



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

7:00 p.m. Monday, May 19, 2014

City Council Chambers

City Hall, 259 Kent St., Portland Michigan

<u>Estimated Time</u>		<u>Action Requested</u>
7:00 PM	I. <u>Call to Order</u>	
7:01 PM	II. <u>Pledge of Allegiance</u>	
7:02 PM	III. <u>Acceptance of Agenda</u>	Motion
7:03 PM	IV. <u>Interim City Manager Report</u>	
7:20 PM	V. <u>Presentations</u>	
7:25 PM	A. Police Chief Knobelsdorf – Police Officer Awards	
	B. Ambulance Director Gensterblum – Community Paramedic Program	
	VI. <u>Public Hearing(s)</u> - None	
	VII. <u>Old Business</u>	
	A. Second Reading and Consideration of Ordinance 175HH to Amend The City Zoning Map	
	VIII. <u>New Business</u>	
7:30 PM	A. First Reading of Ordinance 167E to Approve the Year 2014 Amendment to the Development Plan and Tax Increment Financing Plan Proposed by the Downtown Development Authority of the City of Portland and to Provide for the Collection of Tax Increment Revenues	
7:35 PM	B. Proposed Resolution 14-41 Approving Abraham & Gaffney’s Proposal to Provide Professional Audit Services	Motion
7:37 PM	C. Proposed Resolution 14-42 Approving a Request for Proposals for a Redesigned City of Portland Website	Motion
7:40 PM	D. Proposed Resolution 14-43 Approving Frederickson’s Supply, LLC’s Proposal for Repairs to the Vac-Con Vactor Truck	Motion
7:43 PM	IX. <u>Consent Agenda</u>–	Motion
	A. Minutes & Synopsis from the Regular City Council Meeting held on May 5, 2014	
	B. Payment of Invoices in the Amount of \$105,382.81 and Payroll in the Amount of \$123,227.96 for a Total of \$228,610.77	
	C. Purchase Order to Resco in the Amount of \$7,397.50 for Wire	
	X. <u>Communications</u>–	
	A. Planning Commission Minutes for April 9, 2014	

<u>Estimated Time</u>		<u>Action Requested</u>
	<ul style="list-style-type: none"> B. DDA Minutes for April 17, 2014 C. DDA Treasurer’s Report for May 9, 2014 D. Police Department Report for April 2014 E. Wastewater Treatment Plant Report for April 2014 F. Water Department Report for April 2014 G. Franklin Energy Board of Light & Power EO Report for May 1, 2014 H. 1st Annual “Our Dog Park” Walk-a-Thon Flyer I. Multi-modal trails are “looking grand” in Portland... Michigan blog post on Bicycle Trax J. Ionia County Board of Commissioners Minutes for April 22, 2014 K. Ionia County Board of Commissioners Agenda for May 13, 2014 L. Ionia County Board of Commissioners Agenda for May 20, 2014 M. MPSC Notice of Hearing for Consumers Energy 	
7:45 PM	X. <u>Public Comment</u> (5 minute time limit per speaker)	
7:50 PM	XI. <u>Other Business</u>	
7:55 PM	XII. <u>Council Comments</u>	
8:00 PM	XIII. <u>Adjournment</u>	Motion



Portland Area Ambulance

773 E. Grand River Ave. Portland, MI 48875

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

Name _____

Your Organization _____

Phone _____ Email _____

Please answer the following:

In my opinion the three biggest needs for healthcare in this area are:

1) _____

2) _____

3) _____

Below please list what you feel our program can help your organization with the most:

If more space is needed feel free to use the back side or request an additional sheet of paper (We value your input)

EMS1 News

02/07/2014

How to build a community paramedicine program

Research the needs of your community and partner with other health care agencies to shape a program around solving a shared goal

By Cate Lecuyer, EMS1 Editor

WASHINGTON — If you build it, they won't necessarily come.

An increasing number of agencies are eager to adopt mobile integrated health care into their services, but simply saying, "I want one of those community paramedic programs" is not the road to creation. Nor is trying to replicate what your neighbors are doing, no matter how successful they are.

It is not, by design, a one-size-fits-all endeavor. Dr. Jeffrey Goodloe, medical director for EMS system for Metropolitan Oklahoma City and Tulsa said during EMS Today's session *New Perspectives and Next Steps: Translating Mobile Integrated Healthcare into Policy*.

Rather than just going out and doing it, "we need to be very purposeful and really think about what we're trying to construct," he said.

The first step is to consider questions on the front end about what the problem is in your community and what you're trying to achieve, and then shape the program to fit that.

"You have to let the needs assessment drive everything else," Goodloe said.

The triple aim

A successful program should aim to do three things: improve patient experience, improve patient outcomes and reduce costs.

Together, these make up the Triple Aim, a framework originally developed by the [Institute for Healthcare Improvement](#).

"This isn't about EMS," said Scott Bourm, vice president of clinical practices and research for [American Medical Response](#). "This is about community needs. For many of us in this practice, this will be very new."

Access to available resources is key, and the *Mobile Integrated Healthcare Practice* is in the process of putting together a resource manual, which will include tools like how to conduct a needs assessment, said Lynn White, national director of resuscitation and accountable care for [American Medical Response](#).

It should become available in the next month or so, and will be posted on their [website](#).

When it comes to identify needs, the success of mobile integrated health care in Fort Worth, Texas, is a good example. That program began in 2009 because the year before [MedStar](#) transported 21 patients to the emergency room more than 2,000 times.

"We had a problem," said [MedStar Mobile Health](#) Medical Director Jeff Beeson. "Our problem: If you don't have a problem, you don't need a program."

They developed a system to identify frequent fliers and implement individual care plans for those patients. This led to programs with Hospice, physicians, nurses and social workers.

"Those programs weren't our ideas," Beeson said. "They were our partners' ideas. We became the go-to for our health care partners."

An inter-professional approach

In many cities, EMS is the ideal base to operate a mobile integrated health care system from, Goodloe said.

"But we don't have the competence alone to address all the needs."

The key to a successful program is being able to work collaboratively with a wide variety of health care workers to meet a common goal. All too often, paramedics and EMTs believe they have the skills to work together with others in the industry, but it goes deeper than daily communication with doctors, and requires additional education and training, said Eric Beck, associate chief medical officer at [American Medical Response](#).

"Many people think they know, but they don't," he said.

For instance, a nurse who is doing dialysis on a patient at home may be very skilled medically, but isn't used to working in that environment. A medic, on the other hand, is comfortable in that setting and ideally the two could work together while playing to their strengths and teaching one another when it makes sense.

"It's a very different way of thinking compared to how we have traditionally put things together," Beck said.

While some regulations should be changed — like the California mandate that medics must transport patients to the emergency room — a multi-disciplinary approach will also eliminate many hurdles that responders may encounter alone, said Brent Myers, medical director of [Wake County EMS](#).

"If you can't do something, partner with people who can," he said. "Use everyone at the top of their capacity."

Beck agreed that when delivering health care as a team, a solution-oriented approach to navigating regulatory constraints works best.

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"Once you figure out what that need is, and who has a stake in it, you can go to them and figure out if they want to partner."

Recruiting changes

But at the end of the day, a community paramedicine program isn't for everyone.

"How many of you have employees who will say, 'I don't really want to do this?'" Bourn asked as many in the audience raised their hands.

The future of community paramedicine is closely tied to how the industry recruits, he said.

"We need to get people who are excited about it," he said.

Beeson was more direct.

"We need to quit going to high schools and showing pictures of car wrecks," he said. Roughly 70 percent of calls are not actual emergencies, and more often than not, EMS professionals find themselves visiting homes and holding peoples' hands. But it's difficult enough to providing training and education for what's already an established part of the job, never mind emerging health care trends.

"How," Beeson asked, "are we going to prepare the next generation?"

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Envisioning Community Paramedicine



Thursday, March 21, 2013

A.J. Heightman, MPA, EMT-P

Since the Patient Protection and Affordable Care Act—Obamacare—became law, it's become more and more obvious that one key way of enhancing care and controlling costs will occur in the field—and EMS professionals will play a critical role. One term that is often tossed about is “community paramedicine” (CP). But what does this concept really mean, and how can agencies looking to implement CP programs do so successfully?

These questions were the focus of an exclusive meeting of EMS, healthcare, and government leaders on March 18 at the Medtronic World Headquarters in Minnesota. *The goal:* Discuss how to best categorize, formalize and maximize the value and integration of EMS into our current and future healthcare system. Representatives from multiple existing “community,” “advanced practice” and “mobile healthcare” paramedic programs were on hand to share what has worked for them—and what hasn't. They were joined by officials from state government, the medical community, the National Association of State EMS Officials, the National Association of EMS Physicians, the Centers for Disease Control and Prevention, the National Registry and healthcare consultants.

Together, they sought to reach some consensus on focus, direction and standard components of CP systems.

Medtronic's Role

The Medtronic Foundation provided support to bring the participants together. The Foundation is continuing to shift more of its focus toward expanding access to quality healthcare, especially for underserved patient populations around the world.

Jacob Gayle, vice president of Medtronic Philanthropy, explained that the Medtronic Foundation is taking a high-level view of existing care systems and the barriers that interrupt the continuum of care, thus identifying important steps to improve the ability of patients to access appropriate care. The Foundation is, therefore, very supportive of efforts to improve the delivery of mobile integrated healthcare services.

This meeting was well timed, as it built on recent CP briefings held for U.S. government leaders in Washington, D.C., during the EMS Today Conference and Expo 2013. Gary Wingrove of North Central EMS Institute and other leaders led a series of dialogs on the Hill with congressional staffers, federal administrators and other national officials.

Reaching Consensus

As one of the participants in the day-long discussion, I can attest that progress was made in synchronizing a variety of efforts, addressing questions and attempting to better standardize and define this important new focus area for EMS. All participants agreed that key to success is an inclusive approach that integrates the spectrum of other practitioners and professional that add value in community-based healthcare.

Jeff Beeson, DO, EMT-P, medical director of Fort Worth-based MedStar Mobile Healthcare, told the participants, "We in EMS see the parts of the healthcare system that are broken and are in a position to address many of them." Other participants stressed that the current public safety-focused model is probably not going to be sustainable in the future.

Program participant Anne Robinson, representing the North Central EMS Institute, stressed that the Institute was in support of the overall concept, particularly maintaining the Community Paramedic as a provider under the framework. She noted that although many pilot projects are underway with various names for their projects and staff, all are focusing on the common goal of integrated primary care and public health in an EMS model.

Brent Myers, MD, MPH, Wake County (NC) EMS director/medical director, whose system has been offering an Advanced Practice Paramedic community-focused response system, pointed out that 5–10% of all residents in a community will access EMS each year, but up to 50% could go to the hospital via other means.

Myers outlined five areas that he and others feel will be "tomorrow's reality":

1. Outcomes will matter more than process (particularly in the eyes of the Center for Medicare and Medicaid Services);
2. Performance measures will be evidence-based and will drive reimbursement;
3. Hospitals will (and many already do) have a renewed interest in EMS in the new healthcare environment;
4. Cost of service will matter; and
5. Patients, optimally, should be linked to the CP program via their primary care physician.

Key Issues in CP

Although EMS is responsible for just 1% of the Centers for Medicare and Medicaid Services (CMS) healthcare budget, our agencies are called on to address many of the healthcare deficiencies or gaps that exist, particularly in 24-hour management of social service, psychiatric, substance abuse and chronic care follow-up needs. It was also noted that:

- CP programs are just one tool in the toolbox.
- Many systems got involved in CP by seeing the excessive use by some patients calling/using our systems.
- Citizens in our communities are currently affected by "dis-integrated" healthcare.
- Every community has unique needs and must do a needs assessment to determine how CP will work for them. Broadly defined, this needs assessment identifies service gaps, resource availability and stakeholders. Specific health needs can range from diabetes to heart failure to substance abuse to falls prevention and social services. In Minnesota, for example, there is a special organization called "Leaf" that can be contacted to rake the leaves of those who are too mobility-restricted to do it.
- Enabling legislation may be needed in some states to allow Community Paramedics to operate in their state and also to apply to the CMS to get a waiver from Medicaid to fund it. An obstacle to progress has been the restriction by existing states laws and regulations on allowing ambulances to take patients to locations other than hospital emergency departments.
- 80% of physicians don't know how to use Community Paramedics, so EMS leaders must engage in educating them about what we do and how to access us.
- Medical direction for a system of this type does not necessarily have to come from the EMS medical director.
- Each community has to assess what it can do with the resources it has.
- We have to demonstrate this is a reliable way to operate, and we have to build a sustainable delivery model.

Participating EMS agencies and leaders agreed that their common goal was to provide better care for the community through integration, patient navigation and care coordination. However, they also all agreed that the current state of unscheduled care is chaotic, that EMS should be better aligned with the overall healthcare system and that this issue is much bigger than just a few EMS organizations.

Mobile Integrated Healthcare Practice

For now, the conceptual framework is being referenced as "Mobile Integrated Healthcare Practice." However, like all innovations, development is iterative and will no doubt be adapted locally.

While "Mobile Integrated Healthcare Practice" may sound like a more understandable model/funding category for CMS to understand and potentially support financially, some present at the meeting cautioned that use of the word "mobile" may be self-limiting and "put a wall around us," particularly because technology may allow for some of the activities to be performed remotely and electronically.

Attendees noted that we must allow patients to navigate through the healthcare system and that medical practice developed should look at:

- Post-acute care, including readmission prevention and transitional care;
- Post ED care;

- Long-term chronic care;
- Frequent system users;
- Home-bound, impaired mobility patients;
- Health screening;
- Public health and prevention; and
- Patient satisfaction and outcomes.

A common goal was also that integrated healthcare/community-based healthcare programs must be designed to be measurable, scalable, reproducible and standardized on some level in order to be financially sustainable.

To this end, the group outlined a conceptual framework that could help standardize the wide variety of programs. Participants also agreed to pursue financial modeling using of this new practice using healthcare actuarial consultants and data.

Specific Program Experiences

Several participants who have had experience with CP programs discussed some of their specific experiences.

Wake County – Brent Myers, MD, MPH

Wake County assessed their community health care needs and found two main areas:

- Mental health and substance abuse—approximately 1.2 million people are served, but there are no medically intensive mental health beds.
- Fall response and prevention—Wake County responds to simple falls/"found down" in assisted living facilities.

Chicago – Eric Beck, DO

EMT-Basics were sent out into the Chicago public housing projects to identify un-immunized and under immunized pediatric patients. EMTs were teamed with a public health nurse who provided vaccinations and linked the patients to pediatricians for ongoing primary care.

Fort Worth – Jeff Beeson, DO, EMT-P

MedStar started its program with a focus on two initial core areas:

1. CHF Re-admission. Because most cardiologists no longer maintain clinics, MedStar found that cardiologists were keenly interested in CP programs. So, discharge planners began to enroll high-risk patients in the MedStar Mobile Healthcare system. This helped identify patients who were decompensating (assess weight gain, adjust diuretics, etc.).
2. Hospice. Since hospices are responsible for all of an enrolled person's healthcare needs (and expenses), there was interest by hospice in having a 24-hour resources available to assist them in supporting their patient and family needs. MedStar now responds and helps assess patients when hospice is not available. The addresses of hospice patients are flagged in their CAD system, and their system notifies hospice when 9-1-1 is activated, so they can respond to the home or location.

Hennepin County (Minn.) EMS – Brian Mahoney, MD

Dr. Mahoney noted that his system currently has 12 paramedics in training (a 300-hour program) to serve as Community Paramedics. Community Paramedics' computers will be tied into the EPIC system along with all their hospitals.

North Memorial Community (Minn.) Paramedic Program – Marc Conterato, MD, and Mike Wilcox, MD

Dr. Conterato and Dr. Wilcox noted that their system is currently working in parts of Hennepin County and several rural areas in Minnesota, with 8 metro and 15 rural community paramedics certified, deployed and integrated into the EPIC computer system. An additional 21 paramedics will be added to their system in May 2013.

North East Mobile Health Services, Scarborough, Maine – Kevin McGinnis, MPS, EMT-P
EMS leaders in Maine have been successful in getting the state health commissioner to allow paramedics to function outside the normal role. McGinnis cautioned that when you go to implement these programs, you must integrate them with home healthcare organizations and other community care programs.

How It Might Work

An example of how this type of integrate health care system can, and is, working, was presented:

1. A patient with heart failure is discharged from a hospital.
2. Arrangements are made by the discharging hospital for a home visit by a Community Paramedic.
3. En route to the patient's home, the Community Paramedic can see on the EPIC or other similar integrated database that the patient's medications have not yet been picked up, and arrange to get the medicine to the patient so their condition (respiratory distress, fluid load, infection, etc.) does not deteriorate.
4. The Community Paramedic visits the person in their home, performing medication reconciliation and periodic follow-up checks on a scheduled or as-needed basis.

Five basic program principles were discussed and will be fleshed out by the group:

1. Communication – Medical records, telecare/telepresence, technology, communicating with the public;
2. Coordination – Strategic partnership;
3. Access to care and services – Transportation, levels of destination;
4. Quality, Value, Affordability, Financial sustainability; and
5. Education.

Tenets of Mobile Integrated Health Care Practice

The group discussed Tenets of Mobile Integrated Health Care Practice. They included:

1. Programs should assess community needs, be value-focused and feature a competency and evidence-based practice that ensures continual education, 24-hour community access and ongoing performance improvement.
2. Programs must incorporate community partnerships with active medical direction.
3. Programs should deliver improved access to care and health equity for populations served through 24-hour care availability.
4. Programs should focus on patient-centered navigation and offer community-centered care by integrating the existing EMS infrastructure, meet patients where they are and, where feasible, use mobile point-of-care and telecommunications resources.
5. Programs should use evidence-based practice using multidisciplinary and inter-professional teams.

The meeting participants agreed to engage other EMS leaders and expertise beyond EMS in working groups to further define this new practice of medicine that leverages existing providers and infrastructure through new collaborative linkages and aligned goals.

As community paramedicine and EMS continue to develop the mobile integrated healthcare concept, *JEMS* will bring you updates.

[News](#) [Administration and Leadership](#) [community paramedicine](#) [Medtronic Foundation](#)

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Principles for Community Paramedicine Programs

A joint position statement of the National Association of EMS Physicians and the National Rural Health Association

While not a new concept, community paramedicine programs are increasing in number across America and throughout the world. The aim of the programs are to increase access to primary and preventive care, provide wellness interventions within the medical home model, decrease emergency department utilization, save healthcare dollars and improve patient outcomes using emergency medical services (EMS) providers in an expanded role. In order to assure medical appropriateness, engaged medical directors are a key component to any successful community paramedicine model¹.

Many emergency medical services agencies have been engaged in public health programs for decades. These activities have traditionally included prevention and education, although a broader approach was envisioned. In 2001, a memorandum of understanding² was written between the American Public Health Association, the National Association of EMS Physicians and the National Association of State EMS Officials (then known as the National Association of State EMS Directors). This landmark memorandum included 12 principles supporting collaboration between EMS and public health to define EMS providers' role in symptom identification, surveillance, medication distribution, immunizations, care of casualties and providing backup and protection to hospital emergency departments; leadership from public health and EMS to develop ways to rapidly assimilate and distribute "best practices" in response to terrorism; and, creation of a communication infrastructure connecting public health agencies with EMS responders to keep updated on public health alerts or identification of clustered illnesses.

The term "community paramedicine" was first used in the United States in 2001 as a potential model of improving rural community healthcare³, but the concept predates this term reference. The idea that emergency medical services providers can be used for public health and primary care is described in both the 1996 EMS Agenda for the Future⁴ and the 2004 Rural and Frontier

¹ Millin MG, Brown LH, Schwartz B. *EMS provider determinations of necessity for transport and reimbursement for EMS response, medical care, and transport: combined resource document for the National Association of EMS Physicians position statements*. Prehosp Emerg Care. 2011;15:562-9.

² APHA, EMS establish new partnership. American Public Health Association. <http://bit.ly/K65fY0>, accessed May 21, 2012.

³ Rowley T.; *Solving the Paramedic Paradox*; Rural Health News; Volume 8, Number 3, Fall 2001.

⁴ Delbridge T; *Emergency Medical Services Agenda for the Future*; National Highway Traffic Safety Administration, US Department of Transportation, Washington, DC; 1996.

emergency medical services Agenda for the Future⁵. Many existing programs expand the role of emergency medical services personnel while staying within the skill level of their scope of practice and the personnel are usually called Community ParamedicTM or Community Health Paramedic, while some programs expand the scope of practice and the personnel are called Advanced Practice Paramedics.

Australian literature describes community paramedicine as being in three primary models; Primary Healthcare, Substitution and Community Coordination⁶. At the current time, primary healthcare community paramedicine models generally provide patient education, routine primary care services outside the clinic or hospital environment, post discharge care and chronic disease monitoring. The aim of the primary healthcare models is generally to prevent admission or readmission to hospitals or nursing homes. At the current time there are no known United States substitution community paramedicine models. In other countries current substitution models include using community paramedicine to place specifically trained emergency medical services personnel to operate clinics or emergency departments where geographic isolation leaves no other trained medical personnel such as nurses, mid-levels or physicians. The goal of these programs is to assure access in isolated areas.

Community coordination models generally use specially trained emergency medical services staff to direct patients to the appropriate place of care the first time in order to avoid transport to emergency departments when transfer to some other care is certain.

Shifts in payment are creating unique challenges to healthcare systems as well as opportunities to use emergency medical services personnel within their scope of practice but in different ways in urban, rural and remote locations. Among others, these shifts include a disincentive program for hospital readmission⁷, an incentive program for Comprehensive Primary Care programs⁸ (formerly known as the “medical home” model) and shared saving models by “accountable care organizations”⁹. Emergency medical services personnel trained in community paramedicine can be one component of each of these programs in the functions of monitoring patient compliance with care plans established by providers that are licensed to create and modify care plans.

The National Emergency Medical Services Scope of Practice Model¹⁰ describes emergency medical services personnel as not licensed for independent practice, but rather dependent on physician delegated clinical practice. The practice of emergency medical services personnel is dependent on their education, certification of competency by exam, licensed by a state to perform restricted activities and credentialed by a medical director to practice in a specific setting (e.g., ambulance). Community paramedicine fits squarely in this structure except that

⁵ McGinnis, KK; *Rural and Frontier Emergency Medical Services Agenda for the Future*; National Rural Health Association Press; Kansas City, MO; 2004

⁶ Blacker, N., Pearson, L., & Walker, T. (2009). Redesigning paramedic models of care to meet rural and remote community needs. *The 10th National Rural Health Conference*, Cairns, Australia, May 17-20, 2009. (Accessed via http://10thnrhc.ruralhealth.org.au/papers/docs/Blacker_Natalie_D4.pdf on November 30, 2011).

⁷ Public Law 111-148, Section 3025.

⁸ <http://www.innovations.cms.gov/initiatives/Comprehensive-Primary-Care-Initiative/index.html>

⁹ <http://www.innovations.cms.gov/initiatives/ACO/index.html>

¹⁰ National Highway Traffic Safety Administration. *The National EMS Scope of Practice Model*. DOT HS 810 657. National Highway Traffic Safety Administration: Washington, DC, 2007.

both the credentialed setting and credentialing provider may or may not be different than the emergency medical services agency medical director. Only Minnesota has so far established a licensing structure for Community Paramedics^{11,12}.

The organizers and delegates of the International Roundtable on Community Paramedicine¹³ have been sharing experiences in planning, developing, implementing and evaluating community paramedicine programs worldwide since 2005. The participants have identified as important attributes of a program that they are gap filling, resourceful and flexible. Further, anecdotally, they describe significant implementation and sustainability issues when the community paramedicine services are duplicative of those already provided by other more established healthcare providers.

In order to achieve the goal of being gap-filling it is necessary to complete an assessment that identifies the gaps to be filled. A Community Paramedicine Evaluation Tool¹⁴ has been recently developed by the Critical Illness and Trauma Foundation and published by the Health Resources and Services Administration. This tool is structured in the public health model of benchmarks, indicators and scoring and is completed using a multidisciplinary process. The tool provides a "snapshot in time" assessment that is useful because the community can use the scores produced in each area of evaluation to provide a roadmap of improvement by strategically planning how to achieve higher scores in future snapshots. By its nature the tool provides important information to the user about what data to collect on an ongoing basis.

The Health Resources and Services Administration tool contains a series of structure, process and outcome benchmarks in each of the following areas:

1. Assessment: Regular systematic collection, assembly, analysis, and dissemination of information on the health of the community.
2. Policy Development: Promoting the use of scientific knowledge in decision making that includes building constituencies, identifying needs and setting priorities, legislative authority and funding to develop plans and policies to address
3. Assurance: Assurance to constituents that services necessary to achieve agreed-on goals are provided by encouraging actions of others (public or private), requiring action through regulation, or providing services directly.

In a Frequently Asked Questions document the Community Healthcare and Emergency Cooperative¹⁵ describes the competencies of a Community Paramedic as competent in the knowledge and skill required in defining the boundary of the Community Paramedic position:

¹¹ Community Paramedic™ is a trademark of the North Central EMS Institute

¹² Minnesota Statutes 144E.001, subd. 5f

¹³ www.ircp.info

¹⁴ Health Resources and Services Administration. Community Paramedicine Evaluation Tool. Health Resources and Services Administration: Washington, DC, 2012. Available in the public domain at <http://www.hrsa.gov/ruralhealth>

¹⁵ The Community Healthcare and Emergency Cooperative is an international group of agencies, colleges and universities that guides the ongoing development of the North Central EMS Institute's Community Paramedic curriculum. <http://chec.ncemsi.org>.

competent in the knowledge and skill required in defining the term "health" and the ability to recognize and teach the social determinants of health in their own community; competent in the knowledge and skill required to identify services and inform the community on those services through various teaching methods and through partnerships; competent in the knowledge and skill required to understand and perform community mapping and health assessments; competent in the knowledge and skill required to develop strategies to identify community health needs and develop strategies to meet those needs and build community capacity; competent in the knowledge and skills required to perform a variety of clinical interventions; and, competent in the knowledge and skill to share public information that relates to emergency medical services and Public Health specific prevention programs.

The Community Healthcare and Emergency Cooperative describes the role competencies of Community Paramedics as:

- A Medical Director, Nurse Practitioner or a Physician Assistant or their international counterparts will supervise Community Paramedics;
- Deliver care that is patient focused;
- Work in collaboration with the local Public Health agency to ensure the ten essential Public Health Services are established and implemented as the core foundation of the program;
- Work with current and future organizational and professionals understanding those boundaries and establishing a treat and refer system;
- Deliver the most appropriate care in the most appropriate place and/or ensure that the patient is referred to the most appropriate health and social care professional. Will not provide unnecessary transport;
- When working within an emergency medical services setting will prioritize job to ensure emergency response;
- Provide appropriate healthcare advice and preventative services to both their patients and other relevant groups and individuals;
- Encourage patients to take responsibility for managing their own care and treatment where safe and appropriate to do so;
- Treat minor illness and injury in pre-hospital, primary care and acute and in-patient settings;
- Under physician direction will refer for radiological services;
- Ensure fewer hands-offs between health care professionals and enhance inter-professional communication throughout the patient pathway;
- Assess and map the community to identify services available and gaps in service;
- Work with the local Public Health agency, where possible, to develop the community's health assessment as it applies to the population's needs;
- Develop a method to better serve the community's health care needs;
- Increase in community awareness of health prevention and promotion;
- Design and delivery of a collaborative health approach to the community;

- Utilize programs by the community to promote health and wellness to improve the overall health of the residents of the community;
- Develop safe treat and refer programs through policies and protocols;
- Provide follow-up services according to established care plan developed by supervisor and consult and recommend appropriate modifications as needed;
- Serve on the community multi-discipline team and assist in pandemic preparation for the community; and,
- Aware of the limits of their competence and determined to act within those limits.

The early training programs for community paramedicine have largely been developed internally by ambulance services, and thus are limited in content. The two notable exceptions are standardized courses developed by the University of Pittsburgh in its proprietary EmedHealth¹⁶ program, and a curriculum developed by the Community Healthcare and Emergency Cooperative for the North Central EMS Institute¹⁷.

The EmedHealth courses are organized around health advocacy, prevention and disease management and are designed to better utilize emergency medical services system capacity. The program has been recognized by several journals^{18,19,20,21,22,23}. EmedHealth provides training for paramedic health advocates in the areas of prevention, influenza vaccinations, health screenings, disease management, chronic disease management, depression management, contract acquisition, data collection and analysis, and quality assurance.

The North Central EMS Institute's curriculum is provided free of charge to accredited colleges and universities. Version 3 was released in May 2012 and contains six didactic modules covering:

- Module 1 - Role of the Community Paramedic in the Health Care System: The Community Paramedic will understand and analyze their role in the health care system.
- Module 2 - Social Determinants of Health: The Community Paramedic will understand the social determinants of health model.
- Module 3 - Public Health and Primary Care Role of the Community Paramedic: The Community Paramedic will understand their role in public health and primary care.

¹⁶ <http://www.emedhealth.com/>

¹⁷ <http://www.communityparamedic.org>

¹⁸ Public Health Perspectives, a supplement to EMS Magazine, October 2008.

http://www.emedhealth.com/files/Public_Health_Perspectives.pdf

¹⁹ Emergency Medicine Makes a Housecall, School of Health and Rehabilitation Sciences, University of Pittsburgh.

http://www.emedhealth.com/files/Emergency_Medicine_Housecall.pdf

²⁰ Mosesso, V, Packer, CR, McMahon, J, Auble, T, Paris, P. Influenza Immunizations Provided by EMS Agencies: The MEDICVAX Project. PREHOSPITAL EMERGENCY CARE 2003;7:74-78

²¹ Paramedics Work to Avert Emergencies. Pittsburgh Post Gazette, September 1, 2005.

http://www.emedhealth.com/files/Paramedics_Asthma.pdf

²² Emed Health Provides Disease Management Services. Community Health Challenge, 2007; 1.

²³ Prevention and Disease Management: Future EMS Role? UPMC Trauma Rounds.

http://www.emedhealth.com/files/Prevention_Management.pdf

- Module 4 - Developing Cultural Competence: The Community Paramedic will become culturally competent.
- Module 5 - The Community Paramedic's Role Within the Community: The Community Paramedic will understand their role within the community.
- Module 6 – The Community Paramedic's Personal Safety and Wellness: The Community Paramedic will understand the importance balancing stress and wellness while ensuring their personal safety.

The seventh module is the clinical module which is tailored by each college to fit the care gaps identified in community assessment. Topics from the following list are addressed in the curriculum, the college chooses topics from within the list that are appropriate to gaps, and may supplement it with training and clinical experiences for items not on the list. It is intended that a single physician lead the clinical training experience for each EMS agency.

- Patient History/Physical Assessment
- Adult and Pediatric Weight Checks
- Well Child Checks
- Vital Signs
- Blood Pressure Screening
- Cholesterol Screening
- Routine Follow-up 12-Lead Electrocardiogram
- Blood Glucose Checks
- Pulse Oximetry Monitoring
- Setting Up Continuous Positive Airway Pressure devices
- Ultrasound
- Lab Specimen Collection
- Lab Specimen Testing (Inc. I-STAT)
- Neurological Assessment
- Post Stroke Assessment
- Ophthalmoscope Use
- Chronic Disease Management (heart disease, asthma, COPD, diabetes)
- Managing Surgical Drains
- Managing Tracheostomies
- Managing Catheters
- Managing PICC lines
- Peripheral Intravenous Lines
- IV Catheter Changes
- Antibiotic Infusions
- Suture Removal
- Treatment of Minor Injuries

- Post Partum Home Visits
- Infusion Therapies
- Wound Care
- Wound Vacuum
- Medication Monitoring/Reconciliation
- Immunizations
- Fluoride Varnish for Children
- In-Home Lifestyle/Safety Evaluation

In response to a grant announcement by the Center for Medicare and Medicaid Innovation the Community Paramedic Innovation Challenge Collaborative was established by the North Central EMS Institute. Sixteen communities in nine states signed up to participate in CPICC and 100 paramedics started pilot training of the 3rd version of North Central EMS Institute's curriculum in early 2012. Each community has agreed to use a common set of outcome measures developed by North Central EMS Institute, Eide Bailly and the Emergency Medical Services Performance Improvement Center at the University of North Carolina.

Planning for sustainability of a community paramedicine program is an essential beginning element for any start-up program. As a new profession with pockets of implementation that vary greatly, the financing of community paramedicine so far has been highly local. In the United States, existing programs are funded by grants, local taxes, public health departments, ambulance services, healthcare insurers and accountable care organizations. Minnesota's legislature has structured a process for Medicaid payment for which reimbursement will follow provided the state is successful in a Medicaid waiver application to the federal Centers for Medicare and Medicaid Services.

There have recently been both successes and failures in community funding of community paramedicine programs. The county commissioners in Wake County (Raleigh, NC) are providing ongoing funding to support the Wake County Advanced Practice Paramedic program, although the economic downturn saw funding for phases 2 and 3 of program implementation withheld (the program is currently funded at the level proposed for the first year of the program). In contrast, public health department funding of San Francisco's community paramedicine program, aimed at serving the city of San Francisco's homeless population, was withdrawn after five years due to local political issues.

While there is little published peer reviewed research on the outcome of community paramedicine programs there is a growing body of outcome data from North America. In a recent filing to Parliament, the Emergency Medical Services Chiefs of Canada reported the following results:

- Nova Scotia's island nurse practitioner/Community Paramedic run clinic: Reduction in Doctor visits by 28% and a decrease in trips to the Emergency Department visits by 40%. Direct annual health care cost diminished from \$2380 to \$1375 per person over the three years of the study.

- The Community Referrals by Emergency Medical Services program in Toronto reduced emergency medical calls by 73.8% in the target population.
- The nurse practitioner/Community Paramedic Health Bus in Saskatoon saw nearly 6,000 visits, with 43% being repeat clients over a 2 year period.
- MedStar in Fort Worth accomplished a \$13.5 million reduction in costs and charges over a 2 year period, reduced 911 call volume in a target population by 58%, and reduce emergency department bed occupancy by 14,334 hours.

The National Association of Emergency Medical Services Physicians (NAEMSP) and the National Rural Health Association (NRHA) believe in the following concepts as it relates to the ongoing evolution of community paramedicine programs.

1. Engaged and knowledgeable physician medical directors must guide the program
2. States must decide whether and how to regulate community paramedicine programs; regulation may be necessary to effect reimbursement.
3. Each program should be tailored to meet local community needs by filling local gaps in access or care.
4. Community paramedicine will evolve over the next decade. Regulations, especially early regulations, should not stifle innovation or gap filling during this evolution. Standards should not be established until there is sufficient data on performance outcome measures. Community paramedicine programs must be engaged in reporting performance based on evolving common performance indicators and definitions.
5. Duplication of existing services by other healthcare providers by a community paramedicine program should be avoided.
6. Assessments followed by data collection and analysis using standardized tools and methods are essential building blocks for community paramedicine programs.
7. Community Paramedics in programs intending to be comprehensive in approach should be trained by accredited colleges and universities using standardized curricula. In isolated areas with a dominant chronic disease prevalence may be appropriate for modularized training specific to the disease process.
8. State and federal governments should establish reimbursement systems under Medicare and Medicaid, and the National Association of EMS Physicians and the National Rural Health Association should put such reimbursement on their legislative agendas.

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Policy adopted September 2012.

Authored by Ryan White and Gary Wingrove.

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

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

ORDINANCE NO. 167 E

AN ORDINANCE TO APPROVE THE YEAR 2014 AMENDMENT TO THE DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN PROPOSED BY THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF PORTLAND AND TO PROVIDE FOR THE COLLECTION OF TAX INCREMENT REVENUES

THE CITY OF PORTLAND ORDAINS:

Section 1. Title. This Ordinance shall be known and may be cited as the “Ordinance providing for the Year 2014 Amendment to the Development Plan and Tax Increment Financing Plan.”

Section 2. Definitions. The terms used herein shall have the same meaning given them in Act 197 (defined below), unless the context clearly indicates to the contrary. As used in this Ordinance:

(a) “Act 197” shall mean Act 197, Public Acts of Michigan, 1975, as amended, as now in effect or hereinafter amended, being known as the Michigan Downtown Development Authority Act.

(b) “Authority” shall mean the Downtown Development Authority of the City of Portland.

(c) “Authority Board” shall mean the Board of the Authority, its governing body.

(d) “City Council” shall mean the City Council of the City of Portland, Ionia County, Michigan, a municipal corporation of the State of Michigan.

(e) “Development Area” shall mean the development area designated in the Development Plan, as amended.

(f) “Development Plan” shall mean the Development Plan portion of the Plan.

(g) “Plan” shall mean the Downtown Development Authority of the City of Portland Development Plan and Tax Increment Financing Plan, originally approved by Ordinance 167, as amended by the Year 1987 Amendments, the Year 1988 Amendment, the Year 1991 Amendment, the Year 1992 Amendment, the Year 2001 Amendment, the Year 2003 Amendment, and the Year 2014 Amendment.

(h) “Tax Increment Financing Plan” shall mean the Tax Increment Financing plan portion of the Plan for the collection of tax increments.

(i) “Year 2014 Amendment” shall mean the Year 2014 Amendment to the Downtown Development Authority of the City of Portland Development Plan and Tax Increment Financing Plan submitted by the Authority to the City Council pursuant to Act 197 and approved by this Ordinance as it may be hereafter amended.

Section 3. Public Purpose. The City Council finds and confirms the continued necessity to halt property value deterioration, to eliminate the causes of such deterioration and to promote economic growth, and hereby determines that the Year 2014 Amendment adopted by the Authority Board on March 3, 2014, and presented to the City Council constitutes a public purpose.

Section 4. Considerations. In accordance with Section 19 of Act 197, the City Council has considered the factors enumerated in that section and herein stated, making the following determinations:

(a) No Citizens Council exists because the proposed Development Area will have less than 100 residents residing in it.

(b) The Development Plan meets the requirements set forth in Section 17(2) of Act 197.

(c) The proposed method of financing the development is feasible and the Authority has the ability to arrange the financing.

(d) The development is reasonable and necessary to carry out the purposes of Act 197.

(e) The land included within the Development Area which may be acquired is reasonably necessary to carry out the purposes of the Development Plan and of Act 197 in an efficient and economically satisfactory manner.

(f) The Development Plan is in reasonable accord with the City's Master Plan.

(g) Public services, such as fire and police protection and utilities, are or will be adequate to service the project area.

(h) Changes in zoning, streets, street levels, intersections and utilities are reasonably necessary for the project and for the municipality.

Section 5. Meetings. Representatives of all taxing jurisdictions within which all or a portion of the Development Area lies have had reasonable opportunity to present their opinions and comments regarding the Year 2014 Amendment to the City Council.

Section 6. Public Hearing. The City Council has held a public hearing on the Year 2014 Amendment with notice properly given in accordance with Section 18 of Act 197, and the City Council has provided an opportunity for all interested persons to be heard regarding such Amendment.

Section 7. Approval. The Year 2014 Amendment, as modified by the City Council, is hereby approved in the form attached hereto as Exhibit A.

Section 8. Development Area. The boundaries of the Development Area are as set forth and described in the Year 2014 Amendment to the City of Portland Downtown Development Authority Development Plan and Tax Increment Financing Plan, and these boundaries are hereby approved and confirmed.

Section 9. Transmittal of Revenues. The City Treasurer shall transmit to the Authority that portion of the tax levy of all taxing bodies paid each year on real and personal property in the Development Area on the captured assessed value as set forth in the Tax Increment Financing Plan.

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

Section 11. Severability and Repeal. If any portion of this Ordinance shall be held to be unlawful, the remaining portions shall remain in full force and effect. All ordinances and parts of Ordinances in conflict herewith are hereby repealed.

YEAS: Council member(s) _____

NAYS: Council member(s) _____

ABSTAIN: Council member(s) _____

ABSENT: Council member(s) _____

ORDINANCE DECLARED ADOPTED.

James E. Barnes, Mayor

Dated: _____, 201__

Monique I. Miller, Clerk

CERTIFICATION

I certify that this is a true and complete copy of the ordinance adopted at a regular meeting of the City Council of the City of Portland on _____, 201__.

Dated: _____, 201__

Monique I. Miller, Clerk

Public Hearing: _____, 2014

Introduced: _____, 2014

Adopted: _____, 2014

Published: _____, 2014

Effective: _____, 2014

EXHIBIT A

**YEAR 2014 AMENDMENT TO THE
DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF PORTLAND
DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN**

The Downtown Development Authority of the City of Portland (the "Authority") hereby amends its Development Plan and Tax Increment Financing Plan (the "Plan") which was approved by the City Council of the City of Portland, Michigan (the "City") pursuant to the provisions of Act 197, Public Acts of Michigan, 1975, as amended ("Act 197") and also pursuant to Ordinance No. 167, adopted by the City Council on September 8, 1987. The Plan was amended by the Year 1987 Amendment to the Plan, (the "Year 1987 Amendment"); another Year 1987 Amendment to the Plan (the second "Year 1987 Amendment"); by the Year 1988 Amendment to the Plan (the "Year 1988 Amendment"); by the Year 1991 Amendment to the Plan (the "Year 1991 Amendment"); by the Year 1992 Amendment to the Plan (the "Year 1992 Amendment"), the Year 2001 Amendment to the Plan (the "Year 2001" Amendment"), and by the Year 2003 Amendment to the (the "Year 2003 Amendment").

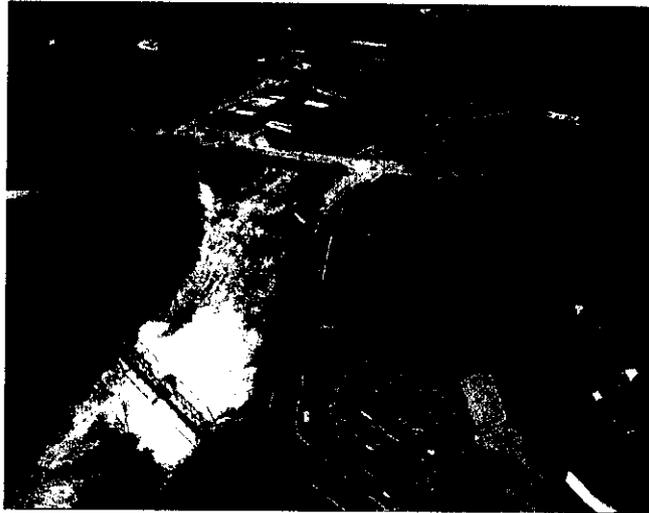
This Year 2014 Amendment to the Development Plan and Tax Increment Financing Plan (the "Amendment") was adopted by the Authority on January 16, 2014, and approved by the City Council on May 19, 2014, by Ordinance No. 167 E.

References herein to the "Plan" shall mean the original Plan as amended by the Year 2014 Amendment and any previous amendments, except as provided herein. References to "Development Plan" shall mean the Development Plan portion of the Plan, and Tax Increment Plan shall mean the Tax Increment Financing Plan Portion of the Plan. Terms used in this amendment shall have the definitions set forth in the original Plan, as amended.



**CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY**

**AMENDED
DEVELOPMENT PLAN
AND
TAX INCREMENT FINANCING PLAN**



**PREPARED FOR:
CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS**

Prepared by:
Patrick T. Reagan, Director
City of Portland Downtown Development Authority
259 Kent Street
Portland, Michigan 48875

January 2014

**City of Portland
Ionia County, Michigan**

City Council

James E. Barnes, Mayor
Joel VanSlambrouck, Mayor Pro-Tem
Stacy Smith, Council Member
Patrick Fitzsimmons, Council Member
Nicole Sunstrum, Council Member

Downtown Development Authority Board Members

Charles Dumas, Chairperson
Thomas Antaya, Vice-Chairperson
Diane Smith, Treasurer
Kory Blastic, Secretary
Mayor James E. Barnes, Member
Margery Briggs, Member
Wanda Urie, Member
Rush Clement, Member
Thomas Dempsey, Member
Nicole Sunstrum, Member
Christopher Tyler, Member

Advisors

Thomas Dempsey, City Manager
Brenda Schrauben, City Treasurer
Erik Litts, City Assessor
Monique Miller, City Clerk
Mary Scheurer, Director of Parks and Recreation Department

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Introduction

The legislative body of a municipality is authorized under Michigan Public Act 197 of 1975 (Downtown Development Authority Act), as amended, to create a Downtown Development Authority (DDA). The Ordinance establishing the authority must also designate the boundaries of the Downtown District within which the authority may exercise its powers. The Board of Directors of the Authority must consist of between 8 and 12 members, plus the municipality's Chief Executive Officer.

The purpose of a DDA is to prevent deterioration and promote economic growth within a business district by developing, adopting, and implementing development plans. Separate plans may be adopted for different development areas within the Downtown District. The plan may include proposals for construction, renovation, repair, remodeling or rehabilitation of a public facility, an existing building or a multiple-family dwelling unit that aids economic growth in the Downtown District.

To implement a development plan, the authority may construct, rehabilitate, equip, improve, maintain or operate any building within the Downtown District for public or private use. The authority may acquire and own, lease or dispose of any land or real and personal property that the authority determines to be reasonably necessary to prevent deterioration and promote economic growth in the business district. The authority may also acquire and construct public facilities and make land improvements. The Downtown Development Authority Act also allows municipalities to take private property under the power of eminent domain and transfer the property to the DDA.

Funds to finance activities of the authority may be derived from several sources including: taxes, revenues generated from the use of assets, sponsorships and revenue gained from events and promotions, loans, proceeds from revenue bonds, municipal funds including state and federal grants, special assessment levies, and tax increment financing receipts.

The City of Portland (the "City") established the Downtown Development Authority (the "Authority") in September 1987. On February 22, 1988, the City Council approved a Development Plan and Tax Increment Financing Plan (the "Plan") that identified needed improvements in the DDA District and outlined various means for financing those improvements. Three years later, on February 19, 1991, the Plan was amended to add paving and river-walk projects, as well as accompanying financing for future projects (*Ordinance #169*). The Plan was amended once again on July 20, 1992, adding additional projects such as various streetscape improvements; street and holiday decorations; property acquisition, renovation, removal, resale, or lease; and the creation of a promotional brochure for the downtown area (*Ordinance #167-B*). In March 2001, the plan was again amended to include the construction of Portland City Hall, which was ultimately financed with the proceeds of general obligation bonds issued for \$995,000 and a loan from the USDA of \$1,005,000. (*Ordinance #167-C*). Finally, in November 2003, the Plan was amended to add projects such as the Main Street program; Coordinated Streetscape improvements along Maple Street, Kent Street, and Grand River Avenue; façade improvement projects; the creation of a riverside boardwalk; and a coordinated promotion program for the downtown. This amendment also extended the life of the DDA to 2018 (*Ordinance #167-D*).

This update is written as an amendment to the existing TIF and Development Plans. This update includes additional improvements that are desired to enhance the visual environment and promote economic expansion and reinvestment within the DDA District. In addition, the Tax Increment Financing Plan is updated to reflect outstanding debt or obligations.



City of Portland
Downtown Development
Authority

Amended
Downtown Development Plan

2014-2038

Development Plan

SECTION II, PARAGRAPH A OF THE DEVELOPMENT PLAN IS HEREBY AMENDED AS FOLLOWS:

Section 17.2a: Boundaries of the Portland Downtown Development Area

The boundaries of the DDA development area are set forth by Map 1 and a legal description of the area may be found in Exhibit A.

The District boundaries formally adopted in the original plan, and subsequent amendments, are changed to remove the following residential parcels from the District:

- 300-079-000-045-00 – 1020 East Grand River Avenue
- 300-091-000-178-00 – 1042 East Grand River Avenue
- 300-091-000-180-00 – 1082 East Grand River Avenue
- 300-210-000-015-00 – 137 Charlotte Highway
- 300-210-000-020-00 – 125 Charlotte Highway
- 300-079-000-155-00 – 1037 East Grand River Avenue
- 300-200-000-230-00 – 515 East Grand River Avenue
- 300-200-000-220-00 – 529 East Grand River Avenue
- 300-250-000-255-00 – 248 Divine Highway
- 300-260-000-130-00 – 126 Riverside Drive
- 300-260-000-135-00 – 132 Riverside Drive
- 300-050-000-610-00 – 247 Maple Street
- 300-050-000-605-00 – 239 Maple Street

SECTION II, PARAGRAPH C OF THE DEVELOPMENT PLAN IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

Section 17.2b: Existing and Proposed Land Uses

The location and extent of existing streets and other public facilities within the development area and shall designate the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational and other uses and shall include a legal description of the development area.

The location and extent of existing public and private land uses within the development area are presented on Map 2. The DDA District includes a traditional downtown/city-center area and more conventional general commercial development along Grand River Avenue heading east out of the Downtown. The City center is nearly fully occupied by specialty retail shops, offices, restaurants, taverns, and upper level lofts/rental housing. The city center also includes Portland City Hall, various parks, and the historic Portland District Library.

The pedestrian friendly streetscape is the product of a series of phased improvement projects carried out by the DDA, such as decorative street lighting, accent paving, landscaping, decorative street benches and garbage receptacles, and floral displays. The DDA also participated in funding the placement of a top seventy-five 2010 ArtPrize piece, "Woodwind: Song of a Silent Forest," in William Toan Park in 2012.

West of the city center, the DDA District contains parks and manufacturing plants. William Toan Park, Powers Park, Thompson Field, Boy Scout Park, Two Rivers Park, and Bogue Flats Recreation Area as well as manufacturing concerns such as Portland Products and a TRW plant are located in this area. East of the city center is the traditional sprawl commercial development, with newer buildings and larger parking lots, as well as some pockets of residential housing.



The land development pattern proposed for the DDA District is shown on Map 3, which is from the City of Portland's Master Plan Update in 2008. As depicted, the proposed future land use pattern generally preserves the established land use pattern. According to the updated Master Plan, the Central Business District (CBD) is planned to foster its mix of land uses in a manner that complements the historic character engrained in the features of the built environment. Furthermore, the Plan recommends that the downtown should continue to be diverse, compact, pedestrian-oriented environment where residents can live, work, shop, and socialize.

Ground-floor space in the CBD is recommended to be reserved for pedestrian-oriented retail, office, and service establishments, with loft apartment space on many second floors. The adaptive reuse of residential units within the downtown for home occupations, specialty shops and office uses is encouraged. Other appropriate uses may include restaurants, service stations, lodging, etc. Industrial uses, however, should not be permitted to develop or expand within the CBD.

Existing Public Land Uses

- a. In all, there are approximately 73.24 acres of land currently in public uses. This represents approximately 30% of the total Development Area.

Existing Private Uses

- a. Commercial – There are a total of 136 parcels within the Development Area devoted to commercial purposes such as restaurants, grocery stores, banks, salons, pharmacies, and various service businesses. These 136 parcels represent 70% of all parcels within the Development Area.
- b. Residential – There are a total of 21 residential lots within the Development Area, representing about 18% of all parcels. These consist largely of residential, one and two family buildings.
- c. Industrial – There are 6 parcels within the Development Area used for industrial purposes. These represent 3% of all the parcels.
- d. Vacant Land – There are 11 privately-owned vacant parcels within the Development Area. These represent 5 1/2% of all the parcels in the Area.

In all, there are approximately 166.29 acres of privately-owned land, which comprise 70% of the total Development Area.

Section 17.2c:

A description of existing improvements in the development area to be demolished, repaired or altered, a description of any repairs and alterations, and an estimate of the time required for completion.

A full description of all projects, including those which involve any of the changes described above is provided in Section 17.2d.

Section 17.2d: Project Improvement Plan

The location, extent, character and estimated cost of the improvements including rehabilitation contemplated for the development area and an estimate of the time required for completion.

The DDA is empowered to undertake a variety of activities in the rejuvenation of its downtown district. These may include:

- Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation or reconstruction of a public facility, an existing building or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
- Plan, propose and implement an improvement to a public facility within the development area to comply with the barrier-free design requirements of the State of Michigan.
- Acquire property by purchase or otherwise, on terms and conditions and in a manner the Authority deems proper, or own, convey, or otherwise dispose of, or rights of interests therein, which the Authority determines is reasonable necessary to achieve the purpose of Public Act 197 or 1975, as amended, and to grant or acquire licenses, easements and options with respect thereto.
- Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances thereto, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.

The following project improvement plan is intended to be general in nature to provide flexibility in design and implementation. Detailed planning, design and engineering studies should be conducted to specifically set project parameters. Improvement projects are generally arranged according to their area of impact and are assigned to the following five categories: Downtown Streets and Sidewalk Improvement, Streetscape and Public Parking Lot Enhancement, Promotional and Identity Building, Public Amenity Creation and Maintenance, and Consultation and Operational Expenditures. The order of the projects/activities implies no ranking of priorities.

Payment of Current Bonded Indebtedness

The Portland DDA currently has only one project – Portland City Hall – which has an outstanding bond obligation of \$656,826.

SECTION II, PARAGRAPH G OF THE DEVELOPMENT PLAN IS AMENDED TO INCLUDE THE FOLLOWING:

Downtown Streets and Sidewalk Improvements

This category provides for the development and repair of City streets to better serve properties within the DDA District.

A. Grand River Avenue Mill and Fill/ Grand River Avenue Sidewalk Additions

The DDA plans to perform a “mill and fill” on Grand River Avenue. This project will also provide for additional sidewalk along Grand River Avenue where none currently exists.



B. Bridge Street Improvement Project

The DDA plans to improve Bridget Street (from Maple Street to Water Street) by performing a “mill and fill” along with possibly repairing/ replacing sidewalk portions as necessary.

C. Sidewalk Extensions and Maintenance

The DDA plans to fill in gaps in sidewalks and/ or maintain current existing sidewalk within the DDA district.

D. Repairs to the Divine Highway Bridge

As one of the main entrances into the downtown, the DDA plans to work with the City of Portland to ensure that this bridge is repaired to ensure safety to pedestrians and motorists.

E. Snow Removal in the Central Business District

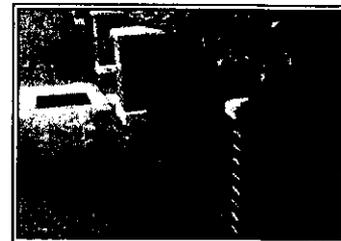
In order to maintain a pedestrian friendly business environment, the DDA plans to work with the City of Portland to have snow removal on sidewalks and curbs during the winter months.

Streetscape and Public Parking Lot Enhancement

This category provides for physical and natural improvements within the public rights-of-way to enhance the visual image and functionality of the streetscape. To date, the DDA has successfully completed an extensive array of streetscape improvement projects along Main Street to create a more inviting appearance and pedestrian friendly shopping environment. The DDA wishes to continue its past success through carrying out the projects listed below.

A. Replace Street Lighting

The DDA plans to upgrade the current high-pressure sodium streetlights throughout the District including, but not limited, to those on Kent Street, Bridge Street (Maple to Grand River), and Maple Street (Grand River to Brush) to more efficient “Light Emitting Diode” (LED) streetlights. The DDA may also extend these on Kent Street from the downtown area south to Interstate 96.



B. Public Parking Lot Sealing and Lining

The DDA plans to assume responsibility for the sealing and re-lining of the City Hall, Maple Street, and Canal Street Parking Lots, each of which is a parking lot utilized by downtown loft residents, visitors, and employees of downtown businesses.

C. Kent Street Streetscape Enhancement

As the “Main Street” for Portland – a street that is both charming and busy – Kent Street will be in need of a streetscape enhancement in the coming years. The DDA plans to work with the City of Portland to keep this street a well maintained, vital roadway into our community.

D. Canal Street Parking Lot Fencing

The DDA plans to add custom fencing and brick columns along the interior perimeter of the Canal Street Parking Lot. This fencing will closely match similar fencing currently existing in the downtown area.



Promotional and Identity Building

The Promotional and Identity Building category relates to projects and activities that are designed to promote economic growth within the development area through the creation of a vibrant, identifiable and welcoming business environment. This category also supports the development of community festivals and attractions that are intended to draw people downtown from the surrounding region.

A. Continuation of the Main Street Program

As an accredited, Master-Level Main Street community by both the National Main Street Center and the Michigan Main Street Center, the Portland Main Street program has been a driving force with regard to revitalizing our historic downtown. This program has created a “public-private” partnership that has allowed business and building owners to get involved in revitalizing the downtown. The DDA will continue to assist in the funding of this program.

B. New Community Entrance Feature

The DDA plans to develop a new community entrance feature at the east end of the district, near Exit 77 on Interstate 96.



C. Continuation of Annual Fireworks Sponsorship

The DDA may continue its annual sponsorship of the Portland Area Chamber of Commerce’s “Fourth of July Fireworks” display.

D. Holiday Decorations

The DDA plans to contribute to decorating the downtown to create a more festive and interesting atmosphere during holiday and other seasons.

Public Amenity Creation and Maintenance

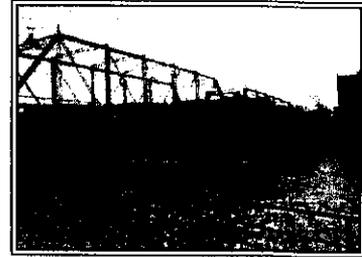
A. Splash Pad/ Spray Park

The DDA may choose to add a public amenity such as a splash/ spray pad to a park within its district. This amenity will be open to the public during the appropriate season(s).



B. Repainting of Pedestrian Bridge across the Grand River

As one of the City of Portland's signature landmarks, the pedestrian bridge across the Grand River (north of Grand River Avenue) may be repainted by the DDA.



C. Repainting and Lighting of the Veteran's Memorial Bridge

As another community landmark, the Veteran's Memorial Bridge will require maintenance and repair during the coming years. The DDA intends to work with the City of Portland to both repaint, and permanently light, this structure.

D. Yearly Downtown Trail Maintenance

Looped by over 8 miles of river trail system, this amenity draws in many people each year for walking, jogging, bicycling, rollerblading, and cross-country skiing. The DDA realizes and understands the popularity of this trail system and plans to work with the Portland Parks and Recreation Department to help defray a portion of the annual maintenance costs.



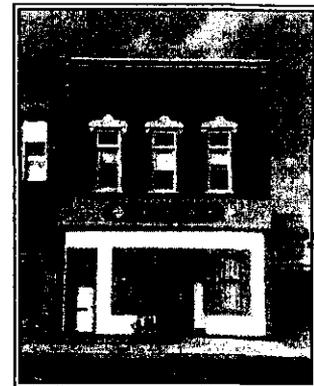
E. Public Art Program

The DDA has determined that art placement within the downtown is an important piece to our efforts at placemaking in Portland. The DDA plans to work with the City, the Parks Department, and the Portland Community Arts Council to design, purchase, or install art in the downtown.

Downtown Building and Business Enhancements

A. Continuation of Downtown Sign Grant Program

The Portland DDA/ Main Street program instituted a matching sign incentive grant in 2011. This grant has helped to create three new, creative pieces during this time. The DDA intends to continue this incentive program.



B. Continuation of Downtown Façade Grant Program

The DDA plans to continue their matching façade incentive grant program -- one that has worked to keep many facades within the district historic and rehabilitated.

Consultation and Operational Expenditures

The Consultation and Operational Expenditures category provides for professional services and operational activities relating to the DDA. This category is relatively variable and is subject to the level of future activity taken on by the DDA.

A. Professional Services

This item covers professional services that may be required to implement the contents of this development plan and to manage and operate the DDA. This may include grant writing and administration, downtown snow removal, planning and architectural design, engineering, inspection, and environmental, financial and accounting, advertising and marketing and legal consultation.

B. DDA Operations

This expenditure category covers all expense relating to operating the DDA such as staff, public notices, mailings, office supplies and equipment, administrative support, etc.

Section 17.2e: Construction Stages

A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

The statement of the stages of planned construction is identified in Table 1. Short-term projects represent activities to be emphasized for construction, particularly in the early stages (first 3-5 years) of the development program. Medium- and long- term projects are seen as long-range capital projects which will likely take precedence later in the development program unless major funds are available sooner; however, all projects are anticipated to be completed by 2038. The annual DDA budget will determine the pace at which the desired projects are completed.

SECTION II, PARAGRAPH I OF THE DEVELOPMENT PLAN, IS AMENDED TO INCLUDE THE FOLLOWING:

Section 17.2f: Open Space

A description of any parts of the development area to be left as open space and the use contemplated for the space.

The areas identified to be left as public open space within the DDA District are:

- Powers Park
- Bogue Flats Recreation Area
- Thompson Field
- William Toan Park
- Boy Scout Park
- Two Rivers Park
- Linear Trail Park
- Scout Park (Downtown)
- Community Lake Park

Section 17.2g: Property Ownership/Leases

A description of any portions of the development area that the authority desires to sell, donate, exchange or lease to or from the municipality and the proposed terms.

The Authority currently owns no portion of the development area. Future transactions between the Authority and the City will be done according to the best interest of the City.

Section 17.2h: Desired Zoning Changes

A description of desired zoning changes and changes in streets, street levels, intersections, and utilities.

No zoning changes are currently planned for the DDA District.

SECTION II, PARAGRAPHS M OF THE DEVELOPMENT PLAN IS AMENDED TO INCLUDE THE FOLLOWING:

Section 17.2i: Development Costs/ Financing

An estimate of the cost of the development, a statement of the proposed method of financing the development and the ability of the authority to arrange the financing.

The total cost for undertaking the projects identified under Section 17.2d is approximately \$8,302,587.00 (please refer also to Table 1).

The activities of the Authority and the development of public improvements shall be financed from one or more of the following sources.

- A. Donations to the Authority for the performance of its functions.
- B. Proceeds of tax imposed pursuant to Section 12 of Public Act 197 of 1975, as amended.
- C. Money borrowed and to be repaid as authorized by Section 13 of Public Act 197 of 1975, as amended.
- D. Revenues from any property, building or facility owned, leased, licensed or operated by the Authority or under its control, subject to the limitations imposed upon the authority by trusts or other agreements.
- E. Proceeds from a special assessment district created as provided by law.
- F. Proceeds of a tax increment financing plan, established under sections 14 to 16 of PA 197 of 1975, as amended.
- G. Money obtained from other sources approved by the governing body of the municipality.

Where receipts of specific funds are indicated as being anticipated by the Authority, methods of repayment will be established as necessary. Where repayment is not necessary, funds shall be credited to the general fund of the Authority for the purpose of financing only those activities, as indicated in this plan or otherwise appropriate as provided in PA 197 of 1975, as amended.

The ability of the Authority to arrange the financing is considered to be established on the basis of tax increment revenues available to the Authority.

Section 17.2j:

Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold or conveyed in any manner and for whose benefit the project is being undertaken if that information is available to the authority.

Not applicable

Section 17.2k:

The procedures for bidding for the leasing, purchasing or conveying in any manner of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold or conveyed in any manner to those persons.

Not applicable

SECTION II, PARAGRAPH P OF THE DEVELOPMENT PLAN IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

Section 17.2l:

Estimates of the number of persons residing in the development area and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence, or under construction, the condition of those in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.

It is estimated that, with the removal of 13 residential properties from the Development District, 80 people currently reside within the area. The DDA does not foresee any individuals or families being displaced.

Section 17.2m:

A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.

Not applicable

Section 17.2n:

Provision for the cost of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the federal uniform relocation assistance and real property acquisition policies act of 1970, being Public Law 91-646, 42 USC sections 4601, et seq.

Not applicable

Section 17.2o:

A plan for compliance with Act No. 227 of the Public Acts of 1972, being sections 213.321 to 213.332 of the Michigan Compiled Laws (Condemnation/Relocation Assistance)

Not applicable

Section 17.2p:

Other material which the authority, local public agency, or governing body deems pertinent.

Wherever the provisions of the Downtown Development Plan and the Tax Increment Financing Plan are inconsistent with any provisions of the prior adopted Plans, the provisions of these Downtown Development Plan amendments shall be controlling. All provisions of the prior plan consistent with the provisions of these Development Plan amendments shall be and remain in full force and effect.



City of Portland
Downtown Development
Authority

Amended Tax Increment
Finance Plan

2014-2038

Section 12.1: District Tax Law

An authority with the approval of the municipal governing body may levy an ad valorem tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district. The tax shall not be more than 1 mill if the downtown district is in a municipality having a population of 1,000,000 or more, or not more than 2 mills if the downtown district is in a municipality having a population of less than 1,000,000. The tax shall be collected by the municipality creating the authority levying the tax. The municipality shall collect the tax at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the treasurer of the authority and credited to the general fund of the authority for purposes of the authority.

Not applicable as this area shall not rely on a separate millage for operations.

SECTION III, PARAGRAPH B OF THE TIF PLAN IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

Section 14.1: Tax Increment Financing

A detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, the duration of the program, and a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions.

Tax increment financing is a governmental financing program that contributes to economic growth and development by dedicating a portion of the tax base resulting from economic growth and development to certain public facilities and structures or improvements of the type designed and dedicated to public use and thereby facilitates certain projects which created economic growth and development.

For this Tax Increment Financing Plan, the DDA adopts by reference and incorporates into this Tax Increment Financing Plan, the contents of the Development Plan adopted by the DDA on February 22, 1988.

A number of potential funding sources are available to the DDA. The levying of a separate ad valorem tax downtown has not as of this date been utilized, while the Tax Increment Financing (TIF) procedure option is described below:

1. Tax Increment Procedure

TIF is a method of funding public investments in an area slated for (re)development by capturing, for a time, all or a portion of the increased tax revenue that may result if the (re)development stimulates private investment. The concept of tax increment financing is applied only to the downtown district for which a development plan has been prepared by the DDA and adopted by the community's legislative body.

PA 197 of 1975, as amended, includes all increases in valuation resulting from the development plan whether in fact these increases bear any relation to the development or not. Tax increment revenues for the DDA result in the application of general tax rates of the community and all other governmental bodies levying taxes in the downtown district. These include the City, County, Library, etc. The amount to be transmitted to the DDA is that portion of the tax levy of all of these applicable taxing bodies paid each year on real and personal property.

2. "Captured Value" means the amount in any one year by which the current taxable value of the district, including the value of property for which specific local taxes are paid in lieu of property taxes, exceeds the initial value. "Initial value" means the taxable value of all the property within the boundaries of the district at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality at the time the ordinance is adopted. Property for which an industrial facilities exemption certificate or a commercial housing facilities exemption certificate is in effect shall not be considered to be property which is exempt from taxation. Tax dollars accruing from any incremental increase in taxable value above the initial value (base year total) may then be used by the DDA. Data presented in Table 6 reveals the anticipated capture on the taxable value for the City of Portland Downtown Development Authority District through the year 2038, and provides a disbursement cycle. The base year taxable value for the Development District is \$7,072,400.00.

3. Total Potential Revenue

The total potential TIF revenue available to the DDA from captured taxable value is displayed in Table 3. By the end of the planning period, it is estimated that approximately \$8,302,587.00 to fund projects identified in this amended Development Plan could be collected by the DDA and used for making public improvements within the downtown district.

A breakdown showing the components of Portland's millage rate is provided in Tables 2 and 3.

SECTION III, PARAGRAPH D OF THE TIF PLAN IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

4. Bonded Indebtedness to be Incurred

Certain State and Federal loans, loan guarantees and grants will be sought for carrying out this TIF Plan including the Development Plan. All bonding methods employed by the DDA are subject to the provisions of the Development Plan. The Development Plan of this TIF Plan can be financed through the authorization, issuance and sale of revenue bonds, general obligation bonds, or tax increment bonds. Types of bonds to be issued in accomplishing this plan will be determined after further project planning is undertaken.

The amount of indebtedness to be incurred by the DDA for all bond issues or loans including payments of capitalized interest, principal and required reserves shall be determined by the DDA, subject to approval by the City Council.

5. Tax Increment Revenue

Tables 2, 3, 4, and 5 project the estimate of capturable taxable values, the anticipated available revenue stream and disbursement cycle, and the potential revenue reallocation from the various taxing units.

The Portland DDA currently has only one project – Portland City Hall – to which it has outstanding bond and/ or loan payments. The following table illustrates both the principal and interest of this obligation:

City Hall Amortization Schedule (Principal and Interest):

<u>Payment Year</u>	<u>Total Amount</u>
2014	\$209,288.00
2015	\$225,676.00
2016	\$221,892.00
2017	\$0.00
2018	\$0.00
Total	\$656,826.00

SECTION III, PARAGRAPH G OF THE TIF PLAN IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

The tax increment financing plan shall last through the year 2038 except as the same may be amended or modified from time to time by the Portland City Council upon recommendation of the DDA and upon notice, public hearing and amendment as required by the Act.

SECTION III, PARAGRAPH K OF THE TIF PLAN IS HEREBY AMENDED TO INCLUDE THE FOLLOWING:

2. Downtown Development Authority Annual Budget

An annual DDA budget will highlight and prioritize projects. This annual budget will detail all operational and administrative expenses and fund development projects in priority as determined by the DDA Board. The City Council shall approve all DDA expenditures, by adoption of the annual DDA budget.

Table 1

LIST OF PLANNED PROJECTS BY PRIORITY, ESTIMATED COST AND CONTRIBUTION CITY OF PORTLAND DDA 2014-2038		
PROJECT PRIORITY ^a	PROJECT DESCRIPTION	ESTIMATED PROJECT COST ^b
	<i>Payment of Current Bonded Indebtedness</i>	
A	A. Portland City Hall Debt	\$656,826
	<i>Street and Sidewalk Improvements</i>	
B	A. Grand River Avenue Mill and Fill/ Grand River Avenue Sidewalk Additions	\$500,000
C	B. Bridge Street Improvement Project	\$200,000
O	C. Sidewalk Extensions and Maintenance	\$115,000
A	D. Repairs to the Divine Highway Bridge	\$1,000,000
O	E. Snow Removal in the Central Business District	\$125,000
	<i>Streetscape and Public Parking Lot Enhancement</i>	
B	A. Replace Street Lighting	\$500,000
B	B. Public Parking Lot Sealing and Lining	\$125,000
C	C. Kent Street Streetscape Enhancement	\$250,000
B	D. Canal Street Parking Lot Fencing	\$35,000
	<i>Promotional and Identity Building</i>	
O	A. Continuation of the Main Street Program	\$1,000,000
C	B. New Community Entrance Feature	\$150,000
O	C. Continuation of Annual Fireworks Sponsorship	\$60,000
O	D. Holiday Decorations	\$200,000
	<i>Public Amenity Creation and Maintenance</i>	
B	A. Splash Pad/ Spray Park	\$350,000
A	B. Repainting of Pedestrian Bridge across the Grand River	\$200,000
B	C. Repainting and Lighting of the Veteran's Memorial Bridge	\$250,000
O	D. Yearly Downtown Trail Maintenance	\$100,000
O	E. Public Art Program	\$75,000
	<i>Downtown Building and Business Enhancements</i>	
O	A. Continuation of Downtown Sign Grant Program	\$50,000
O	B. Continuation of Downtown Façade Grant Program	\$200,000
	<i>Consultation and Operational Expenditures</i>	
O	A. Professional Services	\$210,761
O	B. DDA Operations	\$1,950,000
	TOTAL	\$8,302,587
^a Project Description rank as follows A= Short-Term (0-5 Years) B= Medium-Term (6-10 Years) C= Long-Term (11-25 Years) O= Ongoing		
^b Actual project cost will depend upon the design and specification of project components and market conditions at time of implementation.		

TABLE 2

**Available Revenue Allocation
By Taxing Jurisdiction -- Ad Valorem
City of Portland Downtown Development Authority**

Year	Taxable Value	Initial Year	Captured Value	Portland General 12,6574	Portland Streets 1,0000	Library Operating 0,9339	Library Debt 0,8900	Tonia County 5,0184	Total Captured Levy 20,4997
2013	\$21,650,718	\$7,072,400	\$14,578,318	\$186,524	\$14,578	\$13,615	\$12,975	\$73,160	\$298,851
2014*	\$20,476,811	\$6,814,300	\$13,662,511	\$172,932	\$13,663	\$17,759	\$12,160	\$68,564	\$280,077
2015**	\$18,336,347	\$6,814,300	\$11,522,047	\$145,839	\$11,522	\$10,760	\$10,255	\$57,822	\$236,199
2016	\$18,703,074	\$6,814,300	\$11,888,774	\$150,481	\$11,889	\$11,103	\$10,581	\$59,663	\$243,716
2017	\$19,077,136	\$6,814,300	\$12,262,836	\$155,216	\$12,263	\$11,452	\$10,914	\$61,540	\$251,384
2018	\$19,458,678	\$6,814,300	\$12,644,378	\$160,045	\$12,644	\$11,809	\$11,253	\$63,455	\$259,205
2019	\$19,847,852	\$6,814,300	\$13,033,552	\$164,971	\$13,034	\$12,172	\$11,602	\$65,408	\$267,184
2020	\$20,244,809	\$6,814,300	\$13,430,509	\$169,995	\$13,431	\$12,543	\$11,953	\$67,400	\$275,321
2021	\$20,649,705	\$6,814,300	\$13,835,405	\$175,120	\$13,835	\$12,921	\$12,314	\$69,437	\$283,672
2022	\$21,062,699	\$6,814,300	\$14,248,399	\$180,348	\$14,248	\$13,307	\$12,681	\$71,504	\$292,088
2023	\$21,483,953	\$6,814,300	\$14,669,653	\$185,680	\$14,670	\$13,700	\$13,036	\$73,618	\$300,723
2024	\$21,913,632	\$6,814,300	\$15,099,332	\$191,118	\$15,099	\$14,101	\$0	\$75,774	\$296,093
2025	\$22,679,105	\$6,814,300	\$15,864,805	\$200,807	\$15,865	\$14,816	\$0	\$79,516	\$311,704
2026	\$23,132,687	\$6,814,300	\$16,318,387	\$206,548	\$16,318	\$15,240	\$0	\$81,892	\$319,999
2027	\$23,595,341	\$6,814,300	\$16,781,041	\$212,404	\$16,781	\$15,672	\$0	\$84,714	\$329,071
2028	\$24,067,248	\$6,814,300	\$17,252,948	\$218,377	\$17,253	\$16,113	\$0	\$86,587	\$338,375
2029	\$24,548,593	\$6,814,300	\$17,734,293	\$224,470	\$17,734	\$16,562	\$0	\$88,998	\$347,764
2030	\$25,039,565	\$6,814,300	\$18,225,265	\$230,684	\$18,225	\$17,021	\$0	\$91,462	\$357,392
2031	\$25,540,356	\$6,814,300	\$18,726,056	\$237,023	\$18,726	\$17,488	\$0	\$93,975	\$367,217
2032	\$26,051,163	\$6,814,300	\$19,236,863	\$243,489	\$19,237	\$17,965	\$0	\$96,538	\$377,229
2033	\$26,572,186	\$6,814,300	\$19,757,886	\$250,083	\$19,758	\$18,452	\$0	\$99,153	\$387,446
2034	\$27,103,630	\$6,814,300	\$20,289,330	\$256,810	\$20,289	\$18,948	\$0	\$101,820	\$397,868
2035	\$27,645,703	\$6,814,300	\$20,831,403	\$263,671	\$20,831	\$19,454	\$0	\$104,540	\$408,498
2036	\$28,198,617	\$6,814,300	\$21,384,317	\$270,670	\$21,384	\$19,971	\$0	\$107,315	\$419,340
2037	\$28,762,589	\$6,814,300	\$21,948,289	\$277,808	\$21,948	\$20,498	\$0	\$110,145	\$430,399
2038	\$29,337,841	\$6,814,300	\$22,523,541	\$285,089	\$22,524	\$21,035	\$0	\$113,032	\$441,680
TOTALS				\$5,229,681.00	\$413,171.82	\$385,861.16	\$116,766.28	\$2,073,461.46	\$8,218,941.72

*2014 Year assumes a loss of approximately \$1,000,000 in PPT

**2015 year assumes an additional loss of approximately \$2,500,000 in PPT revenues

***Library debt ends in 2023

NOTE: After 2015, growth of the "Captured Value" amount is based on a forecast of 2% growth
NOTE: In 2014, 13 residential properties will be removed from the DDA, dropping the "Taxable Value" \$575,411.

TABLE 3

Available Revenue Allocation
By Taxing Jurisdiction -- IFT's
City of Portland Downtown Development Authority

Year	Taxable Value	Initial Year	Captured Value	Portland General 6.3287	Portland Streets 0.5000	Library Operating 0.4670	Library Debt* 0.4450	Ionia County 2.5092	Total Captured Levy 10.2499
2013	\$848,600.00	\$0.00	\$848,600.00	\$10,741.07	\$848.60	\$792.51	\$755.25	\$4,258.61	\$17,396.05
2014	\$827,530.00	\$0.00	\$827,530.00	\$10,411.09	\$827.53	\$768.14	\$732.05	\$4,127.78	\$16,861.62
2015	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2016	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2017	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2018	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2019	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2020	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2021	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2022	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2023	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,797.50
2024	\$327,200.00	\$0.00	\$327,200.00	\$4,141.50	\$327.20	\$305.57	\$291.21	\$1,642.02	\$6,416.29
2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2026	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2029	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2030	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2031	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2032	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2033	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2034	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2035	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2036	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2037	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2038	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS				\$51,826.10	\$4,094.53	\$3,823.88	\$3,352.92	\$20,547.99	\$83,645.43

*Library debt ends in 2023

TABLE 4

**Estimate of Ad Valorem Captured Taxable
Value City of Portland Downtown
Development Authority**

Year	Taxable Value	Growth	Initial Taxable	Captured Taxable
2013	\$21,650,718	\$0	\$7,072,400	\$14,578,318
2014*	\$20,476,811	-\$1,173,907	\$6,814,300	\$13,662,511
2015*	\$18,336,347	-\$2,140,464	\$6,814,300	\$11,522,047
2016	\$18,703,074	\$366,727	\$6,814,300	\$11,888,774
2017	\$19,077,136	\$374,061	\$6,814,300	\$12,262,836
2018	\$19,458,678	\$381,543	\$6,814,300	\$12,644,378
2019	\$19,847,852	\$389,174	\$6,814,300	\$13,033,552
2020	\$20,244,809	\$396,957	\$6,814,300	\$13,430,509
2021	\$20,649,705	\$404,896	\$6,814,300	\$13,835,405
2022	\$21,062,699	\$412,994	\$6,814,300	\$14,248,399
2023	\$21,483,953	\$421,254	\$6,814,300	\$14,669,653
2024	\$21,913,632	\$429,679	\$6,814,300	\$15,099,332
2025***	\$22,679,105	\$765,473	\$6,814,300	\$15,864,805
2026	\$23,132,687	\$453,582	\$6,814,300	\$16,318,387
2027	\$23,595,341	\$462,654	\$6,814,300	\$16,781,041
2028	\$24,067,248	\$471,907	\$6,814,300	\$17,252,948
2029	\$24,548,593	\$481,345	\$6,814,300	\$17,734,293
2030	\$25,039,565	\$490,972	\$6,814,300	\$18,225,265
2031	\$25,540,356	\$500,791	\$6,814,300	\$18,726,056
2032	\$26,051,163	\$510,807	\$6,814,300	\$19,236,863
2033	\$26,572,186	\$521,023	\$6,814,300	\$19,757,886
2034	\$27,103,630	\$531,444	\$6,814,300	\$20,289,330
2035	\$27,645,703	\$542,073	\$6,814,300	\$20,831,403
2036	\$28,198,617	\$552,914	\$6,814,300	\$21,384,317
2037	\$28,762,589	\$563,972	\$6,814,300	\$21,948,289
2038	\$29,337,841	\$575,252	\$6,814,300	\$22,523,541

* Factors affecting 2014 and 2015 will be the loss of the Personal Property Tax AND the reduction of total parcels within the DDA District ** Initial value is adjusted for the reduction of parcels within the DDA

*** IFT added back to Ad Valorem Roll

Table 5

Estimate of IFT Captured Taxable Value
City of Portland Downtown Development Authority

Year	Taxable Value	Growth/	Initial Taxable	Captured Taxable
2013	\$848,600.00	\$0.00	\$0.00	\$848,600.00
2014	\$822,530.00	-\$26,070.00	\$0.00	\$822,530.00
2015*	\$327,200.00	-\$495,330.00	\$0.00	\$327,200.00
2016	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2017	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2018	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2019	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2020	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2021	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2022	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2023	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2024	\$327,200.00	\$0.00	\$0.00	\$327,200.00
2025**	\$0.00	-\$327,200.00	\$0.00	\$0.00
2026	\$0.00	\$0.00	\$0.00	\$0.00
2027	\$0.00	\$0.00	\$0.00	\$0.00
2028	\$0.00	\$0.00	\$0.00	\$0.00
2029	\$0.00	\$0.00	\$0.00	\$0.00
2030	\$0.00	\$0.00	\$0.00	\$0.00
2031	\$0.00	\$0.00	\$0.00	\$0.00
2032	\$0.00	\$0.00	\$0.00	\$0.00
2033	\$0.00	\$0.00	\$0.00	\$0.00
2034	\$0.00	\$0.00	\$0.00	\$0.00
2035	\$0.00	\$0.00	\$0.00	\$0.00
2036	\$0.00	\$0.00	\$0.00	\$0.00
2037	\$0.00	\$0.00	\$0.00	\$0.00
2038	\$0.00	\$0.00	\$0.00	\$0.00

* Industrial Personal Property becomes exempt

** IFT expires and property returns to Ad Valorem Roll

TABLE 6

**Estimate of Available Revenue Stream
City of Portland Downtown Development Authority**

Captured Taxable		Available Tax Increment	Disbursement
Year	Values	Revenues	Cycle
2014	\$14,485,041	\$296,939	2014-2015
2015	\$11,849,247	\$242,906	2015-2016
2016	\$12,215,974	\$250,424	2016-2017
2017	\$12,590,036	\$258,092	2017-2018
2018	\$12,971,578	\$265,913	2018-2019
2019	\$13,360,752	\$273,891	2019-2020
2020	\$13,757,709	\$282,029	2020-2021
2021	\$14,162,605	\$290,329	2021-2022
2022	\$14,575,599	\$298,795	2022-2023
2023	\$14,996,853	\$307,431	2023-2024
2024	\$15,426,532	\$302,510	2024-2025
2025	\$15,864,805	\$311,104	2025-2026
2026	\$16,318,387	\$319,999	2026-2027
2027	\$16,781,041	\$329,071	2027-2028
2028	\$17,252,948	\$338,325	2028-2029
2029	\$17,734,293	\$347,764	2029-2030
2030	\$18,225,265	\$357,392	2030-2031
2031	\$18,726,056	\$367,212	2031-2032
2032	\$19,236,863	\$377,229	2032-2033
2033	\$19,757,886	\$387,446	2033-2034
2034	\$20,289,330	\$397,868	2034-2035
2035	\$20,831,403	\$408,498	2035-2036
2036	\$21,384,317	\$419,340	2036-2037
2037	\$21,948,289	\$430,399	2037-2038
2038	\$22,523,541	\$441,680	2038-2039
	TOTAL TIF Revenues	\$8,302,587.15	



**City of Portland
Downtown Development Authority**

**Amended
Downtown Development/ TIF Plan**

2014-2038

Legal Description and Maps

EXHIBIT A
LEGAL DESCRIPTION FOR THE PORTLAND DOWNTOWN DEVELOPMENT AUTHORITY
AS AMENDED: 9/87 Approved 11/2/87

Commencing in the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 28 T6N R5W at the intersection of the centerline of the C. & O. Railroad Right-of Way and the North Corporate City Limits, also being the North 1/8 line of Section 28; sd point being 80 ft. M/L East of the Ely line of lot 1 of the Culver Addition. Th: E. on N. 1/8 line 970 ft. M/L. to the NELY line of the Zoned Industrial Line of the Portland City Zoning Map. Th: S 05 $^{\circ}$ 51' E. 260.8 ft. Th: S 00 $^{\circ}$ 51' W. 300 ft. Th: Continuing alg sd industrial line S 50 $^{\circ}$ E. M/L. 300 ft. M/L. Th: Continuing alg sd I. line S 60 $^{\circ}$ E M/L. 400 ft. M/L. Th: Continuing alg sd I. line S 52 $^{\circ}$ E M/L. 300 ft. M/L. Th: Alg sd I. line S 40 $^{\circ}$ E M/L. 600 ft. M/L. Th: Alg sd I. line S 31 $^{\circ}$ E M/L. 550 ft. M/L. Th: Alg sd. I. line, S 10 $^{\circ}$ E M/L. 400 ft. M/L. Th: Alg sd. I. line S 00 $^{\circ}$ W M/L. 200 ft. M/L. Th: Alg sd. I. line S 25 $^{\circ}$ W M/L. 450 ft. M/L. to the NLY line of the C. & O. RRD ROW. line. Th: S 32 $^{\circ}$ E. M/L. alg sd NLY line of RRD ROW 153 ft. M/L. to the WLY bank of the Grand River. Th: Continuing SELY alg NLY RRD ROW line across sd River to the ELY bank sd River 300 ft. M/L. to ELY bank sd River. Th: S 37 $^{\circ}$ 16' 39" E. 476 ft. alg NLY RRD ROW. Th: S 45 $^{\circ}$ 46' 39" E. 200 ft. Th: S. 49 $^{\circ}$ 30' E. 110.3 ft. to the centerline of Divine Hwy. Th: NELY alg sd centerline of Divine Hwy. 388 ft. Th: ELY 33 ft. to NW crn lot 24 of the Supervisor Linebaugh Addition. Th: SELY alg NLY line lot 24 - 157 ft. Th: S. 179.4 ft. alg E. line lot 24 to centerline Looking Glass Ave. Th: W. on sd cen. 11/70 ft. to a pt. that is 33 ft. N. and 20 ft. W. of the NE corn of lot 46. Sup. Linebaugh Add. Th: S 280 ft. M/L. to the NLY line of the C. & O. RRD ROW. Th: SELY alg said RRD ROW 720 ft. M/L. to the E. line Section 33 T6N R5W. Th: S. 62 $^{\circ}$ E. alg sd NLY RRD ROW line 2,500 ft. M/L. to the WLY li of the R-4 Zoned Area of City Zoning Map if extended N. to N. li. sd. RRD Row. Th: S 37 $^{\circ}$ 59' 57" W 657.1 ft. to apt that is N 37 $^{\circ}$ E 210.37 ft. from the centerline of E. Gr. River Ave. Th: S 37 $^{\circ}$ E. 310.6ft. Th: N 52 $^{\circ}$ 48' E. 114.55 ft. Th: S 37 $^{\circ}$ E. 505.55 ft. to the E. li. of Bristle Street. Th: N 52 $^{\circ}$ 48' E. 135 ft. Th: S 37 $^{\circ}$ 12' E. 606 ft. to the E. line of Rowe Ave. Th: N 50 $^{\circ}$ 59' E. 240 ft. M/L. to NLY line of the C. & O. RRD ROW. Th: SELY 310 ft. M/L. alg sd RRD ROW line to the East Corporate limits. Th: SLY 150 ft. M/L. alg sd Corporate line to the SLY line of sd RRD ROW. Th: SELY alg sd SLY RRD ROW 780 ft. M/L. to the most SLY pt of the S. City Limits at its intersection with the WLY line of I-96 Highway ROW East of E. Gr. River Ave. (SW $\frac{1}{4}$ OF SE $\frac{1}{4}$ SEC. 34 T6N R5W). Th: NWLY 1130 ft. M/L. alg the Ely I-96 Exit 77 Ramp ROW to the Ely line ROWE AVE., at its intersection with the ELY line of E. Gr. River Ave. & the N/S $\frac{1}{4}$ line. Th: S. on sd N/S $\frac{1}{4}$ line 425 ft. M/L. to the S 1/8 line, also being the S. Corporate line West of E. Gr. River Ave. Th: West on S 1/8 line 1117.23 ft. Th: N 331.86 ft. Th: N 89 $^{\circ}$ 58' 50" E. 447.36 ft. to E. line of Zoned R-3 line of City Zoning Map East of Charlotte Hwy. Th: N 00 $^{\circ}$ 02' 50" E. 530.32 ft. alg E. line of R-3 area. Th: N 38 $^{\circ}$ 00' 58" W. 140.58 ft. Th: S 89 $^{\circ}$ W 222.69 ft. Th: S. 96.5 ft. Th: W. 188 ft. Th: N 96.5 ft. Th: W. 150 ft. to the centerline of Charlotte Hwy. Th: S 43 ft. alg sd centerline - also the W. 1/8 line Sec. 34. Th: S 89 $^{\circ}$ 29' 12" W. 299.05 ft. Th: N 00 $^{\circ}$ W 150.16 ft. Th: N 89 $^{\circ}$ 29' 12" E. 146.43 ft. Th: N 01 $^{\circ}$ E. 200.34 ft. to centerline of E. Bridge Street. Th: W. on said centerline 250 ft. M/L. to the intersection with the centerline of Newton Street. Th: N 32 $^{\circ}$ E. alg said centerline of Newton St. 460 ft. M/L. to the SW corner of lot 10 of the Pierce Addition to the City of Portland. Th: N 01 $^{\circ}$ 40' E. 221.6 ft. alg W. li. of lots 5 through 10 sd Pierce Addition to the WLY point of lot 5. Th: N 45 $^{\circ}$ 40" W. 199.0 ft. to SWLY crn lot 1 of Pierce Add. Th: S 35 $^{\circ}$ 34' W. 30 ft. M/L. to a pt that is N 35 $^{\circ}$ E. 190 ft. from NLY line of James Street. Th: N 54 $^{\circ}$ 12' 20" W. 268.2 ft. Th: N 35 $^{\circ}$ E. 23 ft. M/L. to a pt. that is N 35 $^{\circ}$ E. 212.8 ft. from N. line James St. Th: N 47 $^{\circ}$ W M/L. 151 ft. to E. li of lot 6 of the Goodwin Addition to the City. Th: S 35 $^{\circ}$ W. 31.67 ft. alg. E. li. of lot 6 to a pt that is N 35 $^{\circ}$ E. 200 ft. from SE crn of Goodwin Add. Th: N 54 $^{\circ}$ 30' W. 277.5 ft. to NW crn of lot 13 Goodwin Add. Th: N 54 $^{\circ}$ 30' W. 215.3 ft. across East St. alg N. line lot 15 if extended, to a pt on lot 14 sd. Addition. Th: S 35 $^{\circ}$ 30" W. 100 ft. to NE crn of lot 20 Goodwin Add. Th: N 54 $^{\circ}$ 30' W. 100 ft. to the W. line of lot 14 sd Addition and NW crn of lot 21. Th: N 35 $^{\circ}$ 30' E. 50 ft. alg WLY line of lot 14. Th: N 60 $^{\circ}$ 29' 12" W 120 ft. to the E. line of platted alley lying E. of lots 62 through 65 of the James Newman Addition. Th: NELY alg E. line sd alley to the centerline of E. Gr. River Ave. 228 ft. M/L. Th: N 60 $^{\circ}$ 29' 12" W. 208 ft. M/L. alg sd centerline

to the WLY line of N. Grant St. Th: NWLY & WLY - 800 ft. M/L alg sd centerline of E. Gr. River Ave. to a pt that is 33 ft. M/L NELY from NE crn lot 72 of the Original Plat of the City of Portland if ELY line sd lot were extended to the centerline sad Gr. River Ave. Th: S 32° W 33 ft. M/L to the NE crn lot 72 sd plat. Th: S 58° E. 140 ft. to NE crn lot 81, Original Plat. Th: S 32° W. 200 ft. to SE crn lot 84, sd. plat. Th: N 58° W. 140 ft. alg SLY line lot 84 to SE crn lot 75 sd plat. Th: S 32° W. 699 ft. alg ELY line lots 76 through 79 and lots 123 through 130. to centerline of Academy Street. Th: N 58° W 153 ft. alg sd centerline to the intersection of centerline of Maple St. Th: S 32° W 466 ft. alg centerline Maple St. to centerline of Brush St. Th: N 58° W 206 ft. alg centerline Brush St. to the centerline of Kent St. Th: S 32° W 158 ft. M/L alg centerline Kent St. to centerline Riverside Dr. (platted as Hill St. in Supervisor Linebaugh Addition # 2.) Th: N 52° W. 322 ft. M/L to centerline Riverside Dr. (platted as Peers St. in sd Addition.) Th: S 38° W 27.6 ft. alg sd. centerline Riverside Dr. to NELY line of lot 30 if extended. Th: N 52° W. 298 ft. alg the NLY line of lot 138 to the ELY bank of the Grand River. Th: S 60° W M/L 700 ft. M/L across the Grand River to the SE crn. of lot 204 of the Bartow's 2nd Addition. Th: NWLY 370 ft. M/L alg the SWLY lines of lots 204 and 205 and if extended to the NLY line of Canal St. Th: NELY alg the NLY line of Canal St. 1689 ft. M/L to a pt that is SW 89.19 ft. from the most SELY pt of lot 29 of the Original Plat. Th: N 51½° W 159.93 ft. to the NWLY line of lot 29 sd. plat Th: SWLY 59 ft. M/L alg the NWLY line of lot 29 (also SLY line lot 28) to the SWLY crn lot 28. Th: NWLY 40 ft. M/L alg SWLY line lot 28 to the SLY line of lot 27. Th: WLY 31.91 ft. on SLY line lot 27 to W. line lot 27. Th: NWLY 153 ft. alg WLY line lot 27 if extended to centerline of Market St. Th: NELY alg sd cen. line 155 ft. M/L to intersection with centerline of W. Bridge St. (platted Broad St., Original Plat. Th: S 51° 30' E. 60 ft. M/L to a pt that is S 38° W 45 ft. M/L from the SELY crn lot 26 of sd plat. Th: N 38° E. alg the ELY line lots 26 and 21 to the SLY line of W. Gr. River Ave. Th: SELY 350 ft. M/L alg. SLY li. W. Gr. River Ave. to WLY line Water St. Th: N 38° E. 33 ft. M/L to centerline sd Ave. Th: NWLY alg sd. centerline W. Gr. River Ave. 120 ft. M/L to E. line of platted alley lying between lots 3 and 4 of Original Plat. if extended. Th: N 38° E. 150 ft. M/L to SLY line of lot 1 Original Plat. Th: SELY alg SLY line lot 1 to W. line of Water St. Th: NLY 100 ft. M/L alg WLY line Water St. to South line of Section 28 16N R5W., also being the SE crn of lot 80 of the Supervisor Linebaugh Addition, sheet # 2. Th: NELY 541.10 ft. alg sd WLY line Water St. and ELY line of lots 80- 82- 83- 84- 85- and 86 to SE crn of lot 87 sd. Addition. Th: WLY 295.9 ft. alg SLY line lots 87 & 88 to E. line lot 96 sd. Addition. Th: NELY 118.2 ft. alg sd. ELY line to NELY crn lot 95. Th: West 61 ft. M/L on NLY line lot 95 to a pt that is 170 ft. E. of SW crn lot 94. Th: N. parallel to Pleasant St. 180 ft. to a pt that is 180 ft. E. of NW crn. of lot 93 sd. Addition. Th: NW 113 ft. M/L to NE crn lot 92. Th: N 69 ft. alg E. line lots 91 and 90. Th: W. 20 ft. alg N. li. lot 90. Th: NWLY 55.3 ft. alg NELY li. lot 90 to NE crn lot 90. S. Linebaugh Add. Th: W. 108 ft. alg N. line lot 90 and if extended to cen. li. Pleasant St. Th: N alg sd. cen. li. Pleasant St. 518.11 ft. to cen. li. Water St. (platted Railroad St.) Th: NWLY alg cen li. Water St. 380 ft. M/L to cen. li. Quarterline St. also being N/S ¼ line of Sec. 28. Th: N. on sd N/S ¼ line 122.61 ft. Th: N 58° E. 201.59 ft. M/L to cen. li. C. & O. RRD ROW. Th: N. 32° W alg sd. cen. li. RRD ROW 730 ft. M/L to E/W ¼ line. Th: NWLY alg sd centerline RRD ROW 1780 ft. M/L to the North corporate City Limits, also being the North 1/8 line of Section 28 and pt of the Point of Beginning. The RRD ROW is 100 ft. in width with the SWLY ROW being 56 ft. and NELY being 44 ft. in width. This description being a part of Sections 28 - 33 & 34 of the TWP of Portland, Now City of Portland. 16N R5W.

**City of Portland Downtown Development Authority
Legal Description Addendum
January 15, 2014**

The City of Portland Downtown Development Authority plans to exclude the following parcels within the district upon acceptance and effective date of the amended Development/ TIF Plan from 2014 to 2038:

- 300-079-000-045-00 -- 1020 East Grand River Avenue
- 300-091-000-178-00 -- 1042 East Grand River Avenue
- 300-091-000-180-00 -- 1082 East Grand River Avenue
- 300-210-000-015-00 -- 137 Charlotte Highway
- 300-210-000-020-00 -- 125 Charlotte Highway
- 300-079-000-155-00 -- 1037 East Grand River Avenue
- 300-200-000-230-00 -- 515 East Grand River Avenue
- 300-200-000-220-00 -- 529 East Grand River Avenue
- 300-250-000-255-00 -- 248 Divine Highway
- 300-260-000-130-00 -- 126 Riverside Drive
- 300-260-000-135-00 -- 132 Riverside Drive
- 300-050-000-610-00 -- 247 Maple Street
- 300-050-000-605-00 -- 239 Maple Street



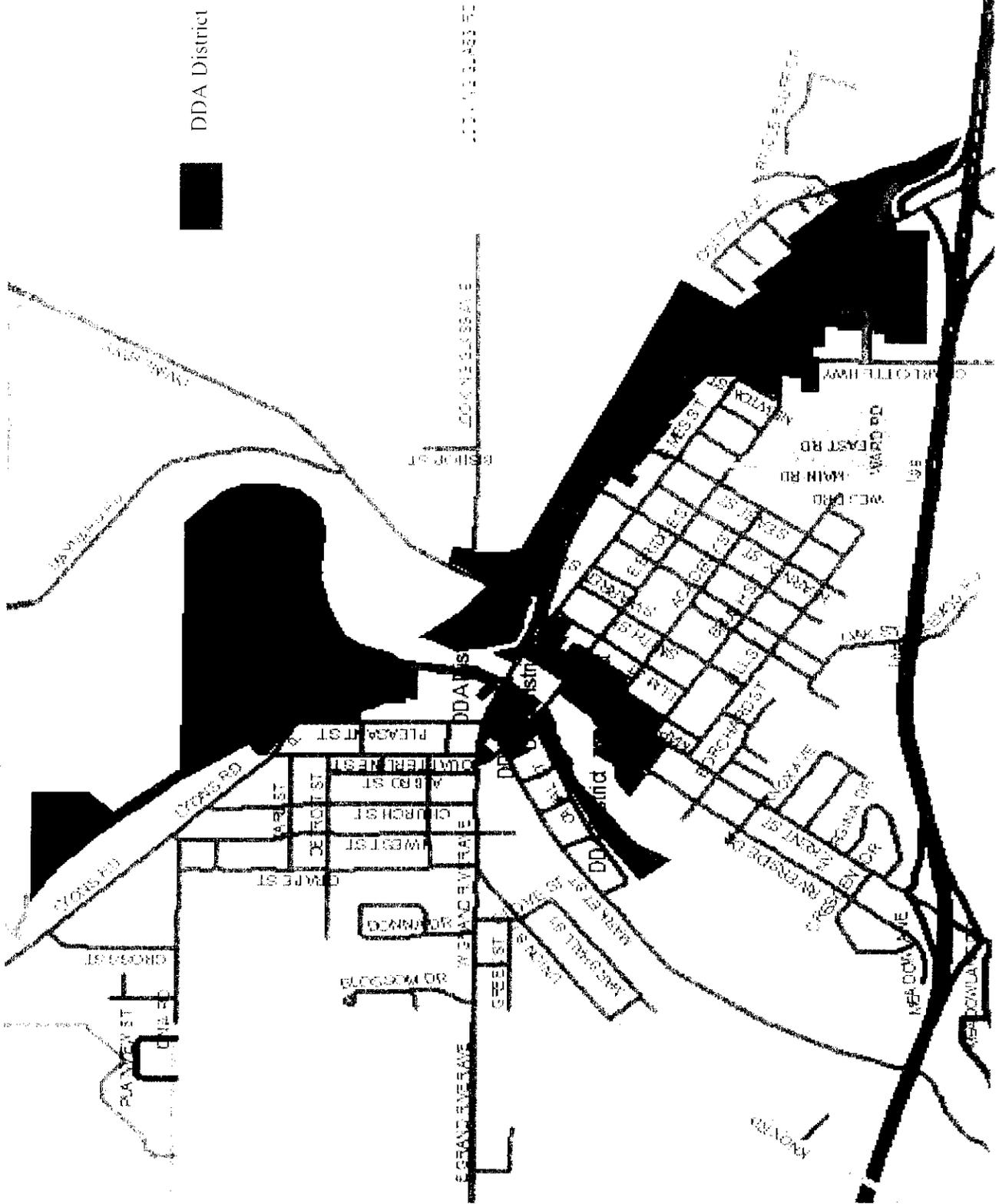
City of Portland
Downtown Development Authority

Amended
Downtown Development/ TIF Plan

2014-2038

Maps

City of Portland DDA District 2014



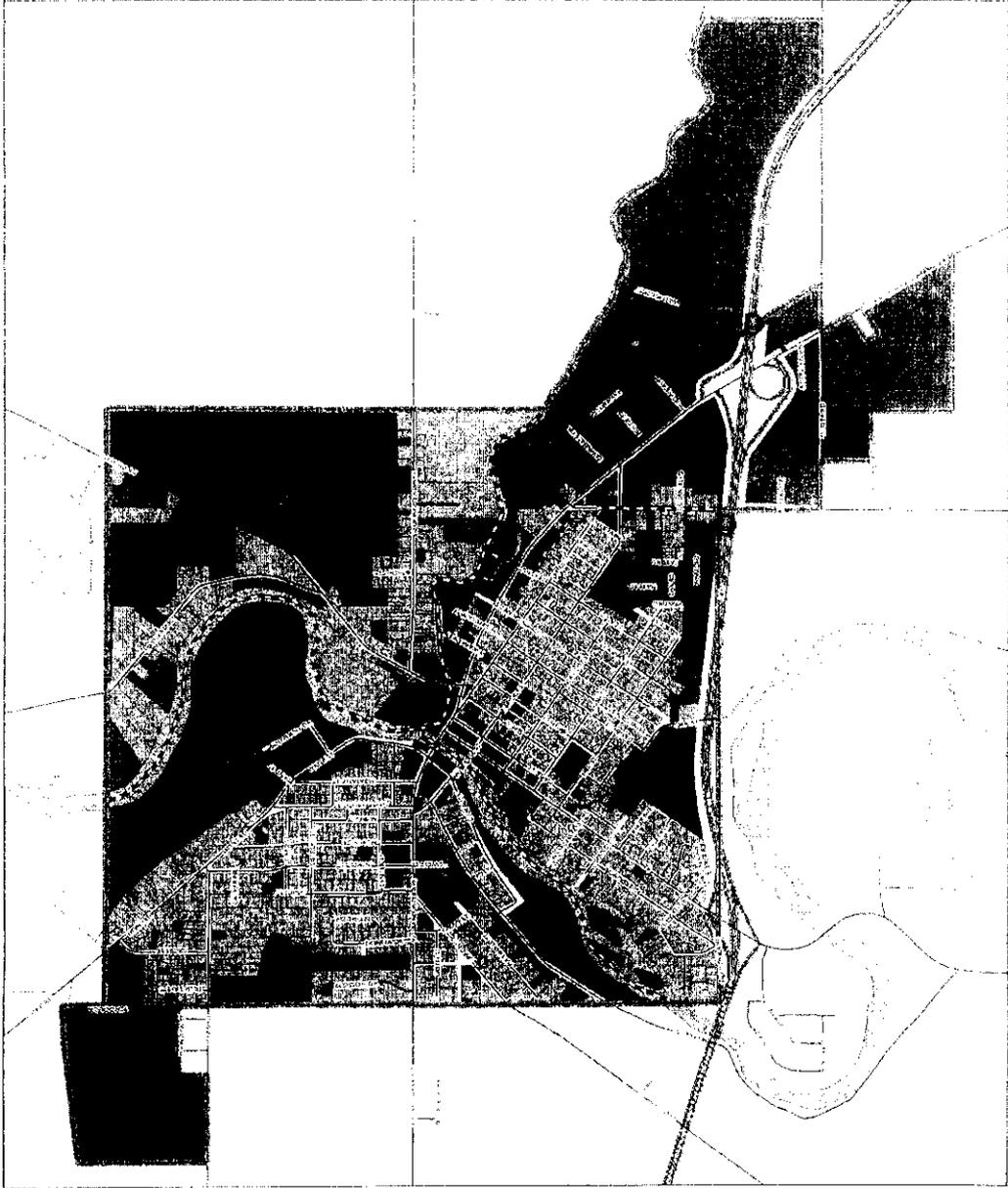
City of Portland
Ionia County, Michigan

Existing Land Use

-  City Limits
-  Single Family Residential
-  Multiple Family Residential
-  Manufactured Home Park
-  Industrial
-  Commercial
-  Public/Quasi-Public
-  Recreation/Open Space
-  Agricultural
-  Vacant
-  Sub Area Boundary



Source: Ionia County Drain Commission
Michigan Department of Natural Resources



Map 3 Existing Land Use

City of Portland

Ionia County, Michigan

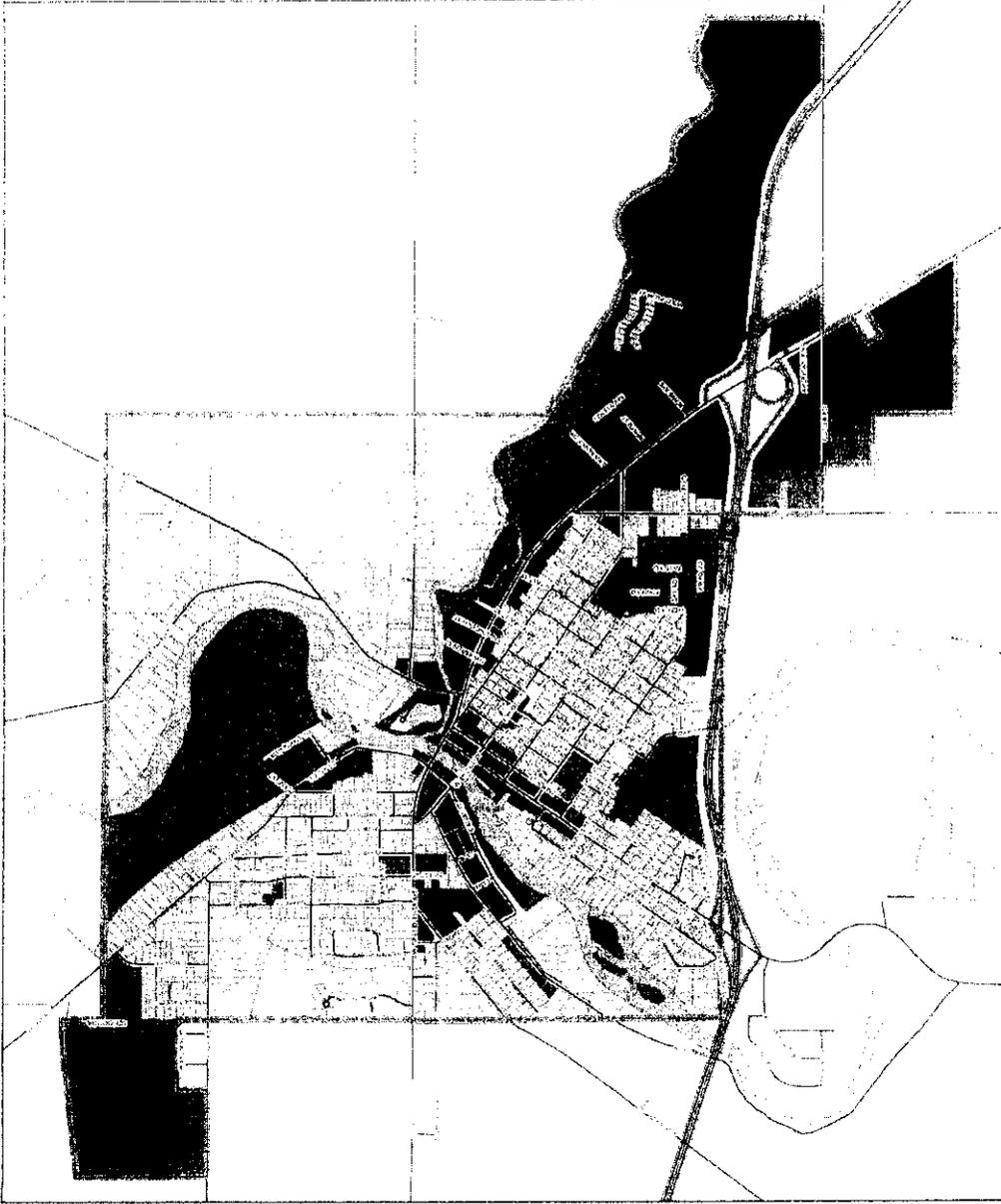
Future Land Use

DECEMBER 2008

- City Limits
- Single Family Residential
- Multiple Family Residential
- Housing Conservation
- Manufactured Home Park
- Potential Mixed Use Area
- Commercial
- Industrial
- Recreation/Open Space
- Public/Semi-Public



Source: Ionia County Planning Commission
Michigan Department of Natural Resources



Map 8 Future Land Use

PORTLAND CITY COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 14-41

A RESOLUTION APPROVING ABRAHAM & GAFFNEY'S PROPOSAL TO PROVIDE PROFESSIONAL AUDIT SERVICES

WHEREAS, Abraham and Gaffney has submitted a proposal, a copy of which is attached as Exhibit A, to provide professional audit services for the fiscal years ending June 30, 2014, 2015 and 2016; and

WHEREAS, subparagraph b. of Section 12.404 E. of the City's Purchasing Ordinance provides an exception to the competitive bidding requirements in the employment of professional services for auditing and accounting; and

WHEREAS, the City Treasurer/Finance Officer, Brenda Schrauben, has worked closely with the auditors from Abraham and Gaffney and is recommending that the Council approve their proposal, a copy of her recommendation is attached as Exhibit B; and

WHEREAS, the Interim City Manager has reviewed the terms of the engagement and recommends that the City Council approve the proposal.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Portland City Council approves Abraham & Gaffney's proposal, a copy of which is attached as Exhibit A, to provide professional audit services for the fiscal years ending June 30, 2014, 2015, and 2016.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 19, 2014

Monique I. Miller, City Clerk

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Krinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glasheuer, CPA
Alan D. Painter, CPA
William J. Tucker IV, CPA



ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

3511 Conliffe Road
Suite 100
East Lansing, MI 48824
(517) 351-6836
FAX: (517) 351-6837

May 14, 2014

City of Portland
259 Kent Street
Portland, MI 48875

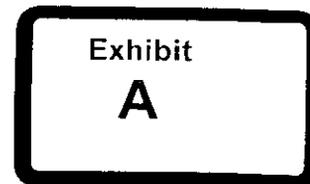
We are pleased to confirm our understanding of the services we are to provide the City of Portland for the years ending June 30, 2014, 2015, and 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City of Portland as of and for the years ending June 30, 2014, 2015, and 2016. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Portland's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Portland's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary comparison schedules for the General and major Special Revenue Funds.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Portland's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining statements for nonmajor funds.
2. Combining statements for fiduciary funds.
3. Individual fund financial statements for the component unit Downtown Development Authority.

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Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the City of Portland is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide, and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Portland and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other non-compliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Portland's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit in late August of each year and to issue our reports no later than December 31 of each year. William I. Tucker IV, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services will be based on the actual time spent at our standard hourly rates, plus out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fees are detailed as follows:

<u>Year Ending June 30,</u>	<u>City Financial Audit</u>	<u>Downtown Development Authority</u>	<u>Total Not- to-Exceed</u>
2014	\$ 14,900	\$ 1,100	\$ 16,000
2015	15,100	1,150	16,250
2016	15,300	1,200	16,500

The cost schedule detailed above assumes that a Single Audit will not be required. If, in any year, a Single Audit is required, the City will be billed an additional amount of \$1,500. For purposes of pricing the Single Audit, the fee quoted here assumes the City will have one major federal program. If additional major federal programs are required to be audited under the Single Audit Act in any given year, there will be an additional charge of \$1,000 per additional major federal program audited. If a Single Audit is necessary in any of the above years, we will revise the engagement letter accordingly.

The fees are firm prices assuming the City records are in reasonable condition and that we are provided reasonable City staff assistance. If our team members spend more hours than the projected hours detailed above which are not due to unusual circumstances (i.e., unrecorded accruals, unbalanced records, inadequate staff assistance, etc.) then we will not bill for any amounts over the audit cost estimate. If unusual circumstances are encountered, we will discuss them with you prior to performing any additional services.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. We understand we will be provided balanced records for each fund and that all accounts will be reconciled. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review and letter of comment accompanies this letter.

If any dispute arises in connection with the performance of our services under this agreement, or any other services we may perform, either party may, upon written notice to the other party, request facilitated mediation. Such mediation shall be assisted by a neutral facilitator acceptable to both parties and shall require the best efforts of the parties to discuss with each other in good faith their respective positions and, respecting their different interests, to finally resolve such dispute. Facilitated mediation shall conclude within 60 days from receipt of the written notice unless extended by mutual agreement.

In the event the aforementioned difference cannot be resolved by facilitated mediation (or the parties agree to waive that process) then such dispute shall be settled by arbitration. Arbitration shall be administered by and follow the rules of the American Arbitration Association (AAA) unless otherwise agreed upon by the parties.

Each party may disclose any facts to the other party, the facilitator, or the arbitrator, which it, in good faith, considers necessary to resolve the difference. However, all such disclosures will be deemed in furtherance of settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. The facilitator or the arbitrator shall not act as a witness for either party in any subsequent proceedings between the parties. Neither the facilitator nor arbitrator shall have authority to award non-monetary or equitable relief, and any monetary award shall not include punitive damages. An award issued by arbitration may be confirmed by any federal or state court of competent jurisdiction. All costs of any facilitated proceedings shall be shared equally by both parties. If arbitration is required, all reasonable costs, of both parties, as determined by the arbitrator, shall be borne entirely by the non-prevailing party.

Our audit engagement ends on delivery of our audit reports. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to the City of Portland and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Portland.

By: _____

Title _____

Date _____



DATE: May 13, 2014

TO: City Council

FROM: Finance Officer

RE: 2014-2016 Abraham & Gaffney Audit Proposal

Please find enclosed a three-year renewal proposal from Abraham & Gaffney for audit services. The proposal reflects no increase in fiscal year 13-14, a 1.5% increase in 14-15 and a 1.5% in 15-16. They had originally proposed consecutive 3% increases, but after a discussion with the audit manager, Bill Tucker, I was able to negotiate this down to consecutive 1.5% increases which I feel is a fair and competitive bid.

Abraham & Gaffney is a well-known, reputable auditing firm, and we have always had a very good working rapport with their auditors. They know our system and our methods which allows the audit to progress efficiently with little interruption for our staff. They have proven to be a valuable resource to the City over the years when I have had to solicit their advice or opinion on occasion. They have always responded promptly, are completely up-to-date and knowledgeable on the issue and have never submitted an additional bill to the City for the consultation fees.

It is my recommendation that the City approve Abraham & Gaffney's audit proposal. We will proceed as directed by Council.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brenda Schrauben".

Brenda Schrauben
Finance Officer



PORTLAND CITY COUNCIL

Ionia County, Michigan

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

RESOLUTION NO. 14-42

A RESOLUTION APPROVING A REQUEST FOR PROPOSALS FOR A REDESIGNED CITY OF PORTLAND WEBSITE.

WHEREAS, the Portland City Council, at their April 23, 2014 Budget Workshop meeting, expressed the need for a new, interactive, and engaging website for the City and budgeted for a new website in the 2014-2015 fiscal year; and

WHEREAS, a new City website would be designed to enhance communications to and from the government offices, including, but not limited to, meetings, events, citizen concerns, general service information, community interests, data sharing, etc; and

WHEREAS, due to limited staffing and the required expertise, the City would be best served by utilizing the expertise of a qualified web designer; and

WHEREAS, the Interim City Manager has written a "Request for Proposals" document to solicit proposals for a new City website, a copy of which is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the proposed "Request for Proposals" document and authorizes the Interim City Manager to utilize this document to solicit proposals from qualified individuals and/or organizations.
2. All resolutions and parts of resolution are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 19, 2014

Monique I. Miller, City Clerk

City of Portland, Michigan
Request for Proposals
for
Website Design and Development Services

The City of Portland, Michigan (hereinafter referred to as "City") is seeking qualification statements and service proposals from individuals and/or organizations (hereinafter referred to as "Vendor") specializing in the provision of professional services in the appraisal and redesign of the City of Portland's website (www.portland-michigan.org). The proposals should be designed to provide the City with a clear understanding of the costs of performing the service being solicited. Such proposals shall be submitted to the City of Portland, Attn: Patrick Reagan, Interim City Manager, 259 Kent Street, Portland, Michigan 48875, by 5:00 pm, EST, June 27, 2014.

I. Introduction and Background

The City of Portland is seeking proposals from a firm or individual designer/website developer to redevelop the City's current website (www.portland-michigan.org) to enhance its overall online presence. The goal is to enhance communications to and from the government offices, including, but not limited to, meetings, events, citizen concerns, general service information, data sharing, etc.

The new website is expected to integrate with and serve as a portal to a variety of different services offering sites now in use by the City. Although information will be transferred from the current website, the successful vendor will be expected to assist the City in eliminating information that is no longer pertinent. The information architecture must be able to handle increased content and additional features through the use of a content management system. The City is also interested in proposals for a hosted website that is still able to integrate with internal data resources.

Additional goals include:

- A responsive, modern, and visually appealing layout that is both easily navigable by users and able to be easily updated on a periodic basis;
- Improved navigation and accessibility that is most importantly understood by residents but also simple to manage for the content editors;
- Mobile device friendly, support compatible with the Americans with Disabilities Act, and multi-language translations services;
- Full social media integration with established communities;
- Dynamic content generation of database information provided to the public;
- Support for other services currently not offered online.

II. Scope of Services

The City of Portland wishes to update its current web presence to one that provides easy navigation and provides a broad base of customer services and interaction for any visitor to the site. In order to attain this goal, the City is soliciting experts to provide an implementation plan that includes clearly defined components, deliverables, costs, and timelines.

General Requirements

Vendors are advised that proposals should be as responsive as possible to the provisions of this RFP. However, vendors may make exceptions to, or propose alternative methods, without their proposal being disqualified. These exceptions must be duly noted in the response documents. The City reserves

Exhibit

A

the right to reject any or all proposals. The City also reserves the right to request more information for clarification or due to omission of information. Vendors should be prepared to make an oral presentation as part of the evaluation process. Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future capacity requirements, and ongoing service and support.

Key Decision Criteria

- Project Plan - Develop a project plan for the entire scope of work with input from the City.
- Content Management Software (CMS) - The Vendor must provide a comprehensive CMS solution including, but not limited to, template creation, security and approval levels, WYSIWYG content editor, versioning, content scheduling, etc. Avoid proprietary, limited release CMS solutions. The proposed CMS shall currently be in use in a wide variety of industries/government entities and shall not be a beta, release candidate or other early adopter technology. The responding vendor must have prior experience with this CMS.
- Hosted vs. On Premise Server – The Vendor shall outline their recommendation for a hosted or on premise website solution, and provide associated costs for said recommendation. Vendors are allowed to provide options for both a hosted and on premise website in the same proposal. Pricing should be designated for each option listed.
- Site Design - Redesign of the City's Website, which shall include at a minimum:
 - Consistent look and feel for the website, including color schemes and graphic elements to unify the website. While maintaining consistency, the site should allow flexibility for departments to present their specific branding.
 - Recommend to City the amount and types of content that should be migrated to the new site. The City will have final determination as to which content is included.
 - Propose three (3) different design prototypes of a new Home page and three (3) subpages for the City to consider. The City will select the final design before the vendor proceeds with the development of the new website.
 - New website content information architecture that supports easy navigation to information and services.
 - Propose a navigational layout for the entire website. The City will select the design navigation before the vendor proceeds.
 - Design shall conform to a look & feel that works with mobile and tablet browsers using "responsive website design" (RWD). This is to provide an optimal viewing experience— easy reading and navigation with a minimum of resizing, panning, and scrolling— across a wide range of devices.
 - Website shall be able to support data from external sources including, but not limited to, SQL, text files, etc.
 - Website shall utilize Google Analytics and Google Webmaster Tools.
 - Website shall include integration with popular social media tools including, but not limited to, Facebook, Twitter, Instagram, etc.
 - Website shall meet ADA/508 standards compliance.
 - Website shall display correctly in all major browsers, including, at a minimum: Internet Explorer, Firefox, Google Chrome, Safari, and Opera.
 - Provide options to include website language translation services.
 - Provide options for centralizing and/or accepting financial transactions.
 - Website shall have the ability to meet legal postings for meetings, downloadable forms, and public hearings.

- Development/Implementation of the New Website using the proposed Content Management System (CMS)
 - Install and configure the website CMS software.
 - Develop the Website based on the agreed/signed-off design.
 - Develop the Website and CMS templates to allow City staff to easily update and maintain all website content and documents.
 - Develop the Website to allow for simplified site-wide revisions (color, layout, etc.) using CMS tools.
 - Work with designated City staff to incorporate CMS permissions and content approval processes.
 - Complete all other work necessary to develop and fully test the website.
 - Ensure that the website is fully operational, without issues or broken links.
 - Conversion of all approved content and documents from the existing website into the new CMS-based website/templates.
- Training - Provide Content Management System (CMS) training to a minimum of five (5) City employees who will be responsible for updating website pages.
- Other – Describe and include any additional items, not listed above, to provide a new fully operational website.
- Support - Provide one (1) year of website support, CMS maintenance and website hosting from the date the new website is “live”.
 - Please provide a proposal for website support, CMS maintenance and hosting beyond the first year.

III. General Criteria for Evaluating Qualification Statements

All proposals received shall be subject to evaluation by a Selection Committee comprised of City staff. The evaluation shall be for the express purpose of selecting the proposal which most clearly meets the RFP requirements. The following areas will be considered in the selection:

1. Understanding the Problem/Solution Proposal: This refers to the vendor's understanding the City of Portland's needs, objectives of the RFP, component stability, and pricing.

2. Vendor Qualifications: This includes the ability of the vendor to meet the needs of the RFP. Particularly, component availability and quality, vendor expertise, established working relationships with the City, and pricing.

3. References and Previous Design Work: - Each prospective Vendor will submit examples of its previous work. These examples should clearly demonstrate the Vendor's qualifications in regards to website projects, and specifically, to developing work plans for how to implement these website projects. These examples should demonstrate that the prospective Vendor:

- Has a thorough understanding of the City's needs.
- Is able to suggest innovative, yet workable, cost effective solutions.
- Is able to submit a work plan that is accurate, from the outset, in regards to the time and resources needed to complete the project.

IV. Subcontractors

The vendor shall be responsible to retain, and pay for the services of, any subcontractor necessary to complete the work. The City shall approve of any subcontractor the vendor may retain, and such approval shall not be unreasonably withheld.

V. Contract

The vendor will be required to sign a City of Portland contract document prior to performing any work.

VI. Submission of Proposals

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced. The proposal shall be divided into sections as indicated below:

Experience, Expertise, and Workability: The experience of the proposed vendors should be documented, including any experience in projects similar to the project proposed by the City of Portland. This experience will be examined at a minimum, on the basis of actual experience, length of time in business, established working relationship with the City.

Conflicts of Interest: The qualification statement shall specifically address any possible conflicts of interest and the vendor's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this project.

Special Qualifications: The qualification statement shall identify any specific credentials which might make the vendor uniquely skilled to provide the requested services. These may include similar work experience related to another community of similar size or a project of similar design.

Statement of Project Requirements: Each vendor shall state in sufficient terms its understanding of the project requirements presented in this RFP.

Scope of Work: Each vendor shall describe in narrative form their plan for accomplishing the work. Please use the Scope of Work tasks provided in this RFP as the point of departure. Additions to, or modifications of the Scope of Services descriptions are permissible, but reasons for changes shall be fully documented.

Personnel and Prior Experience: Each proposal should identify specific executive, professional and technical personnel who will be assigned to the project. The proposal shall indicate the responsibilities each person will have in the project and indicated the previous related work experience of each individual. Personnel indicated having appropriate expertise for this project must be assigned to the project and actively engaged in completion of the tasks. Any changes in assignment of personnel shall be reviewed with the City of Portland to assure consistent technical expertise throughout the term of the project. The vendor is requested to make specific recommendations to the City of Portland for the successful implementation of this project. In addition to providing specific steps to be taken to accomplish the specific concerns identified, an itemized breakdown of the costs should be included.

Sealed Proposals: Each sealed proposal shall be submitted to the City of Portland, Attn: Patrick Reagan, Interim City Manager, 259 Kent Street, Portland, Michigan 48875, by 5:00 pm, EST, June 27, 2014.

VII. Interviews

City staff will review all proposals and may require that the vendor appear before a selection committee for an interview.

VIII. Contract Award

The City of Portland reserves the right to accept, reject, or request changes in proposals. The City is not liable for any costs incurred by the consultant prior to contract issuance.

IX. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all vendors invited to respond.

X. Late Proposals

Late proposals will not be accepted. It is the responsibility of the vendor to ensure that the proposal arrives prior to the stated deadline.

XI. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Portland and will only be returned to the vendor at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Portland has the right to use any or all ideas presented in reply to this request. Disqualification of a vendor does not eliminate this right.

XII. Acceptance of Proposal Content

The contents of the proposal of the successful vendor may become a contractual obligation if the City of Portland wishes to execute a contract based on the submitted proposal. Failure of the successful vendor to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future solicitations.

XIII. Reference Checks

The City of Portland reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the vendor's performance on previous assignments. Vendor shall include a list of organizations (local and otherwise) for this purpose.

PORTLAND CITY COUNCIL

Ionia County, Michigan

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

RESOLUTION NO. 14-43

A RESOLUTION APPROVING FREDERICKSON'S SUPPLY, LLC'S PROPOSAL FOR REPAIRS TO THE VAC-CON VACTOR TRUCK

WHEREAS, on Monday, May 12, 2014, the City owned Vac Con Vactor Truck experienced an operating failure during the course of clearing storm drains; and

WHEREAS, inspection of the vehicle found that the vacuum compressor assembly unit had experienced a catastrophic failure and would require a complete rebuild of the aforementioned vacuum compressor assembly unit in order for the vehicle to function as designed; and

WHEREAS, the vactor truck is a critical piece of equipment that is used to clean sanitary and storm sewer lines, hydro-excavating, and during routine wastewater plant maintenance.

WHEREAS, Staff has solicited quotes for the aforementioned work and is recommending that the City Council approve the quote of \$20,173.66, which was submitted by Frderickson Supply, LLC and is attached as Exhibit A.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves staff's recommendation to accept the quote of \$20,173.66, which was submitted by Frederickson Supply, LLC.
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 19, 2014

Monique I. Miller, City Clerk

FREDRICKSON SUPPLY, LLC
 3705 LINDEN AVENUE S.E.
 WYOMING, MI 49548



QUOTE

DATE **QUOTE #**
 5/14/2014 1789

CUSTOMER:
 CITY OF PORTLAND
 259 KENT STREET
 PORTLAND, MI 48875-1495

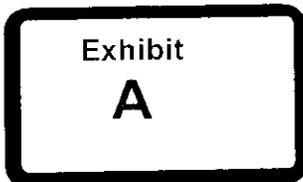
SHIP TO:
 CITY OF PORTLAND
 451 MORSE DRIVE
 PORTLAND, MI 48875

P.O. No. Terms Rep
 NET 30 JG

ITEM	DESCRIPTION	QTY.	PRICE	QUOTE TOT...
	REMOVE AND REPLACE THE COMPLETE BLOWER ASSY. TEST AND TUNE.			
	VAC-CON SN: 12992293			
711-14516S	VAC COMPRESSOR ASSY	1	17,534.39	17,534.39
LABOR SH...	LABOR	20	99.00	1,980.00
FREIGHT	SHIPPING & HANDLING	1	320.00	320.00
SHOP SUP...	HARDWARE, SHOP SUPPLIES, PAINT		339.27	339.27
	THE BLOWER HAS A 1 YEAR PARTS WARRANTY			
	Sales Tax		0.00%	0.00

Phone: 616.949.2385
 Fax: 616.949.2290

QUOTE TOTAL \$20,173.66



City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, May 5, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons, and Sunstrum; Interim City Manager and DDA Director Reagan; City Clerk Miller; Police Officer Thomas; Interim Main Street Manager Perry

Guests: Kathy Parsons; Mary Jo Mathisen of Gallery Brewery; Tom Thelen of the Review & Observer

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

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Proposed Revised Agenda.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes

Nays: None

Adopted

Under the City Manager Report, Interim City Manager Reagan presented information on the action items for consideration on the Agenda.

Interim City Manager Reagan also reported the annual Spring Cleanup Day was held Saturday, April 26th from 7:00 A.M. to 3:00 P.M. at the DPW compound with 426 loads disposed of. 56% of the participants were from the City of Portland, 25% were from Portland Township, and 18% were from Danby Township.

The Parks Department held a Riverwalk Cleanup Day on Saturday, April 26th with 30 volunteers helping to clean a lot of trash from the River Trail.

The Hazardous Waste Cleanup was held on Saturday, May 3rd at the Fire Station in the parking lot from 8:00 A.M. to Noon.

The Water Department will be flushing hydrants to conduct its semi-annual preventative maintenance program from May 5th to the 16th.

McKenna and Associates was awarded the contract for the 2014 Master Plan update, branded "Portland Vision 2040". They will be hosting a number of meetings to gather community input for the Plan.

Under Presentations, Main Street Manager Perry gave her Downtown Report. Portland Pay Day will begin June 1st and will run through Friday August 22nd. Over the past several years \$339,000 has been kept in Portland.

Representatives from the State of Wyoming will be stopping to visit Portland on May 16th on their way to the National Main Street Conference being held in Detroit. They will tour the downtown and will stay for dinner. The keynote speaker will be Joe Borgstrom from Michigan Main Street.

The 5th Annual Block Party will be held Saturday, May 17th with many events scheduled.

Mayor Barnes opened the Public Hearing on the Budget proposed for Fiscal Year 2014-2015 at 7:16 P.M.

Interim City Manager Reagan stated revenues and expenditures in the proposed Fiscal Year 2014-2015 Budget are similar to the Fiscal Year 2013-2014 Budget. A capital expenditure for a new pickup truck, financing of a new snowplow truck, and the repair of the loader are planned for the DPW.

An expense of \$10,000 was added under Community Promotions for a new website for the City.

Local Streets will see higher expenditures during Fiscal Year 2014-2015 due to the work being performed on Knox, Barley, and Storz Streets as well as the proposed improvement project for Cutler Road. These will be offset by funds from the Capital Improvement Fund and from the Small Urban Grant.

The DDA will see an increase in the principle payment for City Hall, which necessitates taking money from their fund balance.

The Police Department plans to make capital purchases for new pistols and to make some renovations to their office.

The Electric Department's biggest expense will be capacity purchases of electricity.

The millage rate for Fiscal Year 2014-2015 is proposed to stay the same at 13.6574 mils.

There will be a 4% rate increase in wastewater rates, which is an increase of approximately \$0.17 for 1,000 gallons of water consumed.

The proposed budget does include appropriating funds from fund balances; none of the proposed appropriations put any of the funds in a negative position.

Mayor Pro-Tem VanSlambrouck thanked everyone involved in the budget process for all of their hard work in developing the proposed budget.

There was no public comment nor were any written comments received.

Mayor Barnes closed the Public Hearing at 7:21 P.M.

Under New Business, Interim City Manager Reagan stated that Terry Frewen of Coldwell Banker Frewen Realty contacted him in regard to Ordinance 175HH, to rezone the property at 223 Charlotte Highway from C-2 to R-2, scheduled to have a second reading and consideration on tonight's Agenda.

Mr. Frewen asked the Council to table this business until the next meeting, as his client has encountered some issues with the property.

Motion by VanSlambrouck, supported by Sunstrum, to table Ordinance 175HH to amend the City Zoning Map.

Yeas: VanSlambrouck, Sunstrum, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-38 to adopt the proposed City of Portland 2014-2015 Budget.

Motion by VanSlambrouck, supported by Sunstrum, to approve Resolution 14-38 to adopt the proposed City of Portland Annual Budget for Fiscal Year 2014-2015.

Yeas: VanSlambrouck, Sunstrum, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-39 to approve Change Order No. 1 to the contract with CL Trucking, Inc. for the Knox, Barley, and Storz Improvement Project to place insulation over the water services, from the water main to the edge of the right-of-way. Given the harsh winter that just ended; this is a low-cost insurance policy against future freezes of the water lines at a cost of \$2.00 per linear foot.

Mayor Pro-Tem VanSlambrouck inquired if this has been done in the past.

Interim City Manager Reagan stated it has been done in the past, then lines were buried at a depth of 5 feet or deeper in an effort to prevent freezing of lines. This past winter frozen lines were still a problem so adding the insulation to the water lines is another precaution to prevent this issue in the future.

Mayor Barnes stated his feeling that this is a good investment at \$1,400 to prevent the digging up of a new street.

Motion by Smith, supported by Fitzsimmons, to approve Resolution 14-39 approving Change Order No. 1 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvement Project.

Yeas: Smith, Fitzsimmons, VanSlambrouck, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-40 to authorize and direct the Mayor and Clerk to sign a Resolution of Local Approval for the micro-brewer license application being sought by the Gallery Brewery, LLC, at 143 Kent Street.

Mary Jo Mathisen of the Gallery Brewery, LLC commented that their vision is to be a food, beer and entertainment complex. They will brew their own beer and provide acoustic music. They plan to add wine to their offerings in the future. They also plan to incorporate art to their establishment including art receptions in conjunction with the 3rd Friday Art Walks each month.

Motion by Sunstrum, supported by Smith, to approve Resolution 14-40 approving, authorizing, and directing the Mayor and City Clerk to sign a Resolution of Local Approval for a Micro-Brewer License Application for the Gallery Brewery, LLC.

Yeas: Sunstrum, Smith, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Smith, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on April 21, 2014, the Budget Workshop and Closed Session held on April 23, 2014, payment of invoices in the amount of \$53,700.44 and payroll in the amount of \$101,201.52 for a total of \$154,901.96. There were no purchase orders over \$5,000.00.

Yeas: Smith, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Under Other Business, Mayor Barnes presented the City Manager search timeline and job description as previously discussed by the Council. If approved, the search would begin with posting of the position tomorrow, May 6th. The deadline for submittal of resumes and cover letters would be May 30th with interviews scheduled to be held June 7th. The goal is to have an agreement presented at the June 16th Council meeting for approval.

Motion by VanSlambrouck, supported by Smith, to approve the City Manager job description and search timeline as presented.

Yeas: VanSlambrouck, Smith, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

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

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes

Nays: None

Adopted

Meeting adjourned at 7:38 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk

City of Portland
Synopsis of the Minutes of the May 5, 2014 City Council Meeting

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

Present – Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons, and Sunstrum; Interim City Manager and DDA Director Reagan; City Clerk Miller; Police Officer Thomas; Main Street Manager Perry

Presentation - Main Street Manager Perry gave her Downtown Report

Public Hearing on the Budget proposed for Fiscal Year 2014-2015.

Table Second Reading and Consideration of Proposed Ordinance 175HH to amend the City of Portland's Zoning Map.

All in favor. Approved.

Approval of Resolution 14-38 Motion by VanSlambrouck, supported by Sunstrum, to approve Resolution 14-38 to adopt the proposed City of Portland Annual Budget for Fiscal Year 2014-2015.

All in favor. Approved.

Approval of Resolution 14-39 approving Change Order No. 1 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvement Project.

All in favor. Approved.

Approval of Resolution 14-40 approving, authorizing, and directing the Mayor and City Clerk to sign a Resolution of Local Approval for a Micro-Brewer License Application for the Gallery Brewery, LLC.

All in favor. Approved.

Approval of the Consent Agenda.

All in favor. Approved.

Approval of City Manager job description and search timeline.

All in favor. Approved.

Adjournment at 7:38 P.M.

All in favor. Approved.

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

Monique I. Miller, City Clerk

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
UNITED STATES POSTAL SERVICE	00463	POSTAGE- ELC, WTR, WASTEWATER, GENERAL	972.48
STATE OF MICHIGAN	00426	SALES TAX - ELECTRIC	10,195.47
AMERICAN RENTALS, INC.	00017	PORTABLE TOILET RENTAL - PARKS	240.00
AT&T	00686	TELEPHONE SVC - VARIOUS DEPTS	2,154.02
AT&T	00686	TELEPHONE SVC - WASTE WTR	205.63
AT&T	00686	TELEPHONE SVC - WASTE WTR	21.31
BADER & SONS CO.	00031	MOWER DECK FOR TRACTOR - PARKS & CEMETERY	1,800.00
BALDERSON GRASS STARTS WITH US	00032	REPAIR FROM ICE STORM - ELECTRIC	580.65
BLUE CROSS BLUE SHIELD OF MICHIGAN	MISC	OVERPAYMENT ON AMB CALL - AMBULANCE	715.73
BOUND TREE MEDICAL LLC.	01543	MEDICAL SUPPLIES - AMBULANCE	491.12
B&W AUTO SUPPLY, INC.	00030	SUPPLIES/PARTS - CEM, AMB, ELEC, MTR POOL	927.81
NOLAN CHAPMAN	00079	CDL REIMB - MTR POOL	73.00
CHROUGH COMMUNICATION, INC.	00082	MAINT CONTRACTS - POLICE	115.30
CHROUGH COMMUNICATION, INC.	00082	MAINT CONTRACTS - ELECTRIC	76.00
CINTAS-725	00083	UNIFORMS & RUG CLEANING - VARIOUS DEPTS	749.99
CLEAR RATE COMMUNICATIONS	02231	PHONE SVC - CITY HALL	413.03
CONSTANCE OWEN	MISC	OVERPAYMENT OF AMB RUN - AMBULANCE	116.60
DICKINSON WRIGHT PLLC	02244	LEGAL SERVICES - GENERAL	513.00
ELHORN ENGINEERING	00139	EL-CHLOR CARBOY - WATER	394.00
CIVIC MOSAIC	02273	ZONING ADMIN WORK - CODE	700.00
ERIC'S LOCK AND KEY	01896	KABA EPLEX KEYFAD WITH KEY OVERRIDE-WTR, MTR SOC	726.99
FAMILY FARM & HOME	01972	SUPPLIES - CEMETERY, PARKS	64.27
FENCE CONSULTANTS OF WEST MICHIGAN	02067	FENCE SECTIONS, POST REPLACE FENC AT CITY HALL	761.89
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - WASTE WTR	149.40
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - POLICE, COMM PROMO, ELECTRIC	149.40
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - REFUSE	7,264.28
GRANGER CONTAINER SERVICE	00175	REFUSE SERVICE - CEM, PARKS, MTR POOL	364.00
GRANGER CONTAINER SERVICE	00175	RECYCLING - REFUSE	613.80
GRANGER CONTAINER SERVICE	00175	SPRING CLEAN UP - COMM PROMO	19,196.00

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
TIM PANDEI.	02274	REIM FOR AMMO - POLICE	74.09
FIDLAR TECHNOLOGIES INC.	01970	TICKET/CITATION BOOK - POLICE	722.76
FIRST ADVANTAGE LNS OCC. HEATH SOL01915		CLINIC COLLECTION MILEAGE - ELECTRIC	31.58
FLEIS & VANDENBRINK	00153	2013 WATER RELIABILITY STUDY - WATER	573.65
GANNETT MICHIGAN NEWSPAPERS	00236	LEGAL NOTICES FOR APRIL - GEN, CODE	812.36
PHIL GENSTERBLUM	00164	MILEAGE REIMB - CODE	535.36
GLASS MASTERS OF PORTLAND	00165	REAR WINDOW & PARTS - MTR POOL	498.35
GORMAN LAW PLLC	02250	LEGAL SERVICES - POLICE	800.00
HYDRO DESIGNS, INC.	01308	INSFECTION & REPORTING SERVICES - WATER	465.00
HYDRO DYNAMICS	02203	REPLACE POWER CORD & REPAIR PUMP - WASTE WTR	1,513.94
INSOURCE SOLUTIONS GROUP INC.	01813	E-FILED RETURNS - INCOME TAX	1,500.00
INSOURCE SOLUTIONS GROUP INC.	01813	E-FILED RETURNS - INCOME TAX	304.00
KEMIRA WATER SOLUTIONS INC.	01866	FERROUS CHLORIDE - WASTE WTR	2,104.78
LITE'S PLUS	00243	BALLASTS FOR CITY HALL - CITY HALL	133.50
LYONS TOWNSHIP	00247	REIMB ANB PAYMENT - AMBULANCE	15.00
MARC'S MARINE	01967	REPAIR HYDRO BOAT MOTOR - ELECTRIC	433.26
MENARDS	00260	CEMENT - CEMETERY	110.45
MI ASSOC. OF MUNICIPAL CEMETERIES	00265	MEMBERSHIP DUES & CONF REG - CEMETERY	110.00
MICHIGAN COMPANY, INC.	00275	PAPER TOWEL - CITY HALL	241.64
MIDWEST GAS INSTRUMENT SVC	00307	REPAIR GAS SENSOR - ELECTRIC	287.39
MOST DEPENDABLE FOUNTAINS	01080	O-RING ASSEMBLY -PARKS	61.00
MHR BILLING	01780	MONTHLY BILL FOR SERVICE - AMBULANCE	522.00
MIKA MEYERS BECKETT & JONES	02042	LEGAL SERVICES - POLICE	296.00
MPC CASHWAY LUMBER	00317	INSULATION - WATER	315.00
MRPA	01481	MRPA MEMBERSHIP DUES - PARKS	418.00
MUNICIPAL INSPECTION SERVICES	00323	NON BUSINESS PERMITS - GENERAL	1,374.00
MUNICIPAL SUPPLY CO.	00324	SUPPLIES - WATER	460.69
MUSZALL GRAPHICS	00326	BUSINESS CARDS - CODE	58.00
MRPA REGISTRATION	01300	MRPA MEMBERSHIP - PARKS	159.00

Date: 05/15/14

CITY OF PORTLAND INVOICE REGISTER

Page: 3

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
NORTH CENTRAL LABORATORIES	00959	MISC LAB SUPPLIES - WASTE WTR	308.40
NORTH GRAND RIVER COOP, INC.	00335	LINENS FOR AMBULANCE - AMBULANCE	114.95
NYE UNIFORM CO.	00338	UNIFORMS - POLICE	426.32
NYE UNIFORM CO.	00338	UNIFORMS - POLICE	368.00
NYE UNIFORM CO.	00338	UNIFORMS - POLICE	125.50
PLEUNE SERVICE COMPANY INC.	00741	INSTALL FLOW SWITCH ON BOILER #2-ELECTRIC	716.16
PLEUNE SERVICE COMPANY INC.	00741	REPAIR BOILER IN WAREHOUSE - ELECTRIC	700.00
PORTLAND AREA FIRE AUTHORITY	02128	4TH QUARTER FIRE SERVICES - COMM FROMG	21,059.98
POWER LINE SUPPLY COMPANY	00389	ROLLS OF WIRE - ELECTRIC	8,890.00
RCP	02265	BANNERS - RECREATION	91.20
RESCO	00392	JUNCTIONS & ELBOWS - ELECTRIC	2,347.25
SOCIETY FOR HUMAN RESOURCE MGM	01418	MEMBERSHIP RENEWAL - GENERAL	188.00
SPARROW OCCUPATIONAL HEALTH	00340	PHYSICALS - POLICE, PARKS&CEMETERY	232.00
IONIA OCCUPATIONAL HEALTH SERVICES	02275	HEP B TESTING - POLICE, WASTE WTR	75.00
SPRINT	00889	CELL PHONE SERVICE - POLICE	117.19
STATE OF MICHIGAN	00428	RADIO SUB FEES - POLICE	900.37
TOM'S FOOD CENTER	00452	SUPPLIES, PARTS - VARIOUS DEPTS	584.16
UTILITY CONSULTING GROUPE, LLC	00465	CALCULATE POA FACTOR - ELECTRIC	225.00
VAN BRO'S IRRIGATION INC.	01762	START UP CITY HALL IRRIGATION - GENERAL	120.28
VERIZON WIRELESS	00470	PHONE SERVICE -CTY MGR,CEM,PRKS,AMB, ELECTRIC	359.17
WEK BANK	02181	FUEL - ELECTRIC, NTR POOL	4,789.08
WILLIAMS FARM MACHINERY, INC.	01075	PARTS FOR WOOD MOWER - PARKS, CEMETERY	296.58
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - ELECTRIC	32.97
ELIZABETH MILLER	MISC	REFUND COACH FITCH TBALL - REC	35.00
ED FILTER	00540	UMFIRES - REC	101.00
GREG GARN	02185	UMFIRES SVC - REC	92.00
NICHOLAS NURENBERG	02039	UMPIRE SVC - REC	68.00
BRIAN RUSSELL	00893	UMPIRE SVC - REC	107.00
BAILEY VAN HOUTEN	02197	SCOREKEEPERS - REC	39.00

CITY OF PORTLAND INVOICE REGISTER

VENDOR NAME	VENDOR	DESCRIPTION	AMOUNT
ALLISON RUSSELL	01954	SCOREKEEPERS - REC	45.50
BRYANT PETTIT	02163	SCOREKEEPERS - REC	19.50
LAUREN RUSSELL	02134	SCOREKEEPERS - REC	39.00
AMY PLINE	MISC	REFUND SOFTBALL LEAGUE - REC	35.00
CLAIRE COOPER	MISC	REFUND SOFTBALL LEAGUE - REC	30.00
SUSAN NURENBERG	MISC	REFUND SOFTBALL LEAGUE - REC	35.00
FAITH RUSSMAN	MISC	REFUND SOFTBALL LEAGUE - REC	25.00
XANTHE CROSS	MISC	REFUND SOFTBALL LEAGUE - REC	30.00
BRYNA ADAMS	MISC	REFUND SOFTBALL LEAGUE - REC	30.00
HOLLY WIEBER	02144	GYMNASTICS INSTRUCTOR - REC	270.00
THERESA KREINER	02076	GYMNASTICS INSTRUCTOR - REC	195.00
AMANDA SIMON	02188	GYMNASTICS INSTPUCTOR - REC	210.00
MARGARET WOHLFERT	02077	GYMNASTICS INSTRUCTOR - REC	120.00
HEATHER GOODENOUGH	01186	GYMNASTICS INSTPUCTORS - REC	1,462.00
ANDREA HAYES	MISC	REFUND COACH PITCH - REC	25.00
SLICK SHIRTS SCREEN PRINTING	02003	GIFLS ON THE GO SHIRTS - REC	224.90
CONSUMERS ENERGY	00095	GAS SERVICE - VARIOUS DEPTS	1,447.71
WOW! INTERNET-CABLE PHONE	02132	CABLE SERVICES - MTR POOL, WASTE WTR	70.94
STAPLES BUSINESS ADVANTAGE	00426	PAPER, SUPPLIES - VARIOUS DEPTS	314.94
CITY OF PORTLAND-PETTY CASH	00701	POSTAGE, MILEAGE REIMB - ELECTIONS, GENERAL, FC	129.87
Total:			\$105,382.61

**BI-WEEKLY
WAGE REPORT
May 12, 2014**

DEPARTMENT	GROSS EARNINGS CURRENT PAY	GROSS EARNINGS YEAR-TO-DATE	SOCIAL SECURITY & FRINGE BENEFITS CURRENT PAY	SOCIAL SECURITY & FRINGE BENEFITS YEAR-TO-DATE	GRAND TOTAL YEAR-TO-DATE
GENERAL ADMIN.	9,034.58	222,099.74	6,103.06	105,306.84	327,406.58
ASSESSOR	1,143.36	27,570.66	405.29	8,393.63	35,964.29
CEMETERY	3,112.39	67,503.65	1,292.87	23,309.07	90,812.72
POLICE	13,660.71	310,546.16	6,983.26	105,737.64	416,283.80
CODE ENFORCEMENT	570.03	14,483.29	217.84	4,597.54	19,080.83
PARKS	2,262.52	50,300.76	871.41	14,236.60	64,537.36
INCOME TAX	1,436.10	34,232.16	1,518.13	22,742.27	56,974.43
MAJOR STREETS	3,079.27	80,717.02	2,539.50	49,587.96	130,304.98
LOCAL STREETS	5,272.08	57,949.77	3,755.57	36,458.68	94,408.45
RECREATION	1,758.81	47,627.07	1,196.32	22,278.32	69,905.39
AMBULANCE	9,254.61	239,201.13	2,584.14	47,752.96	286,954.09
DDA	-	31,150.94	-	10,138.07	41,289.01
ELECTRIC	14,567.73	383,762.39	9,792.12	195,591.42	579,353.81
WASTEWATER	7,861.28	196,429.33	6,063.81	104,384.88	300,814.21
WATER	3,568.52	119,300.12	2,257.54	56,198.50	175,498.62
MOTOR POOL	551.07	48,196.74	514.04	28,979.22	77,175.96
TOTALS:	77,133.06	1,931,070.93	46,094.90	835,693.60	2,766,764.53

PURCHASE ORDER

CITY OF PORTLAND

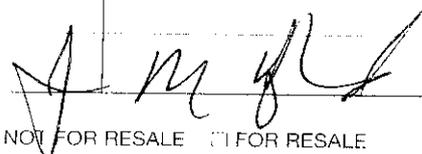
259 KENT STREET • PORTLAND, MICHIGAN 48875 • (517) 647-7531

TO Resco

SHIP TO Electric

582-539-775

DATE	DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	PURCHASE ORDER NO.	
5-14-14					14-802	
QUANTITY	DESCRIPTION			PRICE	AMOUNT	
roll	1/0 Kerite primary wire @ 2750'			2.69	\$7397.50	



NOT FOR RESALE
 FOR RESALE
 TAX NUMBER _____
 AUTHORIZED SIGNATURE _____

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, April 9, 2014 at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Grapentien, Fitzsimmons, Swaney-Frederick, Clement, Hinds

Absent: Gorman, Kmetz

Staff: Interim City Manager Reagan, City Clerk Miller, Deputy Zoning Administrator Gensterblum

Guests: Troy Mitchell; Patrice Weber; Jeffrey Thornberg, Capital Law PLC; Terry Frewen of Coldwell Banker Frewen Realty; Paul Lippens of McKenna Associates

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Motion by Swaney-Frederick, supported by Fitzsimmons, to amend the agenda to excuse the absence of Members Gorman and Kmetz.

All in favor. Approved.

Motion by Clement, supported by Swaney-Frederick, to approve the Revised Agenda to excuse the absence of Members Gorman and Kmetz.

All in favor. Approved.

Motion by Fitzsimmons, supported by Hinds, to approve the minutes of the March 12, 2014 meeting as presented.

All in favor. Approved.

Under Public Hearings, Chair Grapentien opened the Public Hearing at 7:03 P.M. on the request made to rezone the property at 223 Charlotte Hwy. from C-2 to R-2.

Interim City Manager Reagan presented information on the request made by Patrice Weber of Eagle to rezone the old Portland Federal Credit Union property at 223 Charlotte Hwy. from C-2 to R-2, and a request for a Special Land Use Permit to allow an Adult Foster Care Large Group Home at the same property.

Interim City Manager Reagan stated that Eric Frederick, a Deputy Planner with an extension background in Planning, was consulted on this request. In his memo to the Planning Commission he found no issue with the proposed rezoning of the property 223 Charlotte Hwy. from C-2 to R-2, this property borders an R-2 district.

Terry Frewen, of Coldwell Banker Frewen Realty, the realtor for the property and himself a property owner in the notice area, stated that the building layout works well with the proposed use. The traffic flow would be much lower than the previous use as a credit union. There would only be 2 to 3 staff members, with occasional visitors. This property has been vacant for quite some time; other financial

institutions have shown now interest in renovating the property but have been in favor of new construction. This has been the first viable option for the property.

Vice Chair Clement asked if Mr. Frewen had any issue with the rezoning of the property to R-2.

Mr. Frewen stated he did not; there are residential homes in this commercial district. He sees no reason it would affect the adjoining businesses.

Member Swaney-Frederick asked if Mr. Frewen seen any reason a change in zoning would affect the Portland Federal Credit Union property across Charlotte Hwy.

Mr. Frewen stated he did not see any reason it would, that is also a unique property with its own issues.

Interim City Manager stated that two letters of support were received in regard to the rezoning of this property.

Chair Grapentien stated he could see no reason why this property should not be rezoned to R-2.

Chair Grapentien verified there was no one in the audience against the rezoning of the property at 223 Charlotte Hwy.

The Public Hearing was closed at 7:11 P.M.

Chair Grapentien opened the Public Hearing at 7:12 P.M. for a Special Land Use Permit to allow an Adult Foster Care Large Group Home at 223 Charlotte Hwy.

Interim City Manager Reagan presented information on the request made by Patrice Weber of Eagle for a Special Land Use Permit to allow an Adult Foster Care Large Group Home at 223 Charlotte Hwy. to be contingent on the potential recommendation to the City Council for the rezoning of the property and its approval. This appears to be a good use of the property and beneficial to the community.

Deputy Zoning Administrator and Ambulance Director Gensterblum stated this would be a good use of the property.

Interim City Manager Reagan that in his memo Mr. Frederick found no issue with proposed use of the property at 223 Charlotte Hwy. The parking requirements are met, there is screening to the South, and there is no other similar facility within 1500 ft.

Troy Mitchell, property owner at 228 Charlotte Hwy., expressed his concern about the type of resident that would potentially reside at this facility.

Patrice Weber, stated her goal is to keep the elderly population in Portland and offer the assistance they need. Not looking to bring residents outside of the area.

Vice Chair Clement asked what the criteria would be to be accepted into the home.

Ms. Weber stated the required care would be considered as well as age; someone that needs a higher standard of care but not a nursing home.

Member Swaney-Frederick asked if there were any security standards for dementia patients in particular. Anyone with dementia would be monitored at all times.

Ms. Weber stated there would be key fobs at each door to keep the residents in and safe but would allow staff and family members to enter.

Member Hinds asked if there would be an outdoor area and if it would be fenced.

Ms. Weber stated there would be three sitting areas inside the facility as well as an outdoor area. If permitted, she would like a covered patio area similar to what she has the facility she currently owns.

Mr. Mitchell further stated his concern that patients with dementia or Alzheimer's might pose a risk or disturbance to neighboring properties and asked what the ratio of staff to patients would be.

Ms. Weber stated there would be 3 to 4 staff if the facility were at full capacity with 20 residents. Individuals that are a threat to the community or staff would not be accepted as residents, this is the practice at the facility she currently owns. Her current facility is a family-friendly facility and she would expect the proposed facility would be the same. The licensing from the State of Michigan titles this type of facility as Adult Foster Care, the more common term for the type of facility this will be is Assisted Living offered to the elderly population.

Mr. Mitchell asked if there would be anything that would prevent high risk patients from being accepted into the facility in the future.

Ms. Weber stated that requests can be made to change the licensing from the State, as the licensing they receive is very specific in the type of care they can provide. She further stated that she is from the community and has no intention anyone into her facility that would cause harm to staff or anyone in the community.

Mr. Mitchell asked if there would be anything to prevent a future owner, that doesn't have the same business plan or moral standard, of this facility from caring for high risk residents.

Chair Grapentien stated that it would only be allowed if it met the City's Zoning Ordinance.

Jeffrey Thornberg, of Capital Law PLC at 1323 E. Bridge St., stated he has no issue with the proposed use. The proposed plan sounds like a good use of the vacant property.

The Public Hearing was closed at 7:31 P.M.

Chair Grapentien opened the Public Hearing at 7:31 P.M. for a Special Land Use Permit to allow for a two-family dwelling at 454 Detroit St.

Interim City Manager Reagan stated an application was received for the property at 454 Detroit St. to allow a two-family dwelling. This property was formerly the Sunny Bunch Day Care and before that a party store.

Interim City Manager Reagan stated that Mr. Frederick also reviewed this application and found no issue with it. This will appear before the Zoning Board of Appeals on Monday to reduce the minimum unit size requirement in the R-2 district to create the multi-family dwelling.

The Public Hearing was closed at 7:33 P.M.

Under New Business, Member Swaney-Frederick commented that the question of rezoning seems clear cut as the adjoining district is R-2.

Member Fitzsimmons stated that the property at 223 Charlotte Hwy. has been vacant for approximately seven years; if there are adjustments that need to be made to occupy the property, they should be made.

There was discussion.

Chair Grapentien presented the criteria for rezoning and noted that they are met as there were no other factors deemed appropriate to consider by the Planning Commission.

Motion by Clement, supported by Swaney-Frederick, to recommend to the City Council the property at 223 Charlotte Hwy. be rezoned from C-2 to R-2.

All in favor. Approved.

Under Item b. for the request for a Special Land Use Permit to allow for an Adult Foster Care Large Group Home facility at 223 Charlotte Hwy., Member Swaney-Frederick noted that per the Zoning Ordinance a Site Plan Review would not be required for an Adult Foster Care facility.

There was discussion.

Motion by Fitzsimmons, supported by Hinds, to grant a Special Land Use Permit to allow an Adult Foster Care Large Group Home facility at 223 Charlotte Hwy.

Chair Grapentien presented the Standards that must be met to grant a Special Land Use and noted they have been met.

Interim City Manager Dempsey noted the property is actually two parcels.

Vice Chair Clement noted an amendment to the motion on the floor that the Special Land Use be granted for both parcels.

Member Fitzsimmons accepted the amendment.

Member Hinds accepted the amendment.

Chair Grapentien asked Interim City Manager Reagan to verify if one of the parcels is non-conforming, if so, they should be adjoined.

Vice Chair Clement noted that the motion should be made contingent on the rezoning of the property at 223 Charlotte Hwy. from C-2 to R-2.

Both Members Fitzsimmons and Hinds accepted the amendment to the motion.

The vote for the motion on the floor was held.
All in favor. Approved.

Under Item c, for the request for a Special Land Use Permit for 454 Detroit St. to allow for a two-family dwelling Interim City Manager Reagan noted that an approval would be contingent on a variance request to reduce the minimum unit size requirement by the Zoning Board of Appeals at its meeting on Monday, April 14th.

Member Swaney-Frederick inquired what the property at 454 Detroit St. is currently zones.

Interim City Manager Reagan stated it is in the R-2 district.

Member Swaney-Frederick noted that the property was previously used as a day care facility which is a non-conforming use and would potentially be changed to a two-family dwelling which would also be a non-conforming use, but less so.

Vice Chair Clement noted that the parking at 454 Detroit St. was what was non-conforming.

Vice Chair Clement further stated that although the use would generally be non-conforming it would still meet the general standards. The Planning Commission does have the authority to take non-conforming use and make it less non-conforming.

Motion by Swaney-Frederick, supported by Fitzsimmons, contingent on the variance request to reduce the minimum unit size requirement by the Zoning Board of Appeals at its meeting on Monday, April 14, 2014 to grant a Special Land Use Permit for 454 Detroit St., to allow for a two-family dwelling.
All in favor. Approved.

Paul Lippens, of McKenna and Associates presented the logo samples proposed for the Master Plan process.

There was discussion regarding which logo the Planning Commission preferred.

Interim City Manager Reagan brought up his concern, in regard to the Master Plan Timeline, with holding the public meeting the same day as the Block Party, May 17th as there may be issues with parking, etc. Also, City Hall is used as a staging area which may cause issues.

Mr. Lippens presented the Master Plan Timeline and their goals in trying get as much public participation as possible, especially in regard to during the Block Party.

Planning Commission Minutes
April 9, 2014

There was discussion regarding whether to hold the public meeting the same day as the Block Party.

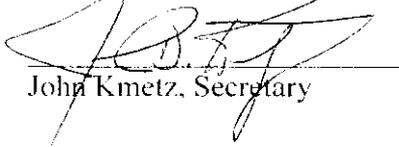
The consensus of the Planning Commission was that the public meeting should be held another day.

Mr. Lippens offered that the public meeting could also be held Wednesday, May 14th before the Planning Commission meeting. There will still be staff on hand for the Block Party to receive input for attendees.

Interim City Manager Reagan and the Planning Commission agreed this would be a great idea.

Motion by Clement, supported by Fitzsimmons, to adjourn the meeting at 8:20 P.M.
All in favor. Approved.

Respectfully submitted,



John Kmetz, Secretary

Minutes of the Downtown Development Authority Regular Meeting

City of Portland

Held on April 17, 2014

In Council Chambers at City Hall

Members Present: Barnes, Blastic, Briggs, Dumas, Antaya, Smith

Absent: Sunstrum, Tyler, Uric, Clement

Staff: Interim City Manager & DDA Director Reagan, Main Street Manager Perry, City Clerk Miller, Barb Brown

The meeting was called to order at 3:33 P.M. by Chair Dumas.

Motion by Antaya, supported by Blastic, to excuse the absence of Member Sunstrum.
All in favor. Adopted.

Motion by Briggs, supported by Antaya, to approve the proposed Revised Agenda.
All in favor. Adopted.

Motion by Blastic, supported by Smith, to approve the Minutes of the March 20, 2014 Regular Meeting as presented.
All in favor. Adopted.

Motion by Barnes, supported by Dumas, to approve the April 2014 Treasurer's Report as presented
All in favor. Adopted.

Under Presentations, Vanessa Ullman of Franklin Energy gave an overview of rebates available through the City of Portland 2014 Energy Optimization program.

Under New Business, Director Reagan stated that no applications for Façade Grants were received by the original deadline and proposed extending the deadline to May 30, 2014 as there are still grant funds available.

Motion by Briggs, supported by Smith, to extend the deadline for Façade Grant Applications to May 30, 2014.
All in favor. Adopted.

Under the Manager's Report, Main Street Manager Perry reported the National Main Street Conference will be held in Detroit, May 18th – 20th. There are 5 people attending from Portland. DDA Director Reagan and Member Sunstrum will both be presenting.

The State of Wyoming Main Street group will be bringing two greyhound buses to visit Portland on May 16th. They would like to tour the downtown and will stay for dinner. The goal is to both

entertain and educate participants: volunteers will be needed to help with this event. The keynote speaker will be Joe Borgstrom from Michigan Main Street.

Under Committee Updates, Main Street Manager Perry reported the Design Committee has received two applications for Sign Incentive Grants from Rush Clement for the Gallery Brewery and Wanda Urie for Distinctive Occasions. The committee is waiting for final documentation.

The Promotions & Marketing Committee is planning the 5th Annual Block Party, scheduled for Saturday, May 17th. Planning for Portland Pay Day is also underway, and is scheduled to begin on June 1st.

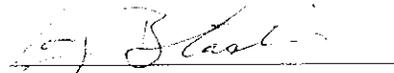
The Economic Revitalization Committee is working on a business survey to go out sometime this summer. They have also been awarded a customer service workshop.

The Organization and Finance Committee has viewed the finished webisodes featuring local businesses done by Eric Proctor. They are very well done and professional. The April 2014 edition of the "On the Street" newsletter was also completed and mailed with City utility bills.

Under Board Member Comments, Member Briggs reminded everyone that the City Cleanup will be held Saturday, April 26th at the DPW complex from 7:00 A.M. to 3:00 P.M. The Hazardous Waste Cleanup will be held Saturday, May 3rd from 9:00 A.M. to Noon in the Fire Department parking lot.

Motion by Smith, supported by Antaya, to adjourn the meeting at 3:54 P.M.
All in favor. Adopted

Respectfully submitted,



Kory Blastic, Secretary



DATE: May 9, 2014

REPORT OF FUNDS IN DDA AS OF:

PRINCIPAL & INTEREST ACCOUNT

AMOUNTS

PREVIOUS BALANCE:	<u>04/17/14</u>	\$ 146,918.43
INTEREST EARNED:		\$ 5.25
DEPOSITS:		
TRANSFER BACK TO DDA REGULAR ACCOUNT TO MEET CASH FLOWS		\$ (55,000.00)
CHECKS WRITTEN:		
NEW BALANCE:	<u>05/15/14</u>	<u>\$ 91,923.68</u>

REGULAR ACCOUNT

AMOUNTS

PREVIOUS BALANCE:	<u>04/17/14</u>	\$ 14,201.92
INTEREST EARNED:		\$ 1.52
DEPOSITS:		
4/30/2014	2014 BLOCK PARTY PARTICIPATION FEES	\$ 450.00
5/9/2014	2014 BLOCK PARTY PARTICIPATION FEES	\$ 695.00
5/9/2014	2014 PORTLAND PAY DAY PARTICIPATION FEES	\$ 770.00
5/8/2014	FINAL TRANSFER OF 2013 DDA TAX CAPTURE	\$ 18,692.43

CHECKS WRITTEN:

CK NO.	PAYEE	AMOUNT
1346	NATIONAL MAIN STREET CENTER-Annual Dues	\$ 350.00
1347	SHELBY MILLER-2014 Block Party Entertainment	\$ 100.00
1348	BRENDA LOOMIS-2014 Block Party Entertainment	\$ 700.00
1349	RORY MILLER-2014 Block Party Entertainment	\$ 400.00
1350	ERIC PROCTOR-2014 Block Party Entertainment	\$ 900.00
1351	UNITY SECURITY-2014 Block Party security services	\$ 300.00
1352	AMERICAN RENTALS-Tents, tables, chairs, and porta-johns for block party	\$ 1,544.00
1353	WHISPERING PINES MOBILE ZOO-Petty zoo for Block Party	\$ 600.00
1354	ALLIANCE BEVERAGE-Beverages for Block Party	\$ 1,154.50
1355	RCP PRINTING-2014 Block Party advertisements	\$ 36.00
1356	S&K TROPHIES-Trophies for talent and BBQ competition	\$ 65.50
1357	NICOLE SUNSTRUM-2014 Block Party startup cash	\$ 500.00
1358	NICOLE SUNSTRUM-2014 Block Party BBQ Competition prizes	\$ 800.00
1359	SUNBELT-Spider box for Block Party	\$ 184.00
1360	PATRICIA M. PERRY-Contracted Services	\$ 2,500.00
1361	CITY OF PORTLAND-Reimbursement for telephone,	\$ 1,284.58

ACH TRANS-RETURN FROM DDA PRINCIPAL AND INTEREST ESCROW ACCT. FOR CASH FLOW ISSUES	\$ 55,000.00
TOTAL EXPENSES:	<u>\$ (11,418.58)</u>
NEW BALANCE:	<u>05/15/14</u> <u>\$ 78,392.29</u>



National Main Street Center

a subsidiary of the
National Trust for Historic Preservation

NATIONAL MAIN STREET CENTER® 1st Renewal NOTICE

Please Return This Notice with Payment

Invoice Number: R9D16E
Member Number: 72556582
Expiration Date: 06/2014

Date: _____
Current Member Level: Designated Network
Current Dues Amount: \$350

SOMETHING MISSING OR INCORRECT?

Please fill in any missing or inaccurate information before returning

Contact: Mr. Patrick Reagan
Job Title: Executive Director
Main Street Portland
259 Kent Street
Portland, MI 48875

Phone: 517.647.5027
Fax: 517.647.2938
Email: ddainstreet@portland-michigan.org
Website: www.portlandmainstreet.com

DONT MISS OUT! Renew Your Main Street® Membership Today

Renew your membership in the Main Street Network to continue your access to:

- Access to online quarterly issues of *Main Street Now*
- Online database resources from our website's Solution Center
- Access to MainStreetList, the Main Street list serve
- Discounts on conferences, workshops, and publications
- Membership in the National Trust for Historic Preservation®
- Access to unique insurance products from the National Trust Insurance Services, LLC
- Secure online contribution web pages for your fund-raising efforts
- A national audience to promote your organization and programs
- Assistance in recruiting qualified staff for your organization
- Access to the National Trust's volunteer opportunities web page
- National Trust membership List Exchanges
- A voice for your issues

RENEWING IS EASY. Fill Out This Form

Membership Levels:

Standard Member: Our Standard Network Membership is open to any non-profit or governmental organization involved interested in revitalizing a traditional downtown or neighborhood commercial district.

Designated Main Street Membership: Designated Main Street Membership is required for any community that has been designated by their Coordinating Program under the Main Street program. Designated communities are eligible for accreditation, GAMSA, and special programs from the National Main Street Center.

***Please note that beginning January 1, 2014, annual dues for all Designated Main Street Communities is \$350. Dues for non-designated organizations is \$250. For more information, email Hannah White, Membership Coordinator at hwhite@savingplaces.org.**

Select your payment method:

Payment Method:

Renew online at www.mainstreet.org (be sure to log into the website first). Quick and easy – get your benefits fast!

A check made payable to *National Main Street Center* sent to:

National Main Street Center
53 W. Jackson, Suite 350
Chicago, IL 60604

Credit Card

Type of Card: Visa _____ Master card _____ American Express _____ Discover _____

Credit Card Number: _____ Exp. Date: ____ / ____

Name on Card: _____ Cardholder's Signature: _____

National Main Street Center
53 W. Jackson, Suite 350
www.mainstreet.org
mainstreet@savingplaces.org

Thank you for choosing to renew!

Engagement Agreement
THE GIG FACTORY
"Bringing People Together With Music"
1959 LacDuMont Haslett, MI 48840 (517) 339-1100 phone (517) 339-3367 fax

Engagement Dates: May 17, 2014

Deposit Required:

Artist: Shelby Miller

Purchaser: Portland Main Street

Guarantee Amount: \$100

Commission: 0

Agent: Shelley Perry

Times: 5:00 – 5:45 pm solo, 6:30 with Northern Lights, if possible

Today's Date: April 14, 2014

Venue: Portland Downtown Block Party

Address: 259 Kent St. Portland, MI 48875

Venue Phone #: 517 647 5027

****Special Provisions: Portland Main Street supplies PA and lights. with artist making additions as needed. Check made out to: Shelby Miller**

1. ARTIST(S) obligations hereunder are subject to detention or prevention by sickness inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond ARTIST'S control.

2. ARTIST(S) executes this agreement as an independent contractor, not as an employee of the PURCHASER. Responsibility for appropriate payments of payroll taxes and charges under applicable federal and local law will be assumed by the ARTIST.

3. AGENT PROVISIONS: UNLESS OTHERWISE NOTED HEREIN, AGENTS COMMISSIONS INCLUDED IN THE GROSS PRICE OF ENGAGEMENT AND SHALL BE HELD IN TRUST BY ARTIST AS FIDUCIARY AND FORWARD TO AGENT WITHIN 72 HOURS OF RECEIPT

**If leader or key personnel of this group is rebooked into this or any establishment owned or controlled by the purchaser (including chain buyers of music) within 24 months from the termination of this agreement, Purchaser and Leader shall be jointly and severally liable for payment to The Gig Factory of commission at the rate due and owing or paid for previous engagement.

4. It is expressly agreed that The Gig Factory acts herein as artist's agent and is not responsible for any act of commission or omission on the part of either artist or purchaser.

5. PURCHASER hereby indemnifies and holds ARTIST, as well as their respective agents, representatives, principals, employees, officer and directors, harmless from and against any loss, damage or expense, including reasonable attorney's fees, incurred or suffered by or threatened against ARTIST or any of the foregoing in connection with or as a result of any claim for personal injury or property damage or otherwise brought by or on behalf of any third party person, firm or corporation as a result of or in connection with the engagement, which claim does not result from the active and willful *negligence* of the ARTIST.

6. PURCHASER shall maintain liability personal injury and property damage insurance including without limitation, coverage fro liability as a result of the installation, and/or operation of equipment provided by ARTIST. Agreement must be signed by appropriate and authorized representative and returned within 10 days of postmark, or this engagement could be considered null and void. The person executing this agreement on Purchaser's behalf warrants his/her authority to do so and such person hereby personally assumes liability for the payment of said price in full.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE DAY AND YEAR FIRST WRITTEN ABOVE.

Signature of AGENT and/or ARTIST

Date

Signature of PURCHASER

Date

Commencement of Engagement Together with Physical Delivery of this Agreement is Deemed an Acceptance of ALL Terms by the Purchaser.

Engagement Agreement
THE GIG FACTORY
"Bringing People Together With Music"
1959 LacDuMont Haslett, MI 48840 (517) 339-1100 phone (517) 339-3367 fax

Engagement Dates: May 17, 2014
Deposit Required:
Artist: Brenda Loomis Band
Purchaser: Portland Main Street
Guarantee Amount: \$700
Commission: \$75.00
Agent: Don Middlebrook/Shelley Perry
Sets: 2-3 Times: 8:00 – 11:00 pm

Today's Date: March 23, 2014
Venue: Portland Downtown Block Party
Address: 259 Kent St. Portland, MI 48875
Venue Phone #: 517 647 5027

****Special Provisions: Portland Main Street supplies PA and lights, with band making additions as needed. Check made out to: The Gig Factory**

1. ARTIST(S) obligations hereunder are subject to detention or prevention by sickness inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond ARTIST'S control.

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IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE DAY AND YEAR FIRST WRITTEN ABOVE.

[Signature] 4-24-14
Signature of AGENT and/or ARTIST Date

[Signature] 5/19/14
Signature of PURCHASER Date

Commencement of Engagement Together with Physical Delivery of this Agreement is Deemed an Acceptance of ALL Terms by the Purchaser.

Engagement Agreement
THE GIG FACTORY

"Bringing People Together With Music"

1959 LacDuMont Haslett, MI 48840 (517) 339-1100 phone (517) 339-3367 fax

Engagement Dates: May 17, 2014

Deposit Required:

Artist: Rory Miller

Purchaser: Portland Main Street

Guarantee Amount: \$400

Commission: \$10.00

Agent: Shelley Perry

Equipment rental of PA and Lights: 12:00 pm – 11:00 pm

Sound person: 12:00 pm – 6:00pm

Band: 6:00 – 7:30 pm – Northern Lights

Today's Date: April 14, 2014

Venue: Portland Downtown Block Party

Address: 259 Kent St. Portland, MI 48875

Venue Phone #: 517 647 5027

**Special Provisions: none

Check made out to: Rory Miller

1. ARTIST(S) obligations hereunder are subject to detention or prevention by sickness inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond ARTIST'S control.

2. ARTIST(S) executes this agreement as an independent contractor, not as an employee of the PURCHASER. Responsibility for appropriate payments of payroll taxes and charges under applicable federal and local law will be assumed by the ARTIST.

3. AGENT PROVISIONS: UNLESS OTHERWISE NOTED HEREIN, AGENTS COMMISSIONS INCLUDED IN THE GROSS PRICE OF ENGAGEMENT AND SHALL BE HELD IN TRUST BY ARTIST AS FIDUCIARY AND FORWARD TO AGENT WITHIN 72 HOURS OF RECEIPT

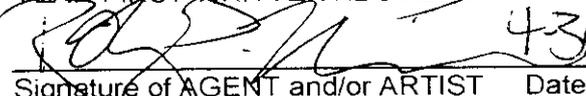
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6. PURCHASER shall maintain liability personal injury and property damage insurance including without limitation, coverage fro liability as a result of the installation, and/or operation of equipment provided by ARTIST. Agreement must be signed by appropriate and authorized representative and returned within 10 days of postmark, or this engagement could be considered null and void. The person executing this agreement on Purchaser's behalf warrants his/her authority to do so and such person hereby personally assumes liability for the payment of said price in full.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE DAY AND YEAR FIRST WRITTEN ABOVE.


Signature of AGENT and/or ARTIST

4-30-14
Date


Signature of PURCHASER

5/19/14
Date

Commencement of Engagement Together with Physical Delivery of this Agreement is Deemed an Acceptance of ALL Terms by the Purchaser.

**Portland Main Street
Organization and Finance Committee
"Webisode" Video Creation Project
Letter of Understanding
November 21, 2013**

The following is a letter of understanding which outlines the roles and responsibilities of both the Portland Main Street program and Quarterline Media with regard to this project.

Role and Responsibilities

1. The Portland Main Street program will select five businesses in their Main Street district to receive a "webisode" video highlighting their individual business. These businesses will be selected through a competitive application process to be determined by the Portland Main Street program.
2. Portland Main Street will retain all ownership rights to these videos.
3. A \$300.00 deposit will be made to Quarterline Media after this agreement has been signed. The balance of \$900.00 will be paid by check upon final completion, delivery, and approval of the five videos. This check will be cut based upon the approval of the Portland Main Street Organization and Finance Committee, the Portland Main Street Board of Directors, and by the City of Portland Downtown Development Authority. Quarterline Media shall submit a final invoice, upon project completion, to the Portland Main Street program.
4. All videos must be completed, received, approved, and delivered in final form by May 21, 2014.
5. Final approval of all videos will be made by the Organization and Finance Committee of the Portland Main Street program. None of the videos may contain explicit language, nudity, or any language that defames the following: the Portland Main Street program; the City of Portland; the City of Portland Downtown Development Authority; the Michigan Main Street Center; the National Main Street Center; or any existing Portland business or resident.
6. Quarterline Media will deliver all videos in the following manner:
 1. Videos will be delivered on a DVD.
 2. Videos will be uploaded to a media account (i.e. YouTube, Vimeo, etc) created and managed by the Portland Main Street program
7. Quarterline Media is allowed to use these videos as examples, samples, and portfolio pieces for their marketing purposes.
8. Portland Main Street will actively work with Quarterline Media and selected businesses during the film shooting process, as necessary and able.
9. Quarterline Media is responsible for all costs associated with the creation of all videos.

10. All videos will contain, upon the completion of the actual video pieces, the Portland Main Street logo. Also, each video may begin with a logo from Quarterline Media. Both of these logos shall not be counted as allotted time for the webisode itself.

11. Quarterline Media assumes all responsibility for the filming of these videos. The Portland Main Street program, the City of Portland Downtown Development Authority, the City of Portland, as well as staff and volunteers, shall be held harmless for any damage or injury to persons or property that may result from the creation of these video pieces.

12. Portland Main Street reserves the right to license, promote, or market these videos in any way they deem fit.

13. All videos will highlight the selected businesses, the Portland Main Street program, and downtown Portland in a positive manner. All videos will be approximately two minutes in length, exclusive of logos, unless otherwise approved by Portland Main Street and Quarterline Media.

14. This agreement may be amended, in writing, by mutual agreement of the Portland Main Street program and Quarterline Media.

Draft Timeline for Services

December 2013 – Portland Main Street will send out notices to all Main Street district businesses, requesting completed applications.

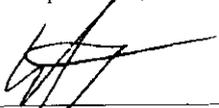
February 2014 – The Organization and Finance Committee will select businesses to receive this service.

February – May 2014 – Quarterline Media will film, edit, and finish videos.

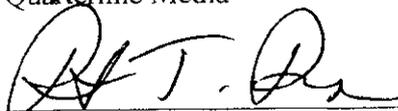
May 21, 2014 – Quarterline Media will deliver the final products to the Organization and Finance Committee of the Portland Main Street program for review.

June 2014 – Portland Main Street will make final payment of balance.

If products are delivered before June 2014, and have been approved, payment will be made as soon as possible, based on the stipulations above.


Eric Proctor, Owner
Quarterline Media

11-25-13
Date


Patrick T. Reagan, Director
City of Portland DDA
Portland Main Street

11/25/13
Date

900.⁰⁰
Balance
Owed

\$ 300



Unity Security & Safety

Unity Security Inc.
172 E Gardner St. Grand Rapids, MI 49345
Ph: 616.887-7767 - Fax: 616.887.7667
www.unitysecurity.com

Confidential Rate Quote & Service Proposal For City of Portland

Type of Security Officer: unarmed

Industry: Event

Service Address: 259 Kent Street
Portland, Michigan 48875

Minimum annual service hours: 4

Security Level:

Security Guard Dressed in Polo

Brief description of service and any special requirements:

Security service requested by the City of Portland Michigan for an event that requires Unity Security guards to check ID's and apply wristbands to those old enough to consume alcohol. The service is requested for May 17th from 6PM-12PM

Officer billing rate/hour: \$25.00

Holidays* & Overtime: \$37.50

Supervisor billing rate/hour:

Holidays* & Overtime:

**Holiday rates apply. New Years Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas eve after 2:00pm and Christmas Day. This rate includes all uniforms, employment taxes, work comp insurance, liability insurance in the amount of \$2,000,000, and vacation pay.*

Supplemental Charges:

Mileage: N/A

Vultus: N/A

Officer Health Insurance: N/A

Other Additional Charges: N/A

The undersigned accepts this Service Proposal for hours stated and billing rate. The quoted rates are representative of our pricing for your industry and location. Start date, terms and additional information will be provided via our Service Agreement.

Client Representative Signature: Date: 3/5/14

Client Representative printed name:

Unity Representative Signature: _____ Date: _____

Unity Representative printed name: David Stallworth





Easton, MI 48806
 (517) 523-1111 * (800) 632-1110
 FAX (517) 523-2446

6546 M 57 South
 Kearsley, MI 48849
 (517) 523-1277 * (800) 558-2533
 (517) 523-2446

Tables & Chairs
 Portable Chemical Toilets
 "Royal Flush" Toilet Trailers
 Storage & Office Trailers
 Paper Products
 Linens
 China/Furniture
 Catering Equipment

RENTAL 534956

Customer# 19496

Date 03/07/2014

PORTLAND MAINSTREET PROGRAM
 ATTN: PATRICK REAGAN
 259 KENT ST.
 PORTLAND MI 48875

DOWNTOWN PORTLAND CITY HALL
 PARKING LOT
 DEL @ 7 AM SATURDAY

 CustPO#: Billing: OneTime LAN Jas
 Deliver: 5/17/14 SAT Start: 5/17/2014 Asphalt PATRICK 517-647-5027
 Pickup: 5/18/14 SUN End: 5/17/2014 SHELLEY 616-558-5863

Quantity	Description	Price	Amount
1	20X40 TWIN TUBE FRAME TENT	425.00	425.00
3	40' WHITE SIDE CURTAINS		
24	8' X 30" TABLES	6.00 EA	144.00
125	BROWN CONTOUR CHAIRS	.80 EA	100.00
1	15X15 TWIN TUBE FRAME TENT	175.00	175.00
18	FRAME TENT ANCHORS		
1	100' STRING LIGHT	25.00	25.00
3	AMERI-CAN PORTABLE TOILET	65.00 EA	195.00
1	16' X 20' 24" HIGH STAGE	400.00 EA	400.00
2	SETS STAGING STEPS	25.00 EA	50.00
	Mileage charge:		30.00
	TOTAL:		1,544.00

* 700
Need \$100 deposit



10811 S. Deer Lake Rd • Reed City, Michigan 49677 • 810-334-2512
Email: whisperingpinesanimals@gmail.com • Website: www.whisperingpinesmobilezoo.com
www.facebook.com/coolanimals

CONTRACT FOR SERVICES

Organization/Event: Downtown Block Party in Portland

Organization mailing address: City of Portland Downtown Development Authority, Portland Main Street, 259 Kent Street

City/State/Zip: Portland, Michigan 48875 Business phone: (517) 647-5027

Contact person: Patrick L. Reagan, Director or Heather Wiborn cell phone: (231) 755-3574

Email address: ddmainstreet@portland-michigan.org or hwiborn@yahoo.com

Event location address: Parking lot in downtown Portland

Date(s): Saturday, May 17, 2014 Hours of operation: 11 am - 5 pm

Cost per day: \$700.00 Total number of days: 1 Total: \$700.00 10% Deposit: 70.00

Options (check as many boxes as applicable):

- Petting Zoo (approx. 40' x 50')
- Commercial Photography (min 2 x 3 ft)
- Petting ~~Pen~~ (21' x 11') (min 12' x 20')
- Exotic Exhibit (min 20' x 85')

*-100.00 sand 3/25/14 (deposit)
\$600.00*

Special provisions/notes: Set up on pavement

<p>Event holder shall supply:</p> <ul style="list-style-type: none"> • Minimum space requirements: as stated above • Access to Water • Site for manure and trash disposal • Payment in full LATEST on day of event 	<p>Whispering Pines Mobile Zoo LLC shall supply:</p> <ul style="list-style-type: none"> • Variety of healthy, well-behaved animals* • Animal shelters, fencing, signage, hand sanitizer • feed for sale • Knowledgeable and courteous staff <p><small>*Due to the nature of this business, animals booked may be subject to change.</small></p>
---	--

Please return a signed copy of this contract along with a \$100 deposit to:
Whispering Pines Mobile Zoo, 10811 S. Deer Lake Rd., Reed City, MI 49677

I have read and agree to the terms of this contract.

Signature: [Handwritten Signature]
Event Representative

Date: 3/5/14

Signature: [Handwritten Signature]
Whispering Pines Mobile Zoo LLC Representative

Date: 02/19/2014



LARGE FORMAT SCANNING

PHOTO RESTORATION

CUSTOM PRINTING

01/27/2010

Shelly Perry
Portland Main Street
290 Kent Street
Portland, ME 04103

01/27/2010

1000

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Business Card	25	2.35	58.75
Business Card	1	23.85	23.85

Business Card
Business Card

TOTAL

\$82.60

ACCEPTED BY

ACCEPTED DATE

Invoice

S & K Trophies and Plaques, Inc.

8310 Sunfield Hwy.

Portland, MI 48875

Date	Invoice #
5-1-2014	10038

Bill To
Portland Main Street Downtown Block Party

Ship To
Shelly Perry

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			5/1/2014			

Quantity	Item Code	Description	Price Each	Amount
1	2	6" BBQ Legend Oval on 7"x9" Black Plaque Inc. All Eng.	15.00	15.00
1	2	Champion Trophy-DBL. White Marble Base-8" Green Lava Col-6" Oval Top w/Star Mylar 1st Place Mylar-Star Trim Date in Center Under 2" Col. Inc. All Eng.	26.00	26.00
1	2	Second Place-2 Hole White marble Base 8" Green Lava Oval Col Star Mylar 2nd Place Mylar Date on side Inc. All Eng.	15.00	15.00
1	2	Third Place Same As Above Except 4" Col. Sales Tax	9.50 6.00%	9.50 0.00

Phone #	Fax #	E-mail
(517)647-7374	(517)647-7374	sktrophy@gmail.com

Total	\$65.50
--------------	---------

Portland Main Street
Payment Request
Downtown Block Party
5.01.14

This payment request is for \$500.00 for “start-up cash” for the May 17, 2014 Portland Downtown Block Party. This request should be charged to 248-275-740.006 “Operating Supplies - Promotions and Marketing” and should be made out to Nicole Sunstrum, Promotions and Marketing Committee Chairperson.



Patrick T. Reagan, Manager
City of Portland Downtown Development Authority
Portland Main Street

Portland Main Street
Payment Request
Downtown Block Party
5.01.14

This payment request is for \$800.00 for cash prizes for the inaugural BBQ Contest at the May 17, 2014 Portland Downtown Block Party. This request should be charged to 248-275-740.006 "Operating Supplies - Promotions and Marketing" and should be made out to Nicole Sunstrum, Promotions and Marketing Committee Chairperson.



Patrick T. Reagan, Manager
City of Portland Downtown Development Authority
Portland Main Street



PC#:315
14485 S US HIGHWAY 27
DEWITT, MI 48820-8305
517-487-3055

SUNBELT RENTALS, INC.
Salesman: 31500 LANSING HOUSE (3)
Typed By: CACKLEY

Job Site:

REAGAN, PATRICK
259 KENT ST
C/O PORTLAND DWNTN DEV.AUTHOR
PORTLAND, MI 48875
C#: 517-647-5027 J#: 517-647-5027

RESERVATION



Contract #.. 44678301
Contract dt. 3/13/14
Date out.... 5/17/14 12:00 PM
Est return.. 5/18/14 12:00 PM
Job Loc..... CPU
Job No.....
P.O. #..... NR
Ordered By.. REAGAN, PATRICK
NET DUE UPON RECEIPT

Customer: MI R 250 676 789 164

REAGAN, PATRICK
259 KENT ST
C/O PORTLAND DWNTN DEV.AUTHOR
PORTLAND, MI 48875

Created at PC# 315 for PC# 315

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
2.00	SPIDER BOX TPB50P 0060001	49.00	49.00	140.00	395.00	98.00
2.00	100' SPIDERBOX CABLE 6/4	31.00	31.00	85.00	260.00	62.00

SALES ITEMS:

Qty	Item number	Unit	Price	
1	ENVIRONMENTAL ENVIRONMENTAL	EA		N/C
1	RENTAL PROTECTION PLAN	EA		24.00

PAYMENT HISTORY

DATE	TYPE	REF #	AUTH #	TRANS TYPE	AMOUNT	APPLIED
3/13/14	Pay On Return					
					Sub-total:	184.00
					Total:	184.00
					Pay On Return	

Rate your rental experience www.sunbeltrentals.com/survey

IF THE EQUIPMENT DOES NOT WORK
PROPERLY, NOTIFY THE OFFICE AT ONCE

MULTIPLE SHIFTS OR
OVERTIME RATES MAY APPLY

CUSTOMER IS RESPONSIBLE FOR
REFUELING, DAMAGES AND REPAIRS

- The total charges are an estimate based on the estimated rental period provided by Customer.
- Customer assumes all risks associated with the Equipment during the Rental Period, including injury and damage to persons, property and the Equipment.
- Customer is responsible for and shall only permit properly trained, authorized individuals, who are not impaired (under the influence of drugs or alcohol), to use the Equipment.
- If the Equipment does not operate properly, is not suitable for Customer's intended use, does not have operating and safety instructions or Customer has any questions regarding use of the Equipment, Customer shall not use the Equipment and shall contact Sunbelt immediately.
- Misuse of the Equipment or using damaged or malfunctioning Equipment may result in serious bodily injury or death.
- Customer has received, read, understood and agrees to the estimated charges herein and all the terms and conditions of this Contract, including the Release and Indemnification provided in Section 7, and the Environmental Fee in Section 14, which can also be found at www.sunbeltrentals.com/rentalcontract. *Delivery/Pickup Surcharges fee explanation is available at www.sunbeltrentals.com/surcharge
- Customer must contact Sunbelt to request pickup of Equipment, retain the Pick Up Number given by Sunbelt and will be responsible for Equipment until actually retrieved by Sunbelt.
- For operations in California, Customer is renting equipment registered under the California Air Resources Board (CARB) Portable Equipment Registration Program (PERP). The operator of the Equipment is subject to the requirements of the PERP regulation and local Air Pollution Control District rules. Under the PERP Regulation, the Customer is required to keep a copy of the rental agreement and CARB registration certificate, including operating conditions and notification requirements, with the Equipment at all times. Customer must also complete the log provided with the Equipment as required by PERP and returning the log with the Equipment (see www.arb.ca.gov/portable/portable.htm). By signing this Contract, the Customer acknowledges receipt of these documents.

Customer is declining Rental Protection Plan (Customer Initials)

Customer Signature Date Name Printed Delivered By Date

INVOICE

CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

(517) 647-3211

POA
259 KENT ST.
PORTLAND, MI 48875

Customer ID: 00017
Invoice Number: 0000000829
Service Date: 05/06/2014
Invoice Date: 05/09/2014
Due Date: 06/09/2014

Property Address:
259 KENT ST.

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1	ON THE STREET - MAY 2014	59.00	59.00
1	POSTAGE	69.12	69.12

Total Invoice:	128.12
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	128.12

CITY OF PORTLAND
CITY OF PORTLAND
259 KENT ST.
PORTLAND, MI 48875

(517) 647-3211

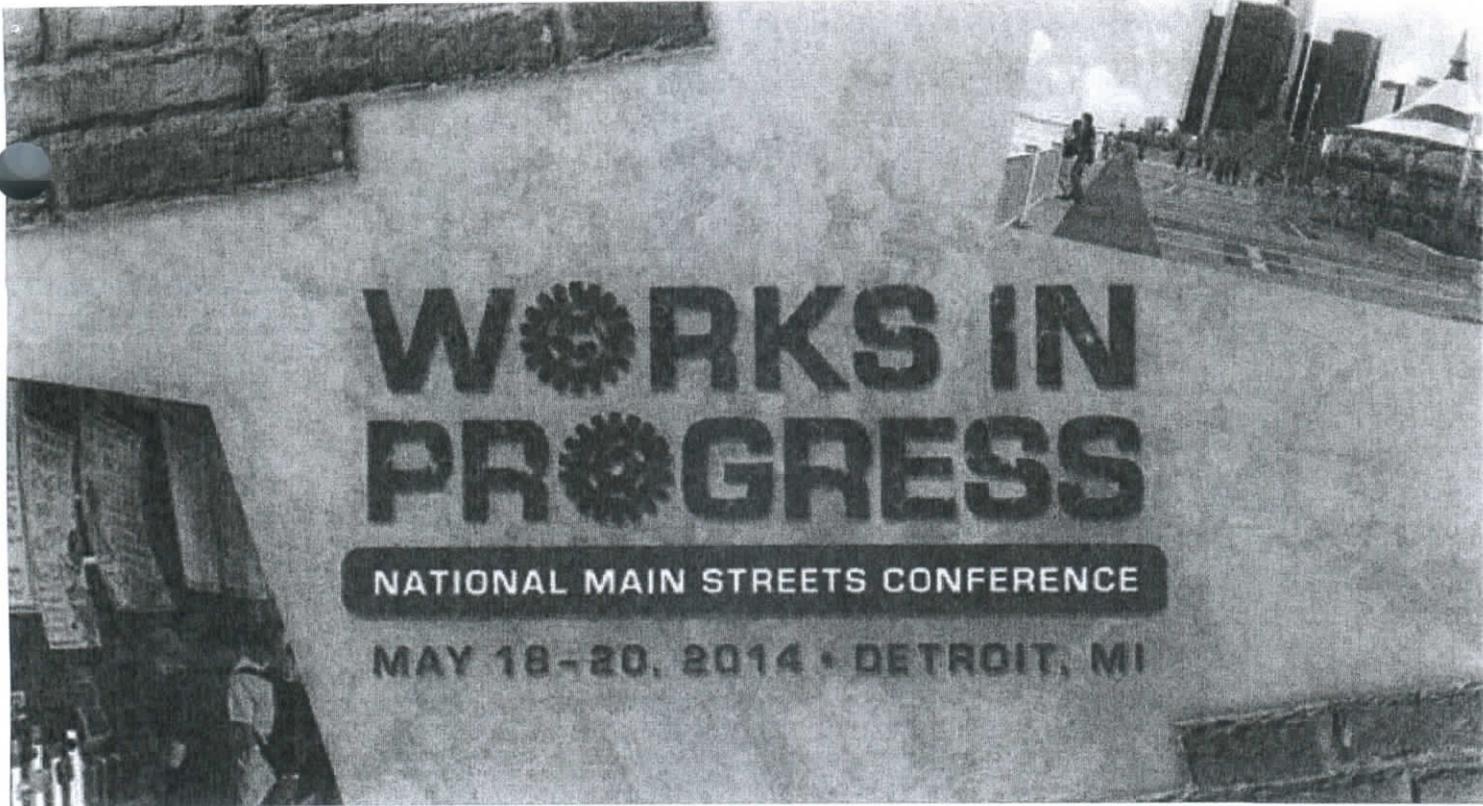
POA
259 KENT ST.
PORTLAND, MI 48875

INVOICE

Customer ID: 00017
Invoice Number: 0000000829
Service Date: 05/06/2014
Invoice Date: 05/09/2014
Due Date: 06/09/2014

Property Address:
259 KENT ST.

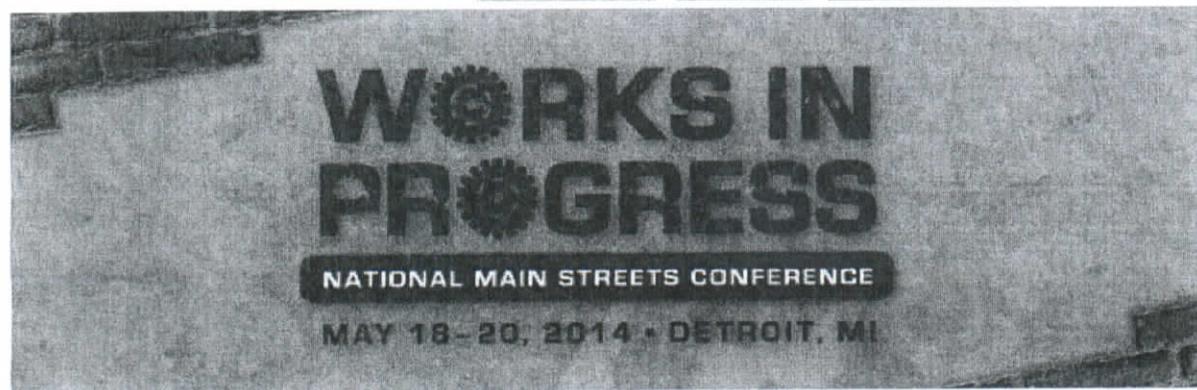




2014 National Main Streets Conference
 Saturday, May 17, 2014 - Wednesday, May 21, 2014

Detroit Marriott Renaissance Center
 400 Renaissance Center
 Detroit, Michigan 48243
 United States
 Phone: 734-677-0503 [Email Us](#)

[Personal Info](#) [Checkout](#) **[Confirmation](#)**



Personal Info



Registration ID: 66826777
Registrant: Wanda Urie
 Portland Main Street
 259 Kent Street
 Portland, MI 48875

Registration Date: 3/18/2014 10:46 AM

Registrant Type: Monday Only Registration Member

Status: Confirmed

Work Phone: 5176475027

Email: distinctivegifts@sbcglobal.net

Name as it would appear on the badge: Wanda Urie

Fees

Fee	Quantity	Unit Price	Amount
Fee			
One Day Regis_1 Event Fee	1	\$200.00	\$200.00
Subtotal:			\$200.00
Total:			\$200.00

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	3/18/2014	\$200.00	\$200.00
Online Credit Card Payment (*****9828) Details	3/18/2014	(\$200.00)	\$0.00
Current Balance:			\$0.00

Payment Method

Payment Method: Credit Card (MasterCard)

The online credit card payment for this event will be listed on your credit card statement with the name **National Main Stre.**

Date	Invoice	Description Detail	Amount
05/14/14	03512	COMPUTER SERVICES FOR MONTH - APR, MAY, JUN 14	1,000.00
	101-101-900.000	DATA PROCESSING	548.90
	101-301-600.000	DATA PROCESSING	20.00
	101-101-250.000	MISCELLANEOUS EXPENSES	404.90
	101-441-600.000	DATA PROCESSING	166.20

Total: 1,639.10

CITY OF PORTLAND - PORTLAND, MICHIGAN 48875

CITY OF PORTLAND
159 KENT STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
16-2471724

035512

Date: 05/15/14

AMOUNT
31,656.35

To be used Six Hundred Fifty-Six and 35/100 Dollars

PAY

MRP SERVICES, INC.
914 RIVERSIDE DRIVE
PORTLAND, MI 48875

CITY OF PORTLAND - PAYING ACCOUNT

James Sawyer
Monique Miller

Date	Invoice	Description Detail	Amount
04/21/14	1807188	PHONE SVCS - CITY HALL	41.52
	101-101-851.001	TELEPHONE SERVICE	41.52
	101-101-851.001	TELEPHONE SERVICE	166.56
	101-204-801.001	TELEPHONE SERVICE	41.52
	101-721-851.000	TELEPHONE SERVICE	41.52
	101-727-916.000	MISCELLANEOUS EXPENSES	41.52
	101-884-851.000	TELEPHONE SERVICE	41.52
	108-020-801.000	TELEPHONE SERVICE	41.52

Total: 415.16

FORM 10001 (01/10) With Inflation 4/1/13 1234

CITY OF PORTLAND • PORTLAND, MICHIGAN 48875

WARNING: DO NOT CASH UNLESS YOU SEE THE HUNTINGTON NATIONAL BANK LOGO ON THE FRONT OF THE CHECK

CITY OF PORTLAND
259 MARKET STREET
PORTLAND, MICHIGAN 48875

THE HUNTINGTON NATIONAL BANK
GRAND RAPIDS, MICHIGAN
74.347 / 773

035427

Date: 04/21/14

415.16

Four Hundred Fifteen and 16/100 Dollars

CLEAR RATE COMMUNICATIONS
PO BOX 27308

LANSING MI 48909

CITY OF PORTLAND - PAYING ACCOUNT

James Hansen
Monique Melh

035427 0724034731 01151128209

GL NUMBER	DESCRIPTION	2013-14		ACTIVITY FOR	RCGT	USEP
		BUDGET	YTD BALANCE			
		AMENDED	05/31/2014	INCREASE (DECREASE)	NORMAL	ABNORMAL
Fund 248 - DDA FUND						
Revenues						
Dept 000						
248-000-402.000	REAL PROPERTY TAXES	307,549.00	293,692.43	18,692.43	13,856.57	95.49
248-000-551.000	RIVERSIDE FACADE GRANT	0.00	0.00	0.00	0.00	0.00
248-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00
248-060-665.000	INTEREST INCOME	50.00	57.76	0.00	(7.76)	115.52
248-000-674.000	CONTRIBUTION-PROPERTY OWNERS	0.00	0.00	0.00	0.00	0.00
248-000-678.005	REIMBURSEMENTS-WORKER'S COMP	0.00	128.49	0.00	(128.49)	100.00
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000-678.010	REIMBURSEMENTS-RIVERFEST	0.00	0.00	0.00	0.00	0.00
248-000-678.011	REIMBURSEMENTS-CITY AND PACC	0.00	0.00	0.00	0.00	0.00
248-000-678.012	REIMBURSEMENTS-MAIN STREET	28,000.00	17,112.15	1,455.00	10,837.85	61.11
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00
248-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 000		335,599.00	310,990.83	20,157.43	24,606.17	32.67
TOTAL Revenues						
		335,599.00	310,990.83	20,157.43	24,606.17	32.67
Expenditures						
Dept 275-ADMINISTRATION						
248-275-702.000	S & W FULLTIME	40,799.08	27,867.58	0.00	12,931.50	68.31
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	835.33	0.00	364.67	59.61
248-275-715.000	S & W SOCIAL SECURITY	2,152.00	2,214.92	0.00	937.08	70.27
248-275-716.004	RETIREE HEALTH CARE SAVINGS PLAN	420.00	0.00	0.00	420.00	0.00
248-275-717.000	LIFE/LTD INSURANCE	475.00	639.90	0.00	164.90	134.72
248-275-718.000	PENSION	17,655.00	15,664.88	0.00	1,990.12	98.73
248-275-719.000	OTHER FRINGE	100.00	283.13	0.00	183.13	283.13
248-275-720.000	WORKER'S COMPENSATION	725.00	0.00	0.00	725.00	0.00
248-275-723.000	UNEMPLOYMENT	40.00	5.23	0.00	34.77	13.08
248-275-730.000	POSTAGE	300.00	381.95	69.12	(81.95)	127.32
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	7,500.00	2,729.42	593.00	4,770.58	36.33
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	9,300.00	4,502.18	0.00	4,797.82	48.41
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	1,720.00	0.00	0.00	1,720.00	0.00
248-275-740.005	OPERATING SUPPLIES-O&F COMMITTEE	14,905.00	9,054.19	959.00	5,850.82	60.75
248-275-740.006	OPERATING SUPPLIES-F&M COMMITTEE	18,160.00	15,173.15	6,384.00	1,986.85	89.06
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	0.00	0.00	0.00	0.00	0.00
248-275-801.000	LEGAL SERVICE	100.00	19.00	0.00	81.00	19.00
248-275-802.000	AUDIT SERVICE	750.00	800.00	0.00	50.00	106.67
248-275-803.000	ENGINEERING SERVICE	0.00	138.72	0.00	(138.72)	100.30
248-275-804.000	CONTRACTUAL SERVICE	2,500.00	6,437.15	2,500.00	(3,937.15)	257.49
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	7,000.00	6,593.79	0.00	406.21	94.30
248-275-806.000	DATA PROCESSING	300.00	914.95	914.95	(614.95)	304.98
248-275-851.000	TELEPHONE SERVICE	500.00	713.15	41.51	(213.15)	142.63
248-275-866.000	FIREWORKS (DDA)	2,500.00	0.00	0.00	2,500.00	0.00
248-275-902.000	ADVERTISING	0.00	0.00	0.00	0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	5,000.00	5,085.91	0.00	(85.91)	101.72
248-275-958.000	DUES & SUBSCRIPTIONS	300.00	0.00	0.00	300.00	0.00
248-275-967.001	FACADE RESTORATION (DDA)	10,000.00	0.00	0.00	10,000.00	0.00
248-275-982.000	CAPITAL OUTLAY-DDA EXPANSION	0.00	0.00	0.00	0.00	0.00
248-275-992.000	PRINCIPAL PAYMENT	175,000.00	175,000.00	0.00	0.00	100.00
248-275-995.000	INTEREST PAYMENT	12,513.00	12,632.44	0.00	(119.44)	100.95
248-275-997.003	PAYING AGENT FEES	300.00	0.00	0.00	300.00	0.00

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 05/31/2014	ACTIVITY FOR MONTH 05/31/2014	AVAILABLE BALANCE	% BUDGET USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DDA FUND						
Expenditures						
248-275-999.202	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00
Total Dept 275-ADMINISTRATION						
		333,214.08	289,686.96	11,418.58	44,527.12	86.64
Dept 999						
248-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00	0.00
Total Dept 999						
		0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures						
		333,214.08	289,686.96	11,418.58	44,527.12	86.64
Fund 248 - DDA FUND:						
TOTAL REVENUES						
		335,599.00	310,990.83	28,157.43	24,608.17	92.67
TOTAL EXPENDITURES						
		333,214.08	289,686.96	11,418.58	44,527.12	86.64
NET OF REVENUES & EXPENDITURES						
		2,384.92	22,303.87	8,738.85	13,218.95	975.20

PORTLAND POLICE DEPARTMENT

STATISTICAL REPORT

April 1st – April 30th, 2014

COMPLAINTS:

• DISPATCHED :	59 COMPTS	37 HRS 30 MINS
• PATROL ORGINATED:	15 COMPTS	18 HRS 30 MINS
• FOLLOW-UP:	56 COMPTS	36 HRS 00 MINS
• ASSISTING	36 COMPTS	30 HRS 45 MINS

TRAFFIC:

• STOPS:	98
• CITATIONS:	37
• VERBAL WARNINGS:	72
• PARKING:	5

ARREST:

• MISDEMEANOR:	18
• FELONY:	5
• ORDINANCE VIOLATIONS:	0
• JUVENILES	1

CONTACTS:

• PATROL CONTACTS:	371
• BUSINESS CONTACTS:	92
• SUBPOENA SERVICE	3

PORTLAND POLICE DEPARTMENT

REPORT SUMMARY

April 1st – April 30th, 2014

ASSISTS TO OTHER DEPARTMENTS:

April 4th, 2014	Assist to IOSH@ EGR on an Alarm.
April 14th, 2014	Assist to IOSH @ River Bends on a family fight
April 24th, 2014	Assist to IOSH @ I-96 MM 74 Multiple crashes
April 26th, 2014	Assist to IOSH @ Grand River / Portland Rd Family Trouble
April 27th, 2014	Assist to MSP @ 96 / Cutler Rollover accident

CASE SUMMARY:

On April 3rd, 2014	Officer Groenhof investigated a complaint of Domestic Violence at E. Grand River & Cutler Rd. The investigation lead to the arrest of the female party involved for domestic assault and for OWI 1 st offense.
On April 3 rd , 2014	Officer Groenhof was called to Sparrow Hospital in Ionia for an aggravated assault that had taken place earlier on Crescent St. Ofc. Groenhof's investigation lead to the arrest of the responsible party for Aggravated assault, Intent to commit great bodily harm less than murder, stolen motor vehicle, malicious destruction of property and interfering with a 911 call.
On April 4th, 2014	Sgt. Ludwick had been investigating complaints of child neglect and narcotic activity on Carolyn St. Sgt. Ludwick's investigation lead to the obtaining of a search warrant for the premises. The execution of that search warrant revealed that heroin was being used and stored at this location. The subject responsible was arrested and charged with possession of a controlled substance and lodged in the county jail
On April 24th, 2014	Sgt. Ludwick was called to investigate an aggravated assault that had taken place the night before outside of Gerde's Bar. The victim was later treated at Sparrow Hospital Ionia. Through Sgt. Ludwick's investigation she was able to identify the suspect involved. That subject was interviewed and subsequently arrested and charged with aggravated assault.
On 15 th & 30th, 2014	Officer Teitsma received information regarding subjects possessing marijuana at the Portland adult educational facility. Both these investigations lead to the confiscation of the controlled substance and the parties involved being charged with possession of same.

PORTLAND POLICE DEPARTMENT

INDIVIDUAL STATISTICS

April 1st – April 30th, 2014

CHIEF JIM KNOBELSDORF:

Dispatch Compts:	13	7 Hrs 45 Mins	Traffic Stops:	11
Self-Initiated Compts:	1	0 Hrs 30 Mins	Citations:	5
Follow-up:	11	10 Hrs 30 Mins	Warnings:	13
Assisting	5	2 Hrs 15 Mins	Arrests:	0

SGT. REBECCA LUDWICK - ADMINISTRATIVE

Dispatch Compts:	10	7 Hrs 00 Mins	Traffic Stops:	3
Self-Initiated Compts:	3	9 Hrs 00 Mins	Citations:	3
Follow-up:	18	6 Hrs 00 Mins	Warnings:	1
Assisting	8	3 Hrs 45 Mins	Arrests:	3

OFC. TOM TEITSMA:

Dispatch Compts:	14	8 Hrs 00 Mins	Traffic Stops:	10
Self-Initiated Compts:	1	0 Hrs 30 Mins	Citations:	3
Follow-up:	17	9 Hrs 30 Mins	Warnings:	11
Assisting	4	1 Hrs 30 Mins	Arrests:	4

OFC. STAR THOMAS:

Dispatch Compts:	6	2 Hrs 00 Mins	Traffic Stops:	18
Self-Initiated Compts:	2	1 Hrs 00 Mins	Citations:	5
Follow-up:	5	6 Hrs 15 Mins	Warnings:	13
Assisting	10	11 Hrs 45 Mins	Arrests:	1

OFC. TIM GROENHOF:

Dispatch Compts:	5	8 Hrs 45 Mins	Traffic Stops:	24
Self-Initiated Compts:	3	2 Hrs 00 Mins	Citations:	14
Follow-up:	1	1 Hrs 15 Mins	Warnings:	16
Assisting	8	9 Hrs 00 Mins	Arrests:	6

OFC. TOM HEALD:

Dispatch Compts:	2	1 Hrs 30 Mins	Traffic Stops:	27
Self-Initiated Compts:	5	5 Hrs 30 Mins	Citations:	7
Follow-up:	1	2 Hrs 00 Mins	Warnings:	24
Assisting	4	2 Hrs 00 Mins	Arrests:	9

OFC. KEVIN VENTON:

Dispatch Compts:	4	2 Hrs 30 Mins	Traffic Stops:	2
Self-Initiated Compts:	0	0 Hrs 00 Mins	Citations:	1
Follow-up:	11	0 Hrs 30 Mins	Warnings:	2
Assisting	0	0 Hrs 00 Mins	Arrests:	0

PORTLAND POLICE DEPARTMENT

COUNTY REPORT

April 1st – April 30th, 2014

TRAFFIC:

- STOPS: 00
- CITATIONS: 0
- WARNINGS: 0
- STATIONARY RADAR: 0 HRS 00 MINS
- PARKING: 0

ARRESTS: 0

CONTACTS:

- PATROL CONTACTS: 00
- PROPERTY CHECKS: 00

The Ionia County Sheriff's Department was not utilized in the month of April

PORTLAND WASTEWATER TREATMENT PLANT REPORT FOR APRIL 2014

NPDES COMPLIANCE

The City WWTP was in compliance with the NPDES permit limitations for the month of April 2014. Complete copies of all discharge Monitoring Reports are on file at the WWTP.

OPERATIONS

The WWTP treated and discharged **10.2 million gallons** for the month of April.

The new Pressure/Vacuum Raw sampler installation was completed on schedule and the Factory representative from QCEC was here to conduct the training on the sampler with all of the WWTP personnel. Following training the sampler was immediately placed into service. It has functioned perfectly since start-up.

The WWTP workers started preparing the ceilings and walls in the Digester and Service buildings for repainting. This is long overdue and requires a considerable amount of scraping of loose paint. The application of fresh paint should begin in May.

The computer in the lab quit working altogether. Since it was very old and outdated, Ed the IT person advised that there was a good used computer at City Hall. ED reconfigured it for our use and set it up in our lab. This should serve our purposes for several years.

The WWTP Certificate of Coverage (COC) issued by the State of Michigan under the National Pollutant Discharge Elimination System (NPDES) requires that we monitor and report for Ammonia from May 1 thru September 30. The necessary fresh reagents were ordered and the testing equipment was setup to assure that monitoring could begin on the 1st of May.

Problems developed with the Waste Activated Sludge (WAS) pump this month. Every day when we would start the pump for the daily wasting activities, the VFD on the electrical control panel would fault. After several attempts we could get the pump to run for the day. D&E Electric was called in to see if there was an electrical problem with the VFD or the pump. They determined that there was a grounding condition at the pump. The pump valving for the Return Activated Sludge (RAS) pumps were changed to allow us to use one of the RAS pumps for the WAS pump. The WAS pump was pulled and sent out to HydroDynamics for repair. They found a spot on the pump motor power cable that had worn through and was shorting out. They ordered a new cable and made the repair.

Mike Ward at Hometown Sports on W. Bridge St. has experienced several sewer backups over the course of years. Each time this happens, sewage discharges from a cleanout outside of his entrance door onto the parking lot. This is considered a Sanitary Sewer Overflow (SSO) and is not acceptable under our Permit. Video inspection of this main in the past has revealed the existence of tree roots. With the configuration of the sewer main, it is impossible to access this line with the Vac truck root cutter to clear the roots or perform normal sewer main cleaning. Keith Cook from Cook Bros. Construction was contacted for an estimate to install a new manhole on W. Bridge St. to provide the necessary manhole access to be able to clear this main without causing an SSO. The plan is to have this installed in the very near future following the City approval procedure to have this work completed.

The East Final Clarifier RAS flow has worked perfectly since the installation of the missing lower seal. Recently WWTP operators noticed that the RAS flow was slowing down causing sludge to backup into the clarifier. The flow was redirected to the West Clarifier so that the other clarifier could be dewatered to determine what the problem might be. Upon examination, two of the openings on the sludge header tube at the bottom of the clarifier, were obstructed with rags. These were removed and the underwater mechanisms were inspected any all repairs or adjustments were made. The clarifier is now ready for operation when it is needed.

Doug Sherman took a week vacation the last week of April and returned to no major operational problems.

Maintenance & Capitol Expenses for April 1, 2014 to April 30, 2014

ITEM	COST
Tom's Do It Center – Electrical Supplies, Drain Bladder, & Misc.	\$ 160.62
NCL – Lab supplies	\$ 368.40
USA Bluebook – Green Marking Paint, Sump Pump, lab Supplies	\$ 481.97
DVT Electric – Split wire connector troubleshooting & repair	\$ 725.00
Municipal Supply – Green Miss Dig Flags	\$ 18.00
Family Farm & Home – Electrical Fittings	\$ 25.74
D&E Electric – Troubleshoot WAS pump	\$ 150.00
Total Expenses	\$ 1929.73
Total Spent YTD	\$31430.03

WASTEWATER COLLECTION SYSTEM ACTIVITY

Sewer Trouble Spots sections cleaned	0 feet
Routine cleaning	0 feet
Sewer call outs due to building services	2
Sewer call outs due to plugged City main	0
New connections to sewer main	0
Building Services Televised	0

Building Services Inspected
City Main Televised

0
0

SEWER CALLOUTS

April 2, 2014

At 9:30AM, a call was received from Amy Cyr Residing at 215 Water St., stating that her drains would not go down. Doug Sherman arrived on the scene at 9:45AM to investigate the situation. The flow in the sewer main was checked at Manholes A8 and A9. Upon inspection, the flow was found to be normal. Doug explained this to the homeowner and advised her that the blockage was in the house service lateral. A list of plumbers was left with the homeowner to assist her in finding a plumber to clean the house service lateral.

April 14, 2014

A call was received at the WWTP from Bill Stegna, the rental property owner, stating that he had found toilet paper backing out onto the ground around the outside cleanout. This call was received at 8:00AM. Doug Sherman arrived on the scene at 8:15AM to investigate the backup. The flow was checked in the city main at manholes A37, A40, and A50. The flow appeared to be normal, however a large pile of rags were observed lying in the bottom of manhole A40. Mike Owen and Tim Krizov were dispatched to remove the rags with the Vac truck. A list of plumbers was faxed to Bill Stegna to assist him in having the house service lateral cleaned. No damages were noted and the overall problem appeared to be in the house lateral.

Respectively Submitted,

Doug Sherman
WWTP Superintendent

City Of Portland
 Water Department
 Monthly Water Report
 April 2014

Monthly Water Production

Well #4	8,274,000 Gallons
Well #5	7500 Gallons
Well #6	37,000 Gallons
Well #7	5,000 Gallons

Daily Water Production

Well #4	275,800 Gallons
Well #5	250 Gallons
Well #6	1,233 Gallons
Well #7	167 Gallons

Daily Average Water Production For All Wells

277,450 Gallons

Total Water Production For The Month

8,323,500 Gallons

Total Water Production For The Previous Month

8,287,000 Gallons

Total Production Increased By

36,500 Gallons

Total Production For This Month From The Previous Year

10,880,700 Gallons

Total Production Decreased By

2,557,200 Gallons

Kenneth L Gensterblum
Water Technician

Portland Light and Power Board EO Report
5/1/2014



Executive Summary:

This report summarizes the year to date activity of your EO programs implemented by Franklin Energy. If you have any questions, please do not hesitate to contact Franklin Energy.

Portland Light and Power Board Summary						
Application Count	kWh Goal	kWh Savings	% to Goal	Incentive Budget	Incentive	% to Budget
C&I Custom	73,039.00	10,324.20	14.14%	\$5,410.80	\$825.94	15.26%
Realized : 1		10,324.20	14.14%		\$825.94	15.26%
C&I Prescriptive	71,782.00	56,844.89	79.19%	\$9,078.08	\$2,944.70	32.44%
Pipeline : 1		4,060.25	5.66%		\$400.00	4.41%
Realized : 2		52,784.65	73.53%		\$2,544.70	28.03%
C&I Combined	144,821.00	67,169.09	46.38%	\$14,488.88	\$3,770.64	26.02%
Pipeline : 1		4,060.25	2.80%		\$400.00	2.76%
Realized : 3		63,108.85	43.58%		\$3,370.64	23.26%
Residential HVAC	8,158.00	1,715.65	21.03%	\$3,822.00	\$426.00	11.15%
Realized : 2		1,715.65	21.03%		\$426.00	11.15%

C&I Paid Projects by Month							
Month Paid	Presc & Custom Apps	Prescriptive kWh	Custom kWh	Total kWh	Prescriptive Incentives	Custom Incentives	Total Incentives
March	1	2,216		2,216	\$120		\$120
April	1	50,569		50,569	\$2,425		\$2,425
2014 YTD	2	52,785	0	52,785	\$2,545	\$0	\$2,545
2014 Goals	-	71,782	73,039	144,821	\$9,078	\$5,411	\$14,489
% to Goal	-	73.53%	.00%	36.45%	28.03%	.00%	17.56%

Appliance Recycling Program

Appliance Recycling		kWh Goal: 23,888.00			
Unit	Units	kWh Savings	Incentive	\$/kWh	kWh % to Goal
Air Conditioners					
Dehumidifiers					
Freezers	2	2,222.0	\$120	\$0.05	9.30%
Refrigerators	3	3,783.0	\$180	\$0.05	15.84%
Totals	5	6,005.0	\$300	\$0.05	25.14%

Lighting Kits		kWh Goal: 108,785.00			
Unit	Units	kWh Savings	Incentive	\$/kWh	kWh % to Goal
Lighting Kits					
Totals					

C&I Program Summary:

Customer	Status Date	kWh Savings	Incentive
C&I Custom		10,324.20	\$825.94
Incentive Authorized			
Westside General Store - 751 W. Grand River Ave.	4/21/2014	10,324.20	\$825.94
C&I Prescriptive		56,844.89	\$2,944.70
Paid			
City Of Portland - 600 Plant Drive	3/3/2014	2,215.65	\$119.70
Bill'S Party Store - 1153 E. Grand River Ave.	4/7/2014	50,569.00	\$2,425.00
Work in Progress			
Mcdonald's Corporation - 1432 East Grand River	3/27/2014	4,060.25	\$400.00
Customer	Status Date	kWh Savings	Incentive
Residential HVAC		1,715.65	\$426.00
Paid			
Sam Miller - 10087 Goodwin Rd	3/3/2014	1,083.65	\$340.00
Batched			
David Antaya - 104 Quarterline St	3/7/2014	632.00	\$86.00

Component Detail

C&I Custom

Account Number	Component	Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive
Incentive Authorized						
08-05900-1	Westside General Store - 751 W. Grand River Ave. (2) Total Project Cost: \$ 2,062.57 Install Complete: 4/2/2014					
	Lighting	1		10,324.00		825.94

C&I Prescriptive

Account Number	Component	Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive
Paid						
19-00190-1	City Of Portland - 600 Plant Drive Total Project Cost: \$ 294.40 Install Complete: 11/25/2013					
	LM13: Exterior HID to LED - MPPA 2014	2	6.48	2,216.00	0.35	110.70
Payment Date : 3/2/2014						
10-09530-1	Bill'S Party Store -1153 E. Grand River Ave. Total Project Cost: \$ 3,499.98 Install Complete: 2/27/2014					
	MM13: LED Grocery Case Lighting - MPPA 2014	17	600.00	11,730.00	35	595.00
	MM13: ECM Walk-in Cooler/Freezer - MPPA 2014	11	1,365.00	15,015.00	50	550.00
	MM13: Anti-Sweat Insular Controls - MPPA 2014	16	1,480.00	23,824.00	80	1,280.00
Payment Date : 4/6/2014						

Work In Progress

17-01100-1	Mcdonald's Corporation - 1432 East Grand River Total Project Cost: \$ Install Complete:					
	MM13: A/C < 11.3 Tons - MPPA 2014	4	46.71	1,868.00	8	320.00
	CM13: Programmable Thermostat (Gas Heat) - MPPA 2014	4	547.95	2,192.00	20	60.00

Residential HVAC/Efficient Appliances

Account Number	Component	Total Qty	kWh/Unit	kWh Savings	Incentive/Unit	Incentive
Paid						
12-06830-1	Sam Miller - 10087 Goodwin Rd Install Complete: 11/12/2013					
	Residential CAC - 17 SEER MPPA 2014	1	174.95	175.00	150	150.00
	Residential Furnace w/ECM MPPA 2014	1	730.00	730.00	150	150.00
	Residential Thermostat MPPA 2014	1	21.72	22.00	15	15.00
	Residential Electric Water Heater MPPA 2014	1	157.00	157.00	25	25.00
Payment Date : 3/2/2014						
Batched						
	David Antaya - 104 Quarterline St Install Complete: 2/22/2014					
	40W A-line to LED - MPPA 2014	12	26.00	312.00	3.5	42.00
	60W A-line to LED - MPPA 2014	8	40.00	320.00	5.5	44.00

1st Annual



Walk-A-Thon

Saturday June 21st, 2014
10:00 AM



Please join us for the 1st Annual Portland Dog Park Walkathon. The walk will start at Community Lake and end at the actual Dog Park Site (Bogue Flats). Registration fee is \$25 per entry before 6/1/14, which includes a T-shirt and after 6/1/14 fee will be \$30 (no Shirt). There will be free treats for the pups and the humans. All proceeds will be used toward the development of Our Dog Park. Pets & humans of all ages welcome! For more information please email us at; ourdogpark@gmail.com or Visit us on Facebook "Our Dog Park".

REGISTRATION FORM

Name: _____ Age: _____ DOB: / / _____
(First, M.I., Last) *(MM/DD/YY)*

Address: _____ Apt: _____ City: _____ Zip: _____

E-mail: _____ Ph#: () - _____

Emergency Contact: _____ Ph#: () - _____

Shirt Size/Qty.: ADULT: SM ___ M ___ LG ___ XL ___ YOUTH: M ___ LG ___

Waiver of Liability:

I hereby, for myself, my heirs, executors and administrators waive and release any and all rights and claims for damages I may have against, Our Dog Park, the City of Portland, their respective agents or any facility used for this recreational program, for any and all injuries which may be suffered by my dependents in connection with my participation in said program. I further represent that I carry medical hospital insurance and I understand that the City does not provide such insurance coverage for me.

Signature of Participant: _____ Date: _____

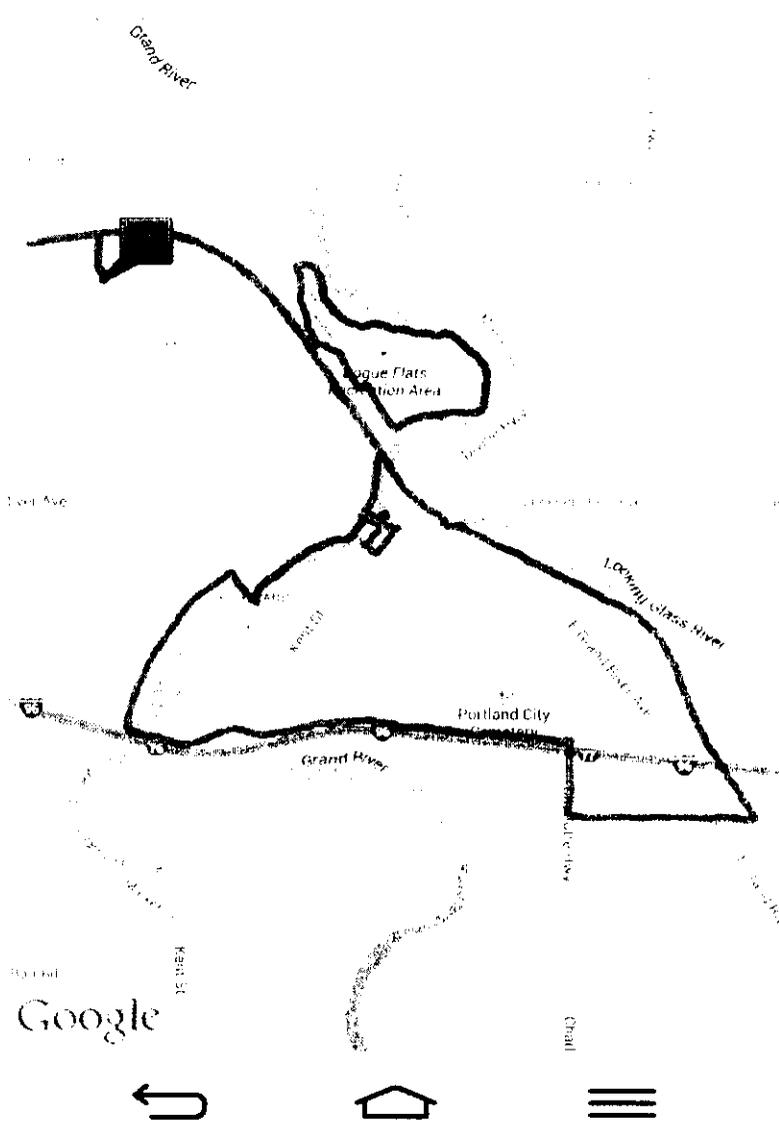
Signature of Parent/Guardian: _____ Date: _____

Please mail completed form and \$25 Registration Fee to:

Portland Recreation
259 Kent Street Portland, MI 48875
Please make checks payable to Portland Recreation

Event Staff Use Only	<input type="checkbox"/> Paid: \$	Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check #:	Office Use MDOGP
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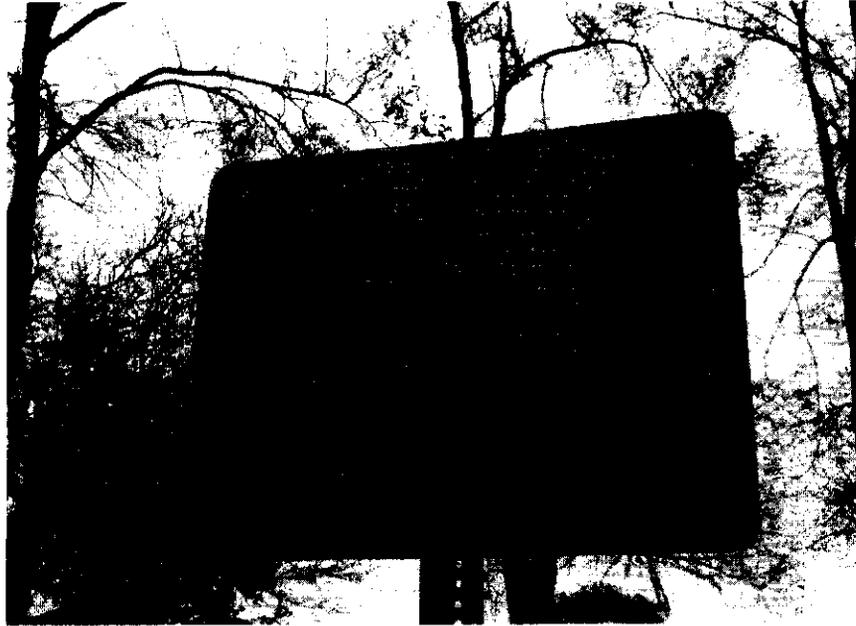
Multi-modal trails are “looking grand” in Portland...Michigan



Kathy and I enjoyed the delightful Mother's Day weather with temperatures in the low 80s by bicycling the Portland, Michigan non-motorized trail system. For a city of approximately 3,000 residents, Portland has an amazing 11 mile long trail system (see signed map below and mapny ride above). Along the entire network are

benches, scenic overlooks, fishing docks, art work, historic markers, and even a fitness course within the Bogue Flats Park.

As a planner, I was particularly impressed by the design and maintenance of the trail system infrastructure, as well as the safety features including painted markings, signage, retractable barricades to prevent non-emergency vehicular use, and even a flashing signal at one busier street crossing.



Below are a series of photos from our ride. What makes pedaling the non-motorized trails around Portland so "grand" is they traverse varied terrain and landscapes, including two rivers (the [Grand](#) and the [Looking Glass](#)), an old railroad grade, a tunnel under I-96, three historic bridges, parks, residential neighborhoods, and downtown Portland.

My only two suggestions would be for the city to add more bike parking racks in and around town and to strive to convince more downtown retail businesses to remain open on weekends. We enjoyed a tasty lunch at Duke's Canoe Club/Cajun Grill's outdoor dining pavilion overlooking the Looking Glass River and may have done some shopping if stores had been open. Despite what my photos might show, there were many cyclists, joggers, walkers, and others enjoying this lovely and scenic trail system and all of the downtown restaurants were quite busy.

Kudos to Michigan's own Portland for living up to the non-motorized standards being set by its larger sibling in Oregon.



Follow

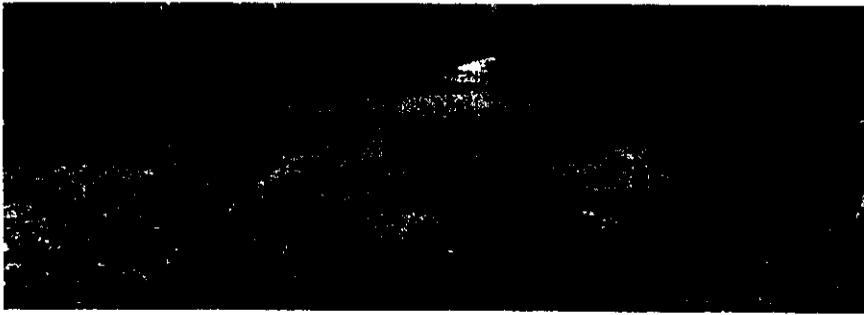
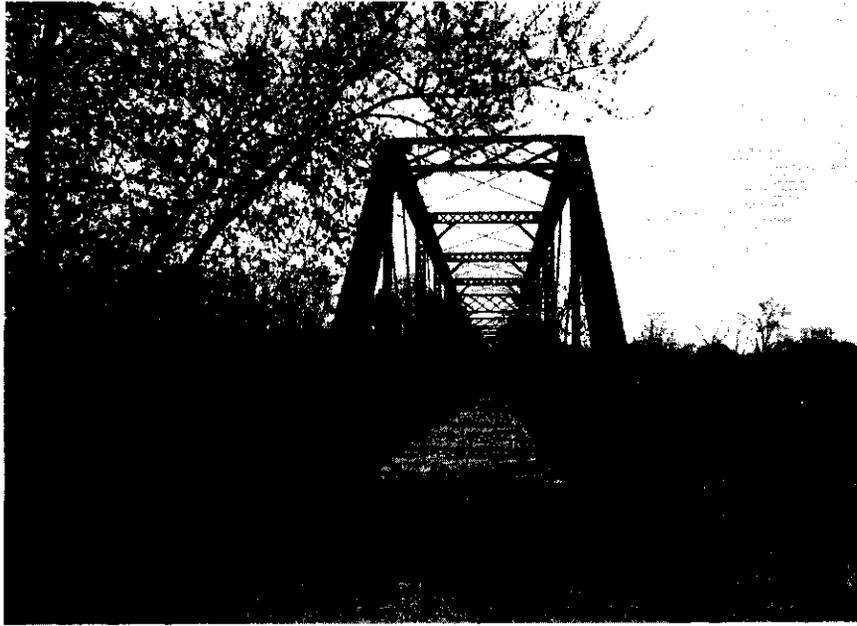


Fig. 20



Portland, Michigan



Portland, Michigan

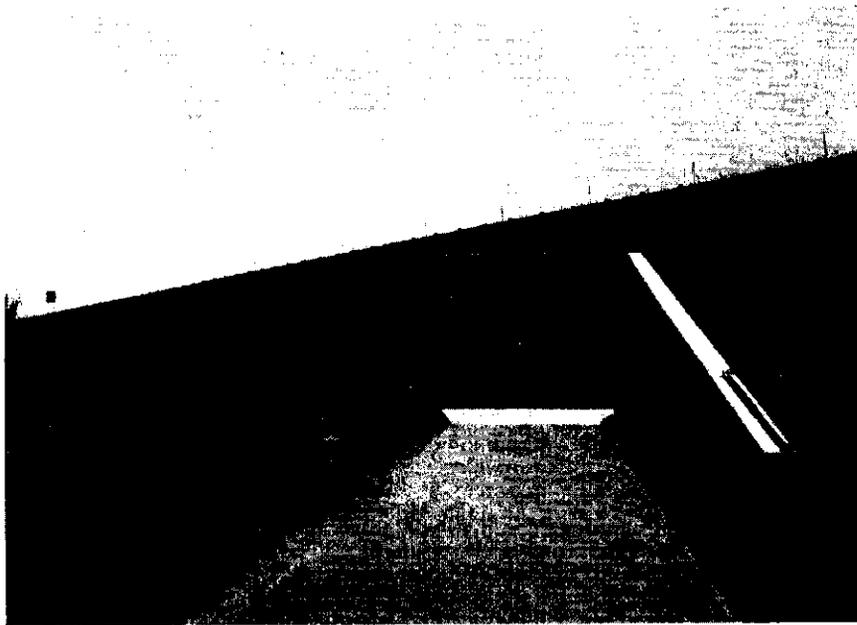
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Multi-modal trail in Port...



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Multi-modal trails are looking grand in Portland...Michigan | Bicycle Trax



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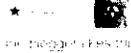


Looking in the woods



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2 Responses to Multi-modal trails are “looking grand” in Portland...Michigan



Eric Ederer says:

May 12, 2014 at 12:22 PM

Thanks for writing about this not so well known mid-michigan recreation-nature resource. Someday, I would like to Nordic walk this trail system.

★ Like (0)



Rick Brown says:

May 12, 2014 at 12:58 PM

Thank you, Eric.

★ Like (0)

Bicycle Trax

Multi-modal trails are “looking grand” in Portland...Michigan

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IONIA COUNTY BOARD OF COMMISSIONERS

April 22, 2014

Regular Meeting

7:00 p.m.

The Chair called the meeting to order and led with the Pledge of Allegiance.

Members present: Lynn Mason, Larry Tiejema, Jim Banks, Brenda Cowling-Cronk, Scott Wirtz, Jack Shattuck and Julie Calley

Others present: Tom Thelen, David Jager, Jim Valentine, Doug DeVries, Al Almy, Barbara Walters, Lynette Seiler, Bill Weisgerber, Chuck Minkley, Jack Elliott, "Gus" Elliott, Judy Clark, Dale Miller, Ken Gasper, Stephanie Hurlbut and Tonda Rich

Approval of Agenda

The Chair noted one addition to the agenda under New Business (item H). Moved by Mason, supported by Cowling-Cronk, to approve the amended agenda. Motion carried by voice vote.

Public Comment

Jack Elliott commented on the Open Meetings Act and meeting locations for the Board.

Barbara Walters commented on the Animal Shelter.

Did You Know?

Commissioners' Cowling-Cronk and Calley shared facts of interest.

Consent Calendar

- A. Approve minutes of the previous meeting(s)
- B. Approve per diem and mileage
- C. Approve payment of General Fund payroll and accounts payable for the month of March 2014 - \$1,101,619.90
- D. Approve payment of Health Fund bills - \$87,260.76

Commissioner Shattuck requested to remove his per diem voucher from the Consent Calendar and amend the March 11th meeting per diem to zero. Moved by Shattuck, supported by Cowling-Cronk, to approve Commissioner Shattuck's amended per diem voucher as discussed. Motion carried by voice vote.

A brief discussion followed concerning the policy on mileage and per diem for certain meetings that the Board attends.

Hearing no further objections, the Chair declared the remaining items on the Consent Calendar approved.

Unfinished Business

A. Appointments

1. Economic Development Corporation/Brownfield Redevelopment Authority
Moved by Tiejema, supported by Wirtz, to appoint Mark Bender, Jonathan Dinehart and Robert Van Lente to the Economic Development Corporation/Brownfield Redevelopment Authority. Motion carried by voice vote.

New Business

- A. David Jasper, Acting Equalization Director, presented the 2014 Equalization Report in compliance with the General Property Tax Act, Section 211.34 of the Michigan Compiled Laws of 1948 as amended by Act 6 of the Public Acts of 1981. The 2014 report indicates the assessed value of real and personal property in Ionia County is \$1,904,587,488. Moved by Tiejema, supported by Shattuck, that the 2014 Equalization Report for Ionia County, which establishes the county's equalized value at \$1,904,587,488, be approved and authorize the signatures of all commissioners. Motion carried by voice vote.
- B. Moved by Mason, supported by Wirtz, to approve filling the Site Hostess/Coordinator position at the Commission on Aging, at a Grade 4, not to exceed .24 FTE. Motion carried by voice vote.
- C. Moved by Mason, supported by Tiejema, to approve the AAAMW FY 2015 Older Americans Act Continuation of Funding Request, and authorize the signature of the Chair. Motion carried by voice vote.
- D. Ionia County Sheriff, Dale Miller, requested 12 additional cameras for the jail, in addition to replacing the 19 black and white analog cameras, with the funds to come from the Securus Technology Grant and inmate housing revenue. Moved by Shattuck, supported by Wirtz, to approve the purchase of 12 additional cameras for the jail and to further approve replacing the 19 black and white analog cameras at the jail. Motion carried by voice vote.
- E. Moved by Wirtz, supported by Cowling-Cronk, to amend the Personnel Allocation for the Sheriff's Department by re-allocating one Sergeant position to one full-time Corrections Officer and to further authorize filling two full-time Corrections Officers positions. Motion carried by voice vote.

- F. Moved by Banks, supported by Tiejema, to adopt the National Correctional Officers' and Employees' Week Resolution. The Resolution passed by the following roll call vote: yes – all. The Resolution is as follows:

**NATIONAL CORRECTIONAL OFFICERS' AND EMPLOYEES' WEEK
RESOLUTION
2014-7**

WHEREAS, National Correctional Officers and Employees Week was first proclaimed on May 5, 1984, by President Ronald Reagan, when he signed Proclamation 5187 creating "National Correctional Officers' Week," to recognize the men and women who work in jails, prisons, and community corrections across the country; and

WHEREAS, Correctional Employees of the Ionia County Sheriff's Office form a core element of the Public Safety team in this community by providing security supervision, treatment services, and reentry efforts for more than 2800 individual cases in the course of a calendar year; and

WHEREAS, In the Ionia County Sheriff's Office, professional Correctional Employees serve a co-equal role with law enforcement and fire rescue colleagues, engaging in dangerous and potentially life-threatening situations; and

WHEREAS, Members of the Ionia County community recognize and understand the complex, dangerous, and challenging responsibilities carried out by Correctional Employees in the Ionia County Sheriff's Office, and recognize and highly commend their public safety work.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Ionia County, duly convened and acting in its capacity as the governing body of Ionia County, does hereby proclaim the week of May 4-10, 2014, as **NATIONAL CORRECTIONAL OFFICERS' AND EMPLOYEES' WEEK** in Ionia County, and further encourage residents to join in recognition and appreciation of the outstanding service professional Correctional Employees provide to our community.

- G. Managing Director of the Road Commission, Dorothy Pohl and Road Commissioner, Bill Weisgerber, discussed the condition of the county roads and proposed putting a millage for 2 mills for a six year term on the August 2014 ballot. Pohl stated that the State of Michigan is in discussions concerning funding for Michigan roads. However, Pohl indicated that even with this funding, it will not be enough to fix the roads in Ionia County. Commissioner Shattuck, who acts as the liaison between the Board and the Road Commission,

stated he was in agreement with the millage proposal. Moved by Mason, supported by Shattuck, to adopt the Resolution to Approve Ballot Proposal for New Additional Millage for Highway, Road, and Street Purposes, Including Bridges, Within Ionia County, pending the final approval of the County Attorney. The Resolution was adopted by the following roll call vote: yes, with Chair Calley voting no. The Resolution is as follows:

**RESOLUTION TO APPROVE BALLOT PROPOSAL FOR NEW
ADDITIONAL MILLAGE FOR HIGHWAY, ROAD AND STREET
PURPOSES INCLUDING BRIDGES WITHIN IONIA COUNTY
2014-8**

WHEREAS, in recognition of (1) the need for significant repair, maintenance and improvement of highways, roads, streets and bridges located within Ionia County and (2) the lack of assurance that additional state and federal money will be available to fund the cost of such needed repairs, maintenance and improvements in the County, the Board of County Road Commissioners of the County of Ionia (the "Road Commission"), acting pursuant to and in accordance with Act 283 of the Public Acts of Michigan of 1909, as amended ("Act 283"), adopted a resolution on April 16, 2014, to endorse and request that the Ionia County Board of Commissioners (the "County Board") adopt the resolution to submit a ballot proposal to County electors at the August 4, 2014 state primary election to increase the County's total tax rate limitation as provided in Section 6 of Article IX of the State Constitution of 1963 in order to levy taxes for County road purposes for a specified number of years; and

WHEREAS, Act 283 and the Property Tax Limitation Act, which is Act 62 of the Public Acts of Michigan of 1933, as amended ("Act 62"), authorize the County to submit a ballot proposal to the County electors for the authorization of a new additional millage for road purposes; and

WHEREAS, the wording of the ballot proposal to be submitted to County electors is attached to this Resolution as Exhibit A.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. A ballot proposal to increase the County's total tax rate limitation by, and to levy up to, the amount of 2.000 mills for a period of six (6) years, commencing in 2014 through and including 2019, both inclusive, to provide funding for the maintenance, repair and improvement of highways, roads, streets, and bridges located within the County, which is a request for new additional millage, shall be submitted to the qualified electors of the County.
2. The ballot proposal shall be submitted to the electors at the state primary election to be held on Tuesday, August 5, 2014, the next regularly scheduled

- election date, pursuant to the provisions of Act 62, the General Property Tax Act, and the Michigan Election Law.
3. The ballot proposal to be submitted to the electors shall be in the form attached hereto as Exhibit A, and in such form is hereby approved and certified to the County Clerk.
 4. The County Clerk is hereby authorized and directed to provide all notices of the election as may be required by law, including the Michigan Election Law. Without limitation of the foregoing, the Notice of Election shall contain a statement by the County Treasurer of the total of all voted increases in the total tax rate limitation in the County, and each local unit therein, and the year the increases are effective, as required by Section 3 of Act 62.
 5. All resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

EXHIBIT A

**MILLAGE PROPOSITION NEW ADDITIONAL MILLAGE FOR
HIGHWAY, ROAD, AND STREET PURPOSES, INCLUDING BRIDGES
WITHIN IONIA COUNTY
2014-8**

Shall the limitation on general ad valorem taxation within the County of Ionia (the "County") imposed under Article IX, Section 6 of the Michigan Constitution be increased by, and the County be authorized to levy, up to 2.000 mill (\$2.00 per \$1,000 of taxable value) for a period of six (6) years, beginning in 2014 and continuing through 2019, inclusive, subject to reduction as provided by law, on taxable property in the County?

The purpose of this new millage is to provide funds for highway, road, and street purposes, including bridges located in the County to be allocated and distributed pursuant to the statutory formula set forth in Act 133 of the Public Acts of 1968, as amended, among the Ionia County Road Commission for roads located in the Clarksville, Hubbardston, Lake Odessa, Lyons, Muir, Pewamo and Saranac. If approved, it is estimated that the levy of 2.000 mills will provide revenue of \$3,129,932 in the first calendar year of the levy, which will be disbursed to the Road Commission for allocation and distribution among the Road Commission, and the cities and villages, as described above and, in accordance with state law, among the downtown development authorities for the cities of Belding, Ionia, and Portland, the Village of Lake Odessa, and the Village of Lyons' and the City of Belding's two tax increment finance authorities.

- H. Moved by Tiejema, supported by Cowling-Cronk, to authorize an expenditure of \$4,000 from the General Fund to pay West Michigan Shoreline Regional Development Commission for Management and Administration costs associated

with oversight of Homeland Security Planning for Ionia County. Motion carried by voice vote, with Banks voting no.

Chairperson's Report

Chair Calley announced that the next facility meeting will be Tuesday, April 29, 2014, at 3:00 p.m.

County Administrator's Report

- 1) The Giving Vine is complete at the Animal Shelter.

Public Comment

Jack Elliott commented on a new facility and the Road Commission.

"Gus" Elliott discussed the 64A District Court and requested that the Board keep the citizens informed on their decisions.

Moved by Mason, supported by Cowling-Cronk, to adjourn the meeting at 8:33 p.m. Motion carried by voice vote.

Julie Calley, Chair

Tonda Rich, Clerk

Minutes approved on

IONIA COUNTY BOARD OF COMMISSIONERS
“Collaborating For Safe, Strong and Healthy Communities”

Agenda
May 13, 2014
4:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Request for approval of Strategic Planning Document – CDBG Housing Program
 - B. Memorandum of Understanding for Automatic Vehicle Location System – Central Dispatch
 - C. MBA Capacity-Building Mini-Grant Agreement – Health Department
 - D. Request for ATM Placement in Courthouse
 - E. Request to Hire Seasonal Marine Deputy
 - F.
- IX. Reports of Officers, Boards, and Standing Committees**
 - A. Chairperson
 - B. County Administrator
- X. Reports of Special or Ad Hoc Committees**

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

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

- Area Agency on Aging of Western Michigan Board of Directors – One two-year term, expiring January 31, 2016.
- Central Dispatch Board of Directors – One General Public Representative, expiring December 31, 2015.
- Comprehensive Economic Development Strategy Committee – One one-year term expiring in December 2014 which serves as the Private Sector Representative.
- Construction Board of Appeals – One two-year terms, expiring October 2015. This position serves as an alternate member.

Appointments for consideration in the month of June 2014: None

Appointments for consideration in the month of July 2014: None

IONIA COUNTY BOARD OF COMMISSIONERS
“Collaborating For Safe, Strong and Healthy Communities”

Committee-of-the-Whole Agenda

May 20, 2014

4:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Approval of Agenda
 - A. Consideration of additional items
- V. Public Comment
(3 minute time limit per speaker – please state name/organization)
- VI. Unfinished Business
 - A. Facilities Discussion
- VII. New Business
 - A. Ionia County Economic Alliance Report
 - B. Departmental Reports
 - 1. Juvenile/Probate Annual Report
 - 2. County Treasurer
 - 3. Central Dispatch
 - C.
- VIII. Reports of Officers, Board and Standing Committees
 - A. Chairperson
 - B. Commissioners
 - C. County Administrator
- IX. Reports of Special or Ad Hoc Committees
- X. Closed Session
- XI. Adjournment

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

**NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-17095-R**

- Consumers Energy Company requests Michigan Public Service Commission approval to reconcile its power supply cost recovery costs and revenues for the calendar year 2013.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201-2276, (800) 477-5050 for a free copy of its application. Any person may review the application at the offices of Consumers Energy Company.
- The first public hearing in this matter will be held:

DATE/TIME: May 21, 2014, at 10:00 a.m.
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge Mark D. Eyster

LOCATION: Constitution Hall
525 West Allegan
Lansing, Michigan

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 241-6160 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) March 31, 2014 application to reconcile its power supply cost recovery costs and revenues for the 12-month period January 1, 2013 through December 31, 2013. Consumers Energy's application states that its total 2013 net overrecovery, including previous years' over- and/or underrecoveries is \$10,137,230 (including statutory interest).

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 241-6180 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 14, 2014. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department – Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information: available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Commission's Rules of Practice and Procedure R 460.17315 and R 460.17335. Requests for further information on adjournment should be directed to (517) 241-6060.

A copy of Consumers Energy's request may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 241-6180.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in 1982 P.A. 304 proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

April 23, 2014