



CITY OF PORTLAND

2023 ANNUAL REPORT





March 25, 2024

Dear Portland City Council:

Please find within this document a copy of the Annual Report from each department of the City of Portland; the format is the same as previous years. This Annual Report is an outline of the services provided by the City of Portland and its employees. The purpose of this report is to focus on the major activities of 2023.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Nikki Miller".

Nikki Miller
City Clerk

Index

Management Discussion & Analysis	7-12
Council Action Recap	13-18
Election Report	19-21
Income Tax Report	23
Tax Levy Report	25
Assessor's Report.....	27
Community Clean-Up Summary	29
Building Permit Report.....	31
Sewer Revenue Report.....	33
Wastewater Operations Report	35-45
Water Revenue Report.....	47
Water Production Report	49
DPW Report.....	51-54
Fleis & VandenBrink Engineering Report.....	55
Board of Light & Power Report.....	57-67
Parks & Cemetery Report	69-71
Recreation Report	73-84
Police Department Report.....	85-87
Ambulance Department Report	89-93
Work Order Recap	95
Zoning Board of Appeals Recap.....	97-98
Planning Commission Recap	99-101
DDA Recap.....	103-105

CITY OF PORTLAND MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Portland (City), we offer readers of the City of Portland's financial statements this narrative overview and analysis of the financial activities of the City of Portland for the fiscal year ended June 30, 2023.

The following is a discussion and analysis of the City of Portland's (the City's) financial performance and position, providing an overview of the activities for the year ended June 30, 2023. This analysis should be read in conjunction with the *Independent Auditor's Report* and with the City's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

Government-wide

- Total net position was \$30,416,399 (excluding component units).
- Governmental activities net position was \$16,401,849.
- Business-type activity net position was \$14,014,550.
- Component Unit net position was \$685,064.

Fund Level

- At the close of the fiscal year, the City's governmental funds reported a combined ending fund balance of \$5,515,761 with \$4,959,649 being nonspendable, restricted, committed or assigned for specific purposes and \$556,112 being unassigned.
- The General Fund realized \$111,568 more in revenues and other financing sources than anticipated for the fiscal year. The General Fund operations also expended \$284,596 less than appropriated when including other financing uses.
- Overall, the General Fund balance increased by \$161,232.

Capital and Long-term Debt Activities

- The total additions to the capital asset schedules for the primary government were \$7,079,230, excluding reclassifications. Significant capital purchases during the year included the wastewater treatment plant, substation, a snowplow, compact tractor, and brush chipper.
- The total long-term obligations for the primary government were \$8,918,150, a net increase of \$4,221,118 from the prior year. This increase was due to the debt taken on for the Wastewater Treatment Plant Improvements.
- The City remains well below its authorized legal debt limit. The City debt limit, as defined by statute, is 10% of the state equalized property values, which currently equals \$14,393,649.

OVERVIEW OF THE FINANCIAL STATEMENTS

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

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

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

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

The Statement of Net Position (page 15) presents all of the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, recording the difference between them as "net position". Over time, increases or decreases in net position measure whether the City's financial position is improving or deteriorating.

The Statement of Activities (page 16) presents information showing how the City's net position changed during 2022/2023. All changes in net position are reported based on the period for which the underlying events giving rise to the change occurs, regardless of the timing of related cash flows. Therefore, revenue and expenses are reported in these statements for some items that will only result in cash flows in future financial periods, such as uncollected taxes and earned but unused employee vacation leave.

Both statements report the following activities:

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

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

Because of the different basis of accounting between the fund statements (described below) and the government-wide statements, pages 18 and 20 present reconciliations between the two statement types.

CITY OF PORTLAND MANAGEMENT'S DISCUSSION AND ANALYSIS

The following summarizes the impact of transitioning from modified accrual to full accrual accounting:

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

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

The fund financial statements, which begin on page 17, provide information on the City's significant (major) funds, and aggregated nonmajor funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts that the City uses to keep track of specific sources of funding and spending for a particular purpose. Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The *basic financial statements* report major funds as defined by the Government Accounting Standards Board (GASB) in separate columns. Statement 34 defines a "major fund" as the General Fund, and any governmental or enterprise fund which has either total assets and deferred outflows of resources, total liabilities and deferred inflows of resources, total revenues or total expenditures/expenses that equal at least 10% of those categories for either the governmental funds or the enterprise funds *and* where the individual fund total also exceeds 5% of those categories for governmental and enterprise funds combined. The major funds for City of Portland include the General Fund, the City Income Tax Fund, the Ambulance Fund, the Electric Light and Power System Fund, the Sewage Disposal System Fund, and the Water System Fund. All other funds are classified as nonmajor funds and are reported in aggregate by the applicable fund type.

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

- **Governmental Funds** - Most of the City's basic services are reported in the governmental funds. The focus of these funds is how cash and other financial assets that can be readily converted to cash, flow in and out during the course of the fiscal year and how the balances left at year-end are available for spending on future services. Consequently, the governmental fund financial statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that may be expended in the near future to finance the City's programs. Governmental funds include the *General Fund*, as well as *Special Revenue Funds* (use of fund balance is restricted, e.g., income tax, major street, local street, ambulance and recreation funds), *Capital Projects Funds* (used to report major capital acquisitions and construction, e.g., the Capital Improvement Fund - Street Projects), and *Debt Service Funds* (accounts for resources used to pay long-term debt principal and interest, e.g. the special assessments fund).

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

- **Proprietary Funds** - Services for which the City charges customers (whether outside the City structure or a City department) a fee is generally reported in proprietary funds. Proprietary funds use the same accrual basis of accounting used in the government-wide statements and by private business. There are two types of proprietary funds. *Enterprise funds* report activities that provide supplies and/or services to the general public. An example is the Sewer Disposal System Fund. *Internal Service funds* report activities that provide supplies or service to the City's other operations, such as the Motor Pool Fund. Internal Service funds are reported as governmental activities on the government-wide statements.

Notes to the Financial Statements

The Notes to the Financial Statements provide additional information that is essential to a full understanding of the detail provided in the government-wide and fund financial statements. The Notes can be found beginning on page 26 of this report.

Required Supplementary Information

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

Other Supplementary Information

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

Other Supplementary Information also includes miscellaneous statistical data provided for additional analysis.

FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

As previously stated, City of Portland's combined net position was \$30,416,399 at the end of this fiscal year's operations. The net position of the governmental activities was \$16,401,849; the business-type activities were \$14,014,550.

The City also reports its investment in capital assets (e.g. land, buildings, equipment, etc.) The City uses these capital assets to provide services to students and residents of the community; consequently, these assets are not available for future spending. Also, a certain amount of net position was restricted for specific purposes such as major streets, perpetual care, ambulance services, and debt service.

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Net Position as of June 30, 2023 and 2022

	Governmental Activities		Business-type Activities		Total Primary Government	
	2023	2022	2023	2022	2023	2022
ASSETS						
Current and Other Assets	\$ 5,965,356	\$ 5,001,968	\$ 9,008,975	\$ 6,224,930	\$ 14,974,331	\$ 11,226,898
Capital Assets	15,713,335	15,210,424	19,583,500	14,939,248	35,296,835	30,149,672
TOTAL ASSETS	21,678,691	20,212,392	28,592,475	21,164,178	50,271,166	41,376,570
DEFERRED OUTFLOWS OF RESOURCES	1,254,146	911,010	758,284	518,107	2,012,430	1,429,117
LIABILITIES						
Current Liabilities	500,473	453,110	3,651,196	1,155,560	4,151,669	1,608,670
Noncurrent Liabilities	5,685,972	4,315,093	11,476,696	6,651,882	17,162,668	10,966,975
TOTAL LIABILITIES	6,186,445	4,768,203	15,127,892	7,807,442	21,314,337	12,575,645
DEFERRED INFLOWS OF RESOURCES	344,543	962,419	208,318	563,318	552,861	1,525,737
NET POSITION						
Net Investment in Capital Assets	15,354,242	14,916,489	11,149,926	10,657,376	26,504,168	25,573,865
Restricted	1,044,733	858,854	1,299,025	1,149,112	2,343,758	2,007,966
Unrestricted	2,874	(382,563)	1,565,598	1,505,037	1,568,472	1,122,474
TOTAL NET POSITION	\$ 16,401,849	\$ 15,392,780	\$ 14,014,549	\$ 13,311,525	\$ 30,416,398	\$ 28,704,305

Changes in Net Position for the Fiscal Year Ending June 30, 2022 and 2023

The results of this year's operations for the City as a whole are reported in the condensed statement of activities, which shows the changes in net position for the fiscal years 2022/2023 and 2021/2022.

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
REVENUES						
Program Revenues						
Charges for Services	\$ 1,503,594	\$ 1,287,913	\$ 7,622,745	\$ 6,931,526	\$ 9,126,339	\$ 8,219,439
Grants and Contributions	673,597	1,325,576	1,169,788	-	1,843,385	1,325,576
General Revenues						
Property Taxes	1,370,972	1,314,275	-	-	1,370,972	1,314,275
State Shared Revenue	536,980	523,006	-	-	536,980	523,006
City Income Taxes	1,198,658	1,121,192	-	-	1,198,658	1,121,192
Investment Earnings	43,764	1,854	23,961	41	67,725	1,895
Miscellaneous	66,748	92,417	19,575	59,027	86,323	151,444
Transfers	266,348	233,455	(266,348)	(233,455)	-	-
TOTAL REVENUES	5,660,661	5,899,688	8,569,721	6,757,139	14,230,382	12,656,827
EXPENSES						
General Government	1,661,230	1,272,867	-	-	1,661,230	1,272,867
Public Safety	878,326	871,912	-	-	878,326	871,912
Public Works	765,527	1,078,391	-	-	765,527	1,078,391
Health and Welfare	938,629	836,253	-	-	938,629	836,253
Community and Economic Develop.	24,666	20,644	-	-	24,666	20,644
Recreation and Culture	372,268	413,541	-	-	372,268	413,541
Other	10,946	11,019	7,866,697	7,074,978	7,877,643	7,085,997
TOTAL EXPENSES	4,651,592	4,504,627	7,866,697	7,074,978	12,518,289	11,579,605
Increase in Net Position	\$ 1,009,069	\$ 1,395,061	\$ 703,024	\$ (317,839)	\$ 1,712,093	\$ 1,077,222

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Governmental Activities

The result of 2022/2023 governmental activity was an increase of \$1,009,069 in net position to \$16,401,849. Of the total governmental activities' net position, \$15,354,242 is invested in capital assets less related debt, \$1,044,733 is reported as restricted, meaning these assets are legally committed for a specific purpose through statute, or by another authority outside the City government. The balance of \$2,874 is listed as unrestricted, having no legal commitment.

Revenues

The three largest revenue categories were property taxes at 24.2%, charges for services at 26.6%, and city income taxes at 21.2%. The City levied a property tax millage for the year ended June 30, 2023, for general government operations at 12.5434 mills, with an additional 0.9910 mills for local streets. Charges for services, which reimburse the City for specific activities, examples include items such as ambulance fees, township fire fees, recreation fees and contributions, administrative charges, permits and motor pool equipment rental. The City income tax is set at 1% for residents and ½% for nonresidents that work in the City. It provided the third largest source of governmental activity revenue.

Expenses

General government is the largest governmental activity, expending approximately 35.7% of the governmental activities total and includes general government departments (e.g., council, community promotions, city manager, elections, general administration, assessor, and city hall maintenance). Health and welfare is the second largest governmental activity, expending approximately 20.2% of the governmental activities total. Public safety and public works are the next largest governmental activities expending 18.9% and 16.5% of the governmental activities total, respectively.

Business-type Activities

Net position in business-type activities was increased by a net of \$703,025 during fiscal year 2022/2023. Of the business-type activities' net position, \$11,149,926 is invested in capital assets net of related debt, \$1,299,025 is reported as restricted, meaning the net position is legally committed for a specific purpose through statute, or by another authority outside the City government. The balance of \$1,565,599 is listed as unrestricted, having no legal commitment.



City of Portland

Portland, Michigan

2023 Annual Report

Of the City Council

The following information is a synopsis of the important decisions made by the City Council during the 2023 calendar year.

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

January

- The Council approved a recommendation from the Michigan Public Power Agency (MPPA) to authorize the Member Authorized Representative to sign the Energy Services Project Amended and Restated Power Purchase Commitment Authorization for Solar Power.
- The Council held a Public Hearing to receive comments on the 2023-2027 Five-Year Park and Recreation Plan.
- The Council approved the 2023-2027 Five-Year Park and Recreation Plan.

February

- The Council approved a Refuse Collection Agreement with Granger Waste Services.
- The Council approved Fleis & VandenBrink's proposal to provide Design Engineering Services for the Divine Highway Bridge Replacement Project.
- The Council authorized River's Edge Lane to be added to the City's Act 51 Map.
- The Council authorized W. Orchard Street to be added to the City's Act 51 Map.
- The Council authorized Barr Street to be added to the City's Act 51 Map.
- The Council approved Maner Costerisan's proposal to provide professional audit services.
- The Council approved a proposal from NTH Consultants Ltd. to provide Environmental Compliance Services to the Electric Department related to the operation of its diesel engines.
- The Council approved a power purchase commitment through a Battery Energy Storage System Capacity Purchase and Sale Agreement to meet a portion of future load requirements.

- The Council approved an energy purchase to meet a portion of future load requirements for calendar years 2025 through 2028 through the Michigan Public Power Agency.
- The Council authorized a Conduit Lease Agreement and Letter of Understanding with Homeworks Tri-County Electric Cooperative.

March

- The Council approved the submittal of an application for Local Bridge Program Funds for preventative maintenance of the Bridge Street Bridge over the Grand River.
- The Council approved a Bi-Lateral Right-of-Way Telecommunications Permit for Homeworks Tri-County Electric Cooperative.
- The Council approved a Recreation Passport Grand Program Application to fund repaving a portion of the River Trail from Bridge Street to Kent Street.
- The Council approved participation in the state bid process for winter road salt for 2023-2024.
- The Council approved Budget Amendments for Fiscal Year 2023-2024.
- The Council recognized Portland Youth Baseball as a nonprofit organization for the purpose of obtaining a Charitable Gaming License.

April

- The Council approved a resolution to purchase, acquire, and construct Capital Improvements and to publish a Notice of Intent to issue municipal securities to fund automated metering infrastructure and construction of an additional substation for the Electric Department.
- The Council approved the purchase and installation of a new phone service and system with Midwest Dial Tone, LLC.
- The Council approved the Fiscal Year 2023-2024 Ambulance Service Agreements with the participating jurisdictions and the Care Plan Membership Agreement Form.
- The Council authorized the Mayor to sign an extension to the Exclusive Marketing Agreement with Martin Commercial Properties, Inc. to sell City-owned property.
- The Council authorized the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation Area.
- The Council approved the budget for Fiscal Year 2023-2024 for the Portland Area Fire Authority.
- The Council approved and authorized the Portland Area Fire Authority to seek and award bids for the purchase of a new pumper/rescue vehicle and to obtain partial financing for the same.
- The Council approved Michigan Pavement Markings LLC's bid for 2023 street painting.
- The Council approved an energy purchase through the Michigan Public Power Agency.

May

- The Council approved Ordinance 175TT to restate Chapter 42 – Zoning Code of Ordinances.
- The Council approved a request that the Legislature/Governor include funding in the 2023 Budget for communities following pension best practices established by the State.
- The Council held a Public Hearing for the proposed Budget for Fiscal Year 2023-2024.
- The Council adopted the Annual Budget for Fiscal Year 2023-2024 and the Capital Improvement Plan.
- The Council approved a proposal from Fleis & VandenBrink to conduct design and bidding services for repairs to the Boardwalk.

June

- The Council adopted Ordinance 175UU to revise the City Zoning Map to rezone the Rindlehaven property from TND PUD to R-2 Traditional Residential District.
- The Council authorized City Manager Gorman to draft and execute a License Agreement for Rivers Edge Grill to hang shade sails across the Boardwalk for outside seating purposes.
- The Council approved a resolution to establish a request for funding, designate an agent, attest to the existence of funds, and commit to implementing a maintenance program for roadway improvements on Hill St. funded by the Transportation Economic Development Fund Category B Program.
- The Council approved the purchase of a power transformer for the Grant Street Substation Project for the Electric Department.
- The Council approved the purchase of a voltage regulator for the Grant Street Substation Project for the Electric Department.
- The Council approved the proposal from Utility Financial Solutions to provide services to the Electric, Water, and Wastewater Departments.
- The Council approved the issuance of a Transient Trader Permit for a Chick-Fil-A food truck.
- The Council approved the Revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) and authorized the City Manager to sign the same.
- The Council approved Budget Amendments to the Fiscal Year 2022-2023 Budget.

July

- The Council approved an agreement with Jogan Health LLC to provide temporary staffing services to the Ambulance Department.

August

- The Council approved a proposal from Moyer Construction Company in the amount of \$6,182.50 to perform concrete repairs at the Electric Department.
- The Council approved a proposal from Integrity Mobile Services to paint transformers and electric cabinets for the Electric Department.
- The Council approved a proposal from Hydro Partners to provide operation and maintenance services for the Hydro Dam.
- The Council approved a Uniform Rental Agreement renewal with Cintas.
- The Council approved an Employee Referral Program Policy in order to help with staffing issues in the Ambulance Department.
- The Council approved the purchase of a 2024 Ford Police Interceptor for the Police Department.

September

- The Council adopted Right-of-Way Regulations and Standards.
- The Council approved a Cyber Insurance Policy for the City of Portland.
- The Council approved the Michigan Public Power Agency's recommendation to authorize the Member Authorized Representative to sign the Energy Services Project Amended and Restated Power Purchase Commitment Authorization for Solar Power.
- The Council approved boardwalk repairs and awarded the project to Anlaan Corporation.
- The Council approved the purchase and financing of a John Deere 320P backhoe for the Department of Public Works (DPW).
- The Council approved the purchase of a 2024 John Deere Gator for the Parks and Cemetery Departments.
- The Council approved a Second Amendment to the Portland Area Municipal Authority Agreement.
- The Council imposed a moratorium on the issuance of Zoning Permits for fences and walls.
- The Council amended the budget for Fiscal Year 2023-2024.

October

- The Council approved the purchase of an air compressor for the Electric Department.
- The Council opted out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013.
- The Council authorized the Mayor and Clerk to sign a License Agreement to permit holding a Haunted House at the Red Mill.
- The Council revised Council Policy 77-10 concerning the Employee Safety Program.
- The Council approved HydroCorp's proposal to provide a Cross Connection Control Program for the City of Portland.

- The Council approved a Municipal Employees' Retirement System (MERS) Service Credit purchase for City Employees.

November

- The Council approved Ordinance 175VV to amend Section 8-8 of Chapter 42 "Zoning", of the Code of Ordinances as it relates to fences and walls.
- The Council approved Ordinance 175WW to amend the City Zoning Map.
- The Council authorized the issuance of General Obligation Limited Tax Bonds, Series 2023.
- The Council approved Fleis & VandenBrink's proposal to provide design, bidding, and construction engineering services for the 103 E. Grand River Avenue property.
- The Council approved a Change Order and payment to Anlaan Corporation for work performed on the Boardwalk.
- The Council approved entering into a Countywide Early Voting Agreement for Election services.
- The Council held the nomination of Mayor and Mayor Pro-Tem.
- The Council adopted Ordinance 167F to approve the Year 2023 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 Council ended the moratorium on the issuance of Zoning Permits for fences and walls.
- The Council approved a Metro Act Right-of-Way Permit extension for AT&T.
- The Council approved an additional payment for the Electric Department to the Municipal Employees' Retirement System (MERS) to reduce the City's Unfunded Actuarial Accrued Liability.
- The Council authorized the Clerk to sign a Resolution of Local Approval for an Off-Premises Tasting Room License for Love Wines, LLC.

December

- Bill Tucker, CPA of Maner Costerisan presented the 2021/2022 Fiscal Year Audit.
- The Council accepted the Fiscal Year 2022/2023 Audit.
- The Council approved an AMI System Master Agreement with Vision Metering, LLC.
- The Council authorized the Clerk to sign a Resolution of Local Approval for a Redevelopment Liquor License for the property located at 111 E. Grand River Ave.
- The Council authorized the Mayor to sign the Joint Funding Agreement for the operation of the Streamgaging Station.
- The Council approved a proposal from NTH Consultants Ltd. to provide environmental compliance services to the Electric Department related to the operation of its diesel engines.
- The Council approved the 2024 meeting dates.

- The Council approved Ordinance 180B for a Consumers Energy Company Gas Franchise.
- The Council approved energy purchases through the Michigan Public Power Agency.
- The Council amended the Budget for Fiscal Year 2023-2024.

Respectfully submitted,

Monique I. Miller, City Clerk

**Special Election
Ionia County Road Millage
August 8, 2023**

	Precinct #1	Total	% of vote	Ionia County Total
Yes	317	317	69.67%	4173
No	137	137	30.11%	2725
Voters	454			6898

455 Voters 3004

15%
Voter Turnout

413 Absentee Voters



**City Council Election
November 7, 2023**

	Precinct #1	Term
Barnes, James E.	345	4-Year Term
Fitzsimmons, Patrick	328	2-Year Term
VanSlambrouck, Joel T.	333	4-Year Term

Voters

416 Voters 2998 Registered

14%
Voter Turnout

374 Absentee Voters
42 In Person Voters





January 2024

TO: City Council

FROM: Income Tax Administrator

RE: City Income Tax Annual Report

Revenues Received 12 months ending 12/31/2023:		\$	1,244,115
Less Refunds		\$	(106,346)
Net Revenues		\$	1,137,769
Less Administration Costs:		\$	(163,070)
Spendable Income for	2023	\$	974,699
	2022	\$	902,825
	2021	\$	766,802
	2020	\$	708,558
	2019	\$	734,131
	2018	\$	746,274
	2017	\$	619,847
	2016	\$	743,058
	2015	\$	591,768
	2014	\$	598,360
	2013	\$	604,213
	2012	\$	558,346
	2011	\$	558,066
	2010	\$	530,510
	2009	\$	589,203
	2008	\$	616,547

SPENDABLE INCOME FOR YEAR 1984-2023 \$ 21,263,191

Revenues for the year 2023 includes income from prior years, as follows:

2010-2019	\$	47,137
2020	\$	18,860
2021	\$	32,339
TOTAL:	\$	98,336

Net income tax collections for the year were up \$90,323 compared to the 2022 tax year. Administration costs were up \$18,449, resulting in a final increase in net revenues of \$71,874.

Respectfully submitted,

Angie Gensterblum

Angie Gensterblum
Income Tax Administrator



2023 ANNUAL REPORT OF TAXES LEVIED IN THE CITY OF PORTLAND FOR THE PAST FIVE YEARS:

	2019	2020	2021	2022	2023
TTV - REAL	92,140,476.00	95,642,756.00	99,036,381.00	103,817,293.00	110,564,237.00
- PERSONAL	4,056,600.00	3,815,400.00	3,549,900.00	3,494,100.00	2,809,188.00
	96,197,076.00	99,458,156.00	102,586,281.00	107,311,393.00	113,373,425.00
*PARCEL COUNT	1868	1880	1889	1887	1884
MILLS LEVIED-SUMMER TAX					
CITY OF PORTLAND	13.6574	13.5303	13.6574	13.5344	13.5344
PORTLAND PUBLIC SCHOOLS-OPERA	18.0000	18.0000	18.0000	18.0000	18.0000
STATE EDUCATION TAX	6.0000	6.0000	6.0000	6.0000	6.0000
INTERMEDIATE SCHOOL DISTRICT	5.8671	5.8671	5.8448	5.8136	5.8136
I.S.D. TECH	0.0000	0.0000	0.0000	0.0000	0.0000
IONIA COUNTY OPERATING	4.6265	4.6265	4.5941	4.5711	4.5711
MILLS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT S	7.3500	7.3500	7.3500	7.3500	7.3500
LIBRARY	1.2308	1.2308	1.2221	1.2159	1.2159
LIBRARY DEBT	0.6800	0.6300	0.6200	0.5700	0.0000
SENIOR CITIZENS	0.4981	0.4981	0.4946	0.4921	0.4921
COUNTY ROADS	0.9987	0.9987	0.9917	0.9867	0.9867
TOTAL:	58.9086	58.7315	58.7747	58.5338	57.9638
DOLLARS LEVIED-SUMMER TAX					
CITY OF PORTLAND	1,309,717	1,341,848	1,398,930	1,448,058	1,534,427
PORTLAND PUBLIC SCHOOLS-OPERA	582,986	597,350	613,579	628,496	656,196
STATE EDUCATION TAX	571,148	591,778	612,550	640,306	680,236
INTERMEDIATE SCHOOL DISTRICT	562,641	581,857	598,682	622,926	659,100
IONIA COUNTY OPERATING ^	443,669	458,821	469,859	489,791	518,234
DOLLARS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT S	704,850	728,922	752862	787,554	833,287
LIBRARY ^	117,658	122,063	125174	130,278	137,843
LIBRARY DEBT	65,002	62,472	63500	61,069	0
SENIOR CITIZENS ^	47,611	49,391	50655	52,722	55,783
COUNTY ROADS	95,469	99,038	101573	105,718	111,858
TOTAL TAX LEVIED:	4,405,282	4,534,503	4,685,791	4,861,200	5,075,106
TOTAL ADMINISTRATIVE FEE LEVIED:	45,014	46,322	47,880	49,730	52,003
TAX DOLLARS SPLIT					
CITY OF PORTLAND	29.73%	29.59%	29.85%	29.79%	30.23%
PORTLAND PUBLIC SCHOOLS	29.23%	29.25%	29.16%	29.13%	29.35%
STATE EDUCATION TAX	12.97%	13.05%	13.07%	13.17%	13.40%
INTERMEDIATE SCHOOL DISTRICT	12.77%	12.83%	12.78%	12.81%	12.99%
IONIA COUNTY ^	13.82%	13.90%	13.78%	13.84%	11.31%
PORTLAND PUBLIC LIBRARY	4.15%	4.07%	4.03%	3.94%	2.72%

RESPECTFULLY SUBMITTED,

MINDY TOLAN

2023 Annual City Assessing Report



2023 AD VALOREM ROLL

	2022 STATE EQUALIZED VALUE	2023 STATE EQUALIZED VALUE	2022 TAXABLE VALUE	2023 TAXABLE VALUES	PARCEL COUNT	% CHANGE AV	% CHANGE TV
REAL PROPERTY							
Agricultural	\$ 284,200	\$ 317,800	\$ 165,841	\$ 173,811	6	11.82%	4.81%
Commercial	\$ 25,014,200	\$ 27,826,200	\$ 23,866,907	\$ 25,123,368	144	11.24%	5.26%
Industrial	\$ 1,389,100	\$ 1,800,200	\$ 1,519,334	\$ 1,595,297	6	29.59%	5.00%
Residential	\$ 99,606,300	\$ 111,192,200	\$ 78,440,323	\$ 83,762,616	1375	11.63%	6.79%
Exempt	\$ -	\$ -			137	4.81%	
TOTAL REAL	\$ 126,296,800	\$ 141,136,400	\$ 103,992,405	\$ 110,655,092	1668	11.75%	6.41%
PERSONAL PROPERTY							
Commercial	\$ 2,218,400	\$ 1,690,788	\$ 2,218,400	\$ 1,690,788	209	-23.78%	-23.78%
Industrial	\$ 272,300	\$ 0	\$ 272,300	\$ 0	4	-100.00%	-100.00%
Utility	\$ 1,003,400	\$ 1,118,400	\$ 1,003,400	\$ 1,118,400	3	11.46%	11.46%
TOTAL PERSONAL	\$ 3,494,100	\$ 2,809,188	\$ 3,494,100	\$ 2,809,188	216	-19.60%	-19.60%
TOTAL	\$ 129,790,900	\$ 143,945,588	\$ 107,486,505	\$ 113,464,280	1747	10.91%	6%

The State inflation rate multiplier (IRM), as determined by the change in the general price level for the 2023 Assessment Roll is 1.05%.

<u>TOP TAXPAYERS</u>	<u>TAXABLE VALUE</u>
Tom's Food Center (Ellen's Prop)	\$ 2,795,308
Parkers Landing (Portland Partners)	\$ 2,461,107
DFC of Portland (The Brook)	\$ 1,991,640
Portland Apartments (LAWCO)	\$ 1,117,943
Consumers Energy	\$ 1,094,500
Park View MHP LLC	\$ 907,200
SMD Terrain LLC	\$ 633,741
PLG Development	\$ 590,300
CLNB LLC	\$ 584,640
Autozone Development LLC	\$ 531,500

2023 COMMUNITY CLEAN-UP SUMMARY

City of Portland, Portland Township, and Danby Township

128 yards – Rear Load/Packer Trucks
 1 – 40-yard Container for Large Items

Waste Hauling and Disposal Charges from Granger	\$ 9,571.86
Wages	\$ 1,478.06
Equipment Costs	\$ 85.38
Recycle Ionia (Electronics)	\$ 0.00
Portland Iron & Metal	(\$ 647.80)
Total Clean Up Costs	\$ 10,487.50

	City of Portland	Portland Township	Danby Township	Total
<u>Loads Received 5/6/23</u>	<u>130</u>	<u>86</u>	<u>52</u>	<u>268</u>
TOTAL	130	86	52	268
Percentage of Total	49%	32%	19%	100%
Allocated Cost	\$5,138.88	\$3,356.00	\$1,992.62	

<u>HISTORICAL COMPARISON OF CLEAN-UPS</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Loads Received	289	248	273	259	201	268
Dumpsters Filled	21	18	18	18	12	168 yards
Waste Hauling and Disposal Cost	\$ 7,665.00	\$6,570.00	\$11,729.80	\$12,316.93	\$7,334.09	\$ 9,571.86
Wages	\$ 2,202.94	\$2,138.44	\$ 2,193.07	\$ 1,062.25	\$1,210.44	\$ 1,478.06
Equipment Costs	\$ 506.64	\$ 413.94	\$ 175.02	\$ 82.54	\$ 83.92	\$ 85.38
Electronics Recycling	\$1,950.00	\$1,940.00	\$ 2,168.60	\$ 3,300.00	\$2,800.00	\$ 0.00
Portland Iron & Metal	(\$ 967.20)	(\$1,841.00)	(\$ 741.30)	(\$ 1,307.20)	(\$1,098.00)	(\$ 647.80)
Total Clean Up Costs	\$\$11,357.38	\$9,221.38	\$15,525.19	\$15,454.52	\$10,330.45	\$10,487.50

Municipal Inspection Services, Inc.
 POBox 146
 Grand Ledge, MI 48837

2023 Annual Report

PORTLAND

Electrical Permits				45		8,230.00
Mechanical Permits				36		5,306.00
Plumbing Permits				26		2,863.00
Registration Fees				25		375.00
Residential - new construction				2		8,114.00
Residential - other				74		35,787.00
Mobile Home Setup				1		699.00
Non-residential- new construction				1		4,270.00
Non-residential- other				6		2,551.00
TOTAL - ALL PERMITS ISSUED				216		68,195.00

2023 Annual Sewer Report

	2021	2022	2023
Customers Billed	1609	1610	1610
Total Dollars Billed	\$ 1,033,399.69	\$ 1,190,208.26	\$ 1,516,735.47
Penalties Added	\$ 7,079.64	\$ 7,637.25	\$ 9,909.27
Total Sewer Credit Given	<i>Info unavailable</i>	<i>Info unavailable</i>	<i>Info unavailable</i>
Total Dollars Collected	\$ 1,021,966.06	\$ 1,169,862.12	\$ 1,492,599.59
Amount Outstanding	\$ 6,400.22 12/31/2021	\$ 10,995.89 12/31/2022	\$ 16,753.95 12/31/2023





March 6, 2024

S. Tutt Gorman, City Manager

City of Portland

259 Kent Street

Portland, MI 48775

RE: 2023 Annual Operation Report

Dear Mr. Gorman:

Attached is our Annual Operation Report for the operation of the Wastewater Treatment Plant for the Year 2023. I will submit future progress reports on a monthly basis for your review. All information and data used to compile this report is available for your review. If you have any questions, please email me at, tsmith@portland-michigan.org.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tony Smith', with a stylized flourish at the end.

Tony Smith

City of Portland WWTP Superintendent

- **ADMINISTRATIVE REPORT**

Throughout 2023 City Staff performed all required and routine monitoring of the wastewater treatment plant in accordance with the National Pollutant Discharge Elimination System (NPDES) discharge Permit MIG570220. City staff also worked with various contractors to address non-routine maintenance and needed repairs.

2023 has proven to be a challenging year for the WWTP. The WWTP is undergoing a process upgrade which will run into 2024, new equipment is making its way into service with the addition of a much-needed storage tank (500,000 gal), new raw influent pumps and fine screen. A new service building is on site for chemical, process blowers and truck storage. The plant process has changed all together going from a Traditional Activated Sludge plant to a Moving Bed Bio-film Reactor (MBBR).

The WWTP hired (2) new employees in 2024 and promoted another into the Superintendent role. City staff has spent a great deal of time working with contractors and navigating the upgrade process. A great deal of troubleshooting was required to maintain quality effluent while different processes were taken offline or out of service completely.

- **STAFF**

The City of Portland has a total of (2) operators and (1) Superintendent to perform administrative duties, operation and maintenance. The operators and superintendent have the following wastewater certifications through the Michigan Department of Environmental, Great Lakes and Energy (EGLE).

- Aiden Pung (operator)
- Austin Avery (operator)
- Tony Smith (Superintendent): B, C & D

- **ANNUAL AND AVERAGE FLOW**

The average influent flow was 368,000 gallons per day. The average effluent flow was 263,000 gallons per day. The WWTP received and treated a total of 117.4 million Gallons of influent and discharged a total of 96.6 million Gallons of effluent to the Grand River.

- **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT EXCEEDANCES AND SANITARY SEWER OVERFLOWS (SSO)**

The WWTP had no permit violations in 2023, this was a goal that was set when the upgrade process began and look to carry on till completion of the Upgrade process. There was (1) SSO in 2023, this was caused by a third-party contractor during the construction process on site of the WWTP. The SSO was reported to EGLE.

● BIOSOLIDS REPORT AND LAND APPLICATION

The EGLE 2023 biosolids report for the period of October 1, 2022 through September 30, 2023 was submitted to EGLE before the deadline of October 30, 2023. Copper concentrations in the bio-solids are trending downward with the with the upgrade process additions, but the WWTP sampling from the spring haul of 2023 still showed high levels of copper. We will continue to monitor the copper levels going forward and are confident the plant processes will help drive these levels down. Nutri-Gro Environmental Solutions LLC land applied biosolids 3 times during the reporting year in April, August and December. Also, Bio-tech was contracted to due a short haul of biosolids land application to accommodate the upgrade process in June of 2023. A total of 85 dry tons was land applied in 2023. This is a significant increase from previous years due to alterations in the WWTP process and due to the complete takedown of multiple storage tanks.

● HEALTH AND SAFETY

The WWTP staff had no recordable OSHA violations or lost work-time accident throughout 2023. WWTP staff are encouraged to report any possible hazards on the daily plant check sheet. The WWTP had an annual City Safety Inspection completed in 2023 completed by employees from other dept's within the city.

● COLLECTION SYSTEM CALL OUTS/ MAINTENANCE

The WWTP staff is required to investigate, resolve and mitigate sewer issues that are called in by the residents of the city. There was a total of (23) sewer call out in 2023, (16) homes had their service laterals televised by city staff with the use of the cities push camera. The city staff discovered 2 illegal hookups in which the sanitary lines where unintentionally hooked into the storm drain. The lines in question were televised, excavated and repaired in 2023.

The City sewer main issues are resolved and prevented with the use of cities Vactor truck/jet rod. In 2023 a total of 23,000 feet of sewer main was cleaned by city staff. This is down from previous years do to truck down time, training of new WWTP staff and plant upgrade process requiring a majority of the staff's attention and time.

● WWTP MAINTENANCE ACHIEVEMENTS

During 2023 the WWTP had several notable equipment replacement or repairs.

- Secondary clarifiers cleaned, inspected and repairs made
- Repair and rebuild of chemical feed pumps
- Replacement of overload switches at all 3 lift stations, check valves replaced at Riverside lift station along with a new coat of paint.
- Thickener sludge pump rebuilt and inspected
- Aeration tanks cleaned and process air removed for reconstruction of MBBR tanks.

These are just a few of the items from 2023, almost every process control was altered and improved in 2023 with the upgrade process in full swing. City staff along with FVC and sub-contractors were required

to troubleshoot and problem solve on a daily basis to meet permit requirements and keep the construction process on track.

- **EQUIPMENT UPGRADE/REPLACEMENT**

- Raw sewage pumps (3)
- Fine Screen replaced
- Process air blowers (5)
- Sludge transfer pumps (4)
- MBBR/ Digester make up air piping and diffusers
- 500,000-gallon sludge storage tank
- Service garage for vehicle storage/chemical feed
- Digester pipe gallery replaced



2023

FINAL EFFLUENT

	BOD mg/L	TSS mg/L	BOD lbs	TSS lbs	TOT PHOS mg/L	TOT PHOS lbs	NH3 mg/L		BOD mg/L	TSS mg/L	
	AVE	AVE	AVE	AVE	AVE	AVE	AVE		AVE	AVE	
JAN	3.5	4.5	7.4	9	0.45	0.9	-	JAN	310	255	
FEB	4.1	5.3	8.8	11.2	0.66	1.4	-	FEB	260	240	
MAR	3.4	3.6	7.8	8.2	0.60	1.4	-	MAR	274	237	
APR	3.2	4.1	9.8	11.4	0.50	1.7	-	APR	223	174	
MAY	3.8	2.2	8.3	4.8	0.23	0.5	2.1	MAY	343	252	
JUN	5.3	5.2	10.5	10.3	0.29	0.6	27.60	JUN	344	304	
JUL	5.7	5.9	12.1	12.4	0.46	1.0	13.10	JUL	312	331	
AUG	4.4	5.3	9.1	11	0.44	0.9	20.30	AUG	273	259	
SEP	6.3	12.7	13	25.5	0.46	0.9	9.60	SEP	312	399	
OCT	6.6	12.9	16	31	0.51	1.2	-	OCT	307	235	
NOV	6.1	8.6	13.1	18.5	0.39	0.8	-	NOV	278	242	
DEC	7	12.2	16.7	12.2	0.63	1.5	-	DEC	339	290	
Total								Total			
Average	5.0	6.9	11.0	13.8	0.47	1.1	14.5	Average	298	268	

RAW INFLUENT

BOD lbs	TSS lbs	TOT PHOS mg/L	TOT PHOS lbs		BOD %	TSS %	Fecal Coliform Average Monthly Geomean	Fecal Coliform Max Monthly Geomean	Rainfall INCHES	Grit Cu. Ft.		CRT days
AVE	AVE	AVE	AVE		Remove	Remove						
827	657	7.2	18	JAN	99	98	13	22	1.9	81.0	JAN	7.3
751	693	6.8	20	FEB	98	98	20	151	3.7	81.0	FEB	7.2
789	740	6.9	21	MAR	99	98	8	18	3.6	40.0	MAR	5.9
768	666	5.5	19	APR	98	97	3	5	3.6	108.0	APR	6.7
946	713	8.1	23	MAY	99	99	5	12	1.1	162.0	MAY	6.3
886	795	9.5	25	JUN	98	98	13	84	0.9	135.0	JUN	7.0
795	882	8.7	23	JUL	98	98	7	34	7.2	162.0	JUL	7.6
775	746	7.8	22	AUG	98	98	9	15	5.6	148.0	AUG	6.3
831	1039	10.0	26	SEP	98	97	28	67	1.3	270.0	SEP	9.0
803	598	8.3	21	OCT	98	93	8	90	4.2	94.5	OCT	7.2
726	616	7.4	19	NOV	97	93	10	49	2.7	202.5	NOV	8.3
864	741	7.4	19	DEC	97	95	44	84	3.1	175.5	DEC	7.2
Total									39.04	1659.5	Total	86.00
813	741	7.8	21	Average	98	97	14	53	3.3	138.3	Average	7.2

Activated Sludge

F/M	MLSS g/100ml	MLVSS g/100ml	Settling %	SVI	RASS g/100ml	RAS Avg Gals	WAS gal x 1000	WAS avg lbs/day	WWTP Electric Water \$	Total Elec Usage
										(kwh)
0.24	0.2837	0.2267	36	125	0.5068	212,000	17.13	739	JAN \$ 5,684.66	6,894
0.2	0.3065	0.251	38	124	0.5445	209,000	17.61	719	FEB \$ 6,407.93	5,437
0.22	0.3426	0.2656	44	129	0.6674	251,000	19.35	1086	MAR \$ 6,295.69	5,959
0.22	0.3054	0.2635	40	132	0.647	303,000	15.57	835	APR \$ 5,229.62	5,462
0.31	0.2632	0.211	40	151	0.5658	236,000	14.95	688	MAY \$ 5,542.15	7,134
0.26	0.2967	0.2499	36	122	0.5867	199,000	17.00	855	JUN \$ 4,881.44	4,709
0.27	0.2690	0.2425	30	117	0.5018	238000	14.80	644	JUL \$ 4,715.02	5,377
0.23	0.3045	0.2397	31	139	0.6399	273,000	17.02	937	AUG \$ 5,400.35	4,837
0.33	0.2094	0.1724	20	98	0.4423	286,000	12.63	473	SEP \$ 5,999.82	4,352
0.26	0.2615	0.2035	24	93	0.5086	287,000	15.12	652	OCT \$ 755.94	5,259
0.25	0.2571	0.1958	22	86	0.471	277,000	13.96	550	NOV \$ 897.76	5,413
1.12	0.2166	0.142	16	74	0.5151	275,000	11.13	508	DEC \$ 11,407.20	6,828
										0
3.91	3	3	377.0	1390	7	3,046,000.00	186.27	8,686.00	Total \$ 63,217.58	67661
0.33	0.2764	0.2220	31	116	0.5497	253,833.33	15.52	724	Average \$ 5,268.13	5638

Miscellaneous Data

WWTP Electric	Riverside LS \$	Riverside Electric	Canal LS #	Canal Electric	Jtler Road I \$	Cutler Electric	Cl2 Lbs	Bisulfite Lbs	Polymer Thickener	Polymer Cost	Polymer Thickener	Ferrous Chloride
(kwh)		(kwh)		(kwh)		(kwh)	RAS		lbs/Mo		Avg lbs/Day	lbs
5,280	\$224.74	872	\$48.90	182	\$111.30	560	0	0	877.0		28.3	619
4,336	\$238.75	469	\$61.59	168	\$125.27	464	0	0	1031.0	\$ 3,074.04	36.8	392
4,768	\$107.85	447	\$55.42	154	\$135.08	590	0	0	1302.0		42.0	434
4,408	\$100.60	384	\$54.66	167	\$117.59	503	0	0	826.0	\$ 3,074.04	27.5	523
5,976	\$93.71	588	\$55.94	161	\$120.10	409	0	0	702.0		22.6	372
3,552	\$92.08	679	\$51.97	152	\$106.81	326	0	0	832.0	\$ 3,074.00	27.7	479
4,585	\$124.85	357	\$56.29	159	\$87.22	276	0	0	552.0		18.4	447
3,792	\$164.05	520	\$59.20	201	\$85.20	324	0	0	743.0		24.0	618
3,672	\$117.40	201	\$50.59	182	\$69.31	297	0	0	383.0	\$ 3,074.00	12.8	480
4,280	\$85.99	380	\$66.08	164	\$84.41	435	0	0	608.0		19.6	875
4,200	\$76.78	532	\$46.75	152	\$76.31	529	0	0	568.0		18.9	1363
5,648	\$114.65	483	\$59.46	158	\$118.09	539	0	0	572.0		18.5	1174
<hr/> 54497	<hr/> \$1,541.45	<hr/> 5912	<hr/> \$666.85	<hr/> 2000	<hr/> \$1,236.69	<hr/> 5252			<hr/> 8996.0	<hr/> \$ 12,296.08	<hr/> 297.1	<hr/> 7776
<hr/> 4541	<hr/> \$128.45	<hr/> 493	<hr/> \$55.57	<hr/> 167	<hr/> \$103.06	<hr/> 438			<hr/> 750	<hr/> \$ 3,074.02	<hr/> 24.8	<hr/> 648

Flow

Methane Gas Boiler	Methane Gas Wasted	Total Methane Gas		Effluent Flow Average Ma	Total Effluent Flow	Effluent DAILY MAX	Influent Flow Average Max	Monthly Flow Average Min	Total Influent Flow	Influent DAILY MAX	
cu ft.	cu ft.	cu ft.		MGD	MG	MG	MGD	MGD	MG	MG	
24,400	50000	74,800	JAN	0.233	7.23	0.314	0.300	0.23	9.29	0.630	
41,800	38,100	79,900	FEB	0.253	7.08	0.297	0.328	0.18	9.18	0.381	
47,100	43,000	90,100	MAR	0.274	8.51	0.299	0.354	0.19	10.96	0.39	
OOS	OOS	OOS	APR	0.352	10.57	0.630	0.700	0.28	12.47	0.416	
OOS	OOS	OOS	MAY	0.254	7.86	0.312	0.590	0.17	9.92	0.32	
OOS	OOS	OOS	JUN	0.242	7.27	0.297	0.301	0.15	9.03	0.353	
OOS	OOS	OOS	JUL	0.23	7.78	0.337	0.308	0.17	9.56	0.43	
OOS	OOS	OOS	AUG	0.242	7.51	0.314	0.319	0.19	9.90	0.390	
OOS	OOS	OOS	SEP	0.238	7.14	0.287	0.305	0.17	9.16	0.343	
OOS	OOS	OOS	OCT	0.288	8.94	0.312	0.302	0.17	9.37	0.329	
OOS	OOS	OOS	NOV	0.262	7.86	0.302	0.308	0.28	9.24	0.473	
OOS	OOS	OOS	DEC	0.287	8.893	0.343	0.299	0.28	9.28	0.335	
113300	131100	244800	Total	3.155	96.62	4.044	4.414	2.46	117.35	4.787	Total
37767	43700	81600	Average	0.263	8.05	0.337	0.368	0.21	9.78	0.399	Average

Sludge & Biosolids

Ferrous Chloride	Ferrous Chloride	Polymer Lbs	Nat Gas Cu. Ft.	Nat Gas Cost		Raw sludge Gal.	V.S.R. %	aw Sludge %	D1 TS %	Hauled Gal.	Supernatant Headworks	Supernatant Gal
gal	Cost											
445		0.0	90,300		JAN	531140	50.75	7.1	1.4	0	76,486	76,486
282		0.0	89,600		FEB	493000	47.5	7.2	1.6	0	62,894	62,894
312	\$2,811.12	0.0	85,600		MAR	599770	42.6	7.1	1.8	0	73,288	73,288
409		0.0	33,200		APR	466,970	0	0.0	0	240000	33,013	33,013
291		0.0	400		MAY	463,440	0	0.0	0	0	53,300	53,300
330		0.0	0		JUN	509,950	83	7.5	1.9	93,500	46,904	46,904
389		0.0	0		JUL	458860	51	6.1	3.5	0	71,422	71,422
483		0.0	0		AUG	527590				228000	0	0
375		0.0	0		SEP	378860				0	0	0
684		0.0	14,900	\$ 626.30	OCT	468740				0	0	0
1066		0.0	36,880		NOV	418900				180000	0	0
918		0.0	41,000		DEC						0	0
5984	\$2,094.42	0.0	391880	\$ 626.30	Total	5317220	274.85	35	10.2	741500	417307	417307
499	\$2,811.12	0.0	32657	\$ 626.30	Average	483384	39	5.0	1.5	67409	34776	34776

Collection System

Water Usage	Water Cost \$		Feet Cleaned Main	Call Outs Main	Call Outs Serv Latera	Service Lat:ldg Televised	Service Inspected	New Sewer Connections
1,467		JAN	0	0	2	1		
1,957		FEB	0	0	2	1		
1,460		MAR	3,500	0	1	1		
1,477		APR	1200	3	2	2		
1,960		MAY	4,000	4	1	2		
2,333		JUN	1,200	2	2	2		
1,110		JUL	1,500	1		1		
1,781		AUG	7,045					
1,440		SEP	0					
1,850		OCT	4,500	1	1	4	2	
1,727		NOV	0					
1,851		DEC	0		1			
20413	\$ -	Total	22945	11	12	14	2	0
1701	#DIV/0!	Average	1912	1.4	1.5	1.8	2.00	#DIV/0!

2023 Annual Water Report

	2021	2022	2023
Customers Billed			
City	1649	1650	1651
Rural	24	24	25
	1673	1674	1676
Total Gallons Billed			
City	109,203,213	111,376,462	108,353,373
Rural	2,039,095	1,975,333	1,886,409
	111,242,308	113,351,795	110,239,782
Total Dollars Billed			
City	\$ 730,140.15	\$ 776,626.19	\$ 743,784.39
Rural	\$ 24,631.66	\$ 24,691.86	\$ 24,139.24
	\$ 754,771.81	\$ 801,318.05	\$ 767,923.63
Penalties Added	\$ 4,717.75	\$ 5,103.31	\$ 4,303.84
Total Dollars Collected	\$ 746,945.88	\$ 793,853.93	\$ 754,644.97
Total Gallons Pumped	129,106,000	128,684,000	123,251,000
Hydrant Flushing	2,500,000	2,850,000	2,100,000
Unaccounted Gallons	15,363,692	12,482,205	10,911,218
Percent of Total	11.90%	9.70%	8.85%





City of Portland Water Department 2023 Annual Report

Recap of work completed in 2023

1. 316 work orders were completed for turn off/on of water, and final reads.
2. 65 water meter repair orders were received and completed.
3. Miss Dig tickets were completed thought the year as they were received.
4. All calls to businesses and home owners were handled in a timely manner.
5. Semi-annual hydrant flushing was successfully completed.
6. Hydrant inspections were completed and repaired as needed.
7. Valve and curb boxes were raised or lowered as needed and restoration of surrounding material completed.
8. 2 Water main breaks and service line repairs were completed.
9. 9 Galvanized water services were replaced with copper as per the Lead Replacement Rule.
10. 2 Traverse City fire hydrants that were broken, have been replaced with new East Jordan hydrants.
11. All EGLE compliance samples were submitted timey throughout the year.
12. Updates to the Emergency Response Plan (ERP) were completed for the department.
13. Certified water operators continue to attend training to earn CECs toward license renewals, and or to level up their certification.
14. South tower received a visual inspection. The Hill St. Tower received new paint on the exterior surface, and had a chemical clean performed to its wet interior.
15. Hydro Corp continues to maintain our Cross-Connection Control program, by doing physical inspections, organizing device testing, record keeping, and reporting to EGLE.
16. The annual Consumer Confidence Report was prepared and distributed to the public as per EGLE requirements in June.
17. We're continuing to be active in a Well Head Protection Program to ensure future water quality.
18. The meter change-out program is near completion. There are approximately 6 accounts left to update.
19. New entry doors for Wells 4 & 6, and a new window for Well 4, have been approved by council and order by the selected contractor. Scheduling for installation will happen in early 2024.
20. A new hydrant flushing program was created by F & V, and will begin in the spring of 2024.

-Respectfully Submitted,
Rodney D. Smith Jr., OIC/ Water Technician.



**City of Portland
Department of Public Works
2023 Annual Report**

FLUIDS USED

	2020	2021	2022	2023
Cylinder Oil (gal)	55	55	55	55
Transmission Fluid (gal)	10	10	10	5
Hydraulic Oil (gal)	0	55	55	55
Antifreeze (gal)	12	8	10	12
Car Wash Soap (gal)	30	30	30	30

FUEL COST

Year	Cost
2020	\$13,925
2021	\$22,100
2022	\$28,068
2023	\$22,162

MAJOR AND LOCAL STREETS

Material	2020	2021	2022	2023
Hot Black Top (ton)	56	34	80	33
Winter Black Top (ton)	5	6	10	9
Crack Filler (ton)	14	0	0	0
Road Gravel (yds)	0	0	0	0
Sand (yds)	0	0	0	0

SIDEWALKS AND WALKWAYS

Several areas of sidewalk were replaced.
Several sections of walk were repaired by using concrete raising.

STREET PAINTING

2020: Cost \$16,681.07
2021: Cost \$16,027.25
2022: Cost \$16,630.90
2023: Cost \$18,327.81

WINTER STREET SALT

2020	500 tons	Total cost: \$33,327.50
2021	300 tons	Total cost: \$19,128.67
2022	300 tons	Total Cost: \$17,968.35
2023	450 tons	Total Cost: \$32,158.22

From January 1, 2023 to December 31, 2023, thirty miles of major intersections and hills were salted 14 times.

All City streets, cemetery, hydro plant and alleys were plowed and salted a total of 10 times.

The downtown area was cleaned of snow 5 times.

LEAF PICK UP

2020: Approximately 2,500 cubic yards were picked up.
2021: Approximately 2,000 cubic yards were picked up.
2022: Approximately 2,700 cubic yards were picked up.
2023: Approximately 2,250 cubic yards were picked up.

CITY WIDE CLEAN-UP

	2020	2021	2022	2023
Loads Received	Cancelled	259	201	268
Dumpsters Filled or Yards		18	100 yds	128 yds
Electronics		6,600lbs.		
Scrap Metal			10,980 lbs.	6,320 lbs.
<u>Costs:</u>				
Dumpsters		\$12,062.26	\$7,334.00	\$9,571.86
Wages		\$1,062.25	\$1,210.44	\$1,478.06
Electronics		\$3,300.00	\$2,800	
Equipment		\$82.54	\$83.92	\$85.38
Total Cost of Cleanup		\$16,507.05	\$11,428.36	\$11,135.30

MILES PUT ON CITY VEHICLES

	2020	2021	2022	2023
9-05 GMC Truck	4,190	4,481	5,176	3,791
9-11 Vactor Truck	151	108	127	83
9-22 GMC Truck	3,890	3,955	3,865	4,371
9-14 Sweeper	Replaced	600	644	667
9-48 Freightliner Flatbed	N/A	1,660	947	1,341
9-49 International Plow	2,093	2,789	2,751	2,299
9-50 International Truck			New	1,399
9-51 Freightliner Truck	2,115	3,314	2,090	1,216
9-54 GMC 1 Ton	4,528	4,184	3,447	3,462
Total miles:	16,967	21,091	19,047	18,629

EQUIPMENT

A new backhoe was ordered.

A pull behind air compressor was purchased jointly between motor pool and board of light & power.



MISCELLANEOUS

- Michigan Wood Fibers ground the brush pile from the storm and cleaned up the compost area.
- Major wind storm in August received help from City of Ionia, Village of Lake Odessa, Cook Brothers, Timber Tree and CL Trucking.
- Put 2 AED's into service for the public works department.
- Assisted with river trail repairs.
- City wide fiber installation project.
- Tree trimming city wide.
- Removed 21 trees city wide, 9 from storm damage.
- The garage area of the DPW building was painted and all lights switched to LED.



Respectfully Submitted,

Ken Gensterblum
Public Works Director

Project Report for the City of Portland

Billing for 2023

Fleis & Vandenbrink Engineering, Inc.-All Accounts

Project Number	Project Description	Billing Work 1/2023-1/2024
1110	General Consultation Billed/Accrued	\$23,966.57
28771	Portland-Bridge Inspection	\$900.00
833070	Portland Safe Routes to School	\$2,474.44
840730	Portland - Divine Hwy Bridge Replacement	\$23,120.28
853960	Portland - Kent St Improvements	\$108,521.29
857960	Portland - 5 Year Park and Recreation PI	\$4,900.00
861370	Portland - Boardwalk Repairs	\$11,913.52
863880	Portland - 103 E. Grand River Ave Redeve	\$7,960.00
	TOTAL	\$183,756.10
F&V Operations & Resource Management		
	Operations	
712021	Portland - WWTP O&M	\$27,112.03
	TOTAL	\$27,112.03
F&V Construction Management INC		
	Construction	
1221	FVC - Portland WWTP CA	\$7,289,641.82
	TOTAL	\$7,289,641.82



2023 Annual Report



BLP Objectives



The mission of the Portland Board of Light and Power (PBLP) is to provide safe, reliable, and affordable power to the City of Portland and Portland Township with exceptional service and respect for our neighbors, while being good stewards of the financial and natural resources of our community.

DISTRIBUTION SYSTEM

- Work with Vision Metering LLC to implement the Automated Metering Infrastructure (AMI) project
- Complete asset management inspection for every transformer in our system implementing time critical repairs and noting any replacements required for the upcoming transition to a single voltage system
- Complete Bill's Party Store transition from overhead lines to underground
- Complete engineering and procurement activities for new transmission to distribution system substation
- Solicit bids for general contractor package for earthwork and construction of the Grant Street Substation
- Implement Kent Street underground improvements and street light relocations
- Continue phased painting of pad mounted transformers and distribution cabinets
- Continue strategic vegetative management
- Improve spare transformer inventory

POWER GENERATION PLANT

- Continue to exercise generation assets monthly with on a focus reducing time to full load generation
- Conduct a fall preventative maintenance event with third party contractor
- Establish a spare parts, modernization and obsolescence plan for the power plant switchgear
- Establish and implement an asset management strategy with strategic parts inventory
- Install new air compressor and order two new modern air compressors to complete upgrades of air starting systems
- Improve oil filtrations system
- Build out phase one of the control room

MUNICIPAL DAM

- Complete generator #2 distributor overhaul
- Replace inoperable roof fan at the dam
- Replace settling fishing pier
- Evaluate cost and viability of water level to production controls
- Evaluate cost, viability and options for improving flashboards
- Shotcrete deteriorating concrete around the dam impoundment
- Engage engineering firm to prepare a site plan that complies with FERC requirements, addresses aging fishing pier, bridge, stream structures, art house, picnic tables, and boat access points.

STREETLIGHTS

- Replace decorative streetlight poles (poles only heads and bases are in good condition) in 100-200 blocks of Kent Street.
- Replace wire, foundations, electrical infrastructure and timers for decorative streetlights in the 100-200 blocks of Kent Street.
- Establish a lighting plan along West Grand River
- Begin evaluation and planning for lights along Divine Highway
- Continue to replace wood pole streetlights with LED heads as conventional street light heads fail

ADMINISTRATION

- Establish a five-year financial plan and rate structure for recommendation to City Council based on UFS Rate Study
- Continued focus on zero harm safety culture
- Establish a public power week campaign with improved communication and community outreach
- Improve distributed energy resource readiness
- Establish a plan and allocate time and resources to customer care with a focus on top 10-20 customers
- Establish a plan and strategy for compliance with new Clean Energy Legislation

2023 Statistics



The mission of the Portland Board of Light and Power (PBLP) is to provide safe, reliable, and affordable power to the City of Portland and Portland Township with exceptional service and respect for our neighbors, while being good stewards of the financial and natural resources of our community.

COMMUNITY POWER DEMAND

- 2023 peak power demand occurred in September at 8,820 KW
- 2023 average monthly peak power demand was 6,420 KW
- 2023 peak monthly power use occurred in July at 3,513,569 KWH
- 2023 total power use was 33,195,555 KWH
- 2023 the PBLP complied with State of Michigan renewable energy requirements and grew the portion of its power supply contracted from renewable resources
- * *(Additional details can be found in Attachments Tables 1 & 2)*

MUNICIPAL DAM POWER PRODUCTION

- 2023 Annual power production for the dam was 1,809,829 KWH
- 2023 Peak monthly production occurred in December at 288,999 KWH
- Total 2023 dam production was 7.4% above the 25-year annual production average.
- * *(Additional details can be found in Attachment Tables 3 & 4)*

MUNICIPAL DAM OPERATING COSTS

- 2023 direct expenses for the dam were \$73,859.15
- 2023 value of power generated by the dam is estimated at \$144,243.37
- In addition to the in-system reliability, and renewable value derived from power generation at the dam, the dam generated financial value in 2023
- * *(Additional details can be found in Attachment Table 5)*

OUTAGES

- In 2023 the system experienced 27 outages compared with 9 outages in 2022
- 14 of the outages occurred within the overhead distribution system
- 5 outages were contractor dig-ins related with the fiber project
- 5 of the outages were caused by one significant storm event in late August
- 2 outages were caused by vehicle accidents with poles and transformers
- 3 outages were scheduled and completed preventatively to repair identified risks before they became major issues
- In 2023 we began tracking and reporting outages using the American Public Power E-Reliability program. The use of E-Reliability has improved the standardization of reporting and allows the PBLP to compare our IEEE reliability metrics with other utilities in Michigan and Across the U.S.
- A simple review of our 2023 IEEE reliability metrics, compared with 2022 IEEE reliability metrics reported by Michigan Utilities to EIA, indicates that the PBLP has reliability metrics amongst the top 10% of those reporting to EIA in the state. Further the PBLP has significantly better IEEE reliability metrics than adjacent utilities in our area.
- * *(Additional details can be found in Attachment Table 6)*



Attachments





**BOARD OF
LIGHT & POWER**
EST. 1896

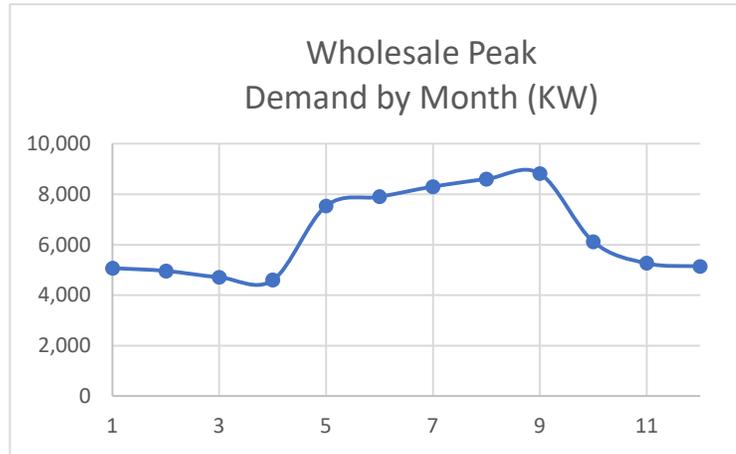
Acknowledgments

Thank you to the Portland community for its continued support of public power, and for the dedicated service of past and present board members of the Portland Board of Light and Power.



Table 1 - Wholesale Peak Demand for the City of Portland for 2023 (KW)

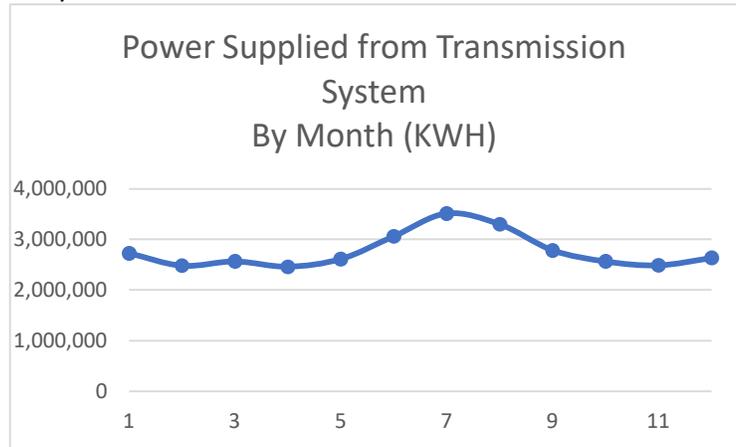
Month	MPPA and Hydro Combined
January	5,070
February	4,961
March	4,714
April	4,596
May	7,539
June	7,902
July	8,300
August	8,601
September	8,820
October	6,121
November	5,270
December	5,141



Average Monthly Peak Demand 6,420

Table 2 - Wholesale Energy Requirements for the City of Portland (KWh)

Month	Power Supplied from Transmission System
January	2,726,107
February	2,480,656
March	2,566,231
April	2,461,611
May	2,611,399
June	3,063,559
July	3,513,569
August	3,298,789
September	2,784,767
October	2,566,135
November	2,487,448
December	2,635,284



Total 33,195,555



Table 3 - Portland Municipal Dam 2021 Production

Month	Montly Production KWH	
January	KWH	249,687
February	KWH	188,524
March	KWH	261,732
April	KWH	43,180
May	KWH	117,704
June	KWH	94,188
July	KWH	95,858
August	KWH	99,665
September	KWH	93,432
October	KWH	54,880
November	KWH	221,980
December	KWH	288,999
Annual Production	KWH	1,809,829

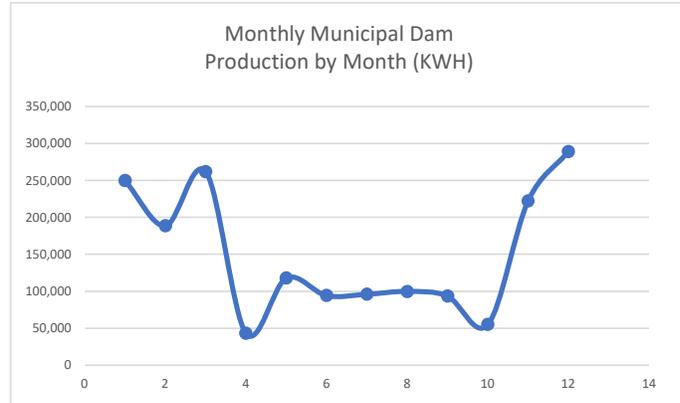


Table 4 - Portland Municipal Dam 25 Year Historical Production

Year	Annual Production	
2023	KWH	1,809,829
2022	KWH	1,622,289
2021	KWH	2,133,574
2020	KWH	2,135,283
2019	KWH	2,168,805
2018	KWH	2,000,068
2017	KWH	1,869,575
2016	KWH	1,862,374
2015	KWH	2,079,969
2014	KWH	2,035,260
2013	KWH	1,830,000
2012	KWH	1,855,800
2011	KWH	2,346,000
2010	KWH	1,400,000
2009	KWH	1,100,500
2008	KWH	1,726,100
2007	KWH	1,941,700
2006	KWH	1,870,000
2005	KWH	871,600
2004	KWH	1,186,000
2003	KWH	843,000
2002	KWH	1,001,480
2001	KWH	1,528,700
2000	KWH	1,835,500
1999	KWH	1,323,400
1998	KWH	1,445,100
Average 1997-2022	KWH	1,685,458

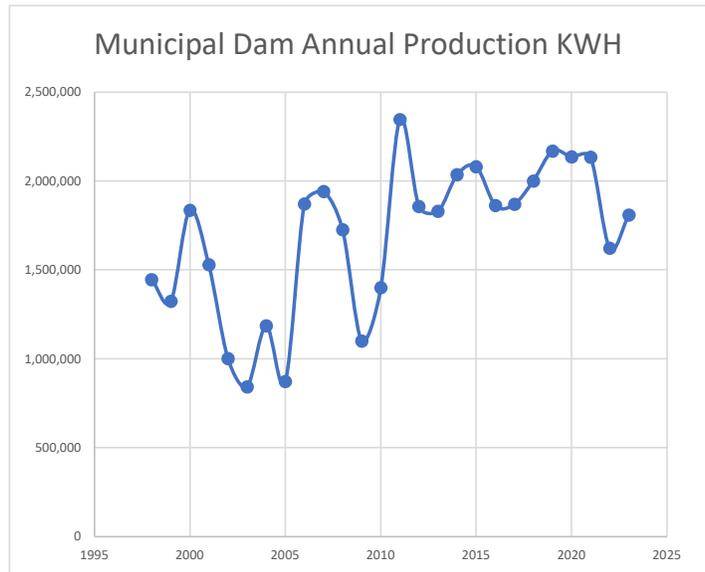




Table 5 - Portland Municipal Dam - Operating Costs

Direct Expenses 2023 \$ 73,859.15
 Total value of Dam Generation \$ 144,243.37

*** 2022 Average total cost of power and capacity delivered to PBLP was \$0.0809/KWH

Year	Annual Expenses
2023	\$ 73,859.15
2022	\$ 54,699.00
2021	\$ 45,735.85
2020	\$ 38,593.00
2019	\$ 37,332.00
2018	\$ 57,635.00
2017	\$ 57,079.00
2016	\$ 47,971.00
2015	\$ 57,946.00
2014	\$ 40,673.00
2013	\$ 63,425.00
2012	\$ 322,581.00
2011	\$ 57,867.00
2010	\$ 50,819.00
2009	\$ 67,189.00
2008	\$ 31,614.00
2007	\$ 38,386.00
2006	\$ 76,675.00
2005	\$ 335,799.00
2004	\$ 88,106.00
2003	\$ 119,329.00
2002	\$ 33,897.00
2001	\$ 34,554.00
2000	\$ 25,595.00
1999	\$ 32,629.00
1998	\$ 34,288.00
Average 1998 - 2023	\$ 74,010.61



<u>Address/Location</u>	<u>Outage Cause</u>	<u>Overhead/Underground</u>
Interruptor at Divine Hwy and Cottonwood Creek	Ice Damage	Overhead
120-124 Rindlehaven	System Maintenance	Underground
139 Maple Street	Overloaded	Underground
341 Albro Street	Contractor-Dig-In	Underground
706 Kent Street	Contractor-Dig-In	Underground
6499 Ionia Road	Vehicle Accident	Underground
Intersection of Barnes Rd and Divine Hwy	Vehicle Accident	Overhead
225 Albro Street	System Maintenance	Underground
Market Street 6 Customers	Wind Damage	Overhead
Fuse at take off pole at Rindlehaven Subdivision	Wind Damage	Overhead
Oak and Okemos Past Elementary School	Wind Damage	Overhead
Community Lake Park and Looking Glass Avenue	Wind Damage	Overhead
Maynard Road	Wind Damage	Overhead
1/2 of West Circuit	Transformer Failure	Underground
541 Lyons Street	Contractor-Dig-In	Underground
900 Market Street	Storm Damage	Overhead
750 Ionia Road	Contractor-Dig-In	Underground
7931 Grand River	Wild life	Overhead
Community Lake Park	Wind Damage	Overhead
7931 Grand River	Wild life	Overhead
926 Hill Street	System Maintenance	Underground
926 Hill Street	Blown Fuse	Overhead
926 Hill Street	Blown Fuses	Overhead
6798 East Grand River	System MAintenance	Underground
926 Hill Street	Blown fuse	Overhead
734 Lyons Road	Contractor-Dig-In	Undeeground
212 Barley	Contractor-Dig-In	Underground
Total Outages		27



2023 IEEE Reliability Metrics as Calculated by APPA compared with 2022 APPA Nationwide Data:

CoP – BLP Metrics are from 1/1/2023 – 12/31/2023 (This is the “specified time frame”).

SAIDI is the average duration (in minutes) of an interruption per customer served by the utility during the specified time frame.

Portland

36.267

CAIDI is the average duration (in minutes) of an interruption experience by customers during the specified time frame.

Portland

104.2

SAIFI is the average instances a customer on the utility system will experience a sustained interruption (>5Minutes) during the specified time frame.

Portland

0.348

ASAI is the percentage of time the sub-transmission and distribution systems are available to serve customers during the specified time frame.

Portland

99.993

For comparison, below is a summary of Michigan Based Utilities reporting to EIA 861 Form for 2022. In general, the City of Portland has better reliability statistics than our peer utilities in the state when compared with 2022 data.

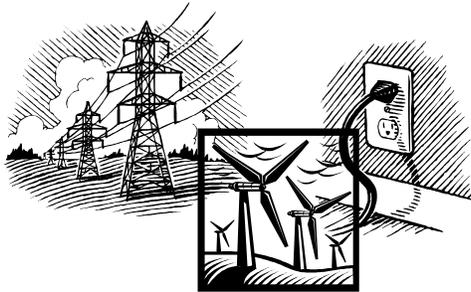
Utility Name	All Events (With Major Event Days)		
	SAIDI (minutes per year)	SAIFI (times per year)	CAIDI (minutes per interruption)
Alger-Delta Coop Electric Assn	388.400	1.601	242.598
City of Bay City - (MI)	189.632	0.599	316.581
Cherryland Electric Coop Inc	105.295	1.025	102.727
Cloverland Electric Co-op	652.500	3.220	202.640
Coldwater Board of Public Util	74.531	0.630	118.303
Consumers Energy Co	466.550	1.287	362.510
DTE Electric Company	583.893	1.249	467.488
City of Grand Haven - (MI)	127.764	1.554	82.216
City of Holland	41.629	0.396	105.124
Indiana Michigan Power Co	542.700	1.501	361.559
City of Marquette - (MI)	64.900	0.600	108.167
Midwest Energy Cooperative	768.900	2.800	274.607
Northern States Power Co	391.059	1.972	198.306
City of Traverse City - (MI)	53.469	0.714	74.887
Tri-County Electric Coop (MI)	276.000	1.330	207.519
Upper Peninsula Power Company	566.800	2.310	245.368
City of Zeeland - (MI)	1.994	0.011	181.273
Great Lakes Energy Coop	546.126	2.370	230.433
Upper Michigan Energy Resources Corp.	799.000	2.340	341.453

TABLE 8
Portland, Michigan
2023 Annual Electric Report
Power Cost and Supply
2023 Annual Electric Report



	Kilowatts Purchased				Electric Purchase Costs		
	2021	2022	2023		2021	2022	2023
Constellaion	0	0	0	MPPA	\$ 2,263,942.65	\$ 2,806,204.69	\$ 2,618,706.22
MPPA	37,022,025	37,716,108	34,838,645	MPPA (Belle River)	\$ -	\$ -	\$ -
MPPA (Belle River)	0	0	0	MPPA (Campbell)	\$ -	\$ -	\$ -
MPPA (Campbell)	0	0	0	Integrys	\$ -	\$ -	\$ -
Integrys	0	0	0	ESP	\$ -	\$ -	\$ -
ESP	0	0	0				
Hydro Generation	2,140,206	1,691,666	1,914,456				
Diesel Generation	114,210	55,037	100,508				
Total	34,881,819	36,024,442	32,924,189	Total	\$ 2,263,942.65	\$ 2,806,204.69	\$ 2,618,706.22

	Kilowatts Used		
Residential	17,292,513	18,018,860	16,394,273
Commercial	8,676,686	8,728,188	8,565,060
Lg. Demand/General	8,145,449	8,226,066	8,038,694
Street Lights	315,904	315,904	112,074
Diesel Plant	131,240	122,685	187,200
Hydro-Not Billed	16,781	9,178	9,660
Total	34,578,573	35,420,881	33,306,961
Unaccounted For (Loss to System)	303,246	603,561	-382,772
Line Loss %	0.87%	1.68%	-1.16%



Average Cost Per KWH Purchased	\$ 0.06	\$ 0.08	\$ 0.08
--------------------------------	---------	---------	---------

	Electric Billed to Customers		
PCA Billed-Residential	\$ 278,317.47	\$ 489,862.23	\$ 410,627.28
PCA Billed-Commercial	\$ 144,841.76	\$ 234,067.05	\$ 213,200.45
PCA Billed-Lg. General	\$ 136,558.81	\$ 216,460.27	\$ 199,614.72
Residential	\$ 2,006,343.00	\$ 2,309,768.00	\$ 2,184,887.08
Residential EO Charge	\$ 31,234.83	\$ 30,517.21	\$ 29,822.61
Geothermal Discount	\$ (1,305.77)	\$ (1,317.29)	\$ (1,374.77)
Commercial	\$ 1,015,850.98	\$ 1,119,771.68	\$ 1,121,361.83
Commercial/LG EO Chg	\$ 29,040.30	\$ 29,253.18	\$ 29,733.79
Lg. General/Demand	\$ 798,616.07	\$ 887,653.56	\$ 880,558.43
Lg. EO Charge	\$ 220.80	\$ 220.80	\$ 220.80
Street Lights	\$ 45,615.30	\$ 32,635.00	\$ 29,087.52
Tax	\$ 168,262.65	\$ 202,694.77	\$ 191,977.47
Rental Lights	\$ 2,773.81	\$ 2,753.58	\$ 2,812.08
	\$ 4,656,370.01	\$ 5,554,340.04	\$ 5,292,529.29

Residential Customers	2239	2239	2239
Commercial Customers	329	329	332
Lg. General/Demand	15	15	15
Total	2583	2583	2586

**Year End Totals*



Parks & Cemetery Annual Report 2023

I. Cemetery Department

A. Grave Openings

#	Burial Style	Cost	Total
8	Casket Burial - Resident	\$375.00	\$3,000.00
10	Casket Burial - Non-resident	\$525.00	\$5,250.00
11	Cremation Burial - Resident	\$175.00	\$1,925.00
7	Cremation Burial - Non-resident	\$250.00	\$1,750.00
2	Infant Columbarium	\$0.00	\$0.00
1	Duel Cremation Burial - Crem Res	\$0.00	\$0.00
	Saturday OT Charges - 15	\$200.00	\$3,000.00
39	Total		\$14,925.00

B. Grave Openings - Last three years	2021	2022	2023
Casket Burial - Resident	11	11	8
Casket Burial - Non-resident	13	10	10
Cremation Burial - Resident	6	10	12
Cremation Burial - Non-Resident	8	10	7
Infant Columbarium Burial	3	0	2
Total	41	41	39

C. Lot Sales

#	Plot Style	Plot Cost	Total
15	Casket Burial - Resident	\$350.00	\$5,250.00
14	Casket Burial - Non-resident	\$550.00	\$7,700.00
2	Cremation Burial - Resident	\$350.00	\$450.00
15	Cremation Burial - Non-resident	\$250.00	\$5,250.00
46	Total		\$18,650.00

Perpetual Care Charges (included in lot sale)	\$2,600.00
Total Revenue (excluding perpetual care)	\$16,050.00

D. Headstone Foundations

#	Charge for concrete and labor	Total
30	\$0.40/Sq.in.	\$11,185.60
	Foundation sizes vary per plot	

E. Cemetery Totals - Last 3 Years	2021	2022	2023
-----------------------------------	------	------	------

Grave Openings	41	41	39
Graves Sold	38	22	46
Foundations	26	23	30
Revenue - Grave Openings	\$11,975.00	\$12,775.00	\$14,925.00
Revenue - Plot Sales	\$12,350.00	\$7,900.00	\$16,050.00
Revenue - Foundations	\$6,470.00	\$9,276.80	\$11,185.60
Total Revenue	\$30,795.00	\$29,951.80	\$42,160.60

II. Parks Department

A. As of 2022 tree removals and stump grindings are part of DPW

B. Tree Plantings

Location	2021	2022	2023
Curb Lawn	7	6	0
Parks	4	5	36
Cemetery	0	0	0
Total	11	11	36

C. Fuel and Vehicle Totals

1 Supply Totals

	2021	2022	2023
Gas	\$2,840.33	\$4,995.69	\$4,002.49
Diesel	\$1,464.69	\$1,939.44	\$1,112.91
Oil	\$315.47	\$376.12	\$394.22
Filters	\$308.81	\$343.27	\$363.39
Parts	\$4,877.36	\$5,339.96	\$4,758.68
Total	9,806.66	12,994.48	10,631.69

2 Vehicle Hours

Vehicle	2021	2022	2023
Deere 4405	95	101	0
Ztrak 920 AC	152	181	171
Ztrak 920 AP	140	126	144
Ztrak 950	296	424	397
Deere 3039 #1	276	220	127
Deere 3039 #2	0	0	172
Gator 6x4	64	116	92
Gator 4x4	168	229	239



Recreation Department
Annual Report 2023

Index

<u>Participation Numbers</u>	<u>Page</u>
I. Youth Programs	3-5
II. Adult Programs	5-6
III. Youth & Adult Participation Totals Summary	6
 <u>Revenue & Expenditures</u>	
IV. Youth Programs	7-10
V. Adult Programs	10-11
VI. Program Revenues and Expenditures Summary	12

I. Youth Recreation Participation

A. Basketball

Residency	1/2 Boys	1/2 Girls	DK/K	TOTAL	%
City of Portland	16	11	12	39	24%
Portland Township	17	15	12	44	27%
Danby Township	13	19	15	47	28%
Eagle Township	3	1	0	4	2%
Orange Township	3	2	1	6	4%
Lyons Township	1	2	0	3	2%
Sebewa Township	3	4	4	11	7%
Other	4	2	5	11	7%
Total	60	56	49	165	100%

B. Tball/Baseball/Softball

Residency	M/W Tball	T/Th Tball	DK/K Coach Pitch	1/2 Softball	TOTAL	%
City of Portland	10	13	22	16	61	29%
Portland Township	11	10	13	12	46	22%
Danby Township	7	17	15	18	57	27%
Eagle Township	0	5	0	2	7	3%
Orange Township	4	1	3	1	9	4%
Lyons Township	2	1	0	1	4	2%
Sebewa Township	3	1	3	2	9	4%
Other	5	3	6	2	16	8%
Total	42	51	62	54	209	100%

C. Flag Football

Residency	4/5 Year Old	K/1st	2nd/3rd	TOTAL	%
City of Portland	11	9	12	32	27%
Portland Township	11	16	12	39	33%
Danby Township	10	6	7	23	19%
Eagle Township	0	0	2	2	2%
Orange Township	1	3	2	6	5%
Lyons Township	2	1	1	4	3%
Sebewa Township	0	3	0	3	3%
Other	5	2	3	10	8%
Total	40	40	39	119	100%

D. Soccer

Residency	DK/K	1st	2nd/ 3rd	TOTAL	%
City of Portland	16	12	14	42	34%
Portland Township	12	10	9	31	25%
Danby Township	11	12	5	28	22%
Eagle Township	1	2	1	4	3%
Orange Township	0	2	0	2	2%
Lyons Township	2	0	1	3	2%
Sebewa Township	2	1	1	4	3%
Other	4	6	1	11	9%
Total	48	45	32	125	100%

E. Tennis

Residency	Ankle Biters	Stringers	Acers	Middle School	High School	Junior Travel	TOTAL	%
City of Portland	2	4	7	4	3	1	21	18%
Portland Township	6	7	12	8	2	6	41	36%
Danby Township	5	6	5	2	4	3	25	22%
Eagle Township	0	0	2	0	1	0	3	3%
Orange Township	0	1	1	0	2	2	6	5%
Lyons Township	0	1	1	1	1	0	4	4%
Sebewa Township	1	0	2	0	1	0	4	4%
Other	3	3	0	3	1	0	10	9%
Total	17	22	30	18	15	12	114	100%

F. Tot Soccer

Residency	3 Year Old	4 Year Old	TOTAL	%
City of Portland	6	4	10	30%
Portland Township	8	1	9	27%
Danby Township	2	2	4	12%
Eagle Township	0	1	1	3%
Orange Township	0	0	0	0%
Lyons Township	1	1	2	6%
Sebewa Township	0	0	0	0%
Other	4	3	7	21%
Total	21	12	33	100%

G. Daddy Daughter Dance

Residency	Wed.	Thurs.	Total	
City of Portland	54	67	121	23%
Portland Township	53	50	103	22%
Danby Township	57	59	116	24%
Eagle Township	10	19	29	4%
Orange Township	17	10	27	7%
Lyons Township	4	3	7	2%
Sebewa Township	19	15	34	8%
Other	25	35	60	10%
Total	239	258	497	100%

II. Adult Recreation Participation

A. Softball (Summer)

Residency	Men's	Coed	Total	%
City of Portland	24	8	32	25%
Portland Township	17	10	27	21%
Danby Township	7	8	15	12%
Eagle Township	2	2	4	3%
Orange Township	2	1	3	2%
Lyons Township	1	2	3	2%
Sebewa Township	1	0	1	1%
Other	13	30	43	34%
Total	67	61	128	100%

B. Softball (Fall)

Residency	Men's	Coed	Total	%
City of Portland	12	14	26	21%
Portland Township	17	8	25	20%
Danby Township	2	2	4	3%
Eagle Township	2	3	5	4%
Orange Township	1	0	1	1%
Lyons Township	1	2	3	2%
Sebewa Township	0	0	0	0%
Other	25	33	58	48%
Total	60	62	122	100%

C. Basketball

Residency	Number of Players	%
City of Portland	36	21%
Portland Township	20	11%
Danby Township	15	9%
Eagle Township	6	3%
Orange Township	2	1%
Lyons Township	0	0%
Sebewa Township	3	2%
Other	92	53%
Total	174	100%

III. Participation Totals Summary

A. Youth & Adult

Residency	Youth	Adult	Total	%
City of Portland	326	94	420	25%
Portland Township	313	72	385	23%
Danby Township	300	34	334	20%
Eagle Township	50	15	65	4%
Orange Township	56	6	62	4%
Lyons Township	27	6	33	2%
Sebewa Township	65	4	69	4%
Other	125	193	318	19%
Total	1262	424	1686	100%

IV. Youth Recreation Revenue & Expenditures

A. Basketball

REVENUE

1st/2nd Grade Boys		
Registration	\$	2,970.00
1st/2nd Grade Girls		
Registration	\$	2,792.00
Kindergarten Registration	\$	1,923.00
TOTAL	\$	7,685.00

EXPENSES

1st/2nd Grade Jerseys	\$	954.00
Kindergarten Shirts	\$	343.00
TOTAL	\$	1,297.00

Total Revenue \$ 7,685.00

Total Expenses \$ 1,297.00

Total Balance \$ **6,388.00**

B. Tball/Baseball/Softball

REVENUE

M/W Tball Registration	\$	1,850.00
T/Th Tball Registration	\$	2,160.00
DK/K Coach Pitch Registration	\$	2,620.00
1st/2nd Grade Softball Registration	\$	2,270.00
TOTAL	\$	8,900.00

EXPENSES

Tball Shirts	\$	569.25
DK/K Coach Pitch Shirts	\$	368.00
1st/2nd Grade Softball Shirts	\$	310.50
TOTAL	\$	1,247.75

Total Revenue \$ 8,900.00

Total Expenses \$ 1,247.75

Total Balance \$ **7,652.25**

C. Flag Football

REVENUE

4/5 Year Old Registration	\$	1,700.00
K/1st Grade Registration	\$	1,700.00
2nd/3rd Grade Registration	\$	1,640.00
TOTAL	\$	5,040.00

EXPENSES

4/5 Year Old Shirts	\$	230.00
K/1st Grade Shirts	\$	340.00
2nd/3rd Grade Shirts	\$	340.00
TOTAL	\$	910.00

Total Revenue	\$	5,040.00
Total Expenses	\$	910.00
Total Balance	\$	4,130.00

D. Soccer

REVENUE

DK/Kindergarten Registration	\$	2,010.00
1st Grade Registration	\$	1,970.00
2nd/3rd Grade Registration	\$	1,360.00
TOTAL	\$	5,340.00

EXPENSES

DK/Kindergarten Shirts	\$	240.00
1st Grade Shirts	\$	240.00
2nd/3rd Grade Shirts	\$	185.00
TOTAL	\$	665.00

Total Revenue	\$	5,340.00
Total Expenses	\$	665.00
Total Balance	\$	4,675.00

E. Tennis

REVENUE

Ankle Biters	\$	510.00
Stringers	\$	1,320.00
Acers	\$	1,800.00
Middle School	\$	1,350.00
High School	\$	1,125.00
Junior Travel	\$	1,440.00
TOTAL	\$	7,545.00

EXPENSES

Instructor Fees	\$	4,971.00
Shirts	\$	1,434.00
TOTAL	\$	6,405.00
Total Revenue	\$	7,545.00
Total Expenses	\$	6,405.00
Total Balance	\$	1,140.00

F. Tot Soccer

REVENUE

3 Year Old Registration	\$	945.00
4 Year Old Registration	\$	540.00
TOTAL	\$	1,485.00

EXPENSES

Soccer Balls	\$	297.50
Instructors	\$	866.25
TOTAL	\$	1,163.75
Total Revenue	\$	1,485.00
Total Expenses	\$	1,163.75
Total Balance	\$	321.25

G. Daddy Daughter Dance

REVENUE

Wed. Registration	\$ 2,542.00
Wed. Door Registration	\$ 185.00
Thurs. Registration	\$ 2,712.00
Thurs. Door Registration	\$ 460.00
TOTAL	\$ 5,899.00

EXPENSES

DJ	\$ 550.00
Hall Rental	\$ 150.00
Pictures	\$ 660.00
Giveaway/Plush	\$ 194.95
Supplies	\$ 167.42
TOTAL	\$ 1,722.37
Total Revenue	\$ 5,899.00
Total Expenses	\$ 1,722.37
Total Balance	\$ 4,176.63

V. Adult Recreation Revenue & Expenditures

A. Softball (Summer)

REVENUE

Men's Registration	\$ 3,200.00
Men's Player Fees	\$ 1,600.00
Coed Registration	\$ 1,800.00
Coed Player Fees	\$ 1,570.00
TOTAL	\$ 8,170.00

EXPENSES

Umpires - Men's League	\$ 1,645.00
Umpires - Coed League	\$ 1,050.00
Scorekeepers - Men's League	\$ 564.00
Scorekeepers - Coed League	\$ 360.00
Shirts - Men's League	\$ 88.00
Shirts - Coed League	\$ 132.00
Trophy - Men's League	\$ 55.00
Trophy - Coed League	\$ 55.00
TOTAL	\$ 3,949.00
Total Revenue	\$ 8,170.00
Total Expenses	\$ 3,949.00
Total Balance	\$ 4,221.00

B. Softball (Fall)

REVENUE

Men's Registration	\$ 2,100.00
Men's Player Fees	\$ 1,490.00
Coed Registration	\$ 2,100.00
Coed Player Fees	\$ 1,680.00
TOTAL	\$ 7,370.00

EXPENSES

Umpires - Men's League	\$ 1,225.00
Umpires - Coed League	\$ 1,225.00
Scorekeepers - Men's League	\$ 420.00
Scorekeepers - Coed League	\$ 420.00
Shirts - Men's League	\$ 134.00
Shirts - Coed League	\$ 154.00
Trophy - Men's League	\$ 55.00
Trophy - Coed League	\$ 55.00
TOTAL	\$ 3,688.00
Total Revenue	\$ 7,370.00
Total Expenses	\$ 3,688.00
Total Balance	\$ 3,682.00

C. Basketball

REVENUE

Registration Fees	\$ 8,400.00
Player Fees	\$ 4,580.00
TOTAL	\$ 12,980.00

EXPENSES

Officials	\$ 6,720.00
Scorekeepers	\$ 1,152.00
Shirts	\$ 583.00
Trophies	\$ 220.00
TOTAL	\$ 8,675.00
Total Revenue	\$ 12,980.00
Total Expenses	\$ 8,675.00
Total Balance	\$ 4,305.00

VI.	Total Revenues & Expenditures Summary	
A.	Revenue	
	Program Revenue	\$70,414.00
	City of Portland Contribution	\$16,000.00
	Danby Township Contribution	\$ 4,000.00
	Portland Township Contribution	\$ 8,000.00
	Total Revenue	\$98,414.00
B.	Expenditures	
	Program Expenditures	\$29,772.87
	Personnel	\$41,624.95
	Administrative Services	\$19,256.50
	Contracts and Services	\$ 4,200.00
	Total Expenditures	\$94,854.32
C.	Balance	\$ 3,559.68

Respectfully Submitted,

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

PORTLAND POLICE DEPARTMENT 2023 ANNUAL REPORT

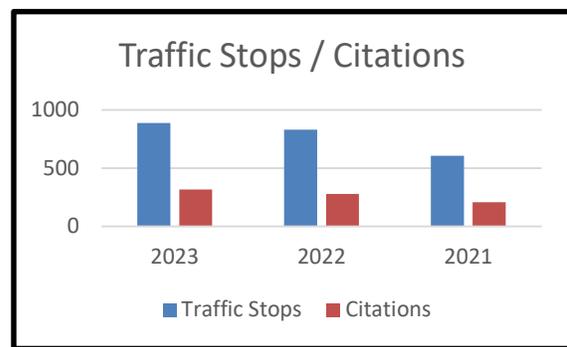
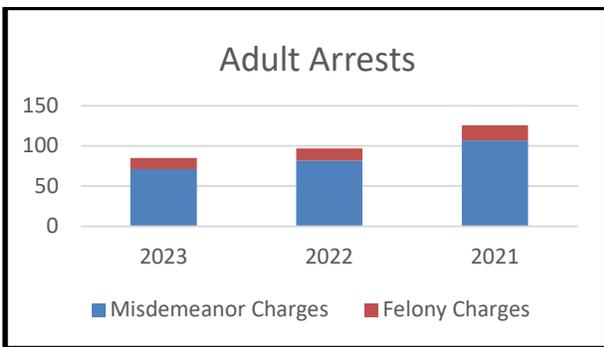


General Information

The State of Michigan opened up funding in 2022 to assist with efforts in combating the severe shortage of police officers. The City of Portland took advantage of the grant money available, and a police officer recruit was selected to attend a basic police academy beginning in January of 2024 with graduation expected in May of 2024. For the first time in several years, the agency has no vacant positions.

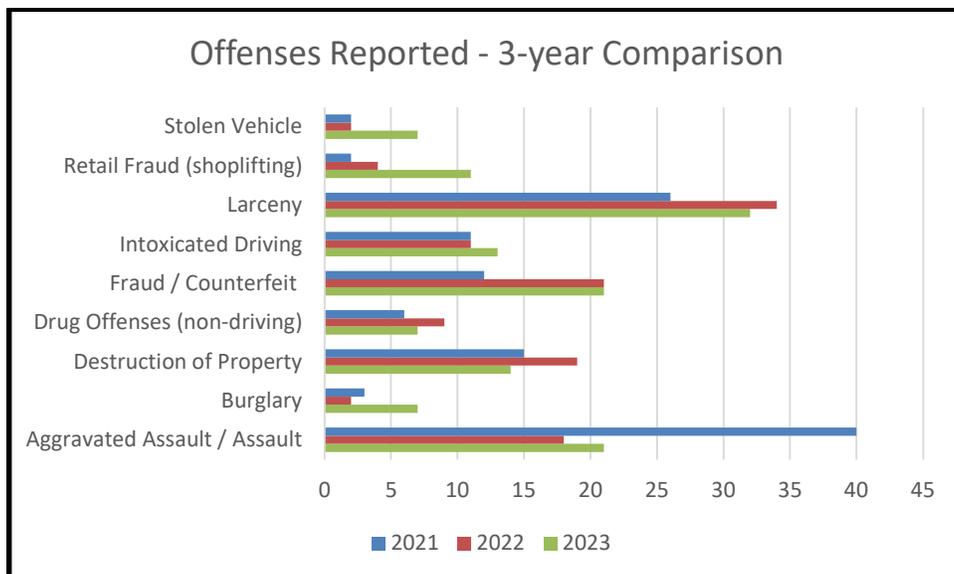
The agency was able to replace all dash cam style cameras in October of 2023. Watchguard was chosen as the vendor. Future plans include the addition of Watchguard body worn cameras which will allow the two systems to integrate seamlessly.

Officers at the Portland Police Department responded to 1,328 law enforcement incidents in 2023. There were 71 adult persons arrested for 84 misdemeanor charges and 14 adult persons arrested for 24 felony charges. Officers stopped 888 cars and issued 315 traffic citations.



Criminal Investigations

The following chart represent a sampling of the criminal investigations Portland police officers have investigated this year and compared to the prior two years. Assists to other agencies in the form of forensic interviews, recovery of stolen vehicles or property, traffic offenses, warrant arrests and PPO violations have not been included.



- Despite the mild winter, traffic crashes remained average with prior years at 106 incidents.

Use of Force

In a nation-wide effort to increase transparency, the FBI encourages use of force reporting by agencies on a national level. The Portland Police Department currently reports use of force incidents to state and federal agencies on a monthly basis. *There were zero use of force incidents during 2023.*

Notable Activity

In April 2023, Chief Thomas was alerted to a stolen vehicle traveling west on I96. As the vehicle moved west, it began running cars off the roadway or crashing into them. As the only patrol unit in position, Chief Thomas was able to stop the vehicle near Saranac where the driver exited and ran towards a field. The driver was caught, arrested, and lodged at the Ionia County Jail on charges of Resist and Obstruct Officer, Operating Under the Influence of Drugs, Parole Violation, Possession of a Stolen Vehicle, and multiple hit and run crashes. That suspect is currently back in the custody of the Michigan Department of Corrections.

Officer Kauffman noted a vehicle in a business parking lot after hours and became suspicious when it left at a high rate of speed after Officer Kauffman's vehicle came into view. The suspect vehicle was pursued and eventually stopped. Although there was no evidence the vehicle was involved in nefarious activity at the closed business, Officer Kauffman's contact revealed several concealed and illegal weapons. The subject was arrested for the felony possession of weapons and an outstanding warrant before ultimately being convicted of his crimes.

In May 2023, Officer Walker investigated the theft of catalytic converters from five cars from five different locations. Information was received of additional thefts within Ionia and Montcalm County. Evidence was received to connect all thefts and suspects were developed. Information was provided to the Ionia County Prosecutor's Office.

In June 2023, Officer Walker investigated a subject suspected of operating while intoxicated. During the investigation, the subject repeatedly tried to go back to his vehicle but was stopped by Officer Walker each time. Officer Walker soon had probable cause to go to the vehicle to locate an object and immediately noted an open glove box containing a loaded handgun; Officer Walker believed the subject was attempting to get back to the car to access that weapon. The subject was arrested for a 4th offense of operating while intoxicated and carrying a concealed weapon.

In September, Chief Thomas was dispatched to a domestic assault where the victim reported being unable to leave. Chief Thomas went to the residence, assisted by the Ionia County Sheriff's Department. The suspect answered the door, and, upon hearing the victim inside, he was removed from the doorway and the home entered. Investigation revealed the suspect had assaulted a female in the presence of her child despite a court order preventing him from being around her. The suspect was arrested for the domestic assault, violation of the court order and two counts of resist and obstruct officer before being sentenced to jail.

In October, the agency took separate reports of a stolen car and larceny from a motor vehicle; the victims were neighbors. The stolen car contained the football gear of a Portland High School student. A suspect was developed with the assistance of Clinton County when they came upon the stolen car and pursued it. The car was eventually lost; however, Lansing PD was then called to a separate incident of a disorderly subject who was found with a set of keys marked with a "Portland Raider" key chain. Knowing the car was in the area, a challenge was put out to two special investigative units working in Lansing. Not only was the car located late that evening, but the football gear was still inside, and the student was able to play in the game the following day. The suspect was arrested and lodged on multiple charges.

A possible intoxicated driver was reportedly driving on I-96 in a truck without a rear tire in October of 2023; the truck had also hit a vehicle and a guard rail before continuing towards Portland. Officer Listerman intercepted the vehicle and was able to stop him. The suspect driver was arrested for felony Operating While Intoxicated / Operating Under the Influence of Drugs as well as the hit and run crashes before being lodged at the Ionia County Jail.



2023 ANNUAL REPORT

Portland Ambulance

2023 Annual Report

The following is a summary representation of events for Portland Ambulance for 2023.

I assumed leadership of Portland Ambulance on May 2, 2023. In the spirit of transparency, I inherited a very well developed and functioning ambulance agency. While this may seem trivial, in our modern EMS operations, this is now rare to find. I was also afforded the full support of all facets of Portland's leadership team and from every department! Having spent my entire 32 years in hospital EMS leadership, I found municipality leadership a bit challenging. I am convinced that the successful transition is attributed to the absolute support and preparation by Chief Star Thomas! Nearly every single step in this process was prepared and offered to me. Every log, checklist, budget item, file was available. Every question along the way was answered, and quite honestly, the Chief is still a great reference point for most everything. The City of Portland is very fortunate to have Chief Thomas!

Culture is most everything in any relationship in every facet of life. Having reviewed previous annual reports, I understand that this is a common thread and goal from previous leaders. EMS has certainly experienced a dynamic shift in the paradigm in the past 10 years and exacerbated by the recent pandemic and economic diversity. Leadership and example setting is critical in culture development and sustainability. Accountability, consistency, and communication are also vital in cultural success. This was my opening statement on May 2, 2023, and continues to be as we grow and excel.

While most EMS agencies have an EMS Operations Manager, I have appointed Madison Gensterblum as my EMS Operations Coordinator. I have great confidence in Madison and her ability as a Paramedic and future for leadership for Portland Ambulance. Chief Thomas reported in previous goals for a succession plan; this is my goal for Madison. I have integrated her into the initial process local and state governing processes for EMS.

Portland Ambulance experienced a staffing shortage due to injury which placed me into staffing the ambulance for 24-hour shifts. As a result, I entered into a contractual agreement with a staffing agency, something I had done in Eaton County with success. We were able to place 1 Paramedic here after multiple interviews. Unfortunately, this temporary person became problematic, and I received multiple complaints within a short time frame. To protect the City and Ambulance Service, this contract was terminated immediately.

We have added several new EMT's and 1 full-time Paramedic. In my current goals, and those of previous leaders, we are growing the service, planning to staff two ambulances for

most shifts. This may be accomplished with Advanced Life Support and Basic Life Support, depending on the staffing available.

Some of the events Portland Ambulance has assisted with include:

- Portland rodeo
- Football (Portland, Pewamo, St. Pats) (multiple games, playoff games)
- Friends of the Red Mill Community Days
- Portland St. Pats Summer Fest
- Portland Trail Riders (3 events, two days each event)
- Fireworks display
- Memorial Day parade
- Christmas Parade
- Westphalia car show

With the help of Mindy Tolan and Angie Gensterblum, the City of Portland and Ambulance completed a very extensive audit from the Centers for Medicare and Medicaid Services. This took a great deal of time from all of us in a collaborative effort to track data and expenses. This project was centered around the potential for increased reimbursement for ambulance service providers.

I have convened two primary committees within the department. Our ambulance development committee has met several times with our ambulance vendor, Kodiak. We have advanced plans for our next ambulance that will be delivered to the City Manager and City Council for approval, with delivery in July 2024.

Our second committee involves new employee orientation. Our emphasis was placed on advanced integration of new members that focuses on safety, equipment utilization, and driving competency. The committee continues to work on this topic.

Portland Ambulance has seen an increase in call volume, a total of 110 calls from previous years. With this, we have seen an increase in patient transfers, a direct result of increased staffing. I have also directed staff to bill for services that were not previously billed. These include patient refusals when assessed by EMS, traffic crashes, and cardiac arrests when patient was not transported. (Portland statistics are added to this report.)

Our vehicle maintenance program had some very significant challenges. Ambulance preventative maintenance and repairs were being conducted by technicians not certified in emergency vehicle repair, referred to as EVT (Emergency Vehicle Technician.) While less expensive, Portland Ambulance personnel experienced rather unsafe situations with acute vehicle failure during calls and transport. I have entered into an agreement with Quality Car and Truck. The technicians are EVT certified and travel to Portland for routine and emergency repairs. Since this implementation, our ambulances are fully maintained, and we have basically eliminated acute failures.

Ionia County Central Dispatch has made some significant changes which have impacted Portland Ambulance and the City of Portland. These changes have resulted in unexpected financial costs which include:

- Upgrade the radio system from VHF to 800.
- Upgrade pagers to receive pages at the 800 system.
- Install station amplifier to receive 800 pages.
- Reconfigure mobile and portable radios to reflect current template.

It should be noted that Ionia County Central Dispatch had obtained funding to place new radios (mobile and portable) and pagers to be assigned to each fire/EMS municipality vehicle within the county. Portland Ambulance was not included in this project.

Our EMS reporting software, Health EMS, was redefined by national criteria objectives, named NEMSIS. These national changes required an upgrade to our reporting system. This allows our billing company to continue to bill for services.

The City of Portland, Portland Ambulance worked through two MIOSHA complaints. The first complaint was received prior to my arrival, the second issued in October 2023. The later was unfounded. We have worked with the PAMA board to complete:

- Replace existing roof.
- All new bay doors.
- Rework of structure, masonry repairs.
- Paint, interior and exterior.
- Construction of EMS sleeping room.
- Repair of structural plumbing.
- Installation of exit signs.
- Repair, replace electrical systems.

In summary, Portland Ambulance remains vibrant and sustainable, and with growth potential as we move into 2024.

Respectfully submitted:



Daniel O. Sowles, Director, Portland Ambulance

Calls by Residency*	Jan		Feb		Mar		Apr		May		June		July	
	R	NR	R	NR	R	NR								
City of Portland	31	1	31	2	17	6	24	6	19	5	23	5	27	6
Portland Twp	16	1	14	0	13	1	14	2	14	6	14	0	11	5
Danby Twp	7	0	9	1	5	1	11	3	10	1	6	4	7	2
Lyons Twp	1	0	4	1	3	1	5	0	1	0	5	0	2	1
Sebewa Twp	4	0	3	1	8	0	3	0	2	0	3	1	3	2
Pewamo Vill	9	0	4	0	7	0	7	0	4	0	2	0	5	0
Westphalia Twp	4	0	1	0	2	0	4	0	1	0	2	0	2	0
Westphalia Vill	0	0	2	0	2	0	1	0	2	0	2	0	2	0
Orange Twp	2	3	2	0	0	0	2	1	3	1	1	1	2	1

Calls by Residency*	Aug		Sept		Oct		Nov		Dec		Final	
	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR
City of Portland	26	8	34	8	30	10	27	6	31	5	320	68
Portland Twp	15	8	15	4	14	0	17	3	21	4	178	34
Danby Twp	9	0	12	3	11	1	9	5	20	1	116	22
Lyons Twp	6	0	6	0	2	0	3	1	1	0	39	4
Sebewa Twp	4	0	3	1	8	0	3	2	7	0	51	7
Pewamo Vill	6	1	2	0	2	0	3	1	5	3	56	6
Westphalia Twp	6	1	5	2	2	0	1	0	5	0	35	3
Westphalia Vill	2	0	0	1	0	1	2	0	0	0	15	2
Orange Twp	2	0	3	1	4	2	0	0	2	2	23	12

Total Calls for Month*	Jan	Feb	Mar	Apr	May	June
		80	75	68	83	70
Mutual Aid Given	Jan	Feb	Mar	Apr	May	June
		9	13	1	4	10

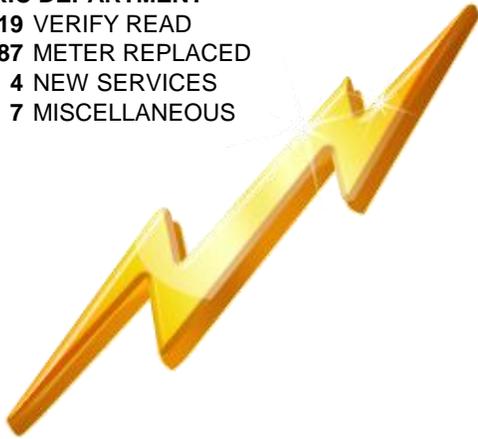
Total Calls for Month*	July	Aug	Sept	Oct	Nov	Dec
		80	94	102	88	84
Mutual Aid Given	July	Aug	Sept	Oct	Nov	Dec
		8	9	6	7	9

*Number of calls is not equal to number of patients (i.e. traffic crashes w/multiple patients) and does not include patient transfer calls.

WORK ORDER RE CAP 2023

ELECTRIC DEPARTMENT

19 VERIFY READ
87 METER REPLACED
4 NEW SERVICES
7 MISCELLANEOUS



DPW

7 TREES REMOVED
7 SIDEWALK REPAIR
1 MISCELLANEOUS

WATER DEPARTMENT

24 VERIFY READ
32 ORION METERS INSTALLED
2 NEW SERVICES
4 MISCELLANEOUS



CITY OF PORTLAND ZONING BOARD OF APPEALS

ANNUAL REPORT 2023

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

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

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

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

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

Meetings Held	Length of Meeting	No. of Members Present
January – No Meeting		
February 13, 2023	15 minutes	4
March – No Meeting		
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August 14, 2023	34 minutes	4
September – No Meeting		
October – No Meeting		
November – No Meeting		
December – No Meeting		

SUMMARY OF MEETINGS

February 13, 2023

- The nomination of officers was held.
- A variance request from the rear yard setback to allow construction of a home addition in the R-2, Traditional Residential District, located at 126 Riverside Dr. was considered and approved.

August 14, 2023

- The nomination of officers was held.
- An appeal of the determination of the Zoning Administrator for the denial of a fence permit for a fence constructed of wood pallets at 532 Divine Hwy. was heard and upheld.

2023 STATISTICAL SUMMARY

- 2 Meetings Held
- Average Meeting Length – 25 minutes
- Average of 4 Members Present
- 0 Variances Denied
- 1 Variances Approved
- 0 Request to Repeal a Decision of the Planning Commission

**CITY OF PORTLAND
PLANNING COMMISSION**

**ANNUAL REPORT
2023**

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

Meetings Held	Length of Meeting	No. of Members Present
January – No Meeting		
February – No Meeting		
March – No Meeting		
April 12, 2023	1 hour, 32 minutes	4
May 10, 2023	47 minutes	5
June 14, 2023	11 minutes	5
July – No Meeting		
August – No Meeting		
September – No Meeting		
October 11, 2023	39 minutes	5
November – No Meeting		
December – No Meeting		

SUMMARY OF MEETINGS

April 12, 2023

- The Planning Commission held a Public Hearing to receive comments on the proposed draft of the Revised Zoning Ordinance and Zoning Map.
- The Planning Commission recommended the proposed Revised Zoning Ordinance and Zoning Map to the City Council for approval.

May 10, 2023

- The Planning Commission held a Public Hearing to receive comments on the request by BMP Holdings, LLC to rezone the approximate 129-acre parcel located in the area of Rowe Ave. and Rindlehaven Commons from TND PUD to R-2 Traditional Residential.
- The Planning Commission recommended the rezoning of the 129-acre parcel from TND PUD to R-2 Traditional Residential as requested by PLG Development, LLC.

June 14, 2023

- The Planning Commission held a Public Hearing to receive comments on the request to approve a Special Land Use Permit to build a single-story, two-family duplex at 734 Lyons Rd.
- The Planning Commission approved the request for a Special Land Use Permit to build a single-story, two-family duplex at 734 Lyons Rd.

October 11, 2023

- The Planning Commission held the nomination of officers.
- The Planning Commission held a Public Hearing to consider a request from Tru Family Dental to rezone the property at 155 Rowe Ave. from C-3 (Highway Commercial District) to C-2 (General Business District) to allow the construction of two small building additions.
- The Planning Commission held a Public Hearing to consider a text amendment to the Zoning Ordinance, Appendix B, Section 8-8 for Fences and Walls.
- The Planning Commission recommended Council approve the request from Tru Family Dental to rezone the property at 155 Rowe Ave. from C-3 (Highway Commercial District) to C-2 (General Business District) to allow the construction of two small building additions.
- The Planning Commission approved the Site Plan for construction of two building additions at 155 Rowe Ave.
- The Planning Commission approved the text amendment to the Zoning Ordinance, Appendix B, Section 8-8 for Fences and Walls.

2023 STATISTICAL SUMMARY

- 4 Meetings Held
- Average Meeting Length – 47 minutes
- Average of 5 Members Present
- 1 Site Plans Approved

- 1 Special Land Use Approval
- 0 Lot Splits Approved

**CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY**

**ANNUAL REPORT
2023**

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

Meetings Held	Length of Meeting	No. of Members Present
January 23, 2023	1 hour, 5 minutes	8
February 27, 2023	1 hour, 15 minutes	7
March 27, 2023	35 minutes	8
April 24, 2023	1 hour, 7 minutes	7
May 22, 2023	42 minutes	5
June 20, 2023	41 minutes	7
July 24, 2023	48 minutes	6
August 28, 2023	58 minutes	8
September 25, 2023	46 minutes	8
October 9, 2023 – Spl Mtg	27 minutes	6
October 23, 2023	1 hour, 5 minutes	7
November 27, 2023	45 minutes	7
December – No Meeting		

SUMMARY OF MEETINGS

January 23, 2023

- General business was conducted.

February 27, 2023

- The DDA approved the Fiscal Year 2022/2023 Budget with minor changes as required.
- The DDA approved the expansion of Beerfest by 30% with expanded use of Toan Park.
- The DDA approved the contract with 5475 Days for Beerfest.
- The DDA approved the request to apply for a liquor license for Beerfest 2023.

March 27, 2023

- General business was conducted.

April 24, 2023

- The DDA approved the change of date to May 31, 2023, for the Façade Pitch Competition.
- The DDA approved the TIF update timeline and to move forward with the same.

May 22, 2023

- The DDA recommended a Mural Policy to the City Manager for review.
- The DDA approved the PRIME – Expired Funds Policy.

June 20, 2023

- The DDA approved the requested \$900.00/month administrative charges to the City based on the recent Cost Allocation Study.

July 24, 2023

- The Election of Officers was held.

August 28, 2023

- General business was conducted.

September 25, 2023

- The DDA proposed the TIF Development Plan be forwarded to the Citizen Council for review at their Public Meeting on Monday, October 2, 2023, at 12:30 P.M.
- The DDA approved a Special Meeting be held Monday, October 9, 2023, at 7:00 P.M. to consider approval of a Resolution for the TIF Development Plan.

October 9, 2023 – Special Meeting

- The DDA held a Public Hearing to receive comment on the draft 2023 Restated Downtown Development Plan and Tax Increment Financing Plan.
- The DDA recommended the draft 2023 Restated Downtown Development Plan and Tax Increment Financing Plan to City Council for approval.

October 23, 2023

- The DDA approved a proposal from Small Town Saturday Night Fireworks for the 4th of July fireworks celebration to be held on Friday, June 28, 2023.
- The DDA approved holding the Team Meeting on the 2nd Floor of City Hall at 6:15 P.M. on the 2nd Tuesday of each month.
- The DDA did not approve helping to fund the cost of a lift for installation of Christmas lights because it did not help with the previous light installation.
- The DDA did not approve Tim Fuller’s offer to light City Hall with Christmas lights.

November 27, 2023

- The DDA approved a Façade Improvement Grant Reimbursement for Bill Fabiano.
- The DDA voted to not hold the December DDA meeting.
- The DDA approved budget amendments to the Fiscal Year 2023/2024 Budget.
- The DDA moved the January meeting to January 29, 2024.

2023 STATISTICAL SUMMARY

- 12 Meetings Held
- Average Meeting Length – 51 minutes
- Average of 7 Members Present

