$ 3,242,582	\$ 3,179,928	\$ 7,050,909	\$ 9,093,711
Capital Assets	13,079,090	13,211,010	17,236,636	16,936,825	30,315,726	30,147,835
Total Assets	\$ 16,887,417	\$ 19,124,793	\$ 20,479,218	\$ 20,116,753	\$ 37,366,635	\$ 39,241,546
Deferred outflows of resources	\$ 877,037	\$ 685,869	\$ 518,655	\$ 402,798	\$ 1,395,692	\$ 1,088,667
Current Liabilities	907,016	820,839	621,191	633,911	1,528,207	1,454,750
Noncurrent Liabilities	4,901,221	6,579,230	7,522,103	7,260,017	12,423,324	13,839,247
Total Liabilities	5,808,237	7,400,069	8,143,294	7,893,928	13,951,531	15,293,997
Deferred inflows of resources	194,212	311,859	115,531	183,379	309,743	495,238
Net Investment in Capital Assets	12,570,446	10,885,860	11,783,764	11,666,953	24,354,210	22,552,813
Restricted	317,375	2,300,861	579,579	588,842	896,954	2,889,703
Unrestricted	(1,125,816)	(1,087,987)	375,705	186,449	(750,111)	(901,538)
Total Net Position	\$ 11,762,005	\$ 12,098,734	\$ 12,739,048	\$ 12,442,244	\$ 24,501,053	\$ 24,540,978

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2017

Changes in Net Position for the Fiscal Year Ending June 30, 2016 and 2017

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 2015/2016 and 2016/2017.

	Governmental Activities		Business-type Activities		Total	
	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>
Revenues						
Program Revenues						
Charges for						
Services	\$ 1,108,250	\$ 1,091,339	\$ 5,071,600	\$ 5,248,450	\$ 6,179,850	\$ 6,339,789
Grants and Contributions	651,883	801,370	-	-	651,883	801,370
General Revenues						
Property Taxes	1,088,127	1,174,017	-	-	1,088,127	1,174,017
State Shared Revenue	399,390	416,319	-	-	399,390	416,319
City Income Taxes	823,642	921,230	-	-	823,642	921,230
Investment Earnings	1,580	355,838	1,077	1,299	2,657	357,137
Miscellaneous Transfers	38,319	59,158	33,037	54,632	71,356	113,790
	53,796	(62,489)	(53,796)	62,489	-0-	-0-
Total Revenues	4,164,987	4,756,782	5,051,918	5,366,870	9,216,905	10,123,652
Expenses						
General Government	1,036,011	1,049,791	-	-	1,036,011	1,049,791
Public Safety	837,137	890,870	-	-	837,137	890,870
Public Works	1,262,091	1,425,763	-	-	1,262,091	1,425,763
Health and Welfare	643,784	692,473	-	-	643,784	692,473
Community and Economic Develop.	14,612	27,819	-	-	14,612	27,819
Recreation and Culture	292,755	291,200	-	-	292,755	291,200
Other	7,429	42,137	5,699,783	5,663,674	5,707,212	5,705,811
Total Expenses	4,093,819	4,420,053	5,699,783	5,663,674	9,793,602	10,083,727
Increase (decrease) in Net Position	71,168	336,729	(647,865)	(296,804)	(576,697)	39,925
Net Position - Beginning	11,690,837	11,762,005	13,386,913	12,739,048	25,077,750	\$ 24,501,053
Net Position - Ending	\$ 11,762,005	\$ 12,098,734	\$ 12,739,048	\$ 12,442,244	\$ 24,501,053	\$ 24,540,978

Governmental Activities:

The result of 2016/2017 governmental activity was an increase of \$336,729 in net position to \$12,098,734. Of the total governmental activities' net position, \$10,885,860 is invested in capital assets less related debt, \$2,300,861 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 (\$1,087,987) is listed as unrestricted, having no legal commitment.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2017

Revenues:

The three largest revenue categories were charges for services at 22.9%, property taxes at 24.7%, and city income taxes at 19.4%. The City levied a property tax millage for the year ended June 30, 2017, for general government operations at 12.6574 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 32.2% of the governmental activities total. General government is the second largest area, expending approximately 23.8% 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 20.1% 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 \$296,804 during fiscal year 2016/2017. Of the business-type activities' net position, \$11,666,953 is invested in capital assets net of related debt, \$588,842 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 \$186,449 is listed as unrestricted, having no legal commitment.

FINANCIAL ANALYSIS OF THE CITY'S MAJOR AND NONMAJOR FUNDS

As the City completed 2016/2017, its governmental funds reported *combined* fund balances of \$5,804,501. This is a net increase of \$2,298,188 mainly due to unspent debt proceeds of almost \$1.9 million in the Street Projects Fund (Capital Projects). The net changes are summarized in the following chart:

	General Fund	City Income Tax	Major Street Fund	Ambulance	Street Projects	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balance 6/30/2016	\$ 1,947,673	\$ 1,078,687	\$ 69,127	\$ 140,246	\$ -	\$ 270,580	\$ 3,506,313
Fund Balance 6/30/2017	\$ 2,399,835	\$ 805,390	\$ 186,466	\$ 179,541	\$ 1,888,411	\$ 244,144	\$ 5,703,787
Net Change	\$ 452,162	\$ (273,297)	\$ 117,339	\$ 39,295	\$ 1,888,411	\$ (26,436)	\$ 2,197,474

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, 2017, the General Fund reported a fund balance of \$2,399,835. The 2016/2017 original budget had called for no change to fund balance.

The General Fund 2016/2017 revenues exceeded 2016/2017 expenditures by \$452,162 largely due to reduced spending so that expenditures were under budget by approximately \$206,000 and an increase in the market value of the land held for resale (increase in investment) of approximately \$364,000.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2017

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 \$2,511,979, \$347,867 higher the final amended budget as a result of the market value increase as noted above.

The City's original General Fund expenditures and other financing uses budget was increased by \$174,073 during 2016/2017. The increase can be attributed to an increase in the amount paid to the ambulance fund.

Actual City expenditures and other financing uses for 2016/2017 were \$110,781 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, 2017, the City Income Tax Fund reported a fund balance of \$805,390, a decrease of \$273,297 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 was serviced with income tax revenues and was paid in full on September 1, 2016.

Major Street Fund

As of June 30, 2017, the Major Street Fund reported a fund balance of \$186,466, which is an increase of \$117,339 from the prior year. The increase is due to a reduction in the amount of funds transferred from the Major Street Fund to the Local Street Fund.

Ambulance Fund

As of June 30, 2017, the Ambulance Fund reported a fund balance of \$179,541, which is an increase of \$39,295 from the prior year. The entire balance of \$179,541 is committed to ambulance operations.

Street Projects Fund

As of June 30, 2017, the Street Projects Fund reported a fund balance of \$1,888,411. The City issued Capital Improvement Bonds in the current year for various street projects over the next few years.

Enterprise Funds

As the City completed 2016/2017, its enterprise funds reported *combined* net position of \$12,442,244. This is a net decrease of \$296,804 resulting from current year operations. The net changes are summarized in the following chart.

	Electric Light and Power System Fund	Sewage Disposal System Fund	Water System Fund	Nonmajor Enterprise Fund	Totals
Net Position 6/30/2016	\$ 7,042,673	\$ 1,763,442	\$ 3,907,469	\$ 25,464	\$ 12,739,048
Net Position 6/30/2017	\$ 6,902,599	\$ 1,713,218	\$ 3,807,902	\$ 18,525	\$ 12,442,244
Net Change	\$ (140,074)	\$ (50,224)	\$ (99,567)	\$ (6,939)	\$ (296,804)

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2017

Electric Light and Power System Fund:

As of June 30, 2017, the Electric Light and Power System Fund reported a net position of \$6,902,599, a decrease of \$140,074 from the prior year. Of the entire net position amount, \$6,147,181 is invested in capital assets, net of related debt, \$453,086 is restricted for utility reserve, and \$302,332 is unrestricted.

Sewage Disposal System Fund:

As of June 30, 2017, the Sewer Fund reported a net position of \$1,713,218 a decrease of \$50,224 from the prior year. Of the entire net position, \$2,132,361 is invested in capital assets, net of related debt, \$135,756 is restricted, and (\$554,899) is unrestricted.

Water System Fund:

As of June 30, 2017, the Water System Fund reported a net position of \$3,807,902, a net decrease of \$99,567 from the prior year. Of the entire net position, \$3,387,411 is invested in capital assets, net of related debt and \$420,491 is unrestricted.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets - At the end of Fiscal Year 2016/2017 the City had invested \$30,147,835, and \$1,117,524 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, 2017, was as follows:

	<u>Governmental Activities</u>	<u>Business- type Activities</u>	<u>Totals</u>
Land	\$ 1,075,920	\$ -	\$ 1,075,920
Construction in Progress	33,089	-	33,089
Land Improvements, net	81,377	-	81,377
Buildings, net	174,316	-	174,316
Equipment and Furniture, net	1,154,100	-	1,154,100
Electric System, net	-	7,392,181	7,392,181
Sewer System, net	-	5,542,361	5,542,361
Water System, net	-	4,002,283	136,507
Infrastructure			
Streets and Bridges, net	10,692,208	-	10,692,208
Capital Assets, net	<u>\$ 13,211,010</u>	<u>\$ 16,936,825</u>	<u>\$ 30,147,835</u>

Long-term Debt - As of June 30, 2017, the City had \$7,707,503 in long-term debt outstanding for the primary government. This level of net obligation is \$1,643,635 less than the obligation recorded as of June 30, 2016.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2017

Outstanding Debt as of June 30, 2017:

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

	<u>Balance July 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2017</u>
Primary Government				
Governmental activities				
2012 Vactor Truck Installment Purchase Agreement (\$85,500)	\$ 35,644	\$ -	\$ 17,628	\$ 18,016
2016 Ambulance Installment Purchase Agreement (\$166,806)	-	166,806	-	166,806
2016 Snow Plow Installment Purchase Agreement (\$147,582)	-	147,582	-	147,582
2016 Heart Monitors/Defibrillators Purchase Agreement (\$92,254)	-	92,254	19,508	72,746
2013 G.O. Limited Tax Bonds	473,000	-	473,000	-0-
2017 G.O. Limited Tax Bonds	-	1,920,000	-	1,920,000
Accumulated compensated absences	48,877	65,765	65,370	49,272
Business-type activities				
2008 Capital Improvement Bonds (\$1,690,000)	1,300,000	-	55,000	1,245,000
2004 Water System Bonds (\$1,344,872)	684,872	-	70,000	614,872
2010 Sanitary Sewer System (\$2,900,000) (Build America Bonds)	2,689,000	-	45,000	2,644,000
2011 Sanitary Sewer System (\$840,000)	779,000	-	13,000	766,000
Accumulated compensated absences	53,475	80,504	70,770	63,209
Total Primary Government	6,063,868	2,472,911	829,276	7,707,503
Component Unit				
2012 Refunding Bonds	220,000	-	220,000	-0-
Total Reporting Entity	\$ 6,283,868	\$ 2,472,911	\$ 1,049,276	\$ 7,707,503

CITY OF PORTLAND GOVERNMENT ECONOMIC OUTLOOK:

- * State revenue sharing is expected to increase 1.2% for the City's fiscal year 2017-2018, based on State of Michigan revenue sharing estimates.
- * 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 \$548,464 to \$480,164 which reflects a 9.57% increase for the non-union division, an 19.69% increase for the GELC division, and an 7.04% decrease in the POLC Division, which has no active retirees.
- * The City is requiring all employee enrolled in the Defined Benefit plan to contribute to pension plan. Employees contribution 1% for fiscal year 2016-2017. The amount will increase by 1% each year until it reaches a maximum of 3%.
- * The City's income tax revenues increased from \$747,889 in 2014 to \$770,969 in 2015 (an increase of 3.09%). In 2016 City income tax revenues increased 5.24% rising from \$770,969 in 2015 to \$811,413 in 2016. In 2017 City income tax revenues increased 11.28% rising from \$811,413 in 2016 to \$902,912 in 2017.
- * The City's SEV increased from \$94,892,800 in 2013 to \$96,221,700 in 2014 (an increase of 1.40%), then to \$96,263,900 in 2015 (an increase of 0.04%), then to \$94,754,600 in 2016 (a decrease of 1.56%). From 2016 to 2017 the SEV increased to \$95,435,400 (an increase of 0.72%), then from 2017 to 2018 the SEV increased to \$97,200,956 (an increase of 1.85%). The outlook for the 2019 SEV is expected to increase due to the increase in personal property taxes.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2017

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

2017 Annual Report Of the City Council

The following information is a synopsis of the important decisions made by the City Council during the 2017 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 Street Capital Improvement Plan prepared by Fleis & VandenBrink.
- The Council approved Farabee Mechanical's proposal to perform maintenance and make improvements on the diesel generators contingent upon the approval of the Board of Light & Power.
- The Council approved a Resolution of Local Approval for a Specially Designated Merchant (SDM) License Application for Tom's Fuel Center.
- The Council held its annual Goal Setting Session.

February

- Mayor Barnes presented Tom Teitsma with a proclamation honoring his retirement after 27 years of service with the Portland Police Department.
- Cory Grimminck, Librarian for the Portland District Library, presented the library's 2015-2016 Annual Report.
- The Council approved a contract with AT&T for telephone service.
- The Council approved a contractual rate increase of 2.1% for Residential Trash Pickup.
- The Council approved Bill No. 7 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.
- The Council approved a contract with WOW! Business for phone lines for the Police and Ambulance Department.
- The Council approved an agreement with CORE Technology to update and convert the current reporting system for the Police Department.
- The Council approved the Michigan Main Street Program Community Requirements and Expectations Agreement.
- Dan Paquet of the WODA Group provided an update on the Old School Manor project.
- The Council approved a proposal from Fleis & VandenBrink to provide engineering services for street improvements to James St. between Charlotte Hwy. and Grant St.
- The Council approved the publication of a Notice of Intent to issue municipal securities and construct capital improvements to James St. and the 1st Phase of improvements on Grand River Ave. between the City limits and the I-96 overpass.

- The Council approved an amendment to the Capital Improvement Plan to include projects for the Parks Department.
- The Council approved a capacity electric purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved the purchase of two 2017 GMC Sierra 2500HD Double Cab 4x4 pick-up trucks for the Board of Light and Power.
- The Council approved Abraham & Gaffney's proposal to provide professional audit services for the fiscal years ending June 30, 2017, 2018, and 2019.
- The Council confirmed the Mayor's appointment of Doug Logel Sr. to the Board of Review.
- Mayor Barnes noted that he has submitted City Manager Gorman's annual review to Human Resources.

March

- The Council approved Ordinance 175KK to amend the Zoning Map to rezone the properties at 260 W. Grand River Ave. (34-300-050-000-015-00) and the property located at 135 Water Street (34-300-250-000-490-00) to C-2 under Section 42-33 of the Zoning Ordinance.
- The Council authorized the City Manager to sell the obsolete 2004 Horton Ambulance.
- The Council approved payment of Bill No. 8 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.
- Mayor Barnes presented the National Historic Preservation Proclamation proclaiming May 2017 as National Historic Preservation Month in Portland.
- The Council approved the recommendation from the DDA to hire Tina Conner Wellman as the DDA/Main Street Director.
- The Council approved a Michigan DNR Passport Grant Application submitted by the Parks Department for the construction of a canoe/kayak launch at Thompson Field.
- 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 applications for Local Bridge Program funds for replacement or preventative maintenance of the three vehicular bridges in Portland.
- The Council approved the budget for Fiscal Year 2017-2018 for the Portland Area Fire Authority.
- The Council confirmed the Mayor's appointment of Mike Judd to the Board of Review.

April

- The Council approved participation in the state bid process for winter road salt for 2017-2018.
- The Council approved Michigan Pavement Markings LLC's bid for 2017 street painting.
- Mayor Barnes presented the Arbor Day Proclamation.
- The Council approved the EDC's recommendation to approve the Purchase and Sale Agreement, Declaration of Restrictions, and Commission Agreement to sell approximately 5 acres of City property to the Edward W. Sparrow Hospital Association.

- The Council authorized the issuance of General Obligation Limited Tax Bonds, Series 2017 for financing of the reconstruction of James St. and other street projects.
- The Council approved a License Agreement with the Friends of the Red Mill to plant wildflowers in the vacant area near the Red Mill along the River Trail.
- The Council approved an amendment to the transaction with Next-Era Power Marketing, LLC through the Michigan Public Power Agency, to broaden the sources of supply from the current single nuclear generation resource, contingent on approval by the Board of Light and Power.
- The Council held a Budget Workshop.

May

- Vince Aragona of NeoNetwork Development, explained the application from ACD.net on behalf of Verizon and how it would affect its Portland customers.
- The Council adopted the Annual Budget for Fiscal Year 2017-2018.
- The Council approved a License Agreement to farm the 52.9 acres at Grand River Ave. and Cutler Rd.
- The Council approved the Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and Approving the Care Plan Membership Agreement Form.
- The Council approved the permit for a firework display at Portland High School.
- The Council confirmed the Mayor's appointment of Terry Frewen to the DDA.
- The Council approved the purchase of Automatic Meter Reading Technology.
- The Council held a special meeting and deemed the application submitted by ACD.net as incomplete overall as to the wireless component including antennae and poles due to various reasons including the lack of franchise agreement; will allow the installation of fiber under the METRO Act as a separate component subject to engineering approval and the approval of other government agencies.
- Joe Russman presented information to the Council on the 11th Annual Portland Rodeo Days on June 9-10, 2017 at Bogue Flats.
- The Council held a Public Hearing to offer an opportunity for individuals to voice their opinion on the possible implementation of curbside recycling in the City of Portland.
- The Council approved the sale of approximately five acres of City property to the Edward W. Sparrow Hospital Association.
- The Council approved supplemental employment for City employees to work for the Portland Area Fire Authority.
- The Council authorized the City Manager to sign an Assignment Agreement with Synagro Central, LLC.
- The Council approved a proposal from Utilities Instrumentation Service to install a SCADA system for the City's Wastewater Treatment Plant.
- The Council approved the purchase of a Woods Batwing Mower of the Parks, Recreation & Cemetery Department.
- The Council approved the purchase of a John Deere Z950 Zero Turn Mower for the Parks, Recreation & Cemetery Department.

June

- Jason Mellema, Ionia County ISD Superintendent presented information on the Special Education Headlee Restoration Millage Election that will be held on August 8, 2017.
- Esther Durnwald of the Michigan Wildflower Farm provided a presentation and information about wildflower plantings and the project to plant wildflowers on the ½ acre along the River Trail near the Red Mill.
- The Council approved an amendment to the License Agreement with the Friends of the Red Mill to include additional land to plant wildflowers.
- The Council approved Amendment No. 4 to the Refuse Collection Agreement with Granger to include curbside recycling.
- The Council approved payment of Bill No. 9 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.
- The Council approved an energy purchase for future load requirements for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved the recommendation of the Board of Light and Power to purchase supplies and material for the East Grand River Avenue Project to remove the overhead power lines.
- The Council approved amendments to the Budget for Fiscal Year 2016-2017.
- The Council approved the City of Portland's Defined Benefit Adoption Agreements for union and nonunion employees.
- The Council approved the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC).
- The Council approved opting out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013 contingent on the approval of the Board of Light and Power.
- The Council confirmed the Mayor's appointments to City Boards and Commissions.
- The Council approved the issuance of a Transient Trader Permit for a BBQ food trailer.
- The Council approved an amendment to the Water Tank Maintenance Contract for the 400,000-gallon water storage tank at 501 Charlotte Hwy. for painting of the City logo on 2 side of the water tower.
- The Council held a Special Meeting/Workshop to discuss the PASER study and the James Street Improvement Project.

July

- The Council approved Fleis & VandenBrink's proposal to assist the City with the preparation of its Water System Supply Asset Management Plan.
- The Council approved the purchase of a 2016 GMC Sierra 3500HD dump truck for the Department of Public Works.
- The Council confirmed the Mayor's appointments to City Boards and Commissions.
- Mayor Barnes presented Scott D. Cassel with a proclamation recognizing his retirement and honoring his nearly 32 years of service to the City of Portland Electric Department.
- The Council adopted Ordinance 132B to amend Chapter 30 of the Code of Ordinances to provide for the addition of curbside recycling and the elimination of certain sections that were no longer applicable.
- The Council authorized the City of Portland to participate in the Michigan Economic Development Corporation Redevelopment Ready Communities Program.

- The Council approved a proposal from Fleis & VandenBrink to provide professional services for a Parks & Recreation 5-Year Master Plan Update.
- The Council approved amendments to the DDA Budget for Fiscal Year 2017-2018.

August

- Mr. McGeehan of GRP Engineering presented a summary of the 2016 Coordination Study and recommendations for the Electric Department. An in-depth study of the entire electric distribution system was conducted and reviewed for placing of protective devices.
- The Council approved the recommendation of the Board of Light and Power to approve the purchase of supplies and material and the proposal from GRP Engineering to assist with the implementation of the project related to the 2016 System Coordination Study.
- The Council approved the Joint Funding Agreement for the operation of a Streamgaging Station.
- The Council confirmed the Mayor's appointments to City Boards and Commissions.
- Rachael Abood of Granger introduced the Recycle Coach app which also includes information on trash collection and other events.
- The Council approved the Michigan Public Power Agency's recommendation and authorized the City's Electric Superintendent to sign an Authorization to Purchase Wind Energy and terminate the previous Wind Energy Authorization.
- The Council approved the purchase of two boilers for the Electric Department.
- The Council approved the purchase of a Boss snow blade for a 2017 GMC Sierra 2500HD double cab 4x4 pick-up truck for the Electric Department.
- The Council approved the purchase of a Boss DXT dual trip snow plow from Bader & Sons for the DPW.
- The Council approved and adopted the proposed revisions to the City of Portland Employee Handbook.
- The Council approved a Traffic Control Order establishing a speed limit for Rindlehaven Commons, Wild Plum Street, and Rindle Bluff Drive.
- The Council appointed a voting delegate and alternate to represent the City of Portland at the 2017 Michigan Municipal League (MML) Conference.
- The Council confirmed the Mayor's appointment of Randy Hodge to the DDA.

September

- Steve Deroshia of ACD.net presented information on the potential placement of Distributed Antenna Systems, "cell phone boosters" to boost the digital signal provided by Verizon Wireless and improve E911 coverage.
- Michael Rodewald of McDonald's introduced himself and provided an update on the redevelopment project in Portland.
- The Council approved the award of the James Street Improvement Project to CL Trucking, Inc.
- The Council approved the DDA's Amended Bylaws.
- The Council approved the proposal provided by Hydro Designs to provide a Cross Connection Control Program.

- The Council approved Fleis & VandenBrink’s proposal to provide construction engineering services for the James Street Improvement Project.
- The Council approved the issuance of a Transient Trader Permit for a BBQ food trailer.
- The Council confirmed the Mayor’s appointment of Jim Sandborn to the Portland Area Municipal Authority.

October

- The Council adopted Ordinance 150A to Amend Chapter 3 of the Code of Ordinances to provide for the Uniform City Income Tax Ordinance.
- The Council approved a proposal from Fleis & VandenBrink to provide professional services for the Safe Routes to School Program.
- The Council approved Pay Request No. 1 to CL Trucking, Inc. for work done on the James Street Improvement Project.
- The Council approved a proposal from Fleis & VandenBrink to provide design engineering for the roadway related to the development of the Cutler Road property.
- The Council approved a License Agreement to permit holding a Haunted House at the Red Mill.
- The Council adopted Ordinance 196A to amend Chapter 2 of the Code of Ordinances to provide for recovery costs for emergency response services.
- The Council approved the Joint Memorandum of Understanding between the Michigan Economic Development Corporation and the City of Portland for the Redevelopment Ready Communities program.
- The Council approved a change to the Charter regarding the date for filing election petitions.

November

- The Council approved Pay Request No. 2 to CL Trucking, Inc. for work done on the James Street Improvement Project.
- The Council approved an energy purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved the purchase of a 2018 GMC Sierra 2500HD pickup truck for the DPW.
- The Council approved a Traffic Control Order establishing “no parking” along the western curb of Union Street between Grand River Avenue and Grove Street.
- The Council appointed Police Chief Star Thomas as the City of Portland representative on the Ionia County Central Dispatch Board of Directors.
- City Clerk Miller swore in newly elected Council Members Baldyga, Fitzsimmons, and Johnston. The nomination of Mayor Barnes and Mayor Pro-Tem VanSlambrouck was held.
- Mayor Barnes presented a Life Saving Award to Logan McDaniels.
- The Council approved a SAW Grant Agreement through the MDEQ.
- The Council approved the Uniform Transfer Provision for the MERS Defined Benefit Retirement Plan.

- The Council approved a contract amendment to the proposal from Fleis & VandenBrink to provide design engineering for the roadway related to the development of the Cutler Rd. property.
- The Council approved the purchase of a Street Scout speed trailer for the Portland Police Department.
- The Council approved a contract with R.C. Systems, Inc. for software related to the Parks & Recreation Department.

December

- Steve Kirinovic, CPA of SK&T, PC presented the 2016/2017 Fiscal Year Audit.
- The Council approved amendments to the Budget for Fiscal Year 2017/2018.
- The Council approved a resolution to prohibit the operation of Marihuana Facilities in the City of Portland.
- The Council approved a Grant Agreement for voting system hardware, firmware and software and authorizing the City Clerk to sign the same.
- The City Council approved Pay Request No. 3 to CL Trucking, Inc. for work done on the James Street Improvement Project.
- The Council approved a Communication Location Agreement between the City and Ionia County Central Dispatch.
- The Council approved a proposal from Chrouch Communications, Inc. to perform radio system modifications for the City.
- The Council approved the 2018 City Council meeting dates.
- The Council confirmed the Mayor's appointment of Ted Alberta to the Board of Light and Power.
- The Council approved an energy purchase through the Michigan Public Power Agency contingent upon the approval of the Board of Light and Power.
- 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 a quote from BS&A Software for Cemetery Management Software data conversion and implementation.

Respectfully submitted,

Monique I. Miller, City Clerk

**Special Election
Ionia County ISD
Special Education Millage Proposal
August 8, 2017**

	Precinct #1	Precinct #2	Total	% of vote
Yes	107	124	231	70.86%
No	28	67	95	29.14%
Voters	135	191		

326 Voters 2718 Registered Voters

11.99% Voter Turnout



**City Council Election
November 7, 2017**

	Precinct #1	Precinct #2	Total	% of vote	Term
Baldyga, Robert J.	92	142	234	8.88%	2-year Term
Fitzsimmons, Patrick	97	141	238	9.04%	4-year Term
Johnston, Amanda	100	162	262	9.95%	4-year Term

303 Voters 2687 Registered Voters **11.2% Voter Turnout**

239 Absentee Voters





January 2018

TO: City Council

FROM: Income Tax Administrator

RE: City Income Tax Annual Report

Revenues Received 12 months ending 12/31/2017:	\$	835,662
Less Refunds	\$	(90,715)
Net Revenues	\$	744,947
Less Administration Costs:	\$	(125,100)
Spendable Income for	\$	619,847
2017	\$	619,847
2016	\$	743,058
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
SPENDABLE INCOME FOR YEAR 1984-2017	\$	16,429,902

Revenues for the year 2017 includes income from prior years, as follows:

2008-2013	\$	4,916.23
2014	\$	13,709.13
2015	\$	8,093.93
TOTAL:	\$	26,719.29

Net income tax collections for the year are down \$124,590.00 compared to the 2016 tax year. Administration costs were down \$1,378.56, resulting in a final decrease in net revenues of \$123,211.44.

Respectfully submitted,

Mindy Tolan

Mindy Tolan
Income Tax Administrator

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

2017 ANNUAL REPORT OF TAXES LEVIED IN THE CITY OF PORTLAND FOR THE PAST FIVE YEARS:

	2013	2014	2015	2016	2017
TTV - REAL	86,542,795	86,929,939.00	87,243,904.00	87,556,713.00	89,290,061.00
- PERSONAL	6,481,850	5,899,100.00	6,208,200.00	4,206,000.00	4,136,400.00
	93,024,645	92,829,039.00	93,452,104.00	91,762,713.00	93,426,461.00
*PARCEL COUNT	1844	1810	1799	1807	*1805
MILLS LEVIED-SUMMER TAX					
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	4.4692	4.4601
I.S.D. TECH	1.0000	1.0000	1.0000	1.0000	1.0000
IONIA COUNTY OPERATING	4.6434	4.6434	4.6434	4.6378	4.6326
MILLS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT SERV	7.3500	7.3500	7.3500	7.3500	7.3500
LIBRARY	0.9339	0.9339	0.9339	0.9327	0.9316
LIBRARY DEBT	0.8300	0.7600	0.7800	0.7800	0.7800
SENIOR CITIZENS	0.3750	0.5000	0.5000	0.4994	0.4988
TOTAL:	57.2625	57.3175	57.3375	57.3265	57.3105
DOLLARS LEVIED-SUMMER TAX					
CITY OF PORTLAND	1,264,668	1,256,928	1,266,248	1,243,668	1,271,644
PORTLAND PUBLIC SCHOOLS-OPERATING	1,130,682	598,788	593,934	575,077	583,765
STATE EDUCATION TAX		531,869	534,598	538,751	551,955
INTERMEDIATE SCHOOL DISTRICT	506,774	503,669	507,408	498,033	508,389
IONIA COUNTY OPERATING ^	429,972	427,337	430,509	422,324	431,340
DOLLARS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT SERV	680,606	676,434	681,457	669,305	684,066
LIBRARY ^	86,471	85,942	86,580	84,927	86,698
LIBRARY DEBT	76,851	69,938	72,312	71,022	72,588
SENIOR CITIZENS ^	34,718	46,012	46,355	45,469	46,416
TOTAL TAX LEVIED:	4,210,741	4,196,917	4,219,401	4,148,576	4,236,862
TOTAL ADMINISTRATIVE FEE LEVIED:	42,166	42,275	42,455	41,773	8,890
TAX DOLLARS SPLIT					
CITY OF PORTLAND	30.03%	29.95%	30.01%	29.98%	30.01%
PORTLAND PUBLIC SCHOOLS	43.02%	30.38%	30.23%	30.00%	29.92%
STATE EDUCATION TAX		12.67%	12.67%	12.99%	13.03%
INTERMEDIATE SCHOOL DISTRICT	12.04%	12.00%	12.03%	12.00%	12.00%
IONIA COUNTY ^	13.09%	13.33%	13.35%	13.32%	13.32%
PORTLAND PUBLIC LIBRARY	1.82%	1.67%	1.71%	1.71%	1.71%

RESPECTFULLY SUBMITTED,

KRISTINA KINDE
CITY TREASURER

2018 ANNUAL REPORT TO COUNCIL

Assessing Department

2017 AD VALOREM ROLL

	2016 ASSESSED VALUE	2017 AV	2016 TAXABLE VALUE	2017 TV	PARCEL COUNT	LOSSES TV	ADJUSTMENTS TV (+/-)	ADDITIONS TV	% CHANGE AV	% CHANGE TV*
REAL PROPERTY										
Agricultural	\$ 264,100	\$ 262,073	\$ 141,525	\$ 155,416	6	\$ -	\$ 13,891	\$ -	-0.77%	9.82%
Commercial	\$ 22,792,600	\$ 22,405,962	\$ 20,999,463	\$ 21,244,558	144	\$ (460,829)	\$ (371,277)	\$ 1,077,201	-1.70%	1.17%
Industrial	\$ 1,250,400	\$ 1,208,821	\$ 1,235,340	\$ 1,208,821	8	\$ -	\$ (26,519)	\$ -	-3.33%	-2.15%
Residential	\$ 67,301,100	\$ 69,592,100	\$ 65,272,848	\$ 66,622,578	1323	\$ (293,308)	\$ 467,773	\$ 875,394	3.40%	2.07%
Exempt	\$ -	\$ -	\$ -	\$ -	135	\$ -	\$ -	\$ -		
TOTAL REAL	\$ 91,608,200	\$ 93,468,956	\$ 87,649,176	\$ 89,231,373	1616	\$ (754,137)	\$ 83,868	\$ 1,952,595	-2.38%	10.90%
PERSONAL PROPERTY										
Commercial	\$ 1,529,200	\$ 1,727,100	\$ 1,529,200	\$ 1,727,100	167	\$ (336,800)	\$ -	\$ 534,700	12.94%	12.94%
Industrial	\$ 1,270,200	\$ 1,121,200	\$ 1,270,200	\$ 1,121,200	3	\$ (149,000)	\$ -	\$ -	-11.73%	-11.73%
Utility	\$ 1,027,800	\$ 976,200	\$ 1,027,800	\$ 976,200	2	\$ (52,000)	\$ -	\$ 400	-5.02%	-5.02%
TOTAL PERSONAL	\$ 3,827,200	\$ 3,824,500	\$ 3,827,200	\$ 3,824,500	172	\$ (537,800)	\$ -	\$ 535,100	-3.81%	-3.81%

TOTAL REAL & PERSONAL \$ 95,435,400 \$ 97,293,456 \$ 91,476,376 \$ 93,055,873 1788 \$ (1,291,937) \$ 83,868 \$ 2,487,695 -6.19% 7.09%

2017 IFT ROLL

	2016 AV	2017 AV	2016 TV	2017 TV	PARCEL COUNT	LOSSES	ADJUSTMENTS	ADDITIONS
REAL	\$ 336,200	\$ 330,900	\$ 315,644	\$ 318,484	1	\$ -	\$ -	\$ 2,840
PERSONAL	\$ 384,300	\$ 311,900	\$ 384,300	\$ 311,900	2	\$ (72,400)	\$ -	\$ -
TOTAL IFT	\$ 720,500	\$ 642,800	\$ 699,944	\$ 630,384	3	\$ (72,400)	\$ -	\$ 2,840

* The State inflation rate multiplier (IRM), as determined by the change in the general price level during 2017, was +0.9%. Therefore, any change greater or less than that percentage represents a combination of demolitions, new construction, uncappings and trends in the market.

The substantial increase in Commercial Additions is due to the rebuilding after the Tornado.

TOP TEN TAXPAYERS	TAXABLE VALUE
Ellen's Properties Limited	\$ 2,461,309
Portland Partners LLC	\$ 2,100,408
THK Rhythm Automotive	\$ 1,115,371
Consumers Energy	\$ 959,000
Lawco LTD	\$ 941,139
Rindlehaven Land Co. LLC	\$ 694,211
HEB Development II LLC (Family Farm & Home)	\$ 648,297
Portland Products Inc	\$ 630,384
Speedway Superamerica	\$ 611,850
Grand River/Bridge Assc.	\$ 576,264

Respectfully submitted,

Janet Ogden
City Assessor

2017 COMMUNITY CLEAN-UP SUMMARY
 City of Portland, Portland Township, and Danby Township

21 – 30 yd. Dumpsters Filled
 110 Televisions

Waste Hauling and Disposal Charges from Granger	\$ 7,665.00
Wages	\$ 2,202.94
Equipment Costs	\$ 506.64
Recycle Ionia	\$ 1,950.00
Portland Iron & Metal	(\$ 967.20)
Total Clean Up Costs	\$ 11,357.38

	City of Portland	Portland Township	Danby Township	Total
<u>Loads Received 5/6/17</u>	<u>148</u>	<u>88</u>	<u>53</u>	<u>289</u>
TOTAL	148	88	53	289
Percentage of Total	51%	31%	18%	100%
Allocated Cost	\$5,792.28	\$3,520.78	\$2,044.32	

<u>HISTORICAL COMPARISON OF CLEAN-UPS</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Loads Received	510	484	426	393	307	289
Dumpsters Filled	27	28	25	26	28	21
Loads of Brush	0	3	-	-	-	-
Automobile Batteries	4	0	-	-	-	-
Gallons of used oil	25	36	-	-	-	-
Waste Hauling and Disposal Cost	\$9,855.00	\$10,975.00	\$10,190.00	\$ 9,490.00	\$10,420.00	\$7,665.00
Wages	\$2,093.99	\$ 3,188.40	\$ 1,910.41	\$ 1,802.37	\$ 1,943.02	\$2,202.94
Equipment Costs	\$ 336.36	\$ 455.38	\$ 599.76	\$ 592.19	\$ 1,090.64	\$ 506.64
Vintage Tech Recyclers	(\$ 284.42)	(\$ 258.24)	(\$ 283.04)	\$ 2,300.00	\$ 3,650.30	\$1,950.00
Portland Iron & Metal	(\$1,750.00)	(\$ 1,379.45)	(\$ 1,221.44)	(\$ 728.62)	(\$ 494.62)	(\$ 967.20)
Total Clean Up Costs	\$10,250.93	\$12,981.09	\$11,195.69	\$13,455.94	\$16,609.34	\$11,357.38

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

2017 Annual Report
Permits

PORTLAND

Electrical Permits	36		\$12,521.00	
Mechanical Permits	54		\$13,608.00	
Plumbing Permits	21		\$6,078.00	
Investigation Fee	2		\$150.00	
Registration Fees	31		\$465.00	
Building Permits				
Residential - New construction	1		\$2,253.00	
Residential - Other	53		\$15,623.00	
Demo	6		\$550.00	
Non-Residential - New construction	1		\$5,280.00	
Non-Residential - Other	5		\$5,675.00	
Total-Building	66		\$29,381.00	
TOTAL - ALL PERMITS ISSUED 2017			\$62,203.00	

2017 Annual Sewer Report

	2015	2016	2017
Customers Billed	1574	1597	1603
Total Dollars Billed	\$ 818,528.60	\$ 824,221.36	\$ 858,199.21
Penalties Added	\$ 6,958.04	\$ 7,334.96	\$ 6,872.90
Total Sewer Credit Given	<i>Info unavailable</i>	<i>Info unavailable</i>	<i>Info unavailable</i>
Total Dollars Collected	\$ 815,480.50	\$ 800,937.85	\$ 847,099.81
Amount Outstanding	\$ 10,309.54 12/31/2015	\$ 10,383.25 12/31/2016	\$ 9,859.03 12/31/2017



PORTLAND WWTP ANNUAL REPORT

2017



HEATX Sludge Boiler/Heat Exchanger

Protecting the Public and the Environment

Douglas C. Sherman:	Plant Superintendent
Tim Krizov:	Class B, C, D Operator
Tony Smith	Class C, D Operator
	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 new Certificate of coverage (COC) from the MDEQ which is valid from October 1, 2017 to April 1, 2020.

THK Rhythm Automotive Michigan Corp (THK) is currently the only permitted Significant Industrial Discharger (SIU) to the City WWTP. The current permit is valid through September 30, 2018. The renewal process will begin this spring.

Biosolid disposal is a very necessary part of the WWTP operation. At the beginning of the year we were under contract with Synagro Central, LLC through June 30th 2019. The WWTP was notified this past winter that they will no longer be servicing the state of Michigan. In order to fulfill their current contract with the City, Synagro assisted with establishing a new company called Michigan AgriBusiness Solutions which operates out of Saginaw Michigan to act as a sub-contractor for Synagro. In order to receive the contract prices for sludge removal and land application, we had to use their services. We had them in to remove Biosolids three times this year and have received excellent service.

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 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.

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

Accomplishments:

- The WWTP had three permit violations. These were reported to the MDEQ as required by the COC under the NPDES General permit.
- THK had no permit violations in 2017 and continues to meet their permit requirements. Since discontinuing the use of Phosphoric acid, Phosphorus has almost been completely eliminated from their discharge.
- One Sanitary Sewer Overflow (SSO) for 2017. This was reported to the MDEQ as required by the COC under the NPDES General permit.

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

Accomplishments:

- On-going skills and management training
- Encourage team work
- Continue a good working relationship with governmental agencies
- Good on-going plant and collection system maintenance program
- Professional conduct and practice
- Taking pride in the appearance of the facility
- Tim and Tony 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 thru MIWater.

- 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.
- Held round table discussions for planning special projects.
- The heating was upgraded in the Sludge Thickening and Grit Buildings.
- Replaced worn out flapper gates on the final clarifiers.
- Had the Aerzen aeration blowers 20,000 hour factory service performed.
- 12,000 hour replacement of the UV bulbs.
- WWTP and Lift Station alarm system upgraded eliminating four phone lines.

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

Accomplishments:

- Grounds maintenance performed regularly.

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:

- Four 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. Two of these occurred on Quarterline St., one on Riverside Dr., and one in the parking lot behind Burger King.
- Between trouble-spot sewer main cleaning and ongoing preventative maintenance cleaning, the WWTP personnel cleaned 9 miles of sewer main this year which is equal to 1/3 of the total collection system.
- Had poor sanitary sewer main and manholes replaced on James St. from Grant St to Charlotte Hwy. during road reconstruction.
- Improved coverage of the Miss Digs.

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-five years. Doug is NASSCO certified for PACP, LACP, and MACP. This is the recognized format for CCTV sewer main, service lateral and manhole inspections. A great deal of knowledge and experience regarding the Portland WWTP and the Collection system has been acquired during this time.

Mike Owen retired from the City in January of 2017 after eight years of service at the WWTP.

Tim Krizov currently has eight years at the WWTP. He holds a Class “C, D “operator certification. Tim is also NASSCO certified for PACP, LACP, and MACP. He currently performs lab tests, equipment and grounds maintenance, and collection system maintenance. Tim during this past year became the Portland Fire Authority Chief which he performs outside of his duties at the WWTP.

Tony Smith was hired in April to replace the vacancy left by Mike Owen. He is new to the wastewater industry and is learning on the job. Tony will be taking several wastewater classes provided by the Michigan Water environment Association (MWEA). He will be eligible to test for his Class D certification in the spring of 2018. Tony brings a pleasant positive attitude and motivation to the workplace.

Both Tim and Tony are involved in special projects around the WWTP and the collection system. They continue to grow in their knowledge of the wastewater field and the Portland WWTP.

The following timeline represents the history of the WWTP. Since the inception of the WWTP, two plant upgrades have taken place. The first, in 1972, added secondary treatment to the primary treatment. The aeration process, secondary clarifiers, and the anaerobic digester were added during this upgrade. Most upgrades are projected twenty years into the future to accommodate population growth, increased flows, and the life expectancy of the mechanical equipment. A second upgrade was deemed necessary in 2010 mainly due to higher flows and equipment that had long outlived its life expectancy. This upgrade was completed in the Spring of 2012 which included two new secondary clarifiers, improved aeration equipment, Grit washing and fine screening, sludge thickening, and all other mechanical equipment.

WWTP Time Line						
1958	(14 years)	1972	(14 years)	1986	(22 years)	2008
First WWTP was built		WWTP upgraded to secondary treatment		Earth Tech begins managing WWTP		Engineering Study Recommended
						City resumes managing WWTP
						Engineering firm hired to evaluate and make Recommendations
						Engineering Evaluation Presented To City Council
		2010				2011
						Additional funding from Rural Development secured by March. Project construction to start in April
						WWTP Upgrades were completed. by April 1
				2012 – 2013		2013

Remainder of 2012 and all of 2013 were used by the WWTP staff to learn the operation and required maintenance of the new equipment for optimal performance.

Flies & VandenBrink toured the WWTP to become familiar with the plant upgrades and some of the resulting problems. They also prepared and submitted the application for a Saw Grant

2014

2015

Replaced the sewer main & manholes on Knox & Barley .
Installed a new manhole on W. Bridge St.
Purchased the Cues MPlus push camera.

Replaced two of the undersized Raw sewage pumps in April.
Began preparing to install a permanent emergency standby generator at The Riverside lift station.

2016

2017

The standby generator was installed at the Riverside lift station.
Replaced the CBOD Incubator. Replaced the YSI DO meter
And the pH meter. New PVC sanitary sewer main was installed
On Kent St. from Barley St. south to the city limits. Manholes
C81 & C82 on Kent St. were replaced. Chlorine was permanently
Removed from the WWTP. New membrane roof was installed
On the secondary digester.

Improved the heating systems in the Thickening and Grit buildings.
Replaced sanitary sewer main and manholes on James St.
during street reconstruction.

During the fall of 2016 the Dissolved Oxygen (DO) sensor probe and controller failed. A quote was obtained to replace these items as they are necessary for the automatic control of the aeration blowers. A new up-to-date DO sensor and the matching controller were installed during January of 2017. During the installation we had the PLC adjusted so that the second blower would not start and stop as frequently when DO is needed in the aeration tanks. Instead the second blower would run longer upon starting and take longer to reach the required DO. Frequent starts are harder on the equipment and consume more electricity.

Pleune Service Company was awarded the job of improving the heating in the Sludge and the Grit buildings. They started the installation in January and it was completed by the end of March. Positive results were instantaneous. We immediately were able to decrease our polymer consumption to the sludge thickener. The Grit building is now dry and does not experience ice formation on the floor or the equipment.

Mike Owen retired at the end of January. We were able to secure part-time help through Fleis and VandenBrink. This worked out well until a new operator could be hired.

The WWTP was notified from Synagro that they would no longer be servicing the Michigan area. Since we had a multi-year contract, they would be assisting in the formation of a new Michigan based company made up of ex-Synagro employees who are familiar with our operation to fulfill the contract. An Assignment Agreement was made and executed. This worked out very well without any interruption in our service.

Due to invalid results on the 5-Day CBOD for two months in a row, corrective actions were taken at the WWTP to identify and correct the problem. Since the results cannot be read for five days, there is no sample to repeat the test. Dual sets of CBOD bottles were set up each week for a month on every sample and the results compared. Only one other violation occurred after that for CBOD which was a result of our newest employee not recognizing when to adjust sample dilutions. This was reviewed and discussed with him at the time of occurrence and he has been doing very well with them since. All violations were reported to the MDEQ as required by the

permit with an explanation of what occurred and our corrective actions. The reporting is required to maintain permit compliance.

Our newest WWTP operator, Tony Smith, was hired and began work in early April. He has demonstrated very good motivation and a willingness to learn. During the Holiday break at Christmas, He used his innovation skills to temporarily resolve a problem at the Riverside Lift Station until parts arrived to fix the problem.

In December of 2016, one of the pumps at the Rindlehaven lift station failed. This pump had just been repaired 6 months earlier. It was returned to Kerr pump to fix the problem since they were the last one to work on it. Upon examination they found that the retaining nut on the impellor had come loose. Since a new impellor was one of the things that they had repaired, they took full responsibility for correcting the problem. They soon found out that they could no longer get replacement parts for that particular pump. Kerr Pumps stepped up and furnished a new pump and power cord at no charge. The new pump finally arrived in April and was immediately reinstalled with a representative present from Kerr Pumps to perform the start-up.

Just when we were feeling pretty comfortable with the overall condition of our lab equipment, two vital instruments failed. Our old Orion Concentration/pH meter and the Spectrophotometer quit working. Repair costs estimates were found to exceed replacement costs. Both instruments were replaced with new units in time to avoid missing any samples and causing a permit violation.

It was brought to my attention that the rates for the alarm dialer phone lines were going up considerably. We discussed the possibility of connecting with the Water Department well monitoring system. I contacted UIS to find out if this would be a possibility. An appointment was made for them to visit the WWTP to discuss our needs so that a quote could be provided. After receiving the quote, a resolution was prepared and presented to City Council for approval. The equipment was ordered and installed during the month of September. This eliminated four phone lines and utilizes the existing equipment of the Water Department. The WWTP alarms operate separately of their alarm notification system. The system has proven to work very well.

During the year Tim Krizov was elevated to Fire Chief at the Portland Fire Authority. A dual employment agreement was approved and administered in May.

Most of the major projects seemed to get started in July. McDonalds started by demolishing their old facility and building a new modern facility. Following respirator fit testing for all of the WWTP operators, we commenced with the preparation and repainting of the 1st and 2nd floors of the Service Building. This included walls, ceiling, floors, hand rails, and etc. It is our plan to paint the lower floor of the Service Building during the summer of 2018. When the Service Building is done, all of the WWTP will be fresh and up to date. We took one of the clarifiers out of service for the annual cleaning and equipment inspection. We found that the flush water flappergate on the clarifier scum collector was severely worn at the pivot point and the seal. We ordered two new flappergates from Walker Process in anticipation of finding the same thing on the other clarifier. These were installed prior to restarting each clarifier and have been working perfectly. This also helped to reduce the amount of effluent water that was being recycled to the head of the plant to go through treatment again.

Sanitary sewer and the old manholes were replaced during the James St. road reconstruction project this past fall. The City leaders are to be commended for recognizing the need to look at the underground infrastructure with each street project. As a result approximately one third of the sanitary sewer has been upgraded without suffering a major collapse of the old tile.

The WWTP finally received the new Certificate of Coverage (COC) under the NPDES General Permit issued by the MDEQ. I had applied for renewal with the MDEQ on time prior to the 2015 expiration date. We have been operating under an extension up until now. The delay was the result of several factors. Our application was in just ahead of the conversion by the MDEQ to MIWaters. Also during this time the MDEQ had to change some language on the permit and send it in for EPA approval. Once these were done they were able to send us our new COC. It is effective until April 1 of 2020.

While servicing the Aerzen aeration blowers, Tim and Tony discovered an oil leak on one of the blowers. It was shut down and locked out while Aerzen was contacted. We were told that they were due for the 20,000 hour factory inspection. A quote was obtained for this service and approved. Tim and Tony worked with the factory technician to keep the cost down. They also learned valuable information regarding the fan belts, filters, oil seal replacement, and several other things to look for during their own inspections and servicing. The technician pointed out that the check valves were leaking air back thru to the blowers that weren't running. He explained that this can cause the rotary lobe blowers to turn backwards which is not good for the bearings or seals. The WWTP operators were instructed on how to change the check valves. New ones were ordered and have been installed. He also provided us with a listing of spare parts which included fan belts and air filters. These have been purchased and are now on hand.

Doug Sherman received his Class B certification renewal in January.

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 provide a picture of how economically the treatment process is being run. The data is very helpful in determining when to make process changes, identifying maintenance needs and even when a plant upgrade may be necessary. 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 thirteen years. The varying influent flows could be a result of wet years vs dry years, residents vacationing, changing water usage in homes, changing population, collection system improvements, etc. The trend for the influent flows indicates that there has been very little change over this time period. Midway through 2016 we were informed by the MDEQ that we need to start reporting the effluent flow on our monthly report. The year 2017 was the first full year of reporting the effluent flow (discharge to the river). Chart 2 indicates the rainfall totals over the last eleven years. From the chart we can see that the amount of rainfall can vary considerably from year to year. The trend line indicates that the rainfall has actually trended downward slightly. 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

Parameters	2017	2016	2015	2014	2013
Total Influent Flow (MG)	135	132	125	124	123
Avg. Daily Flow mgd	0.370	0.359	0.342	0.340	0.336
Plant Loading					
Total Lbs. of CBOD	330,244	473,160	391,998	338,096	253,182
Avg. Lbs. of CBOD/day	905	1293	1074	926	694
Electricity (kw)	498,768	518,401	528,605	497,597	500,450
Annual Cost:	\$42,853.87	\$43,284.05	\$45,339.82	\$43,096.04	\$43,123.03
Natural Gas (CCF)	1,015,200	619,300	446,400	428,300	268,500
Annual Cost	\$5281.63	\$3609.68	\$2702.22	\$3,802.17	\$2,096.59
Ferrous Chloride (lbs.)	7907	7213	6373	6833	6659
Annual Cost	\$1834.86	\$3767.03	\$1733.73	\$2104.78	\$1545.47
Sludge Thickener					
Polymer (lbs.)	5025	7806	6144	5176	5624
Annual Cost	\$6966.00	\$8707.50	\$5,224.50	\$6,966.00	\$10,543.50
Final Clarification					
Polymer (lbs.)	14	0.1	35	61	44
Biosolids (gal)	442800	583,500	244,500	392,000	424,000
Annual Hauling Costs	\$22,525.02	\$24,845.02	\$13,410.00	\$17,686.51	\$21,486.16

CHART 1

ANNUAL FLOW

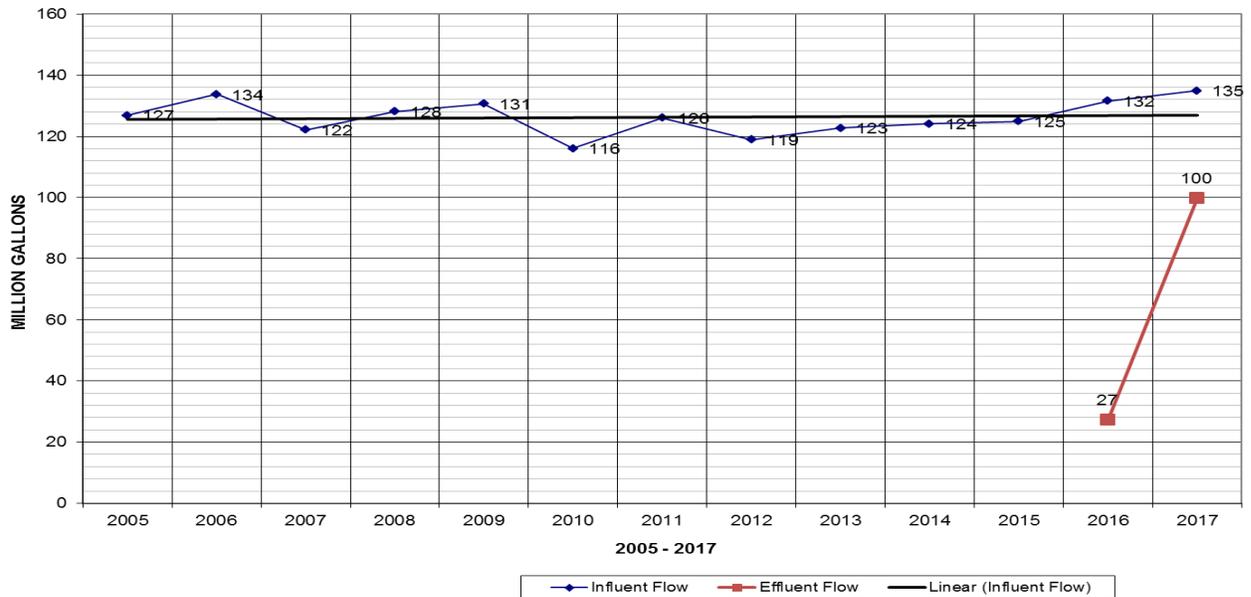
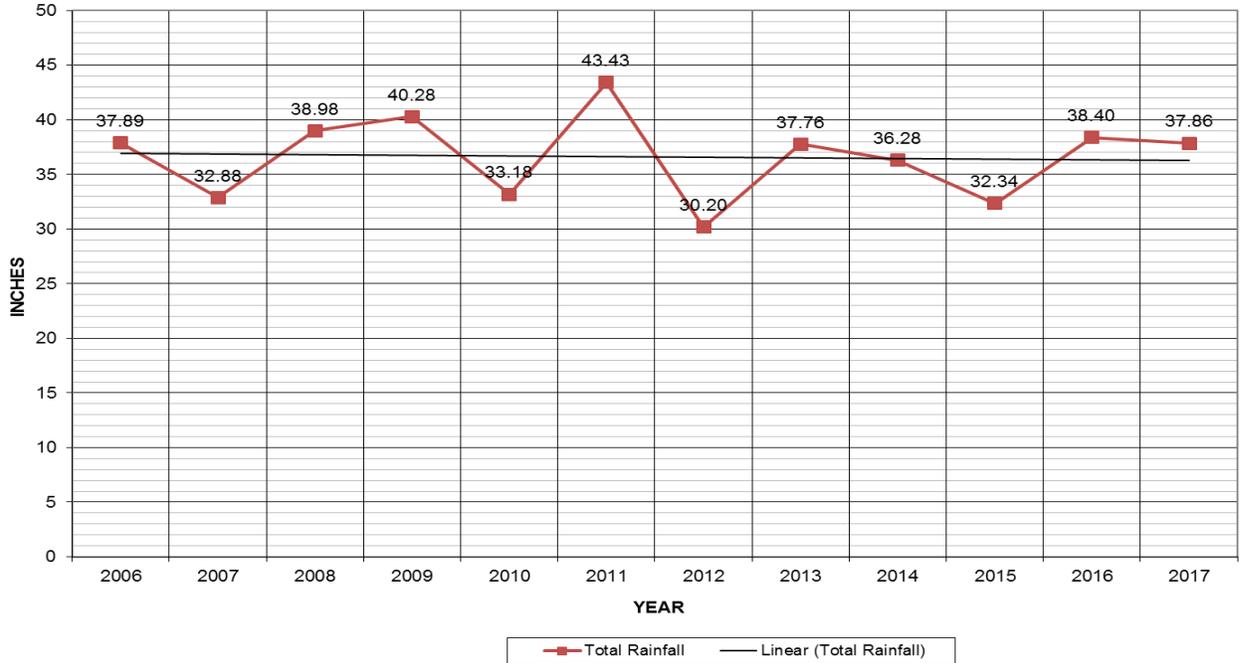
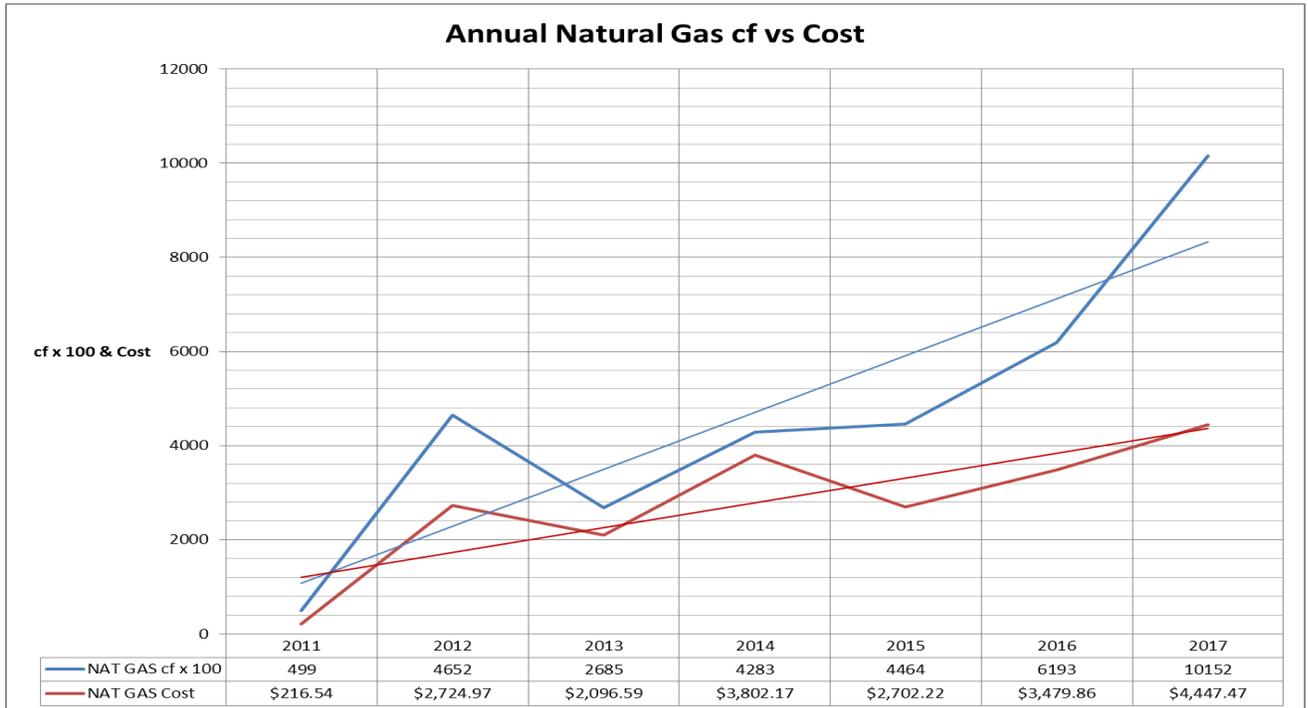


CHART 2

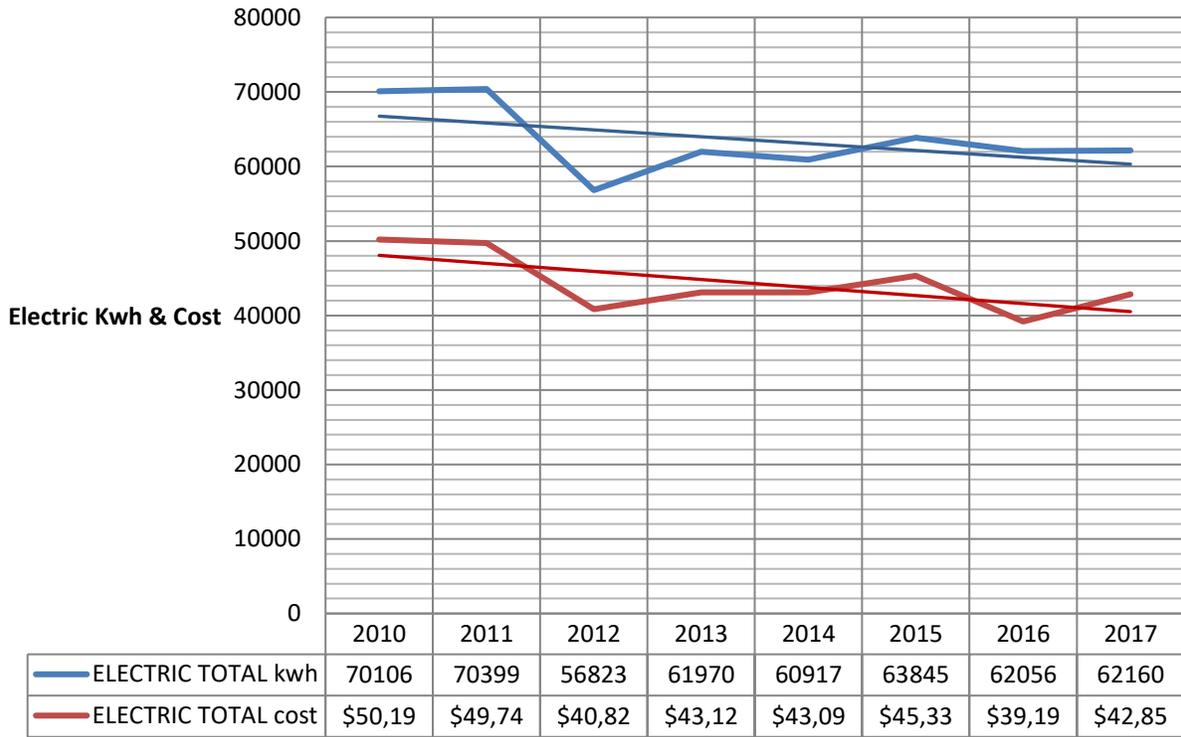
TOTAL ANNUAL RAINFALL



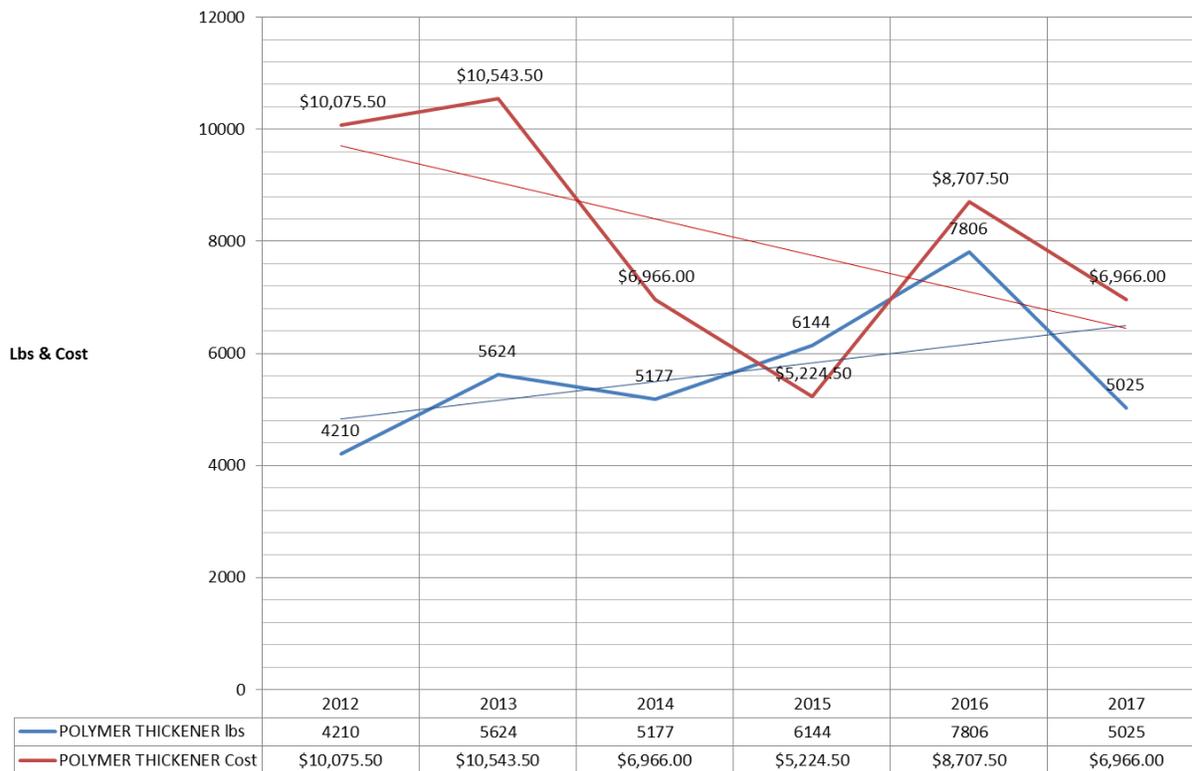
Naturally the utility and chemical use is affected by varying flows from year to year. This can have an impact on operating cost as well as the condition of our economy and what we pay for utilities and chemicals for treatment.

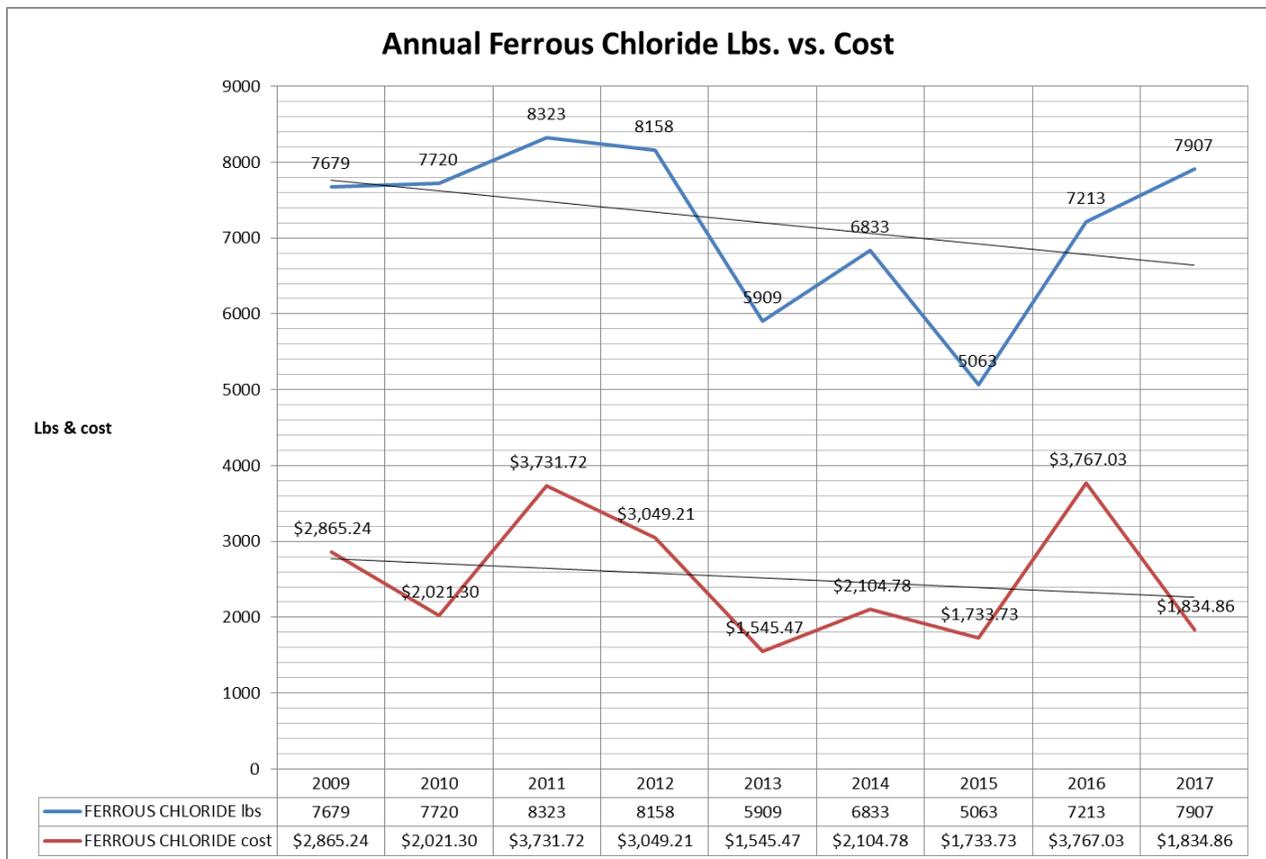


Annual Electric Usage vs. Cost



Annual Thickener Polymer Lbs. vs Cost





Electrical use and cost have been trending downward since 2010. The Aeration Blowers, the Boiler/Heat Exchanger, and the Raw Sewage pumps are the main power consumers at the WWTP. Periods of high flows, exceptionally cold winters and seasonal nitrification which require more dissolved oxygen can have a large effect on the power consumption.

Ferrous Chloride prices remained the same at \$0.35 / lb. through 05/31/2018. One truckload of Ferrous Chloride was delivered in 2017. We took delivery of the Ferrous Chloride in August. 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.

The natural gas indicates a dramatic increase this year. 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. When the new generator was installed at the Riverside lift station, the gas use increased slightly. During the winter of 2017 the heating upgrades in the Sludge and Grit buildings took place. This was a major improvement to these two buildings and has worked perfectly in resolving the problems we were having heating these rooms. However, since they are natural gas appliances this has added considerably to our natural gas consumption. We have seen a considerable decrease in polymer consumption after the heating upgrade and should help offset the additional gas cost.

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) for the 2017 year.

The sewer main on Bridge St., Charlotte Hwy., East Grand River Ave., Maple St., Grape St., south end of Kent St., Knox Ave. and Barley St., and the East end of James St. have all been replaced with new PVC sewer main during the past ten years which has helped reduce infiltration into the collection system.

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 continues to work 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.

Totals For 2017

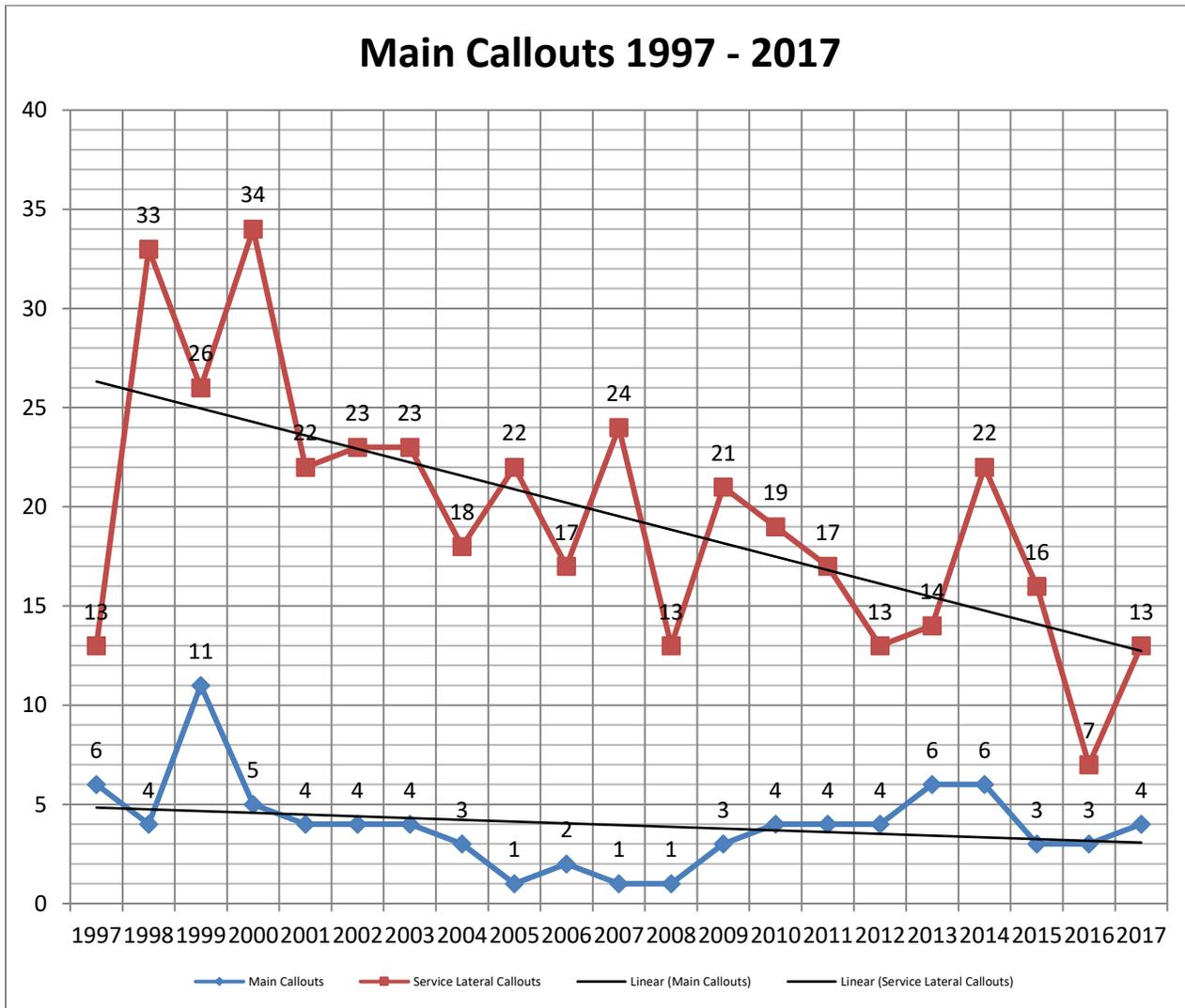
Feet of sewer cleaned:	41185 feet
Total callouts	17
Callouts due to problem in the City Main	4
Callouts due to problem in homeowners line	13
House Services inspected with See Snake push sewer camera:	9
New sewer connections:	1

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. Flushable products used by homeowners have contributed to sewer main blockage problems. These can catch on roots that have infiltrated the old clay tile. 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, Tim Krizov, and Tony Smith and anyone else working at the facility.
- Doug, Tim, and Tony 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.

2017 Annual Water Report

	2015	2016	2017
Customers Billed			
City	1615	1636	1642
Rural	24	24	24
	<u>1639</u>	<u>1660</u>	<u>1666</u>
Total Gallons Billed			
City	103,075,925	104,723,470	109,186,304
Rural	2,067,586	2,039,766	2,132,884
	<u>105,143,511</u>	<u>106,763,236</u>	<u>111,319,188</u>
Total Dollars Billed			
City	\$ 544,491.82	\$ 558,733.79	\$ 585,682.06
Rural	\$ 19,617.70	\$ 19,735.06	\$ 20,584.32
	<u>\$ 564,109.52</u>	<u>\$ 578,468.85</u>	<u>\$ 606,266.38</u>
Penalties Added	\$ 4,639.81	\$ 5,101.76	\$ 4,550.88
Total Dollars Collected	\$ 557,684.43	\$ 575,148.43	\$ 594,549.84
Total Gallons Pumped	118,066,300	120,085,500	130,305,000
Hydrant Flushing	2,150,000	2,200,000	1,008,000
Unaccounted Gallons	10,772,789	11,122,264	17,977,812
Percent of Total	9.12%	9.26%	13.80%





City of Portland Water Department

2017 Annual Report

Recap of work completed, in 2017

1. 409 work orders were completed, for turn off/on, of water, and final reads.
2. 79 repair work orders were received, and completed.
3. 79 of those meters were replaced with Badger Orion automatic read registers, and 75 of those also received new, no lead brass, meter bodies.
4. Picked up a new accounts at Brush St. Apartments with a 2" compound meter, and a new 1" irrigation meter at Mc. Donald's.
5. Miss Dig tickets were completed as they were received.
6. All calls to various homes and businesses were handled in a timely manner.
7. Annual spring and fall hydrant flushing.
8. 6 new East Jordan fire hydrants were installed on James St. Plus, one at Brush St. Apartments.
9. One hydrant on Virginia St. and one at the Fire Hall, were replaced with new East Jordan hydrants.
10. 3 Valve boxes were repaired.
11. 1 water main break, and 5 service lines were repaired.
12. Well house #6 was connected to the stand-by generator, located at Well #4.
13. The Charlotte Hwy. water tower was stripped and repainted, inside and out, with a new logo
14. An inspection of the Hill St. water tower was completed.
15. The Asset Management Plan of our water system was completed by Fleis and Vandenbrink.
16. Service inspections were completed on Well #4 and Well #6.
17. Hydo Corp is active in maintaining a Cross Connection Control Program, on all businesses within the City, as required by the Michigan Department of Environmental Quality. They also submitted a bid for a residential Cross Connection Control Plan.
18. Water operators continue to attend classes to maintain education credits.
19. The annual Consumer Confidence Report was published.
20. Multiple water samples were taken, to ensure the quality and safety of the water supply system.

2017 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. Begin a water main valve turning program, of approximately 100 valves per year.
4. Purchase of a tablet to allow for remote access to SCADA, as well as improved record keeping, such as GPS mapping of infrastructure, and customer information.
5. Continue with fire hydrant restoration of 20-40 hydrants per year.
6. Replace 2" galvanized water main on E. Grand River Ave., west of town, with 12" Ductile Iron water main. Approximately 1200'.
7. Connect Well #6 to the backup generator, which is stationed at Well #4.
8. Begin to create an Asset Management Plan of the City's water infrastructure, with the help of Fleis and Vandenbrink, (Per DEQ's request)
9. Begin a Residential Cross Connection program, for accounts with irrigation and/or boiler heat, (Per DEQ).
10. Service and inspections will take place at Wells #4 and #6.
11. Removal of Direct Drive engines from Wells #5 and #6
12. New Door on Well #5
13. Build asphalt access drive to Well House #4.

Long term

1. Continue to update the Asset Management Plan on a regular basis.
2. Continue with residential Cross Connection Control Program.
3. Continue with the Valve Turning Program.
4. Look into the possibility of hiring additional staff to assist in the daily operations, and/or times of the year, when work load become heavy.
5. Replace some of the older fire hydrants, in areas in need of better fire flows. i.e. East St., Hill St., Grant St., Smith St, Virginia Ave.
6. Start looking into a location on the East side of the city, for a new well.
7. Continue to upgrade water main, service lines, valves, and hydrants, to eliminate, aging water main, and galvanized water lines.
8. Replace all 4" Sand Cast water main, hydrants, and valves, to no less than 8" Ductile Iron.
9. Upgrade the control panel in Well House #5.
10. Rehab maintenance and painting for Well House #6.
11. Replace insulation and heat tape, on the Bridge St. water main that hangs under the bridge.

Respectfully submitted,

Rod Smith, Water Technician.

COMPARISON OF GALLONS PUMPED, BETWEEN 2016 AND 2017

MONTH	2016	2017	DIFFERENCE
January	7,122,000	9,429,000	2,307,000
February	7,681,000	7,535,000	146,000
March	7,921,000	8,172,000	251,000
April	9,383,000	10,793,400	1,410,400
May	9,934,000	10,657,000	723,000
June	13,556,000	12,916,100	639,900
July	14,759,900	13,631,800	1,124,100
August	12,938,600	14,455,500	1,516,900
September	12,144,000	13,520,500	1,376,500
October	8,324,000	10,266,000	1,942,000
November	7,588,000	8,944,000	1,356,000
December	8,917,000	10,024,700	1,107,700
Totals	120,269,500	130,345,000	10,075,500

	Volume	per	well	
Year	Well #4	Well #5	Well #6	Well #7
2015	50,093,000	249,300	67,642,000	81,000
2016	57,292,000	293,500	62,425,000	48,000
2017	44,887,000	292,000	85,048,000	128,000

City of Portland

Department of Public Works

2017 Annual Report

FLUIDS USED

	2014	2015	2016	2017
Cylinder Oil (gal)	110	165	110	110
Transmission Fluid (gal)	0	55	0	55
Hydraulic Oil (gal)	150	55	110	55
Antifreeze (gal)	24	24	24	12
Car Wash Soap (gal)	30	30	30	30

FUEL COST

Year	Cost
2014	\$70,200
2015	\$45,800
2016	\$32,000
2017	\$30,000

MAJOR AND LOCAL STREETS

Material	2014	2015	2016	2017
Hot Black Top (ton)	36	32	34	37
Winter Black Top (ton)	15	9	8	13
Crack Filler (ton)	5	2	10	6
Road Gravel (yds)	30	20	0	0
Sand (yds)	40	40	40	40

DUST CONTROL/BRINING

2014: 2,000 gallons used at a cost of \$300
 2015: 0 gallons; minimal dust control, used water
 2016: 7,500 gallons used at a cost of \$1,055
 2017: 0 gallons, minimal dust control, used water

SIDEWALKS AND WALKWAYS

Replaced several sections of walk due to safety concerns.

STREET PAINTING

2014: Cost \$9,986.99
2015: Cost \$11,402.57
2016: Cost \$12,924.78
2017: Cost \$11,709.50

WINTER STREET SALT

2014	400 tons	Total cost: \$32,172.00
2015	350 tons	Total cost: \$21,098.00
2016	300 tons	Total cost: \$16,635.00
2017	350 tons	Total cost: \$16,363.00

From January 1, 2017 to December 31, 2017, thirty miles of major intersections and hills were salted 17 times.

All City streets, cemetery, hydro plant and alleys were plowed and salted a total of 13 times.

The downtown area was cleaned of snow 4 times.

LEAF PICK UP

2014: Approximately 2,760 yards were picked up.

2015: Approximately 2,000 yards were picked up.

2016: Approximately 2,200 yards were picked up.

2017: Approximately 1,850 yards were picked up.

MISCELLANEOUS

- Hammond Farms ground the brush pile and cleaned up the compost area.

CITY WIDE CLEAN-UP

	2014	2015	2016	2017
Loads Received	426	393	307	289
Dumpsters Filled	25	26	27	21
Loads of Brush Received	6	10	2	0
Auto Batteries Received	4	0	0	0
Used Oil Received (gal)	40	30	40	20
Electronics	30yds	15,928lbs	9,358lbs./tv	110/tv's
 <u>Costs:</u>				
Dumpsters	\$9,825.00	\$9,490.00	\$10,055.00	\$7,665.00
Wages	\$1,910.33	\$1,802.37	\$1,943.02	\$2,202.94
Electronics				\$1,950.00
Equipment	\$599.76	\$592.19	\$3,650.30	\$506.64
Total Cost of Cleanup	\$12,335.17	\$11,884.56	\$16,738.96	\$12,324.58

MILES PUT ON CITY VEHICLES

	2014	2015	2016	2017
9-05 GMC Truck	989	5,095	4,021	5,286
9-11 Vactor Truck	593	556	372	201
9-14 Sweeper	763	914	692	813
9-29 Ford Truck	6,806	4,552	4,781	
9-31 Brine Truck	257	4	26	5
9-49 International Plow				1,275
9-50 International Truck	2,618	1,256	1,627	1,019
9-51 Freightliner Truck	4,587	2,386	6,469	3,300
9-52 International Truck	3,872	2,447	1,972	1,798
9-54 Dodge 1 Ton	3,482	3,795	3,035	2,213
Total miles:	23,967	21,005	22,995	15,910

RECYCLING

- Collected 100 gallons of anti-freeze.
- Collected 400 gallons of used oil from residents and nonresidents.
- Plastic container was serviced 49 times.
- Cardboard container was serviced 82 times.
- Tin and glass container was serviced 15 times.
- The city started curb side recycling in September and the recycle center was closed in October.

EQUIPMENT

2017 International dump/plow truck was delivered in February and has been a great piece of equipment so far for the winter of 17/18.

9-29 a 2010 Ford F-150 was repurposed from DPW to the EMS/meter readers.

2018 GMC 2500HD was ordered to replace 9-29.

9-54 a 1994 Dodge 1 Ton dump truck was replaced with a 2016 GMC 1 Ton dump truck after a mechanical failure.

Respectfully Submitted,

Ken Gensterblum
Public Works Foreman

Project Report for the City of Portland

Billing for 2017

Fleis & Vandenbrink Engineering, Inc.-All Accounts

Engineering

<u>Project Number</u>	<u>Project Description</u>	<u>Billing Work 1/2017-12/2017</u>
1110	General Consultation	\$6,425.93
28771	Portland-Bridge Inspection	\$1,400.00
802050	Portland-Board of Light & Power (BLP)	\$4,164.04
821681	Portland-Kent St Construction Eng	\$5,536.74
828500	Portland-PASER Study Update 2016	\$1,340.60
827340	Portland-Grit Building Heating 2015	\$300.50
830080	Portland-James Street, Design	\$218,328.93
830490	2 Rivers Pk Enviro Due Dil 2017	\$5,800.00
830491	Portland-Baseline Enviro Assess 2017	\$3,750.00
832020	Portland-Water AMP 2017	\$5,191.47
833070	Portland-Safe Routes to School Assist 17	\$288.00
833100	Portland-Sparrow Site Imps 2017	\$9,263.80
	TOTAL	\$261,790.01
F&V Operations & Resource Management		
* Operations*		
706817	Portland-WWTP Operations 2016	\$17,628.00
	TOTAL	\$17,628.00

Portland, Michigan 2017 Annual Electric Report

Kilowatts Purchased

	2015	2016	2017
Constellaion	0	0	0
MPPA	36,637,409	37,248,808	35,797,907
MPPA (Belle River)	0	0	0
MPPA (Campbell)	0	0	0
Integrays	0	0	0
ESP	0	0	0
Hydro Generation	2,079,969	1,862,374	1,869,575
Diesel Generation	0	0	0
Total	38,717,378	39,111,182	37,667,482

Electric Purchase Costs

	2015	2016	2017
MPPA	\$ 2,418,312.81	\$ 2,357,555.97	\$ 2,213,617.50
MPPA (Belle River)	\$ -	\$ -	\$ -
MPPA (Campbell)	\$ -	\$ -	\$ -
Integrays	\$ -	\$ -	\$ -
ESP	\$ -	\$ -	\$ -
Total	\$ 2,418,312.81	\$ 2,357,555.97	\$ 2,213,617.50

Kilowatts Used

Residential	16,251,144	16,870,368	16,071,858
Commercial	7,680,997	7,961,643	7,814,289
Lg. Demand/General	9,954,399	9,658,601	8,906,146
Street Lights	367,650	357,547	342,838
Diesel Plant	108,840	105,560	96,760
Hydro-Not Billed	21,556	23,229	24,968
Total	34,384,586	34,976,948	33,256,859

Average Cost Per KWH Purchased

\$ 0.06	\$ 0.06	\$ 0.06
----------------	----------------	----------------

Unaccounted For (Loss to System) **4,332,792** **4,134,234** **4,410,623**

Line Loss % **11.19%** **10.57%** **11.71%**

Electric Billed to Customers

PCA Billed-Residential	\$ 39,817.45	\$ 41,019.57	\$ 87,446.82
PCA Billed-Commercial	\$ 18,354.24	\$ 20,358.33	\$ 42,935.48
PCA Billed-Lg. General Residential	\$ 24,229.45	\$ 25,431.80	\$ 47,969.96
Residential EO Charge	\$ 1,715,008.50	\$ 1,776,095.93	\$ 1,701,764.05
Residential EO Charge	\$ 29,337.37	\$ 30,547.13	\$ 29,298.26
Geothermal Discount	\$ (1,162.06)	\$ (1,083.90)	\$ (1,339.84)
Commercial	\$ 821,457.97	\$ 849,796.45	\$ 835,821.23
Commercial/LG EO Chg	\$ 29,557.76	\$ 29,209.75	\$ 29,148.62
Lg. General/Demand	\$ 855,482.66	\$ 836,514.83	\$ 782,490.23
Lg. EO Charge	\$ 220.80	\$ 220.80	\$ 220.80
Street Lights	\$ 49,495.07	\$ 48,621.08	\$ 47,444.89
Tax	\$ 133,572.51	\$ 135,555.69	\$ 133,411.29
Rental Lights	\$ 3,077.06	\$ 3,037.63	\$ 3,037.63
Total	\$ 3,718,448.78	\$ 3,795,325.09	\$ 3,739,649.42

Residential Customers	2180	2195	2234
Commercial Customers	312	319	328
Lg. General/Demand	16	16	15
Total	2508	2530	2577





City of Portland
Board of Light & Power
Annual Report
for
2017

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

City of Portland
Board of Light & Power

Demand for the City of Portland for 2017 (KW)

2017 MPPA and hydro combined

January 5528

February 5234

March 5098

April 4558

May 6024

June 8322

July 8000

August 7656

September 8404

October 5225

November 5057

December 5767

KWHS for 2017 MPPA and hydro combined

January 3,159,139

February 2,684,195

March 2,934,930

April 2,546,000

May 2,717,236

June 3,225,212

July 3,561,601

August 3,229,686

September 2,978,811

October 2,751,319

November 2,757,242

December 3,252,536

Hydro Production Report for 2017

Monthly Production

January	119,337 KW
February	174,099 KW
March	208,800 KW
April	142,273 KW
May	115,197 KW
June	179,445 KW
July	147,600 KW
August	107,905 KW
September	59,566 KW
October	175,349 KW
November	218,604 KW
December	221,400 KW

Total 1,869,575 KW for 2017

Total 1,862,374 KW for 2016

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	\$ 36,914.98
Weekend labor	est.\$ 15,000.00

Total expenses for 2017 \$ 57,079.99

Total Expenses for 2016	\$ 47,971.55
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 2017 .030 cents

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

24 year averaged price KWH (Hydro) .061

Averaged price for purchased KWH in 2017 .061
Averaged price for purchased KWH in 2016 .066
Averaged price for purchased KWH in 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 2017 \$ 57,956.82
Savings on KW demand for 2017 (avg.) \$ 16,038.00

Total savings for 2017 \$ 73,994.82

Compared to market green power (.09) \$ 110,305.00
(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 2017

Total vehicle expenses for calendar year 2017 were \$8590.21, 2016 were \$9069.67, 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 \$13,696.70.

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 2017 and 2018.

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 fall months we were involved with James St. construction and a new McDonalds.

Provisions were made to remove poles and overhead lines on E. Gd. River Ave, along with Bristie St. and Rowe Ave. during the fall also.

Looping the area on Bristie St. and Rowe Ave. was part of the pole removal.

The boards were repaired on the dam.

Some new homes were hooked up to our system during 2017 in various areas.

A co-ordination study was started in 2015. The purpose is to allow placing fault interruption equipment around various locations to improve reliability. This was finished in 2016 and has been delayed ordering the interrupters due to dollar issues.

We had the hydro outside restrooms removed cleaning up a health hazard/eyesore.

We lost our senior lineman in July due to retirement and was shorthanded until November when he was replaced.

We purchased/replaced two new pickup trucks in 2017.

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

Long range goals and goals for 2018:

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)

Replace two pickup trucks. (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. Divine Hwy. and Charlotte Hwy. are some target areas.

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 and we received quotes for equipment.

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. (Somewhat 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

Outage Report for 2017 by Circuits:

2016 2017

Westside Residential Circuit:

Primary Outages on overhead distribution-----0-----1
Primary Outages on underground distribution-----0-----0
Major primary outages on overhead distribution-----1-----0
Major primary outages on underground distribution----1-----0
Primary outages on underground 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

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-----1
Major primary outages on overhead distribution-----0-----1
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-----1-----0
Secondary trouble calls on underground distribution--0-----0

South Circuit:

Primary outages on overhead distribution-----0-----1
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

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-----0-----0
Secondary trouble calls on underground distribution--0-----0

East Circuit:

Primary outages on overhead distribution-----0-----1
Primary outages on underground distribution-----0-----0
Major primary outages on overhead distribution-----1-----0
Major primary outages on underground distribution----0-----0
Primary outages caused by dig-ins-----0-----0
Secondary outages caused by dig-ins-----0-----3
Secondary trouble calls on overhead distribution-----0-----0
Secondary trouble calls on underground distribution--0-----1

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

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 2017-----	\$ 5613.80
Total for 2016-----	\$ 1500.00
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 28 years--\$163,435.76

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

City of Portland
Bd. Light & Power
Portland, Mich.

Meeting and Attendance Record of Light & Power Board for 2017

January---Present: Habegger, Lakin, Dumas

February---Present: Habegger, Lakin, (Dumas excused)

March---Present: Habegger, Lakin, Dumas

April---Present: No meeting

May---Present: Habegger, Lakin, Dumas

June---Present: Habegger, Lakin, Dumas

July---Present: (Habegger excused), Lakin, Dumas

August---Present: Habegger, Lakin, Dumas

September---Present: Habegger, Dumas, Lakin

October---Present: Lakin, Dumas

November---Present: No meeting

December---Lakin, Dumas, Alberta



**Parks, Recreation
&
Cemetery Annual
Report**

2017

To: Portland City Council / City Manager
From: Parks, Recreation & Cemetery Director
Re: 2017 Parks, Recreation & Cemetery Annual Report

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 2017 as well as goals for 2018.

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.	2017	CHARGE	2017
	GRAVE OPENINGS		<u>TOTAL REV</u>
	9	Burial of Res. @ \$ 225.00	\$ 2,025.00
	4	* Burial of Res. @ \$ 375.00	\$ 1,500.00
	4	Burial of Nonres @ \$ 350.00	\$ 1,400.00
	1	* Burial of Nonres @ \$ 500.00	\$ 500.00
	10	Cremation of Res @ \$ 75.00	\$ 750.00
	5	Cremation of Nonres @\$ 125.00	\$ 625.00
	0	Burial of Nonres Baby @ \$ 155.00	\$ 0.00
	4	* Cremation of Res @ \$225.00	\$ 900.00
	3	* Cremation of NonRes @ \$ 275.00	\$ 825.00
	1	Disinterment of Resident @ \$325.00	\$ 325.00
	41	TOTALS	\$ 8,850.00

B. GRAVE OPENING TOTALS OVER LAST SIX YEARS

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Burial of Resident	8	4	7	12	10	9
Burial of Nonresident	12	4	6	13	3	4
*Burial of Resident	1	16	1	2	1	4
* Burial of Nonresident	3	8	3	4	3	1
Cremation of Resident	2	1	1	3	5	10
*Cremation of Resident	1	6	1	1	2	5
Cremation of Non-Resident	7	1	13	10	5	4
* Cremation of Non-Resident	3	6	3	3	1	3
Disinterment	0	1	0	0	1	1
* Burial of Resident Baby	0	1	0	0	0	0
Burial of Nonresident Baby	0	1	1	1	1	0
* Burial of Nonresident Baby	0	0	0	0	0	0
	37	49	36	49	32	41

* AFTER HOURS OR SATURDAY BURIALS WITH OVERTIME CHARGES

C. LOT SALES FOR 2017

<u>NUMBER OF GRAVES SOLD</u>	<u>CHARGE FOR GRAVE</u>	<u>2017 TOTAL REVENUE</u>
35	Grave sold to Resident @ \$ 250.00	\$ 8,750.00
3	Graves sold to Nonresident @ \$425.00	\$ 1,275.00
1	Resident Cremation Graves @ 125.00	\$ 125.00
4	Non-Resident Cremation Grave @ 212.50	\$ 850.00
43	TOTAL NUMBER OF GRAVES SOLD	\$ 11,000.00
	PERPETUAL CARE CHARGE	\$ 4,300.00
	TOTAL REVENUE EXCLUDING PERPETUAL CARE	\$ 6,700.00

D. FOUNDATION CHARGES FOR 2017

21	Foundations of various sizes	\$ 4,762.40
0	Bronze veterans markers installed	\$ 0
	TOTAL	\$ 4,762.40

E. CEMETERY TOTALS FOR LAST FIVE YEARS

TOTALS	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
# Grave Openings	49	36	49	32	41
# Graves sold	28	23	33	16	43
# Foundations	23	29	29	30	21
Revenue openings	\$15,510	\$8,205	\$12,625	\$7,080	\$8,850.00
Rev grave sales	\$5,862.50	\$4,400	\$5,375	\$2,737.50	\$6,700.00
Rev Foundations	\$5,459.80	\$4,841.20	\$6,242.60	\$6,479.20	\$4,762.40
TOTAL REVENUE	\$26,832.30	\$17,446.20	\$24,242.00	\$16,296.70	\$20,312.40

F. CEMETERY EQUIPMENT PURCHASES AND MAJOR IMPROVEMENTS COMPLETED IN 2017.

1. Purchased one new John Deere 920A Ztrak mower with 54" deck and mulching kits. This unit replaced one of the existing Z-Trak purchased in June 2015. The new mower was purchased by the Parks and Cemetery Department. The equipment was purchased on the biennial replacement program utilizing the State of Michigan purchasing program through Bader's. This is the third year of replacing the Ztrak mowers biennially instead of annually. Next year's trade-in will replace the unit purchased in June 2016.
2. Purchased an additional John Deere 950 Ztrak mower with 54" deck and mulching kit. This unit replaced the John Deere 770 718 that had broken and was subsequently sold at auction. The Ztrak provided a more efficient way to mow and proved to be a better use of funds than repairing the 770. The Ztrak has been added to Bader & Sons' biennial replacement program.
3. Planted a few of new trees and shrubs in the Cemetery both in the Sections where they have been removed as well as around the Cemetery Borders.
4. Removed old trees and shrubs in various sections of the cemetery due to decline or safety issues.
5. Added cement section markers to some locations that did not have one. Painted those that were in place, but fading
6. The Cemetery Department 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. 2018 CEMETERY EQUIPMENT NEEDS & IMPROVEMENT PROJECTS

1. Purchase a new John Deere Gator that will be able to be driven on surface streets. The unit will replace the current Gator that can only be driven on the cemetery roads. This will increase the number of workers that we can disperse with equipment to the parks and sections of the trail.
2. Remove/relocate the fill-dirt pile located in the back of the cemetery
3. Install cemetery street signs, map sign, and update rules sign
4. Continue to work with the organizations that organize the Memorial Day program and coordinate with the Boy Scouts and the VFW.
5. The Department will continue to remove dead and diseased trees and shrubs and replace them as deemed necessary to maintain a desirable appearance in the Cemetery.
6. Purchase software that will allow us to more efficiently record and recall cemetery plot information
7. Continue to add/paint section markers where needed

II. PARKS DEPARTMENT

A. STUMP REMOVALS

LOCATION	2013	2014	2015	2016	2017
Right of Way	37	13	78	18	22
City Property	6	2	14	2	3
TOTALS	42	15	92	20	25

** 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 clean up of the area and replanting where necessary.

B. TREE PLANTING

LOCATION	SP15	FALL15	SP16	Fall16	SP17	FALL17
Curb Lawn	4	0	0	0	0	0
Cemetery	0	0	0	0	0	0
Parks	0	1	1	1	1	0
Downtown Area	1	6	0	0	0	0
TOTALS	5	7	1	1	1	0

- 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 an annual basis; at least the number of trees we remove on an annual basis if funding is available.

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

<u>LOCATION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Curb Lawn	37	23	78	13	9
City Property	6	12	14	8	4
TOTALS	43	35	92	21	13

D. PARK EQUIPMENT PURCHASES & MAJOR IMPROVEMENTS COMPLETED IN 2018

1. Purchased one new John Deere 920A Ztrak mower with 54” deck and mulching kits. This unit replaced one of the existing Z-Trak purchased in June 2015. The new mower was purchased by the Parks and Cemetery Department. The equipment was purchased on the biennial replacement program utilizing the State of Michigan purchasing program through Bader’s. This is the third year of replacing the Ztrak mowers biennially instead of annually. Next year’s trade-in will replace the unit purchased in June 2016.
2. Purchased an additional John Deere 950 Ztrak mower with 54”deck and mulching kit. This unit replaced the John Deere 770 718 that had broken and was subsequently sold at auction. The Ztrak provided a more efficient way to mow and proved to be a better use of funds than repairing the 770. The Ztrak has been added to Bader & Sons’ biennial replacement program.
3. Purchased a pedestrian walk signal for the river trail cross at the intersection of Grand River Ave. and Cutler Rd.
4. Purchased a new 12’ batwing gang mower to replace the old unit. The old unit was purchased in 2001 and had begun to incur many time and money consuming repairs. The frequency of the repairs needed also made this unit a safety concern.
5. An Arbor Day tree was planted at Brush St. Park

D. PARK EQUIPMENT NEEDS & IMPROVEMENT PROJECTS FOR 2018

1. Complete the purchase of the land at Two Rivers Park through the Natural Trust Fund Grant that was awarded by the DNR.
2. Continue improvements to the interior of the park restrooms
3. Identify a park(s) to install new swing sets and/or playground equipment
4. Continue to work on replacing the fencing on the ball fields at the Flats
5. Add foul poles to Powers Park and the ball fields at the Flats
6. 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.
7. Purchase a new John Deere Ztrak 920 mid-mount mower through Bader & Sons biennial replacement program utilizing the State of Michigan purchasing program. The Ztrak that was purchased in June 2016 through the same program will serve as a trade-in unit.

8. Purchase a new John Deere Gator that will be able to be driven on surface streets. The unit will replace the current Gator that can only be driven on the cemetery roads. This will increase the number of workers that we can disperse with equipment to the parks and sections of the trail.
9. Continue to plant trees in the parks and curb lawns

F. VEHICLE AND FUEL TOTALS FOR LAST FIVE YEARS

1. BREAKDOWN OF TOTALS

	2013	2014	2015	2016	2017
Gas	\$ 2,033.67	\$ 1,758.50	\$1,555.78	\$1,615.80	\$1,393.45
Diesel	\$ 1,824.42	\$ 2,131.28	\$1,880.41	\$1,739.40	\$1,575.29
Oil	\$ 333.42	\$ 224.86	\$ 234.68	\$ 245.74	\$ 233.72
Filters	\$ 393.05	\$ 346.34	\$ 298.05	\$ 276.84	\$ 264.12
Parts	\$ 3,488.56	\$ 4,254.27	\$ 4,202.12	\$4,391.27	\$3,726.17
Misc	\$ 182.94	\$ 353.51	\$ 205.96	\$ 266.24	\$ 306.53
Total	\$ 8,316.06	\$ 9,068.76	\$ 8,377.59	\$8,535.29	\$7,499.28

NOTE: All the engine oil is purchased under miscellaneous in a 55 gallon drum which we normally purchase every other year.

2. VEHICLE HOURS OVER LAST FIVE YEARS

VEHICLE #	2013	2014	2015	2016	2017
JD 4005 705	107	67	66	110	91
Ztrak 920 AC		purchase 6/15	157	244	150
Ztrak 920AP	96	104	98	306	125
Ztrak 950		New Purchase	6/17		176
JD 770 717	127	103	89	118	19
JD 770 718	133	122	102	40	Sold
JD 4300 743	243	325	109	Sold	-
JD 3039 739	replaced 4300	166		334	198
JD Gator 6X4	128	91	76	89	72
JD Gator 4x4	118	99	71	141	121

G. BOARDS AND COMMISSION ATTENDANCE RECORDS

1. The Parks and Recreation Board attendance record from January 1st, 2017 thru December 2017. The Board normally does not meet during the months of July and December due to scheduling conflicts. The Board meets on the third Monday of month at Portland City Hall at 5:30 PM.

BOARD MEMBER	MEETINGS	ATTENDANCE	ABSENCE
CUNNINGHAM	10	7	3
WELLER	10	8	2
FOOTE	10	8	2
CROSS	10	8	2
WILLIAMS	10	8	2

2. The Tree Management Commission did not meet in 2017

H. RECREATION ANNUAL REPORT

1. The Recreation Yearly Report is attached to this report and includes all participation and financial totals from August 1, 2016 – July 31, 2017

RESPECTFULLY SUBMITTED,

NEIL BROWN, DIRECTOR
PARKS, RECREATION & CEMETERY
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 1, 2016 - July 31, 2017

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 & Recreation Department.

Included are the youth and adult programs that are offered throughout the school's calendar year beginning in August of 2016 and running through the summer in July of 2017. The participation total during that timeframe was 2,159 participants, 1,454 of which were youth participants and 854 were adult participants. If you have any questions or comments please feel free to contact the City of Portland Recreation Department at (517) 647-7985.

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Participation Data

Community Recreation Programs

I. Youth Recreation:

A. Fall Recreation Programs

1. Soccer

Program Participation		
Residency	#	%
City of Portland	52	35%
Portland Township	28	19%
Danby Township	43	29%
Eagle Township	7	5%
Orange Township	7	5%
Lyons Township	1	1%
Sebewa	7	5%
Other	4	3%
Total	149	100%

2. Flag Football

Program Participation		
Residency	#	%
City of Portland	26	34%
Portland Township	16	21%
Danby Township	14	18%
Eagle Township	7	9%
Orange Township	3	4%
Lyons Township	7	9%
Sebewa	3	4%
Other	1	1%
Total	77	100%

3. Gymnastics

Program Participation		
Residency	#	%
City of Portland	14	32%
Portland Township	8	18%
Danby Township	15	34%
Eagle Township	2	5%
Orange Township	1	2%
Lyons Township	1	2%
Sebewa	2	5%
Other	1	2%
Total	44	100%

B. Winter Recreation Programs

1. Daddy Daughter Dance

Program Participation		
Residency	#	%
City of Portland	154	29%
Portland Township	129	25%
Danby Township	92	17%
Orange Township	24	5%
Eagle Township	42	8%
Lyons Township	20	4%
Sebewa	21	4%
Other	44	8%
Total	526	100%

2. 1st – 4th Grade Basketball

Program Participation		
Residency	#	%
City of Portland	45	24%
Portland Township	52	27%
Danby Township	43	23%
Eagle Township	10	5%
Orange Township	9	5%
Lyons Township	7	4%
Sebewa	3	2%
Other	21	11%
Total	190	100%

C. Spring Recreation Programs

1. Gymnastics

Program Participation		
Residency	#	%
City of Portland	12	26%
Portland Township	15	32%
Danby Township	9	19%
Eagle Township	3	6%
Orange Township	0	0%
Lyons Township	3	6%
Sebewa	3	6%
Other	2	4%
Total	47	100%

D. Summer Recreation Programs

1. 4-5 Year Old Tball

Program Participation		
Residency	#	%
City of Portland	33	31%
Portland Township	36	34%
Danby Township	20	19%
Eagle Township	4	4%
Orange Township	6	6%
Lyons Township	2	2%
Sebewa	1	1%
Other	5	5%
Total	107	100%

2. Kindergarten Coach Pitch

Program Participation		
Residency	#	%
City of Portland	22	34%
Portland Township	15	23%
Danby Township	12	19%
Eagle Township	6	9%
Orange Township	2	3%
Lyons Township	0	0%
Sebewa	3	5%
Other	4	6%
Total	64	100%

3. Girls 1st-6th Grade Softball

Program Participation		
Residency	#	%
City of Portland	32	27%
Portland Township	27	23%
Danby Township	24	21%
Eagle Township	10	9%
Orange Township	8	7%
Lyons Township	3	3%
Sebewa	9	8%
Other	4	3%
Total	117	100%

4. Golf Instruction at Willow Wood Golf Course

Program Participation		
Residency	#	%
City of Portland	5	31%
Portland Township	2	13%
Danby Township	8	50%
Eagle Township	1	6%
Orange Township	0	0%
Lyons Township	0	0%
Sebewa	0	0%
Other	0	0%
Total	16	100%

5. Tot Soccer

Program Participation		
Residency	#	%
City of Portland	20	38%
Portland Township	11	21%
Danby Township	14	26%
Orange Township	3	6%
Eagle Township	1	2%
Lyons Township	1	2%
Sebewa	3	6%
Other	0	0%
Total	53	100%

6. Tennis Camp

Program Participation		
Residency	#	%
City of Portland	33	31%
Portland Township	31	29%
Danby Township	26	24%
Eagle Township	9	8%
Orange Township	3	3%
Lyons Township	2	2%
Sebewa	2	2%
Other	2	2%
Total	108	100%

E. Youth Participation Totals

Residency	#	%
City	403	28%
Portland Twp.	370	25%
Danby Twp.	320	22%
Eagle Twp.	104	7%
Orange Twp.	64	5%
Lyons Twp.	47	3%
Sebewa Twp.	57	4%
Other	89	6%
Totals:	1454	100%

II. Adult Recreation

A. Fall Recreation Programs

1. Softball

Program Participation		
Residency	#	%
City of Portland	45	29%
Portland Township	47	30%
Danby Township	34	22%
Eagle Township	10	6%
Orange Township	5	3%
Lyons Township	3	2%
Sebewa	2	1%
Other	9	6%
Total	155	100%

B. Winter Recreation Programs

1. Basketball

Program Participation		
Residency	#	%
City of Portland	59	25%
Portland Township	53	23%
Danby Township	35	15%
Eagle Township	7	3%
Orange Township	5	2%
Lyons Township	2	1%
Sebewa	2	1%
Other	72	31%
Total	235	100%

2. Volleyball

Residency	#	%
City of Portland	11	24%
Portland Township	12	26%
Danby Township	12	26%
Eagle Township	4	9%
Orange Township	1	2%
Lyons Township	1	2%
Sebewa	0	0%
Other	5	11%
Total	46	100%

C. Summer Recreation Programs

1. Softball

Program Participation		
Residency	#	%
City of Portland	83	31%
Portland Township	74	28%
Danby Township	51	19%
Eagle Township	21	8%
Orange Township	8	3%
Lyons Township	6	2%
Sebewa	4	1%
Other	22	8%
Total	269	100%

D. Adult Participation Totals

Residency	#	%
City	198	28%
Portland Twp.	186	26%
Danby Twp.	132	19%
Eagle Twp.	42	6%
Orange Twp.	19	3%
Lyons Twp.	12	2%
Sebewa Twp.	8	1%
Other	108	15%
Totals:	705	100%

III. Youth & Adult Participation Totals Summary

Residency	#	%
City	601	28%
Portland Twp.	556	26%
Danby Twp.	452	21%
Eagle Twp.	146	7%
Orange Twp.	83	4%
Lyons Twp.	59	2%
Sebewa Twp.	65	3%
Other	197	9%
Totals:	2159	100%

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

IV. Youth Recreation:
A. Fall Recreation Programs

1. Soccer

Revenue	Fall:	<u>\$4,600.00</u>
	Total:	\$4,600.00
Expenditures		
	Administrative Fee	\$894.00
	Maintenance Fee	\$1,192.00
	Shirts	\$935.75
	Total:	\$3,021.75
Total Revenue		\$4,600.00
Total Expenditures		<u>\$3,021.75</u>
Total Balance		\$1,578.25

2. Flag Football

Revenue	Registration Fees:	<u>\$2,415.00</u>
	Total:	\$2,415.00
Expenditures		
	Administrative Fee:	\$462.00
	Maintenance Fee:	\$616.00
	T-Shirts:	\$495.75
	Officials:	<u>\$720.00</u>
	Total:	\$2,293.75
Total Revenue		\$2,415.00
Total Expenditures		<u>\$2,293.75</u>
Total Balance		\$121.25

3. Fall Gymnastics

Revenue	Registration Fees:	<u>\$1,575.00</u>
	Total:	\$1,575.00
Expenditures	Administrative Fee	\$264.00
	Instructor Fee	<u>\$1,155.00</u>
	Total:	\$1,419.00
Total Revenue		\$1,575.00
Total Expenditures		<u>\$1,419.00</u>
Total Balance		\$156.00

B. Winter Recreation Activities

1. Daddy/Daughter Dance

Revenue	Registration Fees	<u>\$5,084.00</u>
	Total:	\$5,084.00
Expenditures	Administrative Fee	\$1,350.00
	Gift (Oriental Trading)	\$377.52
	Food & Supplies	\$263.94
	Entertainment	\$500.00
	Photographer	<u>\$621.00</u>
	Total:	\$3,112.46
Total Revenue		\$5,084.00
Total Expenditures		<u>\$3,112.46</u>
Total Balance		\$1,971.54

2. 1st-4th Grade Basketball

Revenue	Registration Fees	<u>\$7,850.00</u>
	Total:	\$7,850.00
Expenditures	Administrative Fee	\$1,140.00
	Jerseys	\$1,395.00
	Officials & Scorekeepers	<u>\$851.00</u>
	Total:	\$3,386.00
Total Revenue		\$7,850.00
Total Expenditures		<u>\$3,386.00</u>
Total Balance		\$4,464.00

C. Spring Recreation Activities

1. Spring Gymnastics

Revenue	Registration Fees:	<u>\$2,060.00</u>
	Total:	<u>\$2,060.00</u>
Expenditures	Administrative Fee	\$282.00
	Instructor Fee	<u>\$1,287.00</u>
	Total:	<u>\$1,569.00</u>
Total Revenue		\$2,060.00
Total Expenditures		<u>\$1,569.00</u>
Total Balance		<u>\$491.00</u>

D. Summer Recreation Activities

1. 4-5 Year Old T-Ball League

Revenue	Registration Fee	\$2,540.00
	HomeWorks Shirt Donation	<u>\$696.00</u>
	Total:	<u>\$3,236.00</u>
Expenditures	Administrative Fee	\$642.00
	Maintenance Fee	\$1,070.00
	Shirts	<u>\$696.00</u>
	Total:	<u>\$2,408.00</u>
Total Revenue		\$3,236.00
Total Expenditures		<u>\$2,408.00</u>
Total Balance		<u>\$828.00</u>

2. Kindergarten Coach Pitch

Revenue

Registration Fee	\$1,695.00
HomeWorks Shirt Donation	<u>\$416.00</u>
Total:	\$2,111.00

Expenditures

Administrative Fee	\$384.00
Maintenance Fee	\$640.00
Shirts	<u>\$416.00</u>
Total:	\$1,440.00

Total Revenue	\$2,111.00
Total Expenditures	<u>\$1,440.00</u>
Total Balance	<u>\$671.00</u>

3. Girls 1st-4th Grade Softball

Revenue

Registration Fee	\$3,115.00
HomeWorks Shirt Donation	<u>\$760.50</u>
Total:	\$3,875.50

Expenditures

Administrative Fee	\$702.00
Maintenance Fee	\$1,170.00
Shirts	\$760.50
Umpires	<u>\$950.00</u>
Total:	\$3,582.50

Total Revenue	\$3,875.50
Total Expenditures	<u>\$3,582.50</u>
Total Balance	<u>\$293.00</u>

4. Golf Instruction at Willow Wood Golf Course

Revenue

Registration Fees:	<u>\$640.00</u>
Total:	\$640.00

Expenditures

Instructor Fees	\$544.00
Administrative Fee	<u>\$96.00</u>
Total:	\$640.00

Total Revenue	\$640.00
Total Expenditures	<u>\$640.00</u>
Total Balance	<u>\$0.00</u>

5. Tot Soccer

Revenue

Registration Fees	<u>\$1,350.00</u>
Total:	\$1,350.00

Expenditures

Administrative Fee	\$318.00
Instruction Fee	\$795.00
Soccer Balls	<u>\$290.00</u>
Total:	\$1,403.00

Total Revenue	\$1,350.00
Total Expenditures	<u>\$1,403.00</u>
Total Balance	-\$53.00

6. Tennis Camp

Revenue

Registration Fees	<u>\$5,053.00</u>
Total:	\$5,053.00

Expenditures

Administrative Fee	\$648.00
Instruction Fee	\$3,285.06
Shirts	<u>\$726.11</u>
Total:	\$4,659.17

Total Revenue	\$5,053.00
Total Expenditures	<u>\$4,659.17</u>
Total Balance	\$393.83

V. Adult Recreation:

A. Fall Recreation Programs

1. Softball

Revenue

Team Entry Fees	\$2,640.00
Player Fees	\$3,435.00
Total:	<u>\$6,075.00</u>

Expenditures

Umpire/Scorekeepers:	\$1,760.00
Administrative Fee	\$930.00
Maintenance Fee	\$1,550.00
Softballs	\$480.00
Trophy & Shirts	\$240.00
Total:	<u>\$4,960.00</u>

Total Revenue	\$6,075.00
Total Expenditures	<u>\$4,960.00</u>
Total Balance	\$1,115.00

B. Winter Recreation Programs

1. Basketball

Revenue

Team Entry Fees	\$7,875.00
Player Fees	\$5,940.00
Total:	<u>\$13,815.00</u>

Expenditures

Officials & Scorekeepers	\$7,125.00
T-Shirts	\$240.00
Trophies	\$120.00
Administrative Fee	\$1,410.00
Total:	<u>\$8,895.00</u>

Total Revenue	\$13,815.00
Total Expenditures	<u>\$8,895.00</u>
Total Balance	\$4,920.00

2. Volleyball

Revenue

Registration Fees	\$750.00
Player Fees	\$1,055.00
Total:	<u>\$1,805.00</u>

Expenditures

Administrative Fee	\$276.00
Trophy & Shirt	\$54.00
Officials	\$560.00
Total:	<u>\$890.00</u>

Total Revenue	\$1,805.00
Total Expenditures	\$890.00
Total Balance	<u>\$915.00</u>

C. Summer Recreation Programs

1. Softball

Revenue

Team Entry Fees	\$5,150.00
Player Fees	\$6,100.00
Total:	<u>\$11,250.00</u>

Expenditures

Umpire/Scorekeepers:	\$3,584.00
Administrative Fee	\$1,614.00
Maintenance Fee	\$2,690.00
Softballs	\$432.00
Shirts	\$180.00
Trophy	\$60.00
ASA Registration	\$510.00
Total:	<u>\$9,070.00</u>

Total Revenue	\$11,250.00
Total Expenditures	\$9,070.00
Total Balance	<u>\$2,180.00</u>

VI. Programs Revenues & Expenditures Summary

A. Revenue

Program Revenue	\$72,794.50
City of Portland Contribution	\$30,000.00
Danby Township Contribution	\$ 8,000.00
Portland Township Contribution	<u>\$ 8,000.00</u>
Total Revenue	\$118,794.50

B. Expenditures

Program Expenditures	\$52,749.63
Program Coordinator	<u>\$66,267.21</u>
Total Expenditures	\$119,016.84

C. Balance **-\$ 222.34**

Respectfully Submitted,

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

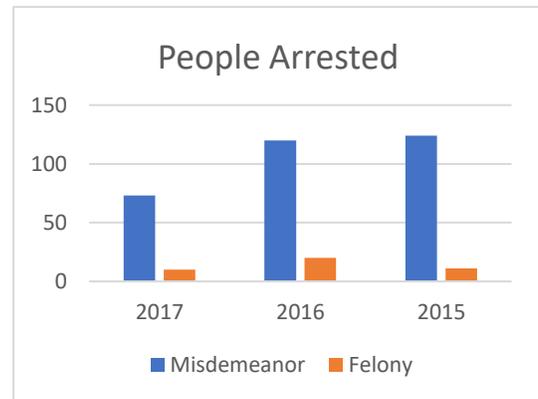
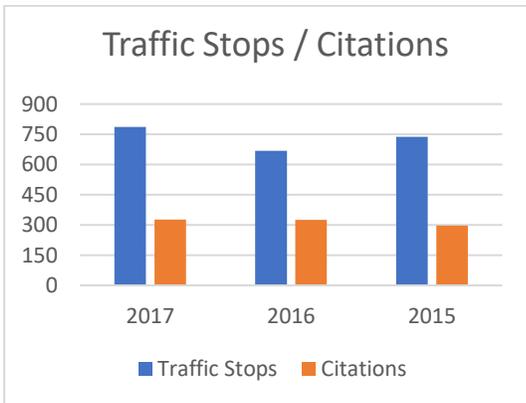
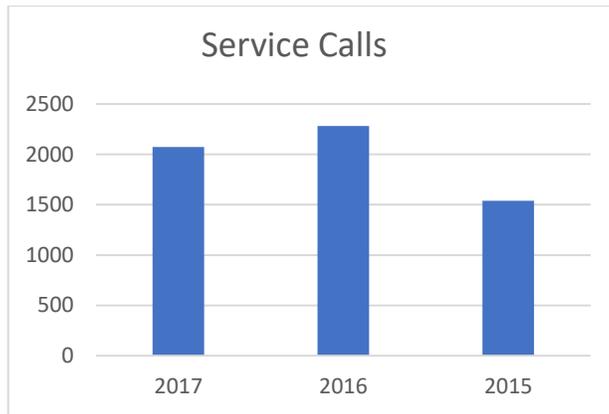


2017 Annual Report

2017 Annual Report

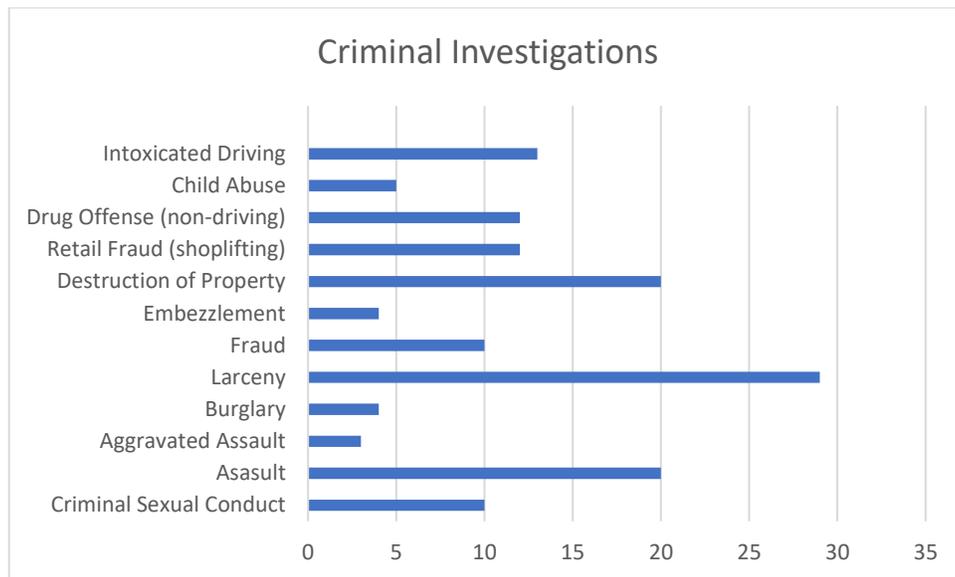
Police Response

Officers at the Portland Police Department responded to 2,072 service calls in 2017. These calls do not include tasks such as PBT's, FOIA or gun permit requests, subpoena services, court appearances, school visits, community events, attendance at training, or duties completed as an administrative function. This is a slight decrease in calls compared to 2016 and an increase in calls compared to 2015. Traffic stops and traffic citations were both increased slightly over 2016 and 2015. Misdemeanor and felony arrests for 2017 were down substantially compared to prior years; 73 subjects were arrested for 93 misdemeanor charges and 10 subjects were arrested for 20 felony charges.



Criminal Investigations

The chart following represents several of the criminal investigations Portland police officers have investigated. Assists to other agencies in the form of forensic interviews, recovery of stolen property, and warrant arrests / PPO violations have not been included.



Personnel

The Department continued to experience staffing challenges during 2017. Two tenured officers retired / resigned at the beginning of the calendar year followed by the resignation of the former police chief and a part-time officer; one full-time officer was on medical leave for the final quarter of 2017. By the end of the year, 66% of the current full-time officers had been with the Portland Police Department three years or less with 50% of the staff having served the City less than one year. Despite the lack of tenure, the Portland Police Department, consisting of six full-time and one part-time officer, can boast 120 years of law enforcement experience. Law enforcement agencies state-wide have experienced difficulty in filling available positions due to the high level of competition for quality employees in addition to a lower number of people graduating from police basic training academies.

There is currently one Portland officer assigned to the Ionia County Dive Team and one officer assigned to the IM SAFE Child Advocacy Center as a forensic interviewer.

School / Community Engagement

The Portland Police Department remains committed to the Portland Public Schools, St Patricks School and the community overall and increased its involvement in these areas during the last quarter of 2017. The decision was made to replace the DARE program with the TEAM program – Teaching, Educating, and Mentoring – in the schools. This allows the focus to shift from 5th grade students to a program designed to target all students in preschool through 12th grade. All officers are encouraged to visit the schools during their shifts so that administration / student contact is not limited to one officer. Officers are currently involved in a school related duty/activity at least once per school day.

2017 ended by focusing on rebuilding community partnerships as officers participated both professionally and on a volunteer basis in several group events. Noteworthy events included a community walk during the month of October that brought a well-attended, diverse group of people together to bring awareness to suicide as well as a December event where the Portland Police Department partnered with the Ionia County Sheriffs Department to train church leaders on security issues; approximately 35 people attended the event with seven of the eight area churches represented.



Suicide Prevention Walk



Church Security Training



Church Security Training

2017



Annual Report

January 23, 2018

TO: Tutt Gorman, City Manager

FROM: Phil Gensterblum, Ambulance Director

Surprisingly, Portland Ambulance had another record breaking year. I say surprisingly because the last 3 years have had such big increases I have been waiting for a decline one of these years. We have never ran over 100 calls in a month in our history yet managed it twice in 2017. Both January and December were 104 calls respectively. Oddly enough, we ran an average of 79 calls per month in 2016 and we had 5 months below that average, some were quite a bit below that. Subsequent calls (2nd/3rd outs) were down about 10 this year however they came in groups. Several months we were well under 10 which is our average. Two months were flirting with records for most in a month. We fell just shy those months. We had to turn over 12 calls this year to other services due to either no crew, no truck available, etc. While this is well above what we normally have to request mutual aid for, we still maintain responding and handling 99% of our calls for our contracted areas. Again, I'm proud of our staff for assuring our residents receive their service when an emergency arises. We provided mutual aid to other departments a total of 96 times, 42 of those were transfers out of a hospital. The mutual aid and transfer request numbers are down quite significantly for 2017 which is another surprising fact of our total call volume increasing for 2017. That decrease is approximately 30%. The table following the narrative pages has the areas we provided mutual aid to.

Staffing has remained pretty steady this year. We have no turnover in full time staff and I'm hoping that holds consistent. Part time staffing saw the addition of 3 people following the departure of that same amount. Of those 3, 2 are working out well. We will be looking to add a couple people as there were a couple who are or will be leaving here shortly for various reasons. We've pretty much been at 14-16 PT staff so it hasn't been too bad. We do have a couple working towards nursing school, one possibly could start this spring.

In the Education Department we had an Emergency Medical Technician class that finished up in May. The entire class successfully completed it. Appears that we are picking up one employee from that graduating class. This individual will begin the hiring process this

month. He is a member of one of our MFR departments so we are familiar with him. The Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) were going strong last year. We completed a total of 12 classes for them, 8 ACLS and 4 PALS. The generated a revenue in excess of \$16,400. We had an abundance of CPR/1st Aid training class requests from local contractors as apparently an OSHA inspector spent a great deal of time in town this past summer. Once again the AHA is making changes to their training requirements. Anyone teaching ACLS/PALS classes will be required to use a lifelike mannequin that can fully function for all aspects of treatment and show results. This will be a major purchase in the next budget year. It is unclear at this point if both an adult and pediatric mannequin will be required. These are priced around the \$10,000 mark.

Our fleet of trucks has been serving us well. We did have a few repairs that were required that were covered under warranty. Overall, we've had great success since converting over to the General Motors chassis. In the Driver Information Center there is an option to monitor the overall fuel mileage and as of the end of the December for the entire year these Chevy's are averaging 11.5 miles per gallon. Considering these trucks weigh in excess of 14,000 lbs, run lights and siren to many calls and are generally driven hard I am quite happy with that number. With new fleet cards it is harder for me to track fuel expenses but I'm willing to bet we are 2-3 mpg above our previous fleet at a minimum.

For 2017 there was one goal I wanted to see accomplished and that for us to convert our radio system over from VHF to the State 800 MHz system. The reception and clarity alone is worth it but the objective I'm looking to accomplish with it is to assure our crews have a frequency that is not congested with 15 other departments. Currently all but one Fire Dept and EMS agency are operating on one frequency. When you get multiple departments out on calls it makes it very difficult to make a call to Central Dispatch for manpower assistance or in the worst case scenario you need the police department due to a violent patient. We do not always have an entire synopsis of what we are walking into when we go on a call. In 2017 we did not complete this goal due to the financial undertaking it would have cost. However, I do see this becoming a reality as we have received from radios from the Emergency Manager that he provided us for free. With this acceptance of radios I see us making this happen for probably half the expense it would've cost us doing it last year. Although these radios are used radios, they are fully functional. This will allow us to get up and running on this new system and for following budget years I will place one new mobile a year in the budget and in 3 years all the trucks will have new mobiles in them. Unfortunately, getting started on this system is time consuming. I expect it to be roughly midsummer before we are fully operating on it. But once completed it will be a huge step in moving our service forward.

The Philips monitors we purchased in the tail end of 2016 had a couple hiccups as far as getting the capability of transmitting EKG's to the hospitals set up. This was rectified in early 2017 and everything has been functioning flawlessly for us with them. The crews still love them as they are much easier to operate vs the previous monitors.

As always, I appreciate the opportunity granted to me in making us a top notch care provider to our residents and the visitors passing through our coverage areas that may require our services. I continue to look forward to our future and continue striving to make us the best.

Respectfully submitted,



Phil Gensterblum, Director
Portland Ambulance



Unit of Government breakdowns

Resident vs. Non-Resident

Unit	Call volume	Resident	Non-Resident
City of Portland	302	256	46
Danby Township	150	122	28
Lyons Township	71	67	4
Orange Township	43	28	15
Pewamo Village	28	27	1
Portland Township	161	149	12
Sebewa Township	61	55	6
Westphalia Township	31	25	6
Westphalia Village	30	26	4

We received Mutual Aid 12 times this year. All were lack of staff, multiple calls.
From Life 9 From Delta 2 From CAAS 1

Mutual Aid given this year (not incl transfers)	Delta Township	Eaton Area EMS	Grand Ledge	Life EMS
	6	2	5	42

* MA to Life EMS to the following units: Berlin Twp 6, Boston Twp 3, Campbell Twp 3, Easton Twp 1, Ionia City 11, Ionia Twp 3, Lake Odessa 6, Lyons Vill 5, Muir Vill 3, Odessa Twp 1, Orange Twp 0, and Saranac Vill 0

Ten Year History of Calls

Year	Total Calls	Billable Calls
2007	671	530
2008	675	532
2009	721	581
2010	741	581
2011	791	619
2012	762	688
2013	815	690
2014	831	629
2015	935	739
2016	958	785
2017	971	786

2017 Statistics

Hospitals transported to	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Sparrow Main	37	29	23	27	31	27	19	28	15	29	26	37	328
McLaren Gr Lans (Ingham)	4	7	3	5	4	4	3	5	3	2	4	4	48
Sparrow St. Lawrence	2	1	1			2							6
Sparrow Ionia	32	28	24	15	24	24	20	20	25	18	23	37	290
Sparrow Clinton Mem	1		2		2		1	1	2		2	1	12
Sparrow Carson City	1	3		3	1		3	3	1		1		16
Butterworth GR incl DVCH	3	2	3	2	4	1	6	1	1	2	2	1	28
Blodgett GR		1					1					1	3
Metro GR									1		1		2
St. Mary's GR						1						2	3
Pennock Hastings		2	1	1		1	1				1		7
Hayes Green Beach													
Borgess Kalamazoo													
University of Michigan													
Pine Rest							3						3
Forest View	1												1
Priv Residence						1							1
Port Ass'd Living & Mem Cntr										1			1

Types of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2nd/3rd out calls	17	14	7	7	11	12	6	3	4	6	3	18	108
Amb Subscption Uses	2	2		2	4	2	2	3		1	4	5	27
Chest pain	9	11	6	7	9	5	8	5	9	6	6	8	89
Difficulty breathing	12	10	7	6	8	6	3	10	8	6	9	14	99
CVA/Strokes	1	4		3	1	2	1	1	1	3	2	2	21
Diabetic	3	3	2	3	2	4	3		2	1	2	2	27
Others (Medical type)	46	28	38	34	29	28	34	23	26	33	31	32	382
Motor Vehicle Accidents	13	12	7	3	8	15	7	13	3	9	7	24	121
Falls	12	6	13	5	18	15	12	11	5	5	11	12	125
Sports related					1	1			2	1	1		6
Assaults		1	1	1			1	3	1				8
Industrial								1			1		2
Other (Traumatic type)	2	1	3	4	3	3	2	1	4		1	4	28
Psyche calls	3	7	2	1	3	2	7	3	3	1	1	3	36
Cardiac Arrest	1	3	1	3	2	1			2		1	3	17
DOA (Dead on Arrival)		1	1		2	1	1	2	1				9
Transfers*	8	7	3	3	2	4	4		1	1	4	5	42
Mutual Aid *Incl transfers	18	7	8	5	7	7	10	3	5	2	11	13	96

Times of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
00:00-08:00	12	14	18	16	15	20	16	13	11	21	16	17	190
08:00-16:00	50	35	33	38	32	32	32	25	25	22	30	53	407
16:00-00:00	42	39	28	17	38	29	32	38	31	23	27	34	378

WORK ORDER RE CAP 2017

ELECTRIC DEPARTMENT

- 2 CHECKED SERVICE
- 32 METER REPLACED
- 6 BULB & EYE CHANGED
- 10 BULBS CHANGED
- 10 NEW SERVICE
- 4 MISCELLANEOUS

DPW

- 8 TREES TRIMMED
- 11 TREES DROPPED
- 1 SIDEWALK REPAIRED
- 3 MISCELLANEOUS

WATER DEPARTMENT

- 6 CHECKED USAGE-OK
- 3 METER REPLACED
- 64 ORION METERS INSTALLED
- 1 SERVICE ON ALL PARKS
- 1 SERVICE OFF ALL PARKS
- 4 NEW SERVICE
- 1 MISCELLANEOUS



CITY OF PORTLAND ZONING BOARD OF APPEALS

ANNUAL REPORT 2017

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.

Meetings Held	Length of Meeting	No. of Members Present
January – No Meeting		
February – No Meeting		
March – No Meeting		
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August 14, 2017	28 minutes	5
September – No Meeting		
October – No Meeting		
November – No Meeting		
December – No Meeting		

SUMMARY OF MEETINGS

August 14, 2017

- The Board held a Public Hearing on and approved a variance request from the maximum height requirement (48”) for fences in the front yard in a residential district (Sec. 42-303) for the residence located at 834 E. Bridge Street, (located at the corner of Bridge and East streets) to install a 5-foot decorative fence in front lawn to keep their dogs safe from Bridge Street traffic and to add value to the home.

2017 STATISTICAL SUMMARY

- 1 Meetings Held
- Average Meeting Length –28 minutes
- Average of 5 Members Present
- 0 Variances Denied
- 1 Variance Approved

**CITY OF PORTLAND
PLANNING COMMISSION**

**ANNUAL REPORT
2017**

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.

Meetings Held	Length of Meeting	No. of Members Present
January – No Meeting		
February 8, 2017	38 minutes	6
March 22, 2017	54 minutes	7
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August 9, 2017	1 hour, 32 minutes	5
September – No Meeting		
October – No Meeting		
November 8, 2017	1 hour, 6 minutes	5
December – No Meeting		

SUMMARY OF MEETINGS

February 8, 2017

- The Commission held a Public Hearing to rezone the properties located at 260 W. Grand River Ave. near Pleasant St. (34-300-050-000-015-00) and the property located at 135 Water Street (34-300-250-000-490-00) under Section 42-33 of the Zoning Ordinance.
- The Commission made a recommendation to the City Council to approve the proposed rezoning of the property located at 260 W. Grand River Ave. near Pleasant St. (34-300-050-000-015-00) and the property located at 135 Water St. (34-300-250-000-490-00) from R-2 to C-2.

March 22, 2017

- The Commission held a Public Hearing for a Special Land Use Permit for the property at 135 Water St. (34-300-250-000-490-00), which is located within a flood plain, to build a parking lot for the development of a proposed brewery.
- The Commission approved the Special Land Use Permit for the parking lot contingent on the ordinance requirements for a Special Land Use Permit being met as the Planning Commission goes through the site plan process.
- The Commission approved the site plan for McDonald's USA, LLC at 1432 E. Grand River Ave. with the noted contingencies.

August 9, 2017

- The Commission approved the site plan for the Grand Hearing Center to remodel the Portland Federal Credit Union drive thru located at 1220 E. Bridge St. into an appealing medical office building with the stipulation that a formal site plan will be submitted to City Staff.

November 8, 2017

- Engineers with Fleis & VandenBrink presented information on the proposed roadway design for the expected Sparrow project and planning for future development of the property at Grand River Ave. and Cutler Rd.
- Joe Schroeder of Mayberry Homes presented a preliminary design concept for Phase II of the Rindlehaven PUD approved by the City some years ago.
- There was discussion of the Sign Ordinance 28-8 (e) addressing the "sunset clause" for nonconforming signs.

2017 STATISTICAL SUMMARY

- 4 Meetings Held
- Average Meeting Length – 1 hour, 3 minutes
- Average of 6 Members Present
- 2 Site Plans Approved
- 1 Special Land Use Approvals
- 0 Lot Splits Approved

**CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY**

**ANNUAL REPORT
2017**

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.

Meetings Held	Length of Meeting	No. of Members Present
January 19, 2017	1 hour 4 minutes	7
February 1, 2017 Spl Mtg	2 hours, 17 minutes	7
February 16, 2017	1 hour, 28 minutes	6
March 16, 2017	1 hour, 44 minutes	7
April 20, 2017	1 hour, 10 minutes	9
May 18, 2017	1 hour, 25 minutes	8
June 29, 2017	1 hour, 32 minutes	8
July 20, 2017	1 hour, 15 minutes	8
August 3, 2017 Spl Mtg	50 minutes	5
August 24, 2017	1 hour, 11 minutes	10
September 21, 2017	1 hour, 26 minutes	8
October 19, 2017	1 hour	8
November 16, 2017	58 minutes	9
December 21, 2017	54 minutes	8

SUMMARY OF MEETINGS

January 19, 2017

- The DDA approved a Conflict of Interest Policy.
- The DDA approved an Offer of Employment Agreement.
- Chair Dumas updated the Board on communication received from Attorney Duff who is representing former DDA Director Perry.

February 1, 2017 Special Meeting

- Chair Dumas provided an update on the hiring process for a DDA/Main Street Director.
- The DDA approved holding the Block Party on May 20, 2017
- The DDA approved compensating DDA/Main Street Transitional Coordination Director Briggs at \$20.00 per hour with no additional benefits.
- The DDA held a Closed Session.
- Norma Ramires de Miess of National Main Street gave a presentation and information in order to highlight aspects of the Main Street Program and to have a conversation regarding Portland's Main Street Program.
- The DDA approved pursuing the Master Level Agreement and any other agreements that need to be signed to remain a Master Level Main Street Community.

February 16, 2017

- Chair Dumas provided information regarding communications from Clark Hill PLC regarding Shelley Perry.
- The DDA reviewed the proposed Fiscal Year 2017/2018 DDA Budget.
- The DDA approved opening the process for Sign Grants, Façade Grants and Awning Grants.

March 16, 2017

- The DDA approved a \$1,000 payment to Terry Frewen for the 2016 Sign Grant.
- The DDA approved the Fiscal Year 2017/2018 Budget as presented and recommended it to City Council for approval.
- The DDA requested City Council recognize Historic Downtown Portland in a proclamation signed by Mayor Barnes.
- The DDA approved the Block Party scheduled to be held on Saturday, May 20, 2017 and to apply for all required licenses, insurance, bonds, contracts, permits, raffles, etc.
- The DDA approved attendance at the National Main Street Conference in Pittsburgh, PA, April 30, 2017 through May 4, 2017 for the new DDA/Main Street Director and at least two Main Street volunteers.
- Mayor Barnes provided information on the lack of meeting attendance by Member Clement.
- Interviews for the DDA/Main Street Director position were held.

- The Board approved that the offer of employment for the DDA/Main Street Director position be extended to Tina Conner Wellman.

April 20, 2017

- The DDA held a Closed Session.
- Member Briggs provided a summary of the communication that took place with Member Clement regarding his membership on the DDA Board.
- The DDA approved sending a formal letter informing Member Clement that he was to be removed from the DDA Board.
- The DDA accepted the resignation of Chair Dumas after 26 years of service to be effective after the meeting.
- Member Briggs was nominated to serve as the Chair of the DDA.
- The DDA approved changing the signature cards at the financial institutions where the DDA/Main Street accounts are held to remove outgoing Chair Dumas and add new Chair Briggs.
- The DDA approved a monthly mobile phone reimbursement of \$60.00 per month for DDA/Main Street Director Conner Wellman.

May 18, 2017

- The DDA approved hiring Ken Lane, of Clark Hill PLC, to merge the DDA and Main Street Bylaws.
- The DDA approved the application for a Special Event Liquor License, and to obtain Liquor Liability Insurance for the Beerfest on the Bridge on August 12, 2017.
- The DDA approved an agreement with Paul Starr of I'm a Beer Hound for organization and promotion of Beerfest on the Bridge on August 12, 2017 in an amount up to \$3,500.00.

June 29, 2017

- The DDA approved an \$850.00 Sign Grant request and a Façade Grant request up to \$4,000.00 for Madarang Law located at 230 Kent St.
- The Board accepted the amended Budget for Fiscal Year 2017/2018.

July 20, 2017

- The Election of Officers was held.
- The DDA approved a payment in the amount of \$4,300.00 for Fleis & VandenBrink to explore the development of a splash pad in Portland.
- The DDA approved the recommendation by Electric Superintendent Hyland to purchase four 13' lamp posts at a cost \$11,112.00 and to make the appropriate budget adjustments.

August 3, 2017 Special Meeting

- The DDA approved the Façade Grant application for 128 Kent St. recommended by the Design Committee.

- The DDA approved keeping the Façade and Sign Grant Application enrollment period open continuously by the Fiscal Year until all funds are expended.

August 24, 2017

- The DDA recommended the adoption of the proposed by-laws with one amendment.
- The DDA revoked the Main Street Program By-laws.

September 21, 2017

- The DDA approved the allotment of \$14,100 for the proposed plan to clean up Scout Park, install a new patch, trees, planters, grass seed, and irrigation with labor provided by the DPW staff.
- The DDA approved a motion stating that the responsibility for approval of Façade Grant requests lie with the Design Committee and the ultimate disbursement of funds is the responsibility of the DDA.

October 19, 2017

- The DDA approved a Façade Grant process as presented.
- The DDA approved hiring Jason Klees to light the Veterans Memorial Bridge per the quote in the amount of \$10,432.00 contingent upon the expertise of City staff.

November 16, 2017

- The DDA approved a quote from G&D Electric, Inc. in the amount of \$6,850.00 to install electrical service on the Veteran's Memorial Bridge.

December 21, 2017

- The DDA approved the disbursement of \$5,000.00 for the Façade Grant at 128 Kent St.
- The DDA approved disbursement of \$850.00 for the Madarang Hoort sign at 230 Kent St.

2017 STATISTICAL SUMMARY

- 14 Meetings Held
- Average Meeting Length – 78 minutes
- Average of 8 Members Present

**CITY OF PORTLAND
ECONOMIC DEVELOPMENT CORPORATION**

**ANNUAL REPORT
2017**

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.

Meetings Held	Length of Meeting	No. of Members Present
January	No Meeting	
February 27, 2017	1 hour 12 minutes	7
March	No Meeting	
April 24, 2017	17 minutes	4
May	No Meeting	
June	No Meeting	
July	No Meeting	
August	No Meeting	
September	No Meeting	
October	No Meeting	
November	No Meeting	
December	No Meeting	

SUMMARY OF MEETINGS

February 27, 2017

- The Board made a recommendation to the City Council that they approve the Purchase and Sale Agreement, the Declaration of Restrictions, and the Commission Agreement for Edward W. Sparrow Hospital Association.
- City Manager Gorman provided an update on development in the community.

April 24, 2017

- 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 provided an update on development in the community.

2017 STATISTICAL SUMMARY

- 2 Meetings Held
- Average Meeting Length – 45 minutes
- Average of 5 Members Present

**Special Election
Ionia County ISD
Special Education Millage Proposal
August 8, 2017**

	Precinct #1	Precinct #2	Total	% of vote
Yes	107	124	231	70.86%
No	28	67	95	29.14%
Voters	135	191		

326 Voters 2718 Registered Voters

11.99% Voter Turnout

